



SAICH PLATFORM

(Southern African Intangible Cultural Heritage Cooperation Platform)

UNESCO/FLANDERS PROJECT ON STRENGTHENING SUB-REGIONAL COOPERATION AND NATIONAL CAPACITIES IN SEVEN SOUTHERN AFRICAN COUNTRIES FOR IMPLEMENTING THE 2003 CONVENTION FOR THE SAFEGUARDING OF INTANGIBLE CULTURAL HERITAGE (2018)

FINAL NARRATIVE REPORT ON THE PROJECT PHASE

14 October 2019

PROJECT PROFILE

- Name of beneficiary in the contract: **Chinhoyi University of Technology – SAICH Platform**
- Name and title of the contact person: **Prof. Herbert Chimhundu, Coordinator**
- Title of the Project: **“Strengthening sub-regional cooperation and national capacities in seven Southern African countries for implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage.”**
- Contract number: **45003831-A2**
- Start date and end date of the reporting period: **10 December 2018 - 14 October 2019**
- Target country(ies) or region(s): **Southern Africa**
- Final beneficiaries &/or target groups: (if possible) (including numbers of women and men): **Various communities that own and are custodians of elements of the intangible cultural heritage that are found in the territories of the seven participating countries; the beneficiaries cut across all age groups and segments of the populations in those states parties.**
- Country (ies) in which the activities are carried out: **Botswana, eSwatini, Lesotho, Malawi, Namibia, Zambia and Zimbabwe.**
 - The governments of all the seven participating countries are supporting this initiative through officials in relevant ministries and state agencies who are designated country Focal Point Persons (FPPs) of the SAICH Platform. The FPPs coordinate implementation of the project and they initiate or lead other ICH safeguarding activities in their respective countries that are supported by their own governments. The project has also helped to establish and or strengthen national ICH committees, which are supported by the governments in their countries.
- Website: www.saich.org
 - The SAICH Platform website and database of inventoried ICH elements were enhanced during the 2018-19 phase of this on-going UNESCO project with the support of the Flanders Government. The SAICH website, which was constructed in 2015, is active and constantly being updated. The outputs of the project, including **publications**, are uploaded onto the website and can be accessed via links that are indicated on the website and listed in **Annexure D** at the end of this report.

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Abbreviations

CUT	-	Chinhoyi University of Technology
FPP	-	Focal Point Person
IAR	-	International Assistance Request
ICH	-	Intangible Cultural Heritage
IGC	-	Intergovernmental Committee
NATCOM	-	National Commission for UNESCO
NICHC	-	National Intangible Cultural Heritage Committee
ODs	-	Operational Directives (of the Convention)
ROSA	-	Regional Office for Southern Africa (UNESCO)
RL	-	Representative List (ICH elements)
SADC	-	Southern African Development Community
SAFE	-	Safeguarding Plans (for ICH)
SAICH Platform	-	Southern African Intangible Cultural Heritage Cooperation Platform
SAICHA-Net	-	Southern African Intangible Cultural Heritage Academic Network

1. Executive Summary

Since the UNESCO-supported Southern African Intangible Cultural Heritage Cooperation Platform (SAICH Platform, www.saich.org) was created in 2015, it has become a success story in global UNESCO. The SAICH Platform, which has been funded by the Flanders government and is hosted in Zimbabwe by Chinhoyi University of Technology (CUT), was set up by cooperating partners in the project on “Strengthening sub-regional cooperation and national capacities in seven Southern African countries for implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage”. The seven participating countries in this major program are Botswana, Eswatini (Swaziland), Lesotho, Malawi, Namibia, Zambia and the host country Zimbabwe. During the last five years, the Platform has received two grants from the Flanders government to implement the last two phases of this on-going ICH safeguarding project from 2016-17 and from 2018-19. This coordinated, project-based approach has produced tangible results. The individual capacities of the seven countries and cooperation between them in safeguarding of intangible cultural heritage (ICH) have been strengthened significantly mainly through community-based inventorying activities.

The Coordination Team at CUT provides technical and secretariat services to the whole grouping which, among other outputs, had 161 elements uploaded onto the SAICH database from community-based inventorying as of September 2019. By the time the closing workshop for the first phase was held in September 2017, a total of 98 elements had been uploaded as follows: Botswana 2, eSwatini (Swaziland) 21, Lesotho 4, Malawi 47, Namibia 11, Zambia 1 and Zimbabwe 12. By the end of the second project phase in September 2019, the total number of uploaded elements had gone up to 161, with the uploading by country as follows: Botswana 2, eSwatini 41, Lesotho 4, Malawi 64, Namibia 12, Zambia 4 and Zimbabwe 34.

Another major achievement of the SAICH Platform has been the domestication of the 2003 ICH Convention into ten (10) African languages that are spoken in the participating countries. This was all done in 2019 during the 2018-19 phase of the UNESCO-Flanders project. Each participating country commissioned specialists to translate the Convention into at least one language that is widely spoken in its territory. Three countries actually opted to do two languages each, while the other four countries settled for one language each, making a total of ten. The languages concerned are Setswana [Botswana], SiSwati [eSwatini], Sesotho [Lesotho], Tumbuka & Yao [Malawi], Otjiherero [Namibia], Chewa/Nyanja & Luvale [Zambia] and Ndebele & Shona [Zimbabwe]. All 10 translations are being published online on/linked to the SAICH website, both individually and as one consolidated volume. The translated versions themselves are awareness raising materials, and they will have the knock-on multiplier effect of providing reference points for the production of more awareness raising materials on ICH safeguarding.

Yet another milestone for the project was reached in 2019 when the SAICH Platform acquired and installed video teleconference equipment to facilitate communication and discussions between participants in the seven member states on a virtual platform. Individual units were distributed to all the seven country focal point persons (FPPs). This state-of-the-art equipment was actually used during the third and final meeting of the of the second project phase by the coordinators and FPPs in early October 2019. With this modern technology, the cooperating partners are now able to hold virtual meetings as often as they like without

incurring the costs of air travel to roundtable meetings, which makes continued cooperation much easier for the SAICH partners.

The project-based approach and multiplier effect of the SAICH Platform have culminated in the participating countries agreeing on a sustainability strategy that is underpinned a framework for institutionalisation of this work by creating a UNESCO Category 2 Centre (C2C) on ICH. The proposal is for a split-site Centre that will be housed at three public universities in three of the participating countries with each one allocated specific responsibilities, specifically: information & networking [Chinhoyi University of Technology]; research & regional programs [Malawi University of Science and Technology]; and training & capacity building [National University of Lesotho]. This new Centre will probably be linked to CRESPIAF (the Regional Centre in Algiers for the Safeguarding of the Intangible Cultural Heritage) in Algeria. The Coordinator of the SAICH Platform Prof. Herbert Chimhundu, visited in July 2019. The possibility of the SAICH Platform collaborating with, or being linked to, CRESPIAF is already being investigated.

The SAICH Platform is thus a sub-regional experiment in cooperation, capacity building and networking. Capacity-building happens at the national level, while cooperation is at the sub-regional level and networking is from the sub-regional up to the regional and global levels. With regard to networking, the SAICH Platform team at CUT conducted and validated a survey on the status of ICH as a component of the curriculum in higher education institutions in Southern Africa. This intensive survey, which was commissioned by UNESCO Regional Office for Southern Africa (ROSA) in 2018, covered the seven SAICH Platform countries and South Africa. It mapped ICH-related education programmes in universities, identified opportunities and interests in developing ICH-related programmes, and explored the feasibility of establishing a network of universities in the region. The results of the survey were presented during an information session on higher education networking at the 13th Session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage (IGC COM 13) in Mauritius in November 2018. The survey has since led to the setting up of the Southern Africa Intangible Cultural Heritage Academic Network (SAICHA-Net) with the SAICH Platform taking the lead.

The SAICH Platform is now quite visible at UNESCO forums and is making friends internationally for Southern Africa everywhere, with networking and information sharing in mind. Between 2015 and 2018, members of the SAICH Platform coordination team at CUT and country focal point persons from the sub-regional grouping have attended three sessions of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage (IGC COM 10, 11 & 13 from 2006-18) in Namibia, Ethiopia and Mauritius respectively.

Through the SAICH experiment, the Platform has thus developed a model in Southern Africa a model for cooperation and capacity building in ICH safeguarding that places a higher education institution at the centre, where it provides technical and secretariat services for a grouping of states parties that are cooperating in implementing one of the major UNESCO Conventions on Culture while engaging with the custodian communities. That model, which also has a bearing on the university curriculum, could actually be replicated in other sub-regions on the continent. This higher education dimension has brought in new dimensions in ICH safeguarding. With particular reference to the SAICH Platform and SAICHA-Net, the primary concerns in collaboration are now: a) strengthening African languages as vehicles of ICH; b) embedding or and mainstreaming ICH in the university curriculum; c) developing a

model for a sustainable project-based approach to ICH safeguarding from sub-regional to regional levels; d) sharing experiences and networking while institutionalising the work of the SAICH Platform; e) developing a regional Master's program in ICH and Sustainable Development; and f) making a bid for a split-site ICH Category 2 Centre for Southern Africa.

The impact of the SAICH Platform project on ICH safeguarding has been considerable and it is measurable. Since the creation of the SAICH Platform in 2015, the seven participating countries have engaged in a whole range of activities that speak to the objectives of the project. Most of these activities were carried out and reported separately by the participating countries but within the framework agreed to, and the work plans presented, at the SAICH Platform coordination workshops. In addition to community-based inventorying and uploading more than 160 ICH elements on the SAICH database, a number of international assistance requests were submitted by some of the participating countries with positive results, one joint nomination was made which is likely to be listed by UNESCO on the Representative List, and a number of other cross-border ICH elements that are found in the sub-region were identified as candidates for future multinational nominations. Technical capacity has been enhanced adequately to service the seven participating countries and the participating countries have agreed that the team at CUT should continue with its coordination role as the sub-regional grouping implements its post-Flanders sustainability strategy until a C2C is set up to take over the responsibility permanently.

In this report, the focus is on activities of the SAICH Platform that were carried out during the last phase of the UNESCO-Flanders Project from 2018-19.

Report on the 1st Coordination Workshop in Lilongwe

Preamble and Wworkshop Objectives

[Verbatim as previously circulated by the SAICH Platform Coordinator, Professor Herbert Chimhundu]

The purpose of the workshop is to formally kick-start activities of the final phase of this capacity building project on ICH safeguarding in seven countries in Southern Africa, which is supported by the Flanders Government under the auspices of the UNESCO Regional Office for Southern Africa (ROSA). This sub-regional cooperation project is coordinated by the SAICH Platform, which was created for that purpose in 2015 and is hosted by Chinhoyi University of Technology (CUT) in Zimbabwe.

The five major activities of this new phase of the project are:

- Upgrading and constant maintenance of the SAICH website and database to build a strong tech hub that will provide a vibrant and interactive platform for ICH information dissemination, sharing and dialoguing;
- Domesticating the 2003 ICH Convention by translating it into selected languages that are widely spoken in the seven participating countries;

- Producing and disseminating awareness-raising materials, both in print and in audio-visual formats;
- Training (ToT) in elaboration of safeguarding plans (SAFE) while also addressing issues of gender equality and ethics; and
- Analysing the context and challenges as well as revitalizing the National Intangible Cultural Heritage Committees of the participating countries

The new project phase will be very intensive and it will only run until June 2019. During this short period, three workshops will be held, starting with the workshop in Malawi in February to plan these activities in detail, followed by a SAFE training workshop in Lesotho in April¹, and winding up with a review workshop in June most probably on a virtual platform².

Thus the planning workshop in Malawi will ensure that the final stage of the chain of phases of ICH safeguarding and capacity building in Southern Africa will guide and assist the structures that have already been established in previous phases of this project since its inception in 2010, i.e. national ICH committees, ICH database, the Platform and the proposed network of academic institutions in their strategic planning towards self-sustainable functioning³.

1. *Moved to May to allow more time for translations of the 2003 ICH Convention and other activities as per Action Points Table that is given at the end of this report.*
2. *Purchase and installation of a video conferencing kit is being processed and will be completed before the second workshop in Lesotho, which will have a large training component.*
3. *Teleconferencing equipment has been prioritized because it will not only reduce the need for physical meet-ups (roundtable meetings) but it will also boost capacity for continuity of sub-regional cooperation to assure sustainability beyond the life of the current UNESCO/Flanders project.*

WORKSHOP PROCEEDINGS

DAY 1: MONDAY, 11 FEBRUARY 2019

Official Opening Ceremony

Mr. C.J. Magomelo, the Program Officer for Culture for Malawi National Commission for UNESCO, was the Director of Ceremonies. He gave welcome remarks to all delegates and facilitated the introductions session. The first speaker was the Acting Executive Secretary of the Malawi National Commission for UNESCO, **Mr. D. Mulera**, who gave an overview of UNESCO programmes and the projects which the country has been involved in.

Then **Professor H. Chimhundu**, the SAICH Platform Coordinator at Chinhoyi University Technology (CUT), acknowledged and thanked the Government of Malawi through the guest of honour for hosting the meeting with the support of Regional Office in Southern Africa (ROSA). He highlighted that CUT provided technical and secretariat support for the SAICH Platform. He thanked all those who had been involved in the preparations for the workshop in Malawi, and all the country focal persons who had worked within the Platform consistently from 2015. Prof. Chimhundu explained how the project operated at CUT, observing that the SAICH Platform office was not manned by any full-time staff. However, efforts were now underway to get some staff to be seconded to the Platform from other units of the university to work there on a full-time base.

The Coordinator also highlighted that, after the winding-up in 2017 of the previous phase of the project “Strengthening sub-regional cooperation and national capacities in seven Southern African countries for implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage”, more funding had been received from the Flanders government through UNESCO for a new phase in 2018-19. No doubt the donor had been impressed with the outputs from the previous phases. The new grant was for a 6- month project extension, with two major objectives being to enhance the technology hub and to work towards sustainability.

Remarks by Representative of the UNESCO Regional Office for Southern Africa (Mr. R. Bunhiko)

Mr R. Bunhiko expressed gratitude to the Government of Malawi, the Malawi National Commission for UNESCO and the SAICH Platform coordinators for hosting the meeting and for all the facilities and logistics which undoubtedly highly contributed to the success of the workshop.

He explained that the umbrella project (“Strengthening sub-regional cooperation and national capacities in seven Southern African countries for implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage”) was designed within the framework of UNESCO’s global capacity-building strategy which was established in 2009 to address the challenges of effectively implementing the provisions of the 2003 ICH Convention and its

Operational Directives (ODs). This global strategy was meant to assist States Parties to master the concepts, measures and mechanisms proposed by the normative instrument for safeguarding intangible cultural heritage. The States Parties to the 2003 Convention had since shown interest in this strategy and donors had provided generous support for its implementation through the Intangible Cultural Heritage Fund and Funds-in-Trust. Through this support, a set of projects and curriculum materials were developed and a network of experts had been trained to use these materials in delivering training and providing advisory services to States Parties. So far about 70 countries have benefited from the global strategy in enhancing their capacities for safeguarding living heritage, Malawi included and with Mr Lovemore Mazibuko being one of the most recognized experts.

This project was designed as the third (3rd) and final stage in the efforts to strengthen sub-regional cooperation and national capacities in Southern African countries in the implementation of the 2003 Convention for the Safeguarding of Intangible Cultural Heritage. This third phase had been designed to guide and assist the successfully established Platform structures in their strategic planning and to progress towards self-sustainable functioning. As such the SAICH Platform and its auxiliary components in the form of the ICH Inventorying Management System (IMS) and the National ICH Committees (NICHCs) of the 7 participating countries would be guided accordingly. The countries in this grouping were Botswana, eSwatini, Swaziland, Lesotho, Malawi, Namibia, Zambia and Zimbabwe.

Therefore, the principal objective of this last project phase therefore was to strengthen the SAICH Cooperation Platform so that it can effectively support the continuity of intangible cultural heritage safeguarding processes in the seven participating States Parties of Southern Africa. It was expected that strengthening of the SAICH Platform mechanism of cooperation would further improve the efficiency of implementing the 2003 ICH Convention across the sub-region and would result in increased sustainability of the process at both country and sub-regional levels. In its implementation process, the project therefore was designed to enhance the capacity of the Information Management System (IMS) that had been previously developed by the platform, initially as a database of ICH elements that were inventoried in the communities and uploaded by Focal Point Persons in the participating countries. Enhancement of the IMS included building online resources to support new regional academic and technical training programmes in ICH that were being developed as a result of the project growing and evolving. This, he believed, was expected to stimulate the establishment of more collaborative sub-regional networks and partnerships for information sharing and exchanges on ICH and related areas. Long-term impacts of this phase of the project on local communities would be assured by engaging NICHCs and building capacities on safeguarding plans, community based inventorying and digital content production, expanding collaborative networks and partnerships for information sharing and exchanges on ICH, as well as domesticating the 2003 ICH Convention by translating it into local languages

Remarks by the Principal Secretary for Civic Education, Culture and Community Service (Mrs. I. Luhanga)

The Principal Secretary was delighted to witness and officially open the launch of the final phase of the capacity-building project on the safeguarding of intangible cultural heritage in seven countries in Southern Africa, which were participated in this project with support from the Flanders Government under the auspices of UNESCO. Mrs Luhanga was pleased to note that Malawi had ratified the 2003 Convention for the safeguarding of ICH (also known as the living heritage) in March 2010. Since then Malawi had implemented a number of projects and programmes at national level that are aimed at safeguarding this heritage. These projects included three publications on the living heritage that were collected from different parts of the country and were regularly updated by a team of experts comprising members of the National Intangible Cultural Heritage Committee of Malawi, the Department of Museums and Monuments, and the Malawi National Commission for UNESCO. She stressed that the implementation of the convention of safeguarding the ICH was first and foremost the responsibility of the communities who were the owners of the heritage, and that governments only facilitated the processes to ensure that there were favourable conditions for the communities to play their rightful roles. She emphasised the importance of was made for creating a database for the inventoried ICH elements and ensuring access to these elements by the public through various platforms. She also encouraged the participants to brainstorm on how of making te implementation of the Convention could be made to contribute to national development through cultural industries and employment creation. In conclusion, Mrs Luhanga expressed sincere gratitude to the Flanders government, to UNESCO, the SAICH Platform Coordinators and the Malawi National Commission for UNESCO for successfully organising the current workshop and she appealed to all delegates to draw benefits for their respective countries.

Session 2: Chair - Mr. L. Mazibuko (Focal Point Person – Malawi)

Review and adoption of the workshop program

The program was interrogated and it was agreed that it be adopted on the understanding that, during the presentations and discussions, special attention would be paid to how communities could benefit from the implementation of the ICH Convention, and how far countries had gone with policy development, especially the inclusion or mainstreaming of ICH issues. Deliberations were also expected to highlight the inclusion of the youths and gender participation in line with the Convention.

General review of activities carried out during 2016-17 vis-à-vis expected results and outputs of the new project phase (Mr. R. Bunhiko – ROSA Representative)

The project being implemented by UNESCO ROSA in partnership with the SAICH Platform Coordinators had been funded by the Flanders Government since 2013. The SAICH Platform was created towards the end of the first phase 2014-15. During the second form 2016-17, inventorying activities had been carried out in the participating countries and a total 97

elements were uploaded onto the SAICH Database. The 3rd and final phase of the project was now intended to strengthen of existing structures of information management and dissemination. The project duration was from January to June 2019. ROSA had been emphasising the need for sustainability of the sub-regional cooperation mechanism so as to sustainably support national efforts in safeguarding the intangible cultural heritage of communities in Southern Africa beyond Flanders-funded project. This had seen some policy, legal and institutional frameworks being established or improved at the national level, in order to provide a national environment suitable for safeguarding of intangible cultural heritage. There had been also strengthening of human resources at the national level (through FPPs) to facilitate the implementation of the 2003 Convention with the broadest participation of the communities.

The principal objective of this last project phase was, therefore, the strengthening of the sub-regional cooperation platform mechanisms so that they could effectively support sustainable and continuous ICH safeguarding processes in the participating States Parties to guide the structures that were already designed for the same. There would be a detailed assessment of the SAICH IMS and the communication contexts of the web interface particularly from the point of view of their sustainability and the context and challenges of the National Intangible Cultural Heritage Committees (NICHCs) of the seven participating countries (safeguarding work plans). Successful research aspects of the SAICH Platform functioning needed to be done in the fields of ICH policies, ICH ethics, and the role and potential of ICH in tertiary education (e.g. esp. activating the ICH Research Group at CUT and the SAICHA Network). There will be continued work on the SAICH database and development of better nomination dossiers with the hope of increase in the number of successful International Assistance Requests and the growth of the Platform.

Strengthening the existing program and reinforcing the SAICH Cooperation Platform

The Platform was created in February 2015 to function as the Secretariat for the project; to coordinate activities in the participating countries and to provide a forum for discussion and exchange of information on ICH safeguarding. As hosts of the SAICH Secretariat, CUT allocated office space from where SAICH Coordinators operate. The expectation was that, as cooperation and national capacities in the sub-region were further strengthened for implementing the 2003 Convention; the Platform itself would grow into a vibrant research, documentation, resource and training centre for ICH, and also as a facility for consultancy and advisory services for the arts and culture sector within the sub-region and beyond. CUT had committed to these initiatives by providing the host arrangements, technical support and assistance with project administration, accounting and reporting. The choice of a university that has a technology bias was deliberate as the SAICH Platform needed to build and maintain virtual networks. Furthermore, the university had an active group of academics with research interests in ICH-related disciplines and it was now also taking a lead in establishing the SAICHA-Net, a network of ICH scholars in the region.

Since the current phase of the project was going to be the final one, stock had to be taken of achievements and outcomes of the project. Therefore, the current workshop would have to

answer the following questions; *do we still need the platform to continue; if yes, how then can the platform be strengthened and reinforced and how can its sustainability be guaranteed?*

Standardizing the structure, guidelines and operational procedure of the National ICH Committees

A NICHC is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of a formal organization for the effective implementation of ICH programs. It does not have formal authority to govern the organization, rather it serves to make recommendations and/or provide key information and materials to the Ministry for Culture. A properly composed and structured NICHC can be a tremendous complement to the effectiveness of the Ministry responsible for culture.

For any NICHC to be effective, it has to meet some criteria. Its composition should comprise a sufficient range of expertise to accomplish the organization's mission; its terms of reference should be written; its roles and responsibilities must be clearly described; and its means of communication must be inclusive and formal.

Further development of and support for the personnel and structures for implementing the ICH Convention in the communities and at the national level (Chair: Mr. E. Kautondokwa – FPP Namibia)

Prof. Jacob Mapara and **Mr. Erastus Kautondokwa** were the presenters for session 3 with **Ms Tokelo C. Mapena** (FPP Lesotho) chairing. The first section of this session looked at further development of, and support for, the personnel and structures for implementing the ICH Convention in the communities and at the national level. Mr. Erastus Kautondokwa shared the Namibian experience in developing and supporting community members and government officials in the implementation of the 2003 ICH Convention. He stated that for the period 2010 to 2015, members of various communities as well as regional officials in Namibia were trained as Trainers-of-Trainers on ICH awareness raising, community based inventorying and documentation. The aim was to enhance the sustainability of capacity building at the community level in Namibia's fourteen administrative regions. The observation made was that further assistance was required by SAICH member states to enable government officials as well as trained community members to be able to complete nomination forms of elements inventoried and documented in their respective localities by themselves. Further training on requesting international assistance to both officials and trained community representatives was still needed. These additional capacity building activities would empower community members to plan and implement projects at the community level.

DAY 2: TUESDAY 12 FEBRUARY 2019

Domesticating the 2003 ICH Convention by translating it into selected languages that are widely spoken in the seven participating countries (Prof. J. Mapara – Associate Coordinator: SAICH Platform)

In the second section of session 3 on the domestication of the 2003 ICH Convention, Prof. Jacob Mapara, the Associate coordinator of the SAICH platform at CUT, pointed out the various ways in which the 2003 convention on ICH could be domesticated. These included translating it into local languages, and aligning it with or and including it in countries' laws. He advised country FPPs to choose widely spoken languages and to use simple and gender sensitive language when translating the convention in their respective countries. Drawing from his experience as an executive member of National Constitution Translation Committee (NCTC) of Zimbabwe, Prof. Mapara highlighted some of the procedures that should be considered during the translation assignment. He emphasised the need for setting up a translation committee which, among other duties, would identify accredited agencies or individuals capable of providing a professional and quality translation service. He highlighted some of the benefits that would come with the proposed translation of the ICH Convention and related documents such as creating a sense of ownership for both the concerned state parties and the speakers of the languages of targeted communities.

During the ensuing discussion on this topic, Prof. Chimhundu informed the meeting that each of the seven countries would be allocated a budget allocation of U\$2000.00 for the translation of the convention exercise. He emphasised that for this project, only the text of the Convention and not all the complete basic texts should to be translated by May 2019, i.e. excluding the Operational Directives (ODs).

Enhanced Platform website and ICH database, setting up training, maintenance, access and use

On the second day of the coordination workshop, session 4 and 5 was chaired by **Ms. Temahlubi Dudu Nkambule** Eswatini (Swaziland)'s Focal Point Person, while **Mr. Eugene Ncube** from CUT SAICH Coordinating Team made a presentation on enhancing the tech hub. Mr. Ncube outlined the primary objective of the IT consultants for the remaining period of the project as that of upgrading the website by providing links to the ICH Convention in English and other translated versions from the current project. He informed participants that the SAICH database currently had 97 ICH elements from the 7 member states with elements ranging from 1 to 47 per country. A major concern was raised that one or two member countries seemed hesitant to upload their ICH elements on SAICH database. FPPs were encouraged to continue uploading ICH elements onto the database. FPPs on the other hand, indicated that sometimes they faced challenges and could not get immediate technical assistance. It was also pointed out that there was no delete function that would enable them to delete trial information deposited on the site earlier. Mr. Ncube assured SAICH users this would be rectified. Another concern raised vis-à-vis the use and access to uploaded ICH

information was the lack of guidelines and policy on the operations of the site, for instance, the rights and regulations on the use of database materials. Mr. Christopher Magomelo and Dr. Chanunkha volunteered to draft and share policy guidelines before the next SAICH next coordination meeting in May 2019.

Mr. Ncube concluded his presentation with some slides showing video conferencing equipment that the SAICH Platform Coordinators were proposing to purchase and install to link up all the FPPs with the Tech Hub at CUT, as well as an illustration of production and dissemination of audio-visual publicity materials that could be produced by Platform members of the Platform.

Advice on compiling nomination files and International Assistance Requests

During the 5th session, **Mr. Munukayumbwa Munyima**, the FPP for Zambia who was also a member of the Intergovernmental Committee (IGC) on ICH, made two presentations. In his first presentation on compiling files and International Assistance Requests (IARs), Mr. Munyima explained the purpose and types of international assistance that could be requested, as well as the process of decision process by the IGC. He further elaborated on critical points regarding requests for IA such as the need for community involvement in the preparation of the requests and clear indication on roles that they and other stakeholders would play in the implementation of the projects or activities for which financial assistance was sought. He cautioned participants not to duplicate texts from other and or previously published material without proper acknowledgement. He urged SAICH member states to collaborate and request for financial assistance for multinational nominations of sub-regional and regional nature as they are of priority to the Bureau and the IGC.

In his second presentation on preparing nomination files, Mr. Munyima placed emphasis on the significance of factors such as community involvement in the identification of a need to nominate ICH elements to either of the two lists of ICH elements (the Representative List and the Endangered List) and to the register of Best Practices. He urged member states to ensure that nominations showed evidence of free and informed consent obtained prior to nomination. He pointed out that this was one of the grounds on which the multinational nomination of the *mbira/sansi* by Malawi and Zimbabwe could not be inscribed on the representative list of ICH during 13 COM. He however, thanked the two countries concerned for accepting the decision and agreeing to go back to rectify and resubmit.

Special Note

Country reports that were scheduled for session 6 on day 3 were not presented or discussed as these had been covered by the report for the previous phase of the project which ended in 2017. That report had been circulated again to the FPPs as background for the current meeting. Similarly, the two special reports on policy development on ICH in Southern Africa by Mr. Munyima and on the multinational nomination of the *mbira/sansi* for the Representative List by Mr. Mazibuko and Dr. Samwanda were not discussed for the same reason, although a brief update was given on the latter.

SAICHA Net – Prof. J. Mapara/C. Magomelo

To broaden the activities of SAICH Platform through extension networking activity for academics and heritage practitioners, a proposal was being made to involve tertiary education institutions in ICH safeguarding work. **Prof. Jacob Mapara** made a presentation on a concrete proposal that had been made to create a professional association called the Southern Africa Intangible Cultural Heritage Academic Network (SAICHA-Net). Prof. Mapara himself was one of the proponents of the network who had been assigned to draft the foundation document for SAICHA-Net at a sub-regional workshop that was attended mostly by academics in Harare on 28-29 August 2018. According to this document, which was now being shared with SAICH FPPs (see Annex 7), SAICHA-NET was being proposed to be set up as a network of tertiary institutions and academics that would operate under the auspices of the SAICH Platform. Its members would include relevant government ministries/agencies, academic institutions, groups or individuals interested in activities related to the preservation, protection and promotion of ICH through research, training and community engagement. The network's objectives include fostering the development of the African epistemology such as the philosophy of *Ubuntu/Botho/Unhu* (African Humanism).

Looking at the Future – Action Plans and Sustainability

Since the current project is ending in June 2019, the meeting saw it necessary to come up with a comprehensive action plan to ensure outcomes that would lead to enhanced capacity, continuity of cooperation among the participating countries and sustainability of ICH safeguarding programs and activities after the life of the UNESCO/Flanders project. A set of deliverables was agreed upon, the activities to be carried out under each deliverable were described, lead persons and entities to take the responsibility for execution of specific tasks were identified and deadlines were set through to June 2019. All these are elaborated in the table below.

A strategy for sustainability was also developed. Its main feature is institutionalization of the SAICH Platform through creation of a UNESCO ICH Centre Category 2. The other components that would be incorporated in the process would be setting up of the proposed SAICHA-Net, stakeholder mapping, preparing and submitting a position paper to SADC, compiling and submitting more multinational nomination files, and vigorous resource mobilisation. The sustainability strategy is also elaborated in a separate table below.

Action Points Table from Coordination Meeting held in Malawi

	Deliverables	Description/ Activities	Responsible person/institution	Deadline
1.	Coordination workshop 1 Malawi	Inception and planning (Meeting)	Malawi NATCOM,	12/02/19
		Report submission	SAICH Coordinators	28/02/19
2.	Enhanced SAICH Platform website and ICH database	Upgrading	CUT SAICH	31/02/19
		Training of technical personnel at CUT		April 2019
		maintenance of the database		Ongoing
		Develop Policy for access and use (guidelines on e.g. rights and regulation on the use of database materials)	FPPs, Mr Magomelo and Dr.Chanunkha	31 March 2019
3.	Guidelines on structure and TORs of NICH Committees or equivalent national agencies [FPPs]	Development of the guidelines (with inputs from FPPs)	Mr.Mazibuko and FPPs	31 March 2019
4.	Coordination workshop 2 – Lesotho	Training FPPs (Lesotho) on upgraded database and website	CUT SAICH	April 2019
		Validation of SAICH ICH related Policies and guidelines	Mr Mazibuko, Mr Magomelo and Dr Chanunkha	
5.	Translation of the 2003 Convention into selected	a. Contract details communicated b. Establishment of the translation committees.	Prof Mapara, FPPs	28/02/19

	languages	c. Engagement of translators d. Translated text of the 2003 ICH Convention in at least one language per country (draft)		31/03/19
6.	Awareness-raising materials produced	Compilation of reports, documents, newsflashes, newsletters, articles etc.	FPPs, Mr.Ncube (Tech)	Ongoing
7.	Training (ToT) in elaboration of safeguarding plans (SAFE)	Training Session during workshop 2	CUT SAICH	April 2019
8.	Research publications on ICH safeguarding and ethics, gender equality and youth	Commissioning of a researcher	CUT SAICH	(virtual) June 2019
9.	Coordination workshop 3 (virtual)	Review, reporting and closure	CUT tech	June 2019

Sustainability Strategy

	Deliverables	Description/ Activities	Responsible person/institution	Deadline
1.	Category 2 Centre	Guidelines communicated by ROSA	CUT SAICH	22/02/19
		Draft Proposal	CUT SAICH	April 2019
		Review	FPPs	2 nd Workshop) April 2019
	SAICHA-NET	Review of draft constitution	Mr Magomelo and Prof Mapara	2 nd workshop) April 2019
	Stake holder mapping	identifying potential stakeholders and partners	FPPs	June 2019

	Position Paper to SADC	position paper to SADC submitted through ROSA	Ms Kubanji, Dr Samwanda, and Mr Munyima	
	Multinational Nomination files	development of multinational nomination file (7 Days Brew)	Mr Mazibuko	April 2019
	Resource Mobilization strategy	<ul style="list-style-type: none"> - engage resource mobilization expert - International assistance requests - Participation Programmes - Subscriptions 	CUT SAICH	

Addendum

In addition, several other activities were suggested. These are listed below as follows:

- UNESCO ROSA to write to participating countries and to make them aware of the need support and contributions in whatever form.
- ROSA to research and provide feedback to workshop delegates on the procedures that can be followed towards the establishment of a UNESCO Centre Category 2 before the next meeting scheduled for April in Lesotho.
- To conduct a stakeholder mapping exercise, to find out the various roles the stakeholders play and the possible areas in which they could be of assistance
- To build on achievements mad so far and to develop proposals as multinational IARs for SAICH participating countries.
- To partner with the private sector on specific projects.

For the realization of some of the activities listed above the meeting came up with some possible resource mobilization initiatives, including:

- a. Apply to UNESCO Participation Program available online annually <http://www.unesco.org/pp>
- b. Submit IARS regularly
- c. Sell publications online
 - ✓ Publications on inventoried ICH element
 - ✓ Country reports on the implementation of 2003 Convention
- d. Engage with universities through research
- e. Source government funding through member states contribution/donations
- f. Seek direct one-off contributions
- g. Lobby focal establishment of SADC Desk on Culture
- h. Domesticating the 2003 Convention
- i. Strengthen/train more ICH facilitators
- j. Lobby for ICH policy and legislation

Closure

The SAICH Platform Coordination Workshop in Lilongwe was officially closed at the end of day 2 by Dr. P. Kaliba, the Deputy Director for Museums and Monuments in Malawi. In his brief closing remarks, Dr, Kaliba thanked country representatives for their contributions towards the activities of the SAICH Platform and pledged Malawi's continued support in the future.

2. Report on the 2nd Coordination Workshop in Maseru

Preamble and Workshop Objectives

The purpose of the meeting is to follow up on the February 2019 workshop that was held in Lilongwe, Malawi, and formally kick-started activities of the last phase of this UNESCO-Flanders ICH project. It is the last workshop that will be held in roundtable format in a series of training and planning workshops that have been held during a chain of phases of this sub-regional project within the framework of regional capacity building activities for the implementation of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage. All these workshops have been coordinated and continue to be directed by the Southern African Intangible Cultural Heritage Platform (SAICH Platform), which is hosted by Chinhoyi University of Technology (CUT). It is through the SAICH Platform that the current workshop will be held in the Mountain Kingdom of Lesotho from 7 to 8 May 2019.

The aim of the workshop is to review progress on all the action points that were agreed during the Malawi workshop that was held from 11 to 12 February 2019, to train on specific activities, and to plan for the winding up of the project by June 2019 and for sustainability afterwards. The intention is to reinforce national capacities for safeguarding intangible cultural heritage in the participating countries, namely Botswana, Eswatini (Swaziland), Lesotho, Malawi, Namibia, Zambia and Zimbabwe. This workshop is the second one in the current series. The third and final one will be held in June 2019 on a virtual platform using video conference equipment that has already been purchased and will have been installed by then to link up all the seven countries.

The Lesotho workshop will bring together country focal persons and other participants from the member states, members of the coordinating team at CUT, officials from the Lesotho National Commission for UNESCO and officials from the UNESCO Regional Office for Southern Africa (ROSA) to deliberate on the best ways of ensuring the sustainability of ICH inventorying activities in the member states, with special focus on the following:

- a. Enhanced Tech Hub:
 - i. Website
 - ii. Database/IMS
 - iii. Video Conferencing
- b. Safeguarding Plans for Sustainability
- c. Standardisation of Translations
- d. SAICH Platform Database Access Policy.

All these focus areas are based on the five major activities of this new phase of the project, which are:

- Upgrading and constant maintenance of the SAICH website and database to build a strong tech hub that will provide a vibrant and interactive platform for ICH information dissemination, sharing and dialoguing;
- Domesticating the 2003 ICH Convention by translating it into selected languages that are widely spoken in the seven participating countries;
- Producing and disseminating awareness-raising materials, both in print and in audio-visual formats; and
- Training (ToT) in elaboration of safeguarding plans (SAFE) while also addressing issues of gender equality and ethics.

- Analysing the context and challenges as well as revitalizing the National Intangible Cultural Heritage Committees of the participating countries

Like all the previous ones that have been held since the SAICH Platform was set up in February 2015, this workshop has been made possible thanks to generous funding by the Flanders Government, which has remained committed to capacitating the grouping of seven countries in Southern Africa in ICH inventorying and other safeguarding activities.

WORKSHOP PROCEEDINGS

DAY 1: TUESDAY 07th MAY 2019

Session 1: Official Opening Ceremony: Chair – Ms. Tokelo Mapena (Heritage Officer Ministry of Tourism Environment and Culture)

Ms. Tokelo Mapena, the Heritage Officer in the Ministry of Tourism Environment and Culture, was the Director of Ceremonies. She welcomed all the delegates, participants and observers and then facilitated the introductions session.

The first speaker was Mrs. Palesa Montsi, the Acting the Secretary General (SG) of the Lesotho National Commission for UNESCO. In her welcome remarks, the SG highlighted the contribution of the 2003 ICH Convention towards sustainable development and Agenda 2030, particularly with reference to the vision to promote peace, security, and environmental and cultural development. Mrs. Montsi also thanked all the partners, specifically the Flanders Government, the SAICH Platform, UNESCO Regional Office for Southern Africa (ROSA) and the Ministry of Tourism Environment and Culture in Lesotho, for making the workshop a reality. She encouraged all the participants to actively contribute to the proceedings in order to meet the objectives of the workshop.

Remarks by the SAICH Platform Coordinator at Chinhoyi University of Technology (Prof. Herbert Chimhundu)

Prof. Herbert Chimhundu, the SAICH Platform Coordinator at Chinhoyi University Technology (CUT), acknowledged and thanked the Government of Lesotho through the guest of honour for hosting the meeting in Maseru with the support of the UNESCO Regional Office in Southern Africa (ROSA). He acknowledge with great appreciation the financial support that the grouping of seven countries in the SAICH Platform had received from the Flanders Government over the years and explained that, since 2015, the role of Coordinating Team at Chinhoyi University of Technology (CUT) was to provided technical and secretariat support. He thanked all those who had been involved in the preparations for the current workshop in Lesotho, especially the Convener, Ms. Tokelo Mapena, and Ms. Matsooana Sekokotoana, the Programme Coordinator for Culture in the Lesotho National Commission for UNESCO. He gave special thanks to the country Focal Point Persons (FPPs) of the seven participating countries in the SAICH Platform ICH safeguarding program of cooperation.

Prof. Chimhundu referred participants to the concept note that had been for the current workshop and to the nine deliverables, the action points and the sustainability strategy which had been agreed during the previous meeting in Lilongwe, Malawi, in February 2019. He then explained that the purpose of the current workshop in Lesotho was to review progress and to follow up on activities of the final phase of this UNESCO-Flanders sub-regional project on cooperation and national capacity building in ICH safeguarding in the seven

participating countries in Southern Africa. The project was now in its last phase, which was very intensive and would only run until June 2019. Thus the aim of the Lesotho workshop was to review progress on all the action points that were agreed in Malawi, to train on specific activities, and to plan for the winding up of the project by the 30th of June 2019, and for sustainability afterwards. The intention was to reinforce national capacities for safeguarding ICH in Botswana, eSwatini (Swaziland), Lesotho, Malawi, Namibia, Zambia and Zimbabwe.

A third and final workshop was still pending to wind up the project and to set the sub-regional partners on a sustainability path, hopefully in a structured and programmatic way, while pursuing the ultimate goal of creating a UNESCO ICH Category 2 Centre. This workshop would be held on a virtual platform using video conferencing equipment that had already been acquired and would be distributed and set up some time in June.

Remarks by the Regional Cultural Advisor from the UNESCO Regional Office for Southern Africa (Mr. Damir Djakovic)

Speaking on behalf of the Regional Director for UNESCO in Southern Africa, Prof Hubert Gijzen, Mr. Damir Djakovic welcomed the participants and thanked the hosts and organisers of the workshop, namely the Kingdom of Lesotho, Lesotho National Commission for UNESCO and the SAICH Platform coordinators at Chinhoyi University of Technology.

He explained that his was the 2nd working and training workshop of the 3rd phase of the UNESCO-Flanders project on “Strengthening sub-regional cooperation and national capacities in seven Southern African countries for implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage”.

Mr. Djakovic reiterated the overall objectives of the workshop and the future of this initiative as outlined by Prof. Chimhundu, the Coordinator of the SAICH Platform and expressed appreciation for the CUT team’s commitment to the work of the sub-regional grouping of seven Southern countries that were cooperating in ICH safeguarding and capacity building.

He also acknowledged the invaluable contributions of the focal point persons (FPPs) to the success of this project in Botswana, eSwatini, Lesotho, Malawi, Namibia, Zambia and Zimbabwe. These FPPs were the key to the safeguarding of the living heritage in their respective nations through various phases of the project, which had now achieved a great milestone since the SAICH Platform was created in 2015. Together with UNESCO, the Platform had created a coordination mechanism that has never been achieved anywhere in the world, making Southern Africa the first region that is coordinating ICH safeguarding like this under the 2003 Convention. As a coordination structure, the Southern African Intangible Cultural Heritage Platform was now firm, and it now had functional auxiliary components in the form of the ICH Inventorying Management System (IMS) and the national ICH committees (NICHC) of the 7 participating countries.

As a result of the success of the coordination of this platform which had been focused on the Anglophone countries, UNESCO had also been deliberating on the inclusion of some PALOP countries in the region, and some Francophone had also expressed interest. The future is now pointing towards establishing the first Category 2 Centre for the Safeguarding of Intangible Cultural Heritage in the region.

All these works have had made possible through the strong partnership and untiring support from the Flanders government. It had come to the point that in the region when people talk about ICH in Southern Africa it literally comes back to the Flanders government. And we thank them for the strong and untiring support. That was why UNESCO ROSA had tried to invite the Mr. Marc Jacobs from Flanders, who was unable to come because of other commitments; and that was also why a journalist from Flanders had come to attend the current workshop, i.e. specifically to report on the project.

During the first phase, State Parties to the 2003 Convention had shown interest in this strategy and donors provided generous support for its implementation through the Intangible Cultural Heritage Fund and Funds-in-Trust. Thanks to this support, a set of projects and curriculum materials were developed and a network of experts were trained to use these materials in delivering trainings and providing advisory services to States; so far about 70 countries have benefited from the global strategy in enhancing their capacities for safeguarding living heritage, Lesotho included.

The expectation now was that the strengthening of SAICH Platform mechanism of cooperation would further improve the efficiency of implementing the 2003 Convention across the sub-region and would result in increased sustainability of the process at both country and sub-regional levels.

Mr. Djakovic applauded the participants for coming up with all the action points that were agreed during the first meeting in Malawi and would now be reviewed at the current workshop in Lesotho together with the draft documents that had since been submitted. He noted that participants would also be trained on specific issues that included the Elaboration of Safeguarding Plans and International Assistance Requests.

In addition, the progress and future of the database would also be determined so that the long-term impacts of the project on local communities would be ensured by engaging and building capacities on safeguarding plans, community-based inventorying and digital content production, expanding collaborative networks and partnerships for information sharing and exchanges on ICH, as well as translating 2003 ICH Convention into local languages.

He concluded by thanking everyone involved in this work for supporting the UNESCO mission in Southern Africa and he also thanked the Flanders government for the continuous support.

Remarks by the Principal Secretary for the Ministry of Tourism Environment and Culture Lesotho (Mr. Tieho Mamasiane)

- ***for the Guest of Honour, the Minister of Tourism Environment and Culture, the Hon. Joang Molapo***

The Principal Secretary for the Ministry of Tourism Environment and Culture in Lesotho, Mr. Tieho Mamasiane, stood in for the Guest of Honour, the Minister of Tourism Environment and Culture, the Hon. Joang Molapo. Mr. Mamasiane made the opening remarks and read the Minister's opening address.

On behalf of the Government of Lesotho, the Minister thanked UNESCO and the Flanders Government for the kind gesture which they had shown by allowing his country to host the workshop and he encouraged them to continue supporting Lesotho in various programs and initiatives that were aimed at safeguarding ICH.

He was very pleased to be given the honour of officially opening the second workshop of the final phase of the capacity-building project on the safeguarding of the intangible cultural heritage in seven countries in Southern Africa, a program that was supported by the Flanders Government under the auspices of the UNESCO Regional Office for Southern Africa.

He noted that previous phases of the Flanders Government sponsored projects had been successful, with a number of trainings having been conducted to strengthen national capacities in the seven participating countries. During those phases, a number of workshops had been held and programs on community-based inventorying had been conducted. Lesotho had been part of them. The Government of Lesotho appreciated the fact that UNESCO, with support from the Flanders Government, decided to sponsor the hosting of the current workshop here in Maseru.

The Minister was aware that the UNESCO's 2003 ICH Convention had been ratified by most countries in Africa, including those that were attending the current workshop. This Convention was very important as it provided guidance on how best to safeguard and promote culture in the respective countries. The fact that the 2003 Convention had been ratified by most countries in Africa was a clear acknowledgement of the important role ICH played in our communities. Culture played an important role in the socio-economic development of any nation. The indigenous knowledge systems and intangible cultural heritage, if properly harnessed, could immensely contribute to the socio-economic development of nations in the region.

The Minister noted that another important aspect that needed to be emphasized in relation to culture was the business side of it. He highlighted that, in the case of Lesotho, the government had selected creative industries as one of the priority sectors that could lead to economic development. This shift was envisaged to create jobs for the people, particularly the youths. He urged the workshop participants to consider the debate on how ICH could contribute to cultural industries and therefore to the creation of jobs. He also urged the participants to brainstorm on how to make the ICH which they were documenting accessible for public consumption, and to formulate ways in which living heritage can be allowed to contribute to the national development.

To wind up, he thanked the delegates who had travelled from different countries to Lesotho, the men and women who were working at UNESCO ROSA led by Mr. Damir Dijakovic, as well as the Secretariat of the SAICH Platform led by Professor Herbert Chimhundu, for the good work they were doing to promote ICH activities within the region. The importance of this ICH platform should not be underestimated. As neighboring countries, the exchange of ideas in ICH safeguarding would assist people in the region to make a paradigm shift on ICH and how it could contribute to development of the nations in Southern Africa.

Finally, the Minister paid tribute to the Lesotho National Commission for UNESCO and the Department of Culture for working so hard to ensure the successful hosting of the workshop. He hoped that each country attending this workshop would go back home to champion what would have been agreed upon at the workshop. Then he declared the workshop officially opened and wished everyone a pleasant stay in Lesotho.

Session 2: Chair – Mr C. Magomelo (Assistant Secretary General, Malawi National Commission for UNESCO)

Review and adoption of the workshop program

The program was interrogated and it was agreed that it be adopted on the understanding that, during the presentations and discussions in this particular session, special attention would be paid to the deliverable #5 Translation of the 2003 ICH Convention to determine how far each country had gone with the exercise.

Synopsis of Sessions 2-4, Day 1

The remaining sessions on the first day, the 8th of May 2019, were chaired respectively by Mr. C. Magomelo (Assistant Secretary General, Malawi National Commission for UNESCO), Mrs. F. Tawana (FPP, Namibia), Dr. B. Samwanda (FPP, Zimbabwe), Mr. L. Mazibuko (FPP, Malawi), and Mr. E. Kautondokwa (FPP, Namibia). The seven FPPs, Ms. N. Kubanji (Botswana), Ms. T. Nkambule (eSwatini), Ms. T. Mapena (Lesotho), Mr. L. Mazibuko (for FPP, Malawi), Mr. E. Kautondokwa (Namibia), Mr. M. Munyima (Zambia) and Dr. B. Samwanda (Zimbabwe) gave updates on the translation of the 2003 ICH Convention into selected languages in their respective countries. This was followed a by presentation by Prof. J. Mapara on the standardization of the draft translations. Then, the FPPs of three countries that had made successful international assistance requests to the UNESCO ICH Fund made brief presentations on the projects that had been funded. These were Ms. T. Nkambule (eSwatini), Mr. C. Magomelo (standing in for Mr. Mazibuko - Malawi) and Mr. M. Munyima (Zambia). Mr. Damir Djakovic (Regional Cultural Advisor at UNESCO ROSA) made a presentation on the development of personnel and enhancing capacity on the preparation of IARs. His presentation was followed by a question-and-answer session and general discussion. The last presenter for the day was Mr. T. Miti (IT Consultant at CUT-SAICH), who presented on the Enhanced SAICH Tech Hub, focusing on the SAICH Website, the Database/Information Management System (IMS), video conferencing equipment and related trainings.

Translation of the 2003 Convention into Selected Languages

Presentations of draft translations by country were done by the Focal Point Persons (FPPs).

- a. **Botswana – Ms N. Kubanji** indicated that the country did not have a draft report as yet. She highlighted challenges related to finance, e.g. bureaucracy in the processing of the government purchase order to pay the translators.
- b. **eSwatini – Ms T. Nkambule** reported that a committee had been set up a committee to handle the translation issue. A decision had been made that this committee would do the translation. On the issue of terminology, the strategy used was to use those terms that were agreed to be the best terms in the context of the convention. Students on internship had been engaged to assist with the editing. A complete draft translation was now available. Ms Nkambule presented the draft during the meeting.
- c. **Lesotho – Ms T. C. Mapena** reported that Lesotho had decided to translate the 2003 ICH Convention into **Sesotho** as it was the most widely-spoken language in the country. A contract had been signed on 20 March 2019 with two consultants to do the work. Submission to the Legal Unit of the Ministry of Tourism Environment and Culture for their interrogation / input from 17- 22 March 2019. The two consultants were chosen based on experience in translations. The first draft translated document

was submitted on 30 April 2019. A stakeholders' meeting for validation of the document was held on 5 May 2019. A final stakeholders' meeting to interrogate the translated document was due to be held on 16 May 2019 so that inputs from the stakeholders could be considered. Proof reading the translated document would be done between 22 and 30 May 2019. Submission of the **final** translated document would be made by 12 June 2019. The FPP highlighted that one of the main challenges was the lack of direct equivalent Sesotho words while for terms used in the convention and noted that the translators had resorted to finding words with the closest meanings and paraphrasing.

- d. **Malawi – Mr C. J. Magomelo** reported that, under a previous UNESCO-funded project, the 2003 ICH Convention had already been translated into 5 languages out of the 17 that were spoken in Malawi. Of these five, Chichewa was the most widely spoken language. He indicated that the remaining tasks were to translate, proof read and submit 1st draft translated versions of the Convention in Nyakyusa for the current SAICH Platform project. Further, the country would also translate the Convention into 4 additional languages, i.e. Yyao, Tumbuka, Lohmwe and Kyangonde.
- e. **Namibia – Mr E. Kautondokwa** reported that the Technical Sub-Committee of the National Intangible Heritage Committee (NICHC) met and selected the **Otjiherero** language. The committee also decided to hire a consultant, Dr. Theophilus Kamupingene from the Omaheke Region, as the most suitable translator. This decision was based on the following observations:
 - ✓ Dr. Kamupingene had studied English at the University of Fort Hare and taught English in schools in Namibia. He had excellent knowledge of Otjiherero and had written the *Otjiherero/ English/ Afrikaans Dictionary* that was currently in use in schools and was also available for public use.
 - ✓ He had done some transcription of Otjiherero texts into English for Professor Ernst Dammann of the University of Hamburg, which culminated in his book: *Was Herero Erzählten und Sangen*, published in 1987, Berlin.
 - ✓ He had also done translations for various institutions, including the SWAPO Party Manifesto from English to Otjiherero.
 - ✓ He had written Otjiherero school readers (literature books used in schools).

Mr Kautondokwa also presented the draft translated version of the ICH Convention. He indicated that the translator still needed to go through it carefully checking for typos and cross-checking all the references for correspondence with the English version. The translator had also indicated that he had made use of footnotes so as to explain some of the terms used in English, for which there were no direct equivalents in Otjiherero.

Zambia – Mr M. Munyima presented a brief background of the project and then reported that, at the NICHC meeting that was held on 14th of March 2019, it was agreed that priority for the translation exercise be given to local languages in areas where the country had inscribed ICH elements on the Representative List. Chewa was chosen, and after expressions of interest for the assignment had been invited, and four were received. Two were found to be satisfactory and the one that quoted the lowest amount of K6, 800.00 was considered and was selected, and NICHC Secretariat were currently working on the contract for the same. Another call of expressions of interest had been called for translation of another language and five EIs had been received,

which were currently being evaluated by the NICH Secretariat. Although the process of selecting translators has been long, the NICH Committee considered the issue of transparency to be of paramount importance.

Mr. Munyima indicated that since Zambia had missed the opportunity to share the first drafts of the translations during the Lesotho meeting, they would circulate these via e-mail for comments before end of May 2019.

- f. **Zimbabwe – Dr B. Samwanda** reported Shona and Ndebele had been selected as the languages for the translation exercise since they were the most widely spoken languages in Zimbabwe. Contracts had been drawn and signed with two translators based on experience expert translators at the University of Zimbabwe, one for each language. The first drafts were had been completed by 30 April 2019 and both were included glossaries of terms. The next stage would involve testing of the translated versions among the speakers of the two languages.

Comments by Participants on the Translations

Participants suggested that the translations should be compiled into one booklet and circulated on the SAICH website. The SAICH Platform could apply for to ACALAN for funds to publish the book of translations. Participants also suggested that there was need to distribute the translated document(s) to local communities since they were the custodians of the ICH. It was emphasised that, since this phase of the project was ending in on the 30th of June 2019, there was need to complete all the tasks before that date. Commitment to timelines was absolutely essential. All outstanding drafts should therefore be submitted soon after the workshop. **The deadline for submission of the final versions of all the translated texts was 15 June 2019.**

Session 3: Chair –Mrs. F. Tawana (Namibia)

Prof. J Mapara made a presentation that was intended to provide guidelines on the standardization of the draft translations – verification, procedure, formatting guidelines, etc. He explained that all the translations should be limited to the core text of the 2003 ICH Convention as contained in the Basic Texts but excluding the Operational Directives. The translation in all the selected languages from all the seven countries should be of same standard and format. The FPPs would have to agree on whether or not and how to present glossaries of terms. There was need to indicate where the translated text was taken from, i.e. the source of text should be reflected. The layout and format of the text should also be adopted from the source text, including the style of numbering.

During the discussion, it was noted that there was need to include footnotes so as to contextualize the terms used. For example *unhu/ubuntu* could have unique meaning or/and senses that that specific to the Zimbabwe context and different from other SAICH Platform countries. Since each translation was a country document, there was need to include the country emblem/court of arms, as well as the UNESCO ICH logo for visual identity. It was also important to acknowledge the financial assistance from Flanders government. It was suggested that a template would be shared among all FPPs and that Mr. Eugene Ncube of CUT-SAICH would assist with the design. Since dates for submission were not going to change, it was agreed that the FPPS should not wait for the template but rather they should finalise their translations first and then apply the template later.

Session 4: Chair – Dr. B. Samwanda (Focal Point Person, Zimbabwe)

International Assistance Requests

As information to participants, results of applications for International Assistance Requests that had been made by SAOCH Platform countries were presented by the respective Focal Point Persons (FPPs).

1. eSwatini

Project title: “Development of an inventory of intangible cultural heritage for Shiselweni region in Eswatini.”

- Ms. T. Nkambule (FPP, Eswatini) shared experiences on their IAR. The country has received a grant to the tune of USD64 800 for a 12-month project. A consultant is yet to be engaged for completion of the task.

2. Malawi

Project title: “Safeguarding ICH in Malawi through non-formal learning and transmission.”

- Mr. C. Magumelo (for FPP, Malawi) reported that the country received a grant of USD91 860 grant for a 24-month project. The aim of the project was to put best practises to test so that others can learn from them.

3. Zambia

Project title: “Inventorying of *Kuyabila* of the Tonga ethnic group of Zambia.”

- Mr. M. Munyima (FPP - Zambia) reported that the country’s application had been referred back and it was now being revised in preparation for resubmission by mid-May 2019.

Development of personnel/Enhancing capacity on the preparation of IARs (Mr Damir Dijakovic – Regional Cultural Advisor, UNESCO ROSA)

Mr. Dijakovic gave comments on the responsibility of the National Intangible Heritage Committees (NICHCs) with reference to IARs. He highlighted that there was need to dedicate training on preparation of IARs for at least 3 days. Regular submission of successful IARs would ensure sustainability of the ICH safeguarding activities in the member states and of the SAICH Platform itself.

Session 5: Chair – Mr. E. Kautondokwa (Focal Point Person, Namibia)

Enhanced SAICH Tech Hub

Mr. T. Miti – IT Consultant at CUT SAICH reported as follows on the SAICH website and database and also on the acquisition of video conferencing equipment:

- **Website** –Mr. Miti made a presentation in which he demonstrated a new feature on the SAICH website which now allowed the translation of elements into local languages. He indicated that the translation was done manually and there were no Google translations as such for these languages. He also demonstrated how

administrators could log in via the translators portal and how to enter elements using a language of their choice. He also reported that the outside window had been removed to allow changes to be made on the website. A user friendly outside and editor window was being developed and should be available by end of May 2019.

- **Database/IMS** - Mr Miti appealed for submission of documents to be uploaded on the website, which was relatively under-populated. He suggested that members of the SAICH Platform grouping of countries could contribute content on a roaster basis. Administrators for each country had been given the rights to upload content which they felt was applicable.
- **Video Conferencing** – Mr Miti reported that the SAICH Platform had purchased video conferencing equipment which was yet to be delivered from South Africa. Units of the equipment would be distributed to all member countries and installed to link them up and authorised users would be trained. This would provide a virtual conferencing platform that would drastically cut travel costs and enhance sustainability in the future.

Database Access Policy (Mr. C. Magomelo, Malawi National Commission for UNESCO)

Mr. Magomelo presented the proposed SAICH Database Access Policy that he had worked on after the first coordination workshop in Lilongwe together with Dr. Robert Chanunkha of Malawi University of Science and Technology (MUST). The policy provides the principles governing access to ICH data managed by the SAICH Platform. It further outlines requirements for granting and revoking access to ICH data on the SAICH Platform database or information management system. The participating countries were invited to contribute and revise the draft policy. The Lesotho workshop noted that the crux of the policy was indicated on the contents page. There was also need to be consistent on the use of terms. The proposed Database Access Policy is appended to this report (*Addendum 1*).

The SAICHA-Net: Draft constitution and formal establishment(Prof. J. Mapara, Associate Coordinator of the SAICH Platform at CUT)

It was noted that the draft constitution for the establishment of the Southern Africa Intangible Cultural Heritage Academic Network (SAICHA-Net) and the background to its drafting by a team had already been presented at the previous coordination workshop in Lilongwe in February 2019. Therefore, there was no need to re-present it in the current workshop in Lesotho. It was also noted that the setting up of the SAICHA-Net was one of the strategies for sustainability that were adopted in Lilongwe, along with the proposed position paper to SADC on the re-establishment of a Culture desk within the SADC secretariat structures, as well as the proposed institutionalisation of the SAICH Platform and creation of a UNESCO ICH Category 2 Centre. The SAICHA-Net constitution is appended below as *Addendum 2*.

SAICH publications and the production and dissemination of awareness-raising materials(Prof. H. Chimhundu, SAICH Platform Coordinator at CUT)

No presentation as such was given by Prof. Chimhundu on this topic because it had been covered during discussions in earlier sessions. The consensus reached was that the SAICH Platform magazine *SAICH News* should be revived and that all FPPs should see to it that their countries regularly contributed articles on ICH activities that they were undertaking. Specific individuals would be assigned the tasks of designing, editing and publishing the magazine. Other types of SAICH publications should also be considered, including a

newsletter (online), a journal (especially now that the SAICHA-Net was being set up), books (including compilation of the translated versions of the 2003 ICH Convention into a single volume) and documentaries (both text and video/film).

DAY 2: WEDNESDAY 08TH MAY 2019

The three sessions on the second day of the program, Wednesday 08 May 2019, were chaired by Ms. Nakiso Kubanji (the Focal Point Person for Botswana), Dr. Olga Laiza Kupika (Associate Coordinator of the SAICH Platform at CUT) and Mr. Munukayumbwa Munyima (the FPP for Zambia). The presenters were Mr. Lovemore Mazibuko (the FPP for Malawi), Prof. Herbert Chimhundu (the SAICH Platform Coordinator) and Dr. Biggie Samwanda (the FPP for Zambia) who presented on behalf of their group members. The greater part of the day was taken up by a presentation and a training session by Mr. Mazibuko respectively on: a) Terms of References and the Rules of Procedure for the National Intangible Cultural Heritage Committees (NICHCs); and b) elaboration of safeguarding plans (SAFE) for sustainability. Mr. Mazibuko also made a presentation on Malawi's preparatory work on the proposed multinational nomination of the "Seven Days Brew". Prof. Chimhundu presented the proposed framework for institutionalizing the work of the SAICH Platform and creation of a UNESCO Category 2 Centre (C2C). Dr. Samwanda made a verbal presentation on the proposed Position Paper on a SADC Culture Desk. The Lesotho Minister of Tourism, Environment and Culture, the Hon. Joang Molapo, joined the participants towards the end of the day and gave the closing remarks for the workshop.

Session 7: Chair- Ms. N. Kubanji (Focal Point Person-Botswana)

Terms of References and the Rules of Procedure for the NICHCs (Mr. L. Mazibuko – FPP Malawi/UNESCO ICH Expert)

Mr. Mazibuko took the workshop participants through two documents which are standard UNESCO guidelines on the establishment, structure and operation of the NICH of a State Party to the 1988 ICH Convention. The purpose of the presentation, which was interactive with active participation of the audience, was to inform standardization of the NICHCs of the SAICH Platform countries. The documents that were used in this session are appended to this report (see *Addendum 3* and *Addendum 4*). Workshop participants discussed and made suggestions which were incorporated to the presenter's two draft documents.

Training (ToT) in elaboration of safeguarding plans (SAFE) for sustainability (Mr. L. Mazibuko –FPP Malawi/UNESCO ICH Expert)

An intensive training session on elaboration of safeguarding plans for sustainability was facilitated by Mr. Lovemore Mazibuko using standard UNESCO guidelines, which was followed by open discussion and an exercise for all the participants. The training session on the safeguarding plans was well appreciated by the workshop participants as it also addressed issues encountered in nominations of ICH elements for the Urgent Safeguarding List and International Assistance Requests. This was a crash course because, as the presenter pointed out, training on the preparation of IARs normally lasted for five days. So, for the purposes of the current workshop, Mr. Mazibuko had had to compress the content quite drastically.

Session 8: Chair – Dr. O.L Kupika (Zimbabwe)

Progress report on the preparation of a multinational nomination on the “7 Days Brew”
(Mr. L. Mazibuko – FPP for Malawi)

During the previous coordination meeting that had been held in Malawi in February 2019, Mr. Mazibuko had also been tasked during the previous coordinate the preparatory work for the proposed multinational nomination of the traditional beer brew “Seven Days”, which is ubiquitous in Southern Africa where it has a number of variations in terms of its preparation process. He reported in Malawi, they had already done some documentation of the brewing process which included still photos and videos but he had not yet received any input from the other six participating countries. Participants requested him to share the visuals that he had on the element to make sure that everyone was talking about the same ICH element. After photographs and videos were shared and verified, participants agreed to begin working on the same exercise in their respective countries and to take part in the nomination process for the UNESCO Representative List.

Session 9: Chair – Mr. M. Munyima (Focal Point Person, Zambia)

Position Paper to SADC (Ms. N. Kubanji,/ Dr. B. Samwanda/ Mr. M.Munyima – FPPs for Botswana/Zimbabwe/Zambia)

Dr. Samwanda presented a verbal status report on the position paper that the FPPs for Botswana, Zimbabwe and Zambia had been asked to work on during the last meeting that was held in Malawi in February 2019. The intention was that the seven SAICH Platform countries would present to SADC a position paper requesting the re-establishment of a Culture Desk within the structures the SADC Secretariat. There was some debate on who should take the responsibility to ensure that the position paper would receive the attention of the SADC Secretariat. Some felt that UNESCO ROSA should take up this responsibility while others felt that the country FPPs were the rightful persons to ensure that the matter was brought to the attention of Ministers responsible for Culture in their respective countries. In their responses to these suggestions, both Mr. Damir Dijakovic, the Regional Cultural Advisor at UNESCO ROSA, and Dr. Samwanda recounted their previous efforts over a whole decade which had not yielded any positive results in terms recognising the need for such a desk or in the form of action to create it by the SADC member states

Institutionalization of the SAICH Platform and creation of a UNESCO ICH Category 2 Centre (Prof. H. Chimhundu – SAICH Platform Coordinator)

The last session of the day was a follow-up on the major deliverable under the strategies for sustainability beyond UNESCO Flanders Project which were agreed upon during the previous SAICH Platform coordination workshop in Malawi. Professor Chimhundu presented a proposal for a framework for the Institutionalisation of the SAICH Platform and the creation of a UNESCO Category 2 Centre (C2C). He referred participants to the guidelines that had been circulated by UNESCO ROSA on the establishments and some examples of C2Cs in other regions. Then he proposed a split-site model with two or three sites located at state universities in different SAICH countries, each site assuming leadership responsibility for *either*:

- If two sites: i) Research and Information, and ii) Education and Training; *or*
- If three sites: i) Research, ii) Information and iii) Training.

Together with the conceptual framework, Prof. Chimhundu also proposed the steps to be taken to attaining UNESCO ICH Centre Category 2 status by 2021 continuing with the project-based approach and building on the work that the seven SAICH Platform countries have been carrying out under a series of projects funded by the Flanders Government. A team of experts was set up as an ad hoc committee to develop a comprehensive proposal for the institutionalisation process and for the creation of a SAICH C2C, inclusive of the programs, projects and activities of the proposed Centre and its sites, as well as the funding and sustainability strategies for them. Steps to be followed by the ad hoc committee and a timetable were agreed on. Prof. Chimhundu was nominated to coordinate the team's activities. The committee was tasked to come up with a position paper by end of May 2019.

Closing Remarks by the Hon. Joang Molapo, the Minister Of Tourism, Environment and Culture, Kingdom of Lesotho

In his closing remarks, the Minister thanked participants for the work that they were doing in the area of culture, which was important for sustainable development. He said that he felt privileged to be in his new portfolio as head of the Culture Ministry in Lesotho and he promised that he would “walk the journey” with the workshop participants as they carried out their agenda under the SAICH Platform. He emphasised the significance of culture, especially regarding its role in the promotion of mother tongue, and stressed that its position in the name of the Ministry of *Tourism, Environment and Culture* in Lesotho did not imply that it was the least of other three legs of his Ministry. He commended the SAICH Platform for taking the initiative to translate the 2003 ICH Convention into local languages for the benefit of the vast majority of the population. In particular, he appreciated the fact that Sesotho was one of the languages that were covered in this project. Minister Molapo applauded the Flanders government for its financial and technical support to the seven participating countries, which included his own country Lesotho, as a beneficiary. He urged the participating countries to ensure the sustainability of the project after expiry of the period of the UNESCO-Flanders supported ICH safeguarding project. In conclusion, he said that he had taken note of the debate on the reinstatement of Culture Desk within the SADC Secretariat structures but regretted it was not something that he could commit to as an individual Minister. He hoped that other Ministers responsible for Culture within the SADC would also appreciate the significance of the Culture Desk.

Action Points from the Coordination Meeting in Lesotho

A table of action points to the end of the current project phase is appended below as an annexure – Annex 1.

Further resolutions for sustainability strategy

In addition to these action points, and as part of the strategy for sustainability, several other activities were suggested during the final round of discussion as follows:

1. UNESCO ROSA to write to participating countries and to make them aware of the need for support and contributions in whatever form.
2. SAICH Platform Coordinator to lead the designated ad hoc committee to draft and circulate a concept note towards the establishment of a UNESCO Centre Category 2 before the virtual meeting that would be held to conclude activities of the current project at end of June 2019.

3. FPPs to conduct a stakeholder mapping exercise in order to find out the various roles the stakeholders play and the possible areas in which they could be of assistance.
4. To build on achievements made so far and to develop proposals for multinational IARs for the SAICH participating countries.
5. To partner with the private sector on specific projects.

For the realization of some of the activities listed above, the meeting came up with the following as possible resource mobilization initiatives:

- k. Apply to UNESCO Participation Program available online annually
<http://www.unesco.org/pp>
- l. Submit IARS regularly
- m. Sell publications online
 - ✓ Publications on inventoried ICH elements
 - ✓ Country reports on the implementation of the 2003 ICH Convention
- n. Engage with universities through research
- o. Source government funding through member states contributions/donations
- p. Seek direct one-off contributions
- q. Lobby for the establishment of a SADC Desk on Culture
- r. Domesticating the 2003 Convention
- s. Strengthen/train more ICH experts and facilitators
- t. Lobby for ICH policy and legislation at the national level

4. Report on Virtual Conference Equipment and the Closing Meeting held on a Virtual Platform

One of the most important decisions that were made by the SAICH Platform partners during the last phase of the UNESCO Flanders project was to acquire and install video conference equipment in order to facilitate communication and discussions between participants in the seven member states on a virtual platform. The core of the equipment which was installed at CUT included the system base unit, 120 degree webcam, 90 degree FOV Sony lens, table top microphone and wireless speaker plus accessories. In addition, separate receiver units were distributed to each participating country consisting of one (1) Alfatron HD webcam and one (1) Alfatron wireless speakerphone. All the units of the video conference equipment (VCE) were imported from South Africa and delivered to CUT as a package. The individual units were then distributed to the seven participating countries through their focal point persons. All the shipping was done by courier. The hub of the equipment has been installed at the Quality Assurance Boardroom at CUT, which is adjacent to the office of the SAICH Platform.

This state-of-the-art equipment was actually used during the third and final meeting of the 2018-19 project phase by the coordinators and FPPs on the 2nd of October 2019 in-lieu-of a third roundtable meeting. The acquisition and installation of the VCE was actually a deviation from the original contract of the project phase, which was recommended by the Coordinators in-lieu-of computers and accessories for the team members at CUT, as well as air-conditioning for the SAICH Platform office. After consultation and endorsement by the project partners, the delegates attending the first coordination workshop in Lilongwe, Malawi, in February 2019 actually made this VCE and the virtual meeting deliverables for the project phase [*Deliverable #9 Coordination workshop 3 (virtual)*]. Everyone agreed that the roundtable meetings had become very expensive. Another strong motivation was the need for continued communication and collaboration beyond the life of the current project. With this modern technology, the cooperating partners are now able to hold virtual meetings as often as they like without incurring the costs of air travel to roundtable meetings, hotel accommodation, etc. This makes continued cooperation much easier for the SAICH partners.

Yes, there have been challenges such as bureaucratic hurdles in processing of payments by telegraphic transfer, delays in shipment and delivery of individual country units, as well as rigid customs regimes and slow processing of duty free certificates. The two major consequences were escalation of some costs and failure to meet the original project completion deadlines. However, at the end of the day, the project has registered success on this deliverable without compromising the original top deliverable [*#1 Enhanced SAICH Platform website and ICH database*].

After some trials and tribulations, everyone is now happy that the need for, and costs of, roundtable meetings have been drastically reduced. This new virtual conferencing platform will, therefore, help the seven participating countries in Southern Africa to continue to cooperate at the sub-regional level and to build upon the work that they have been carrying out for the past several years under the UNESCO Flanders project. Other international

collaborations will also be made possible, including and especially in the pursuit of SAICH Platform's C2C ambition.

4.1 The Closing Meeting on a Virtual Platform

The closing meeting of the second SAICH Platform project phase was finally held on the 2nd of October 2019. However, the Coordinators at CUT were unable to link up with some of the FPPs on that day for various reasons, including the fact that some were still struggling to clear their video conference equipment while others did not respond to the invitation in time or were not available at the scheduled time. A firm decision was made **notto** postpone again because the project simply had to be concluded at that time as all the other eight (8) out of nine (9) deliverables had already been completed.

In the event, eleven (11) people participated in the virtual meeting from six (6) different places as follows:

- Seven (7) from Chinhoyi, all **CUT members** who were in the Quality Assurance Boardroom, using SAICH VCE:
 - ✓ Herbert Chimhundu, Jacob Mapara, Olga Kupika, Varaidzo Chinokwetu and Tavhiringwa Chabvutagondo (all members of the Coordinating Team); and
 - ✓ Bevin Majere and Kingstone Maponga (from the Bursar's Department).
- **Lesotho**: Tokelo Mapena, the country FPP, who was participating from Maputo, Mozambique, where she was attending another meeting, and was linked up via Skype; and Matsoama Sekokotema of the National Commission for UNESCO, who was participating from Maseru, Lesotho, and was also linked via Skype.
- **Malawi**: Lovemore Mazibuko, the country FPP, who was participating from Blantyre, Malawi, using SAICH VCE.
- **Zimbabwe**: Biggie Samwanda, the country FPP, who was participating from his office in Harare CBD, using SAICH VCE.
- **UNESCO ROSA**: Rodney Bunhiko, who was participating from his office at Newlands in Harare, and was linked up via Skype.

The meeting lasted almost two hours and was very successful to the extent that it proved the quality and practicality of the equipment and the arrangement for virtual meetings. It can be replicated many times in the future.

The meeting was chaired by the Associate SAICH Platform Coordinator, Jacob Mapara, and the agenda items which were covered during the discussion were as follows:

- **Country reports**: Each one of the three (3) FPPs in the meeting was given about 20 minutes to present a report of activities carried out in his/her country during the 2018-19 phase of the project. The two Lesotho participants shared the platform during their slot. Each verbal presentation was followed by general discussion with everyone participating. Details of the presentations will not be repeated here as they are in the written reports that were subsequently submitted and these are reported on elsewhere.

- **Publications of the project phase:** FPPs were reminded to quickly submit their contributions in the form of articles for the forthcoming special issue of *SAICH News*, which will be published in magazine format. These articles would include profiles of those FPPs who responded to the coordinators' invitation to submit. The consolidated book of translations of the 2003 ICH Convention into ten (10) African languages was also discussed, including aspects such as the introduction and foreword. In addition, it was agreed that the PDF versions of these translations would all be published online and put up on the SAICH website. So would other SAICH write-ups such as the two commissioned articles on Gender and ICH and on Ethics in ICH. An updated SAICH brochure would also be printed and published.
- **End-of-project report:** The SAICH Coordinators stressed that filling gaps and polishing up of the report, both narrative and financial, now needed to be completed quickly. So contributions in the form of country reports from all the FPPs were now overdue from some FPPs who were not responding to repeated requests.
- **Multi-national nominations:** The discussion reviewed progress towards compiling the file for the proposed nomination of the "Seven Days Brew" and it was noted that nothing new had come in since the Maseru workshop in May. Members were urged to act urgently on this matter although it was a post-project activity because the nomination process was long and complex. The FPPs for Malawi and Zimbabwe also confirmed that the *mbira/sansi* multi-national nomination had been resubmitted and that it would be on the agenda of the next IGC Committee meeting in December 2019 in Bogota, Colombia (COM 14)
- **COM 14 Bogota:** FPPs agreed that it was important for the SAICH Platform members to attend this meeting and promote the work of the sub-regional grouping while also lobbying for support for its C2C ambition. **The meeting agreed that the Coordinator should be sponsored to attend.**
- **Administrative issues:** Various administrative issues were also discussed, including the challenges that had been encountered while transferring funds, shipping and clearing of equipment, as well as cash flow problems in-between reporting stages of the project.
- **C2C Proposal:** Work by the ad hoc committee that was set up in Maseru had been put on hold until after end-of-project reporting in order to focus on project deliverables first. In any case, the C2C proposal was part of the sustainability strategy for the future.

4.2 Reasons for the Delay in completing the Project Phase

The current phase of this sub-regional ICH safeguarding project, which should have ended on 30th June 2019, stalled through June-July and had to be extended three times, first to the 31st of July, then to the 31st of August and finally to the 14th of October 2019. Some of the reasons for the delay in concluding the project have already been indicated above. Below we indicate the financial implications and summarise the winding-up process that was eventually followed, as well as the increased outputs of the project after a supplementary grant of

US\$6,940.31 was eventually transferred to the SAICH Platform at CUT by UNESCO ROSA in October 2019.

The first thing to note is that the project started in January 2019 instead of November 2018, and its timetable had 4 reporting stages and 4 scheduled transfers of funds in tranches within a period of less than 6 months from 9th January to 30th June 2019. The total budget allocation was US\$62,000.000. Secondly, the first coordination meeting that was held in Malawi in February agreed on an action plan with 9 deliverables and a sustainability strategy with 6 action points. The deliverables were achievable and the action points of the sustainability strategy were to be carried over beyond June 2019.

However, by the time the second coordination workshop was held in Lesotho in May 2019, certain challenges relating to money transfer and procurement of equipment had forced delays in implementation, which affected specific deliverables and rendered June-July dead months. The reality of the situation that was actually encountered showed that some decisions that had been made at the beginning were overambitious in relation to the timetable for project implementation or and would lead to over-expenditure.

The combined deliverables and sustainability strategy proved to be over-ambitious, especially since in their enthusiasm the Coordinators and country FPPs tended to conflate deliverables of the project phase with the ambition to institutionalize the work of the SAICH Platform by creating a UNESCO ICH Category 2 Centre (C2C). A core component of this sustainability strategy was the decision to buy and install video conferencing equipment in South Africa and use it, not only to hold the third coordination meeting on a virtual platform, but also to keep the collaborators in the sub-region together after the project ended so that they would continue to cooperate in ICH work without necessarily having to meet physically.

This decision was a popular deviation but the cost proved to be much higher than the \$9,000.00 that had been originally budgeted for equipment. The main reason was that, in addition to the total purchase price which amounted to \$12,423.39, delivery took too long and all the technical information that needed to be taken into consideration was not availed at the same time. The late delivery meant that the receiver units could not be distributed to FPPs at the Maseru workshop where a demonstration on their use had been planned, and everything was subsequently delivered to Chinhoyi University of Technology in June. Then the suppliers insisted that they would have to come to CUT and do the installation of the hub themselves at cost; otherwise the guarantee would not be honoured should anything go wrong. However, they were not immediately available to travel and they were only able to come to CUT in mid-July (15th-16th). Even then the task was not completed 100%. CUT IT staff subsequently had to attend to outstanding items (e.g. mounting the connected gadgets to position, and supplying a projector and some additional cabling).

The decision to rotate venues for the roundtable meetings also proved to be costly, with the two workshops in Lilongwe (\$17,493.00) and Maseru (\$18,829.27) accounting for \$36,322.27 of total budget allocation of \$62,000.00. Airfares, which of necessity had to be paid for at the last minute in both cases, were very expensive, accounting for \$15,048.84

(Lilongwe \$6,021.00 and Maseru \$9,027.84). Accommodation alone, which accounted for \$8,917.30, was also very expensive and could only be paid on arrival, especially in Lilongwe (\$5,850.00) compared to Maseru (\$3,067.30).

In July, the CUT Bursar had to write to UNESCO ROSA explaining the bureaucratic hurdles that were encountered during the procurement process and it was only in early August that distribution of receiver units of the video conference equipment and linking up with all the FPPs could be arranged by the to the Coordination Team through the university. Even then, there were still more problems to be experienced in the individual participating countries with clearance of their units of the equipment through their Customs Departments. In some cases there was lack of clarity in the documentation required or and in the process of getting duty free certificates, all of which caused inordinate delays. Consequently, FPPs could not all be linked up in time for the closing meeting on a virtual platform as planned. The meeting had to be postponed more than once and, when eventually it was held on the 2nd of October, one or two FPPs were yet to clear and collect their units. However, as we now submit this end-of-project report, these problems are now behind us.

The project coordinators are convinced that the decisions and deviations that were made were very good and justified vis-à-vis both the major activities of this new phase of the project and the best ways of ensuring the sustainability beyond June 2019. However, the unintended and unforeseen consequences were more costs, more intensity and increased risk of late completion of at least some of the agreed deliverables and activities.

5. Looking at the Future

By all accounts, the SAICH Platform experiment has been very successful, thanks to the support of the Flanders Government and UNESCO over the years. Refer for instance to articles on the SAICH projects by Margot Cassiers that were published in Belgium in the arts and culture magazine *Rekto: Verso* after she attended the second SAICH Platform coordination workshop in Maseru in May 2019. The links to these three articles are:

- <https://www.rektoverso.be/artikel/het-vlaams-verhaal-achter-erfgoed-in-zuidelijk-afrika>
- <https://www.rektoverso.be/artikel/erfgoed-in-zuidelijk-afrika-over-potten-en-partijdigheid>
- <https://www.rektoverso.be/artikel/erfgoed-in-zuidelijk-afrika-waar-het-tastbare-en-het-ontastbare-samenkomen>

The articles are written in Dutch but they are auto-translatable.

Capacities of the seven participating countries in ICH safeguarding have been strengthened; so has been cooperation between them as a sub-regional grouping. The SAICH website and database have been enhanced and, in terms of content, the seven Southern African countries now have a big resource. Not only are project participants determined to build upon this resource, but they are also keen to continue to use and maintain the tech hub at Chinhoyi

University of Technology as a common service in the future. They have already agreed on a framework for sustainability of the work of the SAIC Platform with the core component of the strategy being institutionalisation by creating a permanent centre with programs of activities run from more than one tertiary institution. Once in place, this ICH Centre will bid for UNESCO Category 2 status.

After formally concluding the UNESCO-Flanders ICH safeguarding project and submitting the narrative and financial reports in October, the SAICH Platform Coordinators will pursue the sustainability strategy in earnest. Top on the list of the action points under this strategy is institutionalisation by creating a Category 2 Centre. The ad hoc committee that was set up for this in Maseru in May will hold virtual meetings, exchange documents, and finalise the draft proposal for review by the FPPs on the same platform using the recently acquired video conference equipment. FPPs will also work through their National ICH Committees to mobilise support for the C2C bid by the targeted host institutions of the split-site centre and their governments. Hopefully, everything that is required will be in place for a formal application to be submitted to UNESCO by the host government(s) in 2020 for 2021. After the participation and important contacts made by SAICH Platform members during the Global Facilitators Training Workshop in Algiers in July 2019, one hopes that the proposed SAICH C2C will have a strong link with CRESPIAF.

On the home front, there are indications that at least some governments of the seven states parties to the ICH Convention that have been beneficiaries of the UNESCO Flanders project are now appreciating this work more and more. In particular, the translation project in the last phase has been welcomed very much because of its localization and empowerment dimension. It is in this context that the second SAICH coordination meeting of 2019 that was held in Maseru in May made its #1 resolution under “Further resolutions for sustainability strategy” as follows:

- UNESCO ROSA writes to participating countries making them aware of the need for support and contributions in whatever form to support continued cooperation and consolidation of gains made during the life of the project.

It would help a great deal if this encouragement were to be done at an appropriate official level.

ANNEXURES

ANNEXURES TO REPORT ON THE 1ST COORDINATION WORKSHOP, 11-12 FEBRUARY 2019

Annex A.1:

MAJOR ACTIVITIES AND DELIVERABLES OF THE NEW PHASE OF THE PROJECT

The purpose of the Malawi workshop was to formally kick-start activities of the final phase of this capacity building project on ICH safeguarding in seven countries in Southern Africa, which is supported by the Flanders Government under the auspices of the UNESCO Regional Office for Southern Africa (ROSA). This sub-regional cooperation project is coordinated by the SAICH Platform, which was created for that purpose in 2015 and is hosted by Chinhoyi University of Technology (CUT) in Zimbabwe.

The new project phase will be very intensive and it will only run until June 2019. During this short period, three workshops will be held, starting with the workshop in Malawi in February to plan these activities in detail, followed by a SAFE training workshop in Lesotho in April, and winding up with a review workshop in June most probably on a virtual platform.

Thus **the planning workshop in Malawi** will ensure that the final stage of the chain of phases of ICH safeguarding and capacity building in Southern Africa **will guide and assist the structures that have already been established in previous phases of this project since its inception in 2010, i.e. national ICH committees, ICH database, the Platform and the proposed network of academic institutions in their strategic planning towards self-sustainable functioning.**

The four (4) major activities and nine (9) deliverables of this new phase of the project, which guided the Lilongwe workshop, are as follows:

- A. **Upgrading and constant maintenance of the SAICH website and database** to build a strong tech hub that will provide a vibrant and interactive platform for ICH information dissemination, sharing and dialoguing.

DELIVERABLES:

- **#1. Workshop 1, January, Malawi → Narrative and Financial Report by 28 February [CUT]**
 - **#2. Enhanced SAICH Platform website and ICH database – setting up, training, maintenance, access and use [CUT]**
- B. **Analysing the context for and challenges facing the National Intangible Cultural Heritage Committees** of the participating countries and developing strategies for revitalizing them.

DELIVERABLE:

- *#3: Guidelines on structure and TORs of NICH Committees or equivalent national agencies [FPPs]*

C. **Awareness raising and domesticating the 2003 ICH Convention by translating it into selected languages that are widely spoken in the seven participating countries.**

DELIVERABLES:

- *#4: Workshop 2, April, Lesotho → Narrative & Financial Report by 15 May [CUT]*
- *#5: Translated versions of the Basic Texts of the 2003 ICH Convention in at least one language per country [FPPs]*
- *#6: Awareness-raising materials produced and disseminated in the same language, both in print and in audio-visual formats [FPPs]*

D. **Training (ToT) in elaboration of safeguarding plans (SAFE) while also addressing issues of gender equality and ethics; and**

DELIVERABLES:

- *#7: Workshop 2, April, Lesotho → Narrative and Financial Report by 15 May [CUT]*
- *#8: Research publications on ICH safeguarding and ethics, gender equality and youth → manuscript/manual [CUT & SAICHA-Net]*
- *Workshop 9, June, Virtual Platform → Final Narrative Report and certified overall Financial Report by 30 June [CUT]*

Annex A.2: LILONGWE WORKSHOP PROGRAM

DAY 1: SUNDAY 10TH FEBRUARY, 2019

All day: Arrival of delegates

DAY 2: MONDAY 11TH FEBRUARY, 2019

Session 1: Chair - Mr. C.J. Magomelo (Program Officer for Culture, Malawi National Commission for UNESCO)

08:30 – 10:00 am: Official Opening

Welcome remarks by Director of Ceremonies (Mr. C.J. Magomelo)
Remarks by the Acting Executive Secretary, Malawi National Commission for UNESCO (Mr. D. Mulera)
Remarks by the SAICH Platform Coordinator at Chinhoyi University Technology (Prof. H. Chimhundu)
Remarks by Representative of the UNESCO Regional Office for Southern Africa (Mr. R. Bunhiko)
Remarks by the Principal Secretary for Civic Education, Culture and Community Service (Mrs. I. Luhanga)
Address by the Guest of Honour, the Minister of Civic Education, Culture and Community Services, Honourable Overton Chimlirenji, MP

10:00 – 10:30am: ***Health Break and Group Photograph***

Session 2: Chair - Mr. L. Mazibuko (Focal Point Person – Malawi)

10:30 – 11:00am: Review and adoption of the workshop program

General review of activities carried out during 2016-17 vis-à-vis expected results and outputs of the new project phase (Mr. R. Bunhiko)

11:00 – 12:00noon: Strengthening the existing program and reinforcing the SAICH Cooperation Platform (All)

12:00 – 12:30noon: Standardising the structure, guidelines and operational procedure of the National ICH Committees (All)

12:30 – 1:30pm Lunch Break

Session 3: Chair - Ms T.C. Mapena (Focal Point Person – Lesotho)

1:30 – 2:00pm: Further development of and support for the personnel and structures for implementing the ICH Convention in the communities and at the national level (Mr. E. Kautondokwa)

2:00 – 3:00pm: Domesticating the 2003 ICH Convention by translating it into selected languages that are widely spoken in the seven participating countries (Prof. J. Mapara)

DAY 3: TUESDAY 12TH FEBRUARY, 2019

Session 4: Chair – Ms. T. Nkambule

8:30 – 9:00am Enhanced Platform website and ICH database, setting up training, maintenance, access and use – Mr. E. Ncube

9:00 – 9:30pm Production and disseminating publicity materials both print and audiovisual – video show

Session 5: Chair – Ms. N. Kubanji

9:30 - 10:00am Advice on compiling nomination files and International Assistance Requests – Mr. M. Munyima

Multinational nomination of the *mbira/sansi* for inscription on the Representative List – Malawi and Zimbabwe

10:00 – 10:30am Health Break

10:30 – 11:30pm Special reports:

Workshop on Policy Development on ICH in Southern Africa, October 2016 – Zambia

SAICHA Net – Prof. J. Mapara/C. Magomelo

Session 6: Chair –Mr. Munyima

11:30 – 1:00pm Looking at the Future – Action Plans and Sustainability

Summary report on Workshop proceedings by Rapporteurs

Closing Remarks by Director of Museums and Monuments – Dr. P. Kaliba

Lunch Break and End of Program

Annex A.3: LIST OF WORKSHOP PARTICIPANTS

No.	Name and Position	Contact Address	Contact Tel. No./Email
1.	Mrs Ivy Luhanga Principal Secretary (Guest of Honour)	Ministry of Civic Education, Culture and Community Development, P/Bag 384, Lilongwe	ivyluhanga@yahoo.com
2.	Herbert Chimhundu SAICH Platform Coordinator	Chinhoyi University of Technology, P/Bag 7724, Chinhoyi, Zimbabwe	+263 719080686 h.v.chimhundu@gmail.com
3.	Erastus Kautondokwa	P O Box 99302, Windhoek, Namibia P/Bag 13186, Windhoek, Namibia	+264 61 2934236 erastsk@yahoo.com
4.	Freda M Tawana Namibia ICH Secretariat	Ministry of Education, Arts & Culture, Luther Street, Government Office Park, P/Bag 13186, Windhoek, Namibia	+264 61 2933545 +264 61 2933901 fredatawana@@gmail.com
5.	Temahlubi Dudu Nkambule	eSwatini National Trust Commission, Box 100, Lobamba, Eswatini, Swaziland	+268 76121311 / ++263 78069550 temahlubin@gmail.com nationalmonuments@snk.org.sz
6.	Biggie Samwanda Director of Arts and Culture	Ministry of Youth, Sports, Arts and Recreation, 20th Floor Mukwati Building, Harare, Zimbabwe	+263 772398171 sabiggie@gmail.com
7.	Lovemore Mazibuko ICH Facilitator	Department of Museums and Monuments, Box 30360, Blantyre 3, Malawi	+265 888551808 lovemoremazibuko@yahoo.com lovemoremazibuko@yahoo.com
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9.	Munukayumbwa Munyima	University of Zambia, Institute of Economic and Social Research, Lusaka, Zambia	+260 966393632 munyimam@gmail.com
10.	Tokelo C. Mapena	Ministry of Tourism, Environment and Culture, Post	+266 63078277

		Office Building, P O Box 52, Lesotho	tcmapena@gmail.com
11.	Chrissy Chiumia Deputy Director for Museums and Monuments (Conservation)	Malawi National Commission for UNESCO, Box 30278, Lilongwe 3, Malawi	+265 888 344238 cchiumia@gmail.com
12.	Nakiso Kubanji	Ministry of Youth, Empowerment, Sport and Culture Development, Botswana	+267 71619581 / 3935303 nkubanji@gmail.com / nkubanji@gov.bw
13.	Christopher Magomelo Senior Assistant Executive Secretary (Culture)	Malawi National Commission for UNESCO, Box 30278, Lilongwe 3, Malawi	+265 888860537 mnatcomunesco@mtlonline.mw juliomagomelo@gmail.com
14.	Rodney Bunhiko UNESCO Consultant	UNESCO Regional Office for Southern Africa, 8 Kenilworth Road, Newlands, Harare, Zimbabwe	+263 774606937 r.bunhiko@unesco.org
15.	Eugene Ncube CUT SAICH Platform - Consultant	Chinhoyi University Off Harare - Chirundu Road, Private Bag 7724, Chinhoyi, Zimbabwe	+263 779931003 heudgy@gmail.com / ncube.vfx@gmail.com
16.	Jacob Mapara CUT SAICH Platform, Zimbabwe	Chinhoyi University of Technology, Off Harare - Chirundu Highway, Private Bag 7724, Off Harare-Chirundu Highway, Chinhoyi, Zimbabwe	+263 772 387 961 jacob.mapara@gmail.com
17.	Potiphar M. Kaliba Deputy Director for Museums and Monuments (Conservation)	Museums and Monument, P/Bag 384, Lilongwe 3, Malawi	+265 888836336 pmkaliba@yahoo.com
18.	Varaidzo Chinokwetu CUT-SAICH Platform	Chinhoyi University Off Harare - Chirundu Road, Private Bag 7724, Chinhoyi, Zimbabwe	+263 772 387 981 varaidzochm@gmail.com
19.	Charles Mwahara	MBC, Box 162, Lilongwe, Malawi	waharadj@gmail.com

20.	Imaan Mbango	MBC, Box 162, Lilongwe, Malawi	imaansmicembango@gmail.com
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24.	Patrick Hara	Malawi National Commission for UNESCO, Box 30278, Lilongwe 3, Malawi	mnatcomunesco@mtlonline.mw
25.	Adamson Zikutherani	Malawi National Commission for UNESCO, Box 30278, Lilongwe 3, Malawi	mnatcomunesco@mtlonline.mw

Annex A.4:

CONTRACT GUIDELINES FOR TRANSLATIONS OF THE 2003 ICH CONVENTION

	Activity	Implementer	Date
1.	Identification of translator(s): at least one language, ideally two languages, per country.	Country Focal Point Person (CFPP)	28 February 2019
2.	Submission of name and particulars of identified translator(s) to NICH Committee or responsible Ministry. It is important that the identified translator(s) have a track record in translation, and that their works should be available even online for verification purposes.	CFPP	8 March 2019
3.	Contract with translator(s)	CFPP	8 March 2019
4.	Draft translation(s) of the document to be presented at the next coordination workshop in Lesotho. NB: Each document has to be signed by the translator as confirmation that the work has been done.	CFPP	April/May 2019
5.	Standardization of drafts led by SAICH Team at Lesotho workshop (verification procedure, formatting guidelines, etc.).	SAICH Team/CFPP	April/May 2019
6.	Payment of 50% for translation of the work at the Lesotho Workshop. (Remainder to be paid on submission of final approved version.)	SAICH Team/CFPP	April/May 2019
7.	Verification of the translation by a reference group of mother-tongue speakers of the target language.	Translator(s)/CFPP	May/June 2019
8.	Submission of final version of translated version verified by the CFPP/NICH Committee.	CFPP/SAICH Team	15 June 2019
9.	Payment of 50% for the translation work and online publication	SAICH Team	30 June 2019

Annex A.5: SAICH PLATFORM DATABASE ACCESS POLICY

A. Purpose

This policy provides the principles governing access to ICH data managed by the Southern Africa Intangible Cultural Heritage (SAICH) Platform, a sub-regional ICH network. The policy outlines requirements for granting and revoking access to ICH data on the SAICH Platform.

B. Scope and Applicability

This policy applies to ICH data created or presented by participating countries of SAICH platform. It does not apply to ICH data that is personal property nor to situations in which SAICH is legally compelled to provide access to ICH data in all the respective Member States. This policy is subject to regulations on access to information in general and ICH data in particular in the Member States.

C. Audience

The audience for this policy includes all participating countries of the SAICH platform and other interested users, including custodians of culture, academics and cultural practitioners.

D. Background

The SAICH is a networking and cooperation platform that operates under the auspices of the United Nations Educational, Scientific and Cultural Organization (UNESCO). SAICH is hosted by Chinhoyi University of Technology (CUT) in Zimbabwe. SAICH has developed a database of ICH from among the seven Member States namely Botswana, eSwatini, Lesotho, Malawi, Namibia, Zambia and Zimbabwe. Providing access to the ICH database is crucial to SAICH's vision: "To be the regional hub of cooperation, exchanges and support services for implementing activities and programmes in Intangible Cultural Heritage (ICH)". Access to ICH database shall facilitate participation in protecting, preserving and promoting ICH of the sub-region of Southern Africa.

Before the emergence of SAICH platform, access for cultural practitioners, academics, custodians of culture, and professionals to ICH materials was limited to individual nations and networking, if any, was non-existent. The use of SAICH platform opens to sub-regional networking and cooperation in the implementation of the 2003 Convention for the Safeguarding of Intangible Cultural Heritage. SAICH members submit ICH products of their respective countries to SAICH platform as required by this policy. The ICH products may be in the form of texts, audio and visual materials, documentaries, journal articles, and academic books.

Participating countries in SAICH platform shall commit themselves to the creation and submission of ICH database, its access, and expansion of its user base. It is important for SAICH membership to ensure that different generations to come have access to ICH database.

E. Policy

Access to ICH database and materials is essential for ICH professionals, practitioners, academics, and others to accomplish SAICH mission of building a vibrant sub-regional platform for the protection, preservation, and promotion of ICH. It is SAICH's mandate that ICH data of the participating countries regardless of format shall be presented, uploaded, and managed in the following manner to promote access:

1. SAICH shall provide ICH materials or products and services targeted to its membership and other users. These materials and services shall be in electronic formats or hard copy,
2. SAICH shall provide general information, programme actions and activities, regulations, and educational materials on ICH. ICH publications posted on SAICH platform shall adhere to this policy and other applicable SAICH regulations,
3. SAICH shall ensure that ICH documents are inventoried, stored, retrieved, and made available to the users,
4. SAICH shall institutionalise inclusiveness by providing ICH data accessible to people with disabilities,
5. SAICH shall provide access to ICH data in people's own official language and shall address access barriers the users may face in obtaining ICH data,
6. SAICH shall adhere to IP policy and other relevant legal frameworks of the sub-region,
7. SAICH shall provide, where available, information on the uses and limits of ICH data loaded on its website. The information provided may describe the purpose of ICH data, its source, documented quality, application, and limitations or cautions in using it,
8. SAICH shall issue a disclaimer against using ICH data for other than the purpose intended, to minimize the risk of misinterpretations or abuse,
9. SAICH shall provide specifications on the level of preservation needs, promotion requirements, and minimum standard protections for the ICH data before access is granted,
10. Accessing ICH data shall require login password to SAICH website free for paid up membership or at a fee for other users,
11. SAICH shall ensure that digital payment facility and its procedures are specified,
12. SAICH shall put in place procedures for auditing access to ICH data and revoking access when it is no longer needed.

F. Definitions

1. **Access:** Flow of data between a store of data and a user, system, or process. A user, system, or process is considered to have access to data if it has one or more of the following privileges: the ability to read or view the data, update the existing data, create new data, delete data or the ability to make a copy of the data. Access can be provided either on a continual basis or, alternatively, on a one-time or ad-hoc basis. Transferring any data from one party to another in any medium is tantamount to permitting access to those data.
2. **ICH platform data:** Platform data that contain Intangible Cultural Heritage materials, products or information that are promoted under the 2003 UNESCO Convention for Safeguarding Intangible Cultural Heritage.
3. **Data User:** An individual that has been authorized to access data for the performance of his/her job duties.

G. Roles and Responsibilities

1. SAICH Platform secretariat is responsible for enforcing this policy.
2. SAICH Platform Member States are responsible for updating or revision of this policy
3. ...

H. Waiver

There are no generic waivers from this policy. There may be waivers or exemptions for certain specifications in the procedures and standards with consent of Member States.

I. Additional Information

For further information about this policy, please contact ...

Annex A.6: PROPOSED CONSTITUTION OF SAICHA-NET

Southern Africa Intangible Cultural Heritage Academic Network (SAICHA-Net)

1. What is the SAICHA-Network?

The **Southern Africa Intangible Cultural Heritage Academic Network (SAICHA-Net)** is a network of tertiary academic institutions operating under the auspices of the Southern Africa Intangible Cultural Heritage Platform (SAICH Platform), which is hosted by the Chinhoyi University of Technology (CUT) of Zimbabwe. The SAICH Platform's ultimate vision is to become a UNESCO Category II Centre on intangible cultural heritage (ICH) for the region. The setting up of SAICHA-Net was initiated in Harare on 29th September 2018 by participants attending the validation workshop of the report of a survey that was conducted by the SAICH Platform to map the distribution of programmes and courses on ICH and related discipline areas in higher education institutions in Southern Africa. The Network aims at facilitating academic activities that promote exchange in knowledge, experiences and expertise in the study, research, inventorying, promotion and safeguarding of ICH through community engagement.

2. Constitution

2.1 Members

Members are institutions or organisations within the tertiary education sector that represent a country, a national region or a local community. In principle there can be more than one member from a country. Branches of the same institution in a country shall be considered as one membership. Member countries shall be required to establish national chapters of the network which would comprise all institutions in the member state. After one year of the establishment of the network, no institution that is not part of the national chapter shall be allowed to be a member of the SAICHA-Net. This will ensure networking at country level.

2.2 Honorary Members

Honorary Members are individuals who are no longer representing a member institution or organisation but are still willing to cooperate within the SAICHA-Net to fulfil its objectives provided they are still members of the national chapter.

2.3 General Assembly

The General Assembly is the convention of the members. All members can be represented by up to three people, are equal and have one vote each. Decisions are taken by the consensus principle. Honorary members do not have the right to vote.

2.4 Secretary

The Secretary is one member in charge of the responsibility for organising the General Assembly, which shall be based at Chinhoyi University of Technology

3. Implementation

The institutions and bodies of the SAICHA-Net have different tasks and responsibilities, which are described in the following:

3.1 Membership

Membership shall be institutional, except in the case of honorary members. Initially for the first year, institutions or organisations have to officially declare their interest by applying to become a member through the current Secretariat of the SAICH Platform at CUT. The initial applicants become members by a decision of the General Assembly deliberating, either online or in a meeting. The initial members become the representatives of the National Chapter of the network and are responsible for networking activities and the creation of a national chapter at country level. All subsequent members apply to the national chapter and are formally included in the network at the General Assembly.

3.2 Honorary Membership

Honorary Membership may be offered to any person who has made an outstanding contribution to ICH safeguarding (protection, preservation and promotion) over a number of years and is no longer in employment, or has moved from employment, which entitled them to representative membership provided they remain a member of the national chapter. They may be proposed by any member to the chapter and voted on by members at National Assembly. If the Honorary Member does not attend a national assembly for three years, she or he should be contacted to ascertain their wish to remain as an Honorary Member.

3.3 General Assembly

The calendar of the SAICHA-Net shall be 1st January to 31st December. The General Assembly is the biennial get-together of the members. It can be organised virtually online or physically. Each member and observer is responsible to nominate at least one person to inform the General Assembly about activities in English. It is organised and hosted by the Secretariat. During the General Meeting, the General Assembly is able to adopt decisions. The agenda of the General Assembly should include:

- i. Approval of membership;
- ii. Scheduling important deadlines (for example, for activity proposals, evaluation of activities, evaluation of the network, registration); and
- iii. Making decisions about further proposals, suggestions or requests of members.

3.4 Secretary

The Secretary's responsibilities shall be to:

- i. write and publish a report of the Network;

- ii. host and organise the General Assembly;
- iii. write and publish a report of the General Assembly;
- iv. prepare the evaluation of the Network activities;
- v. summarize the proposals for future Network activities;
- vi. follow up any actions that have been decided during the last General Assembly and have been published in the report;
- vii. distribute important information to the members and observers (for example, via website, hard-copy or e-mail); and
- viii. take editorial care of the SAICHA- Network page on the SAICH website and database.

4. Objectives

The background of all member organisations is different, which means that objectives for activities can be varied. Common objectives of the Network are:

- i. to support academic mobility and intellectual and intercultural learning;
- ii. to encourage academic participation in safeguarding ICH;
- iii. to foster complementarity between tertiary education institutions and community ICH practitioners;
- iv. to improve ICH safeguarding through informal and non-formal learning;
- v. to support academic research and other activities related to re-awakening of the African cultural consciousness;
- vi. to foster development of the African epistemology such as *Um(b)unthu* [*unhu/ubuntu/botho*] philosophy;
- vii. to promote regional integration at academic level in ICH activities;
- viii. to participate in Network activities;
- ix. to provide a platform for effective and functioning communication among academic tertiary institutions in the area of culture in the region;
- x. to share experiences and good practices; and
- xi. to lobby and make ICH policy visible in the member countries.

5. Activities

A SAICHA- Network Activity is an activity hosted by one member that engages at least one other partner from the network.

Activities are the best possibility to fulfil the objectives of the Network. There are different kinds of activities, most of them to support development of relevant ICH courses, academic cooperation, intellectual and intercultural learning, and also to share experiences and good practices and others. The most common activities are defined and described below.

5.1 Academic Exchange

A SAICH-Education Network academic exchange is an activity, which brings together groups of academic practitioners from two or more academic institutions whether within one country or not, providing them with an opportunity to discuss and confront various themes, whilst learning about each other's countries, institutions, academic courses and related cultures.

SAICH-Education Network Activity activities called academic exchanges are mostly financed by funds of any of the participating member countries or the UNESCO Programmes.

5.2 Camp

A camp is a short stay as an international group of students and lecturers in which free time activities, linked to a certain domain of ICH and involving local practicing communities are central.

5.3 Seminar

A seminar is an activity where a group of members come together to share experiences of their work in ICH projects and to develop their skills; for example, in developing new relevant courses, reviewing progress of activities, or to improve or review trusted and continuous partnerships and quality standards for activities.

5.4 Conference (or Symposium)

A conference (or symposium) is an annual (or biennial) event that is hosted by a participating country at a member academic institution within the host country. Academic papers and posters are presented under a chosen theme every (other) year and proceedings are published and shared with stakeholders.

A. ANNEXURES TO REPORT ON THE 2ND COORDINATION WORKSHOP, 8-9 MAY 2019

Annex B.1:

ACTION POINTS TABLE FROM COORDINATION MEETING IN LESOTHO

	Deliverables	Progress on Activities	Outstanding tasks and Comments	Responsible persons or Institutions and Deadlines
10.	Translation of the 2003 Convention into selected languages. Presentations of draft translations by country Focal Point Persons (FPPs)	Five 1 ST drafts ready and two ongoing	Complete translation	FPPs
		Comprehensive translated Convention (pages 3-17) in soft and hard copies of various languages of participating countries bound and disseminated.		SAICH Platform secretariat 15 June 2019
		Namibia ...		
		Botswana on going (1 language, Setswana)	To translate, proof read format and submit final/ 1 st draft	FPP Date before 15 June 2019
		Zambia on going (1 language)	To translate, proof read, format and submit final/ 1 st draft	FPP Date before 15 June 2019
		Eswatini 1st draft in SiSwati complete	Proof reading and format final draft	FPP 15 June 2019
Zimbabwe 2 languages, Shona and Ndebele	Testing drafts of the two languages, proof read and format final draft	FPP 15 June 2019		

		Lesotho 1st draft in Sesotho available	Proof read and format final draft	FPP 15 June 2019
		Malawi. Chichewa translation exists since 2015.	To translate, proof read and submit 1st draft of Convention into NyaKyusa for this project. Further translate 4 additional languages (ciYao, ciTumbuka, ciLohmwe , kyaNgonde,)	FPP Date before 15 June 2019
11.	Standardization of drafts – verification, procedure, formatting guidelines	Verification, procedure, and formatting guidelines provided and agreed on E.g layout and format as source text	Layout of translated 2003 Convention shared. To include among other UNESCO & Convention, Flanders’ and participating Countries Logos/ emblems first.	Prof. Mapara Next week (Date)
12.	International Assistance Requests	Experiences shared from eSwatini, Malawi and Zambia eSwatini awarded USD64824.00 for a 12 months project, fieldwork in progress To engage consultant; Malawi awarded USD91 860 for a 24 month project; building capacity for teachers Zambia submitted and received feedback; Working on revisions	Progress made in terms of capacity building for National inventorying but need to <ul style="list-style-type: none"> • Dedicate at least 3 days training to IAR. • Ensure sustainability of projects • Need for additional 	FPP Mid May Date after June

			Accredited international ICH facilitators	
13.	Enhanced SAICH Tech Hub and SAICH Database Access Policy	Database a number of elements have been uploaded: demonstration done on how to enter elements in different languages	<ul style="list-style-type: none"> Administrators can add more elements 	FPPs
		Video conferencing Equipment procured	<ul style="list-style-type: none"> Equipment distributed with installation instructions installed in participating countries 	SAICH Platform FPPs (Local IT technicians)
		Presentation on draft SAICH database access policy	<ul style="list-style-type: none"> Draft policy to be checked for clarity and consistency in terminology Need for Legal expert input on the IPR aspects of the policy 	
		Database a number of elements have been uploaded: demonstration done on how to enter elements in different languages	<ul style="list-style-type: none"> Administrators can add more elements 	FPPs
14.	Terms of References for the NICHC and the Rules of Procedure	ToR presented and clarified		
15.	Training (ToT) in elaboration of safeguarding plans (SAFE) for	Training done; Clarification and discussion points on procedure for inventorying and safeguarding ICH followed by exercise for	Continued training and understanding of ICH Convention for all stakeholders	FPPs N/A

	sustainability	participants (see handout)		
16.	Framework on institutionalisation of the SAICH platform and creation of s UNESCO ICH category 2 centre	<ul style="list-style-type: none"> Guidelines provided by UNESCO ROSA Concept Note; Steps and timetable and the main reference documents presented 	<ul style="list-style-type: none"> Submit draft proposal On category 2 centre end of project repost together with final proposal 	<p>Prof Chimhundu coordinate with participation of selected Ad Hoc Committee members from state parties</p> <p>➤ 31st May & 30th June 2019 respectively</p>
17.	Progress on preparation of a multi-national nomination on 7 Days Brew. Brief presentations on the 7 Days Brew in terms of its preparation from beginning to end	Namibia has started the process	Countries to document the element in line with the country practices	FPPs Ongoing
18.	Position paper to SADC	<ul style="list-style-type: none"> Paper to SADC regarding the need to come up with a “Desk for Culture” and something that will speak to what we are doing as a platform. Address aspirations in Agenda 2063; Agenda 2030; SDG 4,5,6, 10 and 11: African Charter on Cultural Renaissance Reinforce central role played by culture in the region ROSA writes National Commissions for different countries SADC as a block recognises culture as key to attaining sustainable development Elaborate 	Complex issue goes beyond SAICH;	
19.	Progress on	Namibia has started the process	Countries to	FPPs

	preparation of a multi-national nomination on 7 Days Brew. Brief presentations on the 7 Days Brew in terms of its preparation from beginning to end		document the element in line with the country practices	Ongoing
20.	Research publications on ICH safeguarding and ethics, gender equality and youth	<ul style="list-style-type: none"> ➤ Two researchers commissioned to write two articles ➤ Draft article on ICH and ethics done ➤ Abstract on article on ICH and Gender submitted and draft article in progress 	<ul style="list-style-type: none"> ➤ Complete second draft article on “ICH and Gender” ➤ Get both article reviewed and published online 	CUT SAICH → 30 June 2019
21.	Coordination workshop 3 (virtual)	Review, reporting and closure	CUT tech	June 2019

Annex B.2:

GENERIC CONTRACT FOR TRANSLATION OF THE 2003 ICH CONVENTION

Contract between the SAICH Platform at Chinhoyi University of Technology and the ...¹ for ...²

¹ SAICH Platform Focal Point Person/ UNESCO National Commission/ Other entity.

² Name of country.

1. Preamble

- 1.1 Within the framework of the Implementation Partnership Agreement (IPA), Contract No. 4500383631-A1, between the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and Chinhoyi University of Technology (CUT) for implementation of the Flanders-supported project on “Strengthening Sub-regional Cooperation and National Capacities in Seven Southern African Countries for Implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage (ICH), 2018”;
- 1.2 With reference to the stipulated activities that must be developed, conducted and coordinated by the Southern African Intangible Cultural Heritage Cooperation Platform (SAICH Platform), which is housed at CUT;
- 1.3 Specifically with reference to activity 6.b, the “Translation of the 2003 ICH Convention into local languages and the production of awareness raising materials both in print and in audio-visual formats”;
- 1.4 Pursuant to the resolution made by the delegates from all the seven participating countries during the SAICH Platform coordination workshop that was held in Lilongwe, Malawi, from 11th-12th February 2019 to include this activity as deliverable no. 5 in their Action Points Table for the current phase of the project to June 2019; and
- 1.5 Noting that the responsibility for delivering of this activity was assigned to the Focal Point Persons (FPPs) of the participating countries, namely, Botswana, Eswatini, Lesotho, Malawi, Namibia, Swaziland, Zambia and Zimbabwe.

2. Agreement

The Coordinator of SAICH Platform, representing CUT as the project implementing partner with UNESCO, and the ...¹ for ...², representing ...² as a participating country in this UNESCO-Flanders ICH project, hereby agree to have the 2003 ICH Convention translated on the terms below.

3. Duties and Obligations of the ...¹

The ...¹ shall:

- 3.1 Assume responsibility for execution of the translation task in ...².

- 3.2 Consult with the National ICH Committee or equivalent body and agree on:
 - a. Which language(s) to translate the 2003 ICH Convention into; and
 - b. Hiring of the translator(s) and agreeing terms of engagement for the translation of the Convention into at least one language spoken in their country.
- 3.3 Deliver the final translated version(s) of the text of the Convention as follows:
 - a. Complete first draft(s) by the 15th of May 2019; and
 - b. Final version(s) in agreed standard format by the 31st of May 2019.
- 3.4 Furnish the banking details for the SAICH Platform at CUT to transfer funds allocated for each country for the translation exercise.

4. Duties and Obligations of the SAICH Platform at CUT

- 4.1 Coordination of the whole translation exercise in all the seven SAICH platform countries.
- 4.2 Provide guidelines for the various stages of the task, particularly with reference to standardisation and formatting.
- 4.3 Pay the total amount of US\$2 000.00 (two thousand United States dollars only) per country by telegraphic transfer into the account provided by the ...¹ in two equal instalments of 50% each after:
 - a. Completion of the first draft; and
 - b. Submission of the final draft.
- 4.4 Publish the translated version(s) of the 2003 ICH Convention on the SAICH Platform website in PDF format.

Signed on behalf of the SAICH Platform at CUT:

Name: CHIMHUNDU, Herbert

Date:

Title: SAICH Platform Coordinator at CUT

Signature:

Signed on behalf of the ...¹ for ...²:

Name:

Date:

Title: ...¹ for ...²

Signature:

Annex B.3: LESOTHO WORKSHOP PROGRAM

Southern African ICH Cooperation Platform Meeting

SAICH Platform

**UNESCO/FLANDERS PROJECT ON STRENGTHENING SUB-REGIONAL
COOPERATION AND NATIONAL CAPACITIES IN SEVEN SOUTHERN AFRICAN
COUNTRIES FOR IMPLEMENTING THE 2003 CONVENTION FOR THE
SAFEGUARDING OF INTANGIBLE CULTURAL HERITAGE**

Tribute Guest House, 07-08 May 2019

DRAFT PROGRAM

MONDAY 06TH MAY 2019

All day: Arrival of delegates

DAY 1 TUESDAY 07TH MAY 2019

**Session 1: Chair – Ms. Tokelo Mapena (Heritage Officer, Ministry of Tourism
Environment and Culture)**

08.30-10.00: Official Opening

Welcome remarks by Director of Ceremonies (Ms. Tokelo Mapena)

Remarks by the Secretary General, Lesotho National Commission for UNESCO (Mrs .Palesa Montsi)

Remarks by the SAICH Platform Coordinator at Chinhoyi University of Technology (Prof. Herbert Chimhundu)

Remarks by the Regional Cultural Advisor from the UNESCO Regional Office for Southern Africa (Mr. Damir Dijakovic)

Remarks by the Principal Secretary for the Ministry of Tourism Environment and Culture (Mr. Tieho Mamasiane)

Address by the Guest of Honour, Minister of Tourism Environment and Culture (Hon. Joang Molapo)

10.00-1030: Health Break and Group Photograph

Session 2: Chair – Mr C. Magomelo (Assistant Secretary General, Malawi National Commission for UNESCO)

10.30-10.45: Review and adoption of the workshop program

10.45-12:30: Translation of the 2003 Convention into selected languages. Presentations of draft translations by country Focal Point Persons (FPPs):

- g. Botswana – Ms N. Kubanji
- h. eSwatini – Ms T. Nkambule
- i. Lesotho – Ms T. Mapena
- j. Malawi – Mr L. Mazibuko
- k. Namibia – Mr E. Kautondokwa
- l. Zambia – Mr M. Munyima
- m. Zimbabwe – Dr B. Samwanda

Session 3: Chair –Mrs F. Tawana (Namibia)

12.00-13.00: Standardization of drafts – verification, procedure, formatting guidelines, etc. (Prof. J Mapara)

13.00-14.00: LUNCH BREAK

Session 4: Chair – Dr B. Samwanda (Focal Point Person, Zimbabwe)

14.00-14.30: International Assistance Requests

- Development of an inventory of intangible cultural heritage for Shiselweni region in eSwatini (Ms. T. Nkambule –FPP eSwatini)
- Safeguarding ICH in Malawi through non-formal learning and transmission (Mr. C. Magumelo – FPP Malawi)
- Inventorying of *Kuyabila* of the Tonga ethnic group of Zambia (Mr. M. Munyima – FPP Zambia)

14.30-15.00: Development of personnel/Enhancing capacity on the preparation of IARs (Mr Damir Dijakovic/All)

15.00-15.15 HEALTH BREAK

Session 5: Chair – Mr L. Mazibuko (Focal Point Person, Malawi)

15.15-16.30: Enhanced SAICH Tech Hub:

- Website
- Database/IMS
- Video Conferencing
- Training

[Mr T. Miti – IT Consultant, CUT SAICH]

Session 6: Chair Mr E. Kautondokwa (Focal Point Person, Namibia)

16.30-17.30 Terms of References for the NICHC and the Rules of Procedure (Mr. C. Magomelo, NATCOM Malawi)

DAY 2 WEDNESDAY 08TH MAY 2019

Session 7: Chair- Ms. N. Kubanji (Focal Point Person-Botswana)

08.30-11.00: Training (ToT) in elaboration of safeguarding plans (SAFE) for sustainability (Mr. L. Mazibuko –FPP Malawi/UNESCO ICH Expert)

11:00-11:30 Health Break

11.30-12.30 Training in elaboration of safeguarding plans continued (Mr L. Mazibuko)

12.30-13.00 Closing Remarks by Director Culture (Mrs Matsosane Molibeli)

13.00-14.00 LUNCH BREAK

Session 8: Chair – Dr O. Kupika (Zimbabwe)

14.00-15.00 Progress on preparation of a multi-national nomination on 7 Days Brew. Brief presentations on the 7 Days Brew in terms of its preparation from beginning to end (Mr Lovemore Mazibuko)

15.00-15.30 SAICH publications and the production and dissemination of awareness-raising materials (Prof. H. Chimhundu/All)

Session 9: Chair – Mr M. Munyima (Focal Point Person, Zambia)

15.30-17.00 Strategy for sustainability beyond UNESCO Flanders Project

- The SAICHA-Net: Draft constitution and formal establishment (Prof. J. Mapara/Mr C. Magomelo)
- Position Paper to SADC (Ms N.Kubanji,/Dr B. Samwanda/Mr M.Munyima)
- Institutionalisation of the SAICH Platform and creation of a UNESCO ICH Centre category 2 (Prof. H. Chimhundu)

17.00-17.30 Verbal presentation of Draft Workshop Report by the Rapporteurs [Dr O. Kupika (Zimbabwe)/Mrs F. Tawana (Namibia)]

Annex B.4: LIST OF WORKSHOP PARTICIPANTS

Name	Institution	E-mail/ cellphone number
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Annex B. 5: Postscript, Recommendations and Requests for Deviation

When read together in the 1st and 2nd progress reports, the action point tables, sustainability strategy and related activities from the Malawi and Lesotho workshops show that the SAICH Platform Coordinators made some bold decisions. In particular, the decisions not to hold the first two workshops at CUT and to hold the third one on a virtual platform were always likely to escalate costs and require extension of the six-months timetable for the current phase of the project on “Strengthening Sub-regional Cooperation and National Capacities in Seven Southern African Countries for Implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage (2018)”. Indeed the project partners took a huge leap in the dark when they decided to:

- A. rotate hosting of the coordination workshops and hold the first two in Malawi and Lesotho in February and in May respectively;
- B. buy video, install and use video conferencing equipment for the third and final workshop in June;
- C. adopt , at the 1st meeting in Malawi, an ambitious action points plan with 9 deliverables to June and a sustainability strategy with 6 deliverables; and
- D. adopt , at the 2nd meeting in Lesotho, an even more ambitious specifically us action points table inclusive of deliverables, activities and tasks from the sustainability strategy, specifically:
 - i. developing a proposal for institutionalisation of the SAICH Platform and the creation of a C2C;
 - ii. preparing a multinational nomination for the global Representative List of ICH elements of outstanding value; and
 - iii. acquiring video conferencing equipment for use during and beyond the life of the current project.

While these were very good decisions vis-à-vis both the major activities of this new phase of the project Flanders-funded project and the best ways of ensuring the sustainability beyond, the consequences were more costs, more intensity and increased risk non-completion of at least some of the agreed deliverables and activities.

At the time of writing this postscript, the position is that we are happy and proud to report a very high success rate on deliverables under the major activities of this current phase of the project as follows:

Number	Deliverable	Status Report
1.	Coordination workshop 1 Malawi	Done in February. See 1 st progress report.
2.	Enhanced SAICH Platform website and ICH database	Done. See both 1 st and 2 nd progress reports – presentations by Eugene Ncube & Tichaona Miti respectively.
		Deviation – funds allocated for line item used for purchase of video conferencing equipment with in-kind contribution from CUT. Delivery and installation of individual country units pending.
3.	Guidelines on structure and TORs of NICH Committees or equivalent national agencies [FPPs]	Done. See 2 nd progress report – presentation & training sessions by Lovemore Mazibuko
4.	Coordination workshop 2 – Lesotho	Done in May. See 2 nd progress report.
5.	Translation of the 2003 Convention into selected languages	In progress – 5 countries presented drafts in May, 1 has submitted final version, the remainder either holding on to final versions as payment is still pending (3) or completing (2).
6.	Awareness-raising materials produced	In progress. The translations themselves will be published on line and used in the respective countries for awareness-raising and in more awareness-raising materials. FPPs committed to submit content for magazine SAICH News .
7.	Training (ToT) in elaboration of safeguarding plans (SAFE)	Done. Covered during training session by Lovemore Mazibuko during Lesotho workshop.
8.	Research publications on ICH safeguarding and ethics, gender equality and youth	In progress – 2 scholars commission to co-author 2 articles; one article already done on Women & ICH – see <i>Addendum 5</i> in 2 nd progress report. ICH safeguarding and ethics, gender equality and youth. Abstract received for the second article on Youth & ICH, which is still due for submission .
9.	Coordination workshop 3 (virtual)	Pending. Proposing to hold it 17th-18th July 2019 , after installation and commissioning of video conferencing equipment at CUT by supplier from SA (already paid) and delivery of country units

		(now all at CUT) and linking up with FPPs (supplementary funds needed for this).
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To wind up the project on a high note and in a manner that will guarantee ease of continuity to full completion of the project deliverables and future sustainability as detailed in this report, we are recommending that:

1. The project deadline be extended by one month to the 31st of July 2019 to allow completion of outstanding tasks under deliverable 2, 5, 8 and 9 above, specifically:
 - a. Submission of final versions of the translations of the 2003 ICH Convention ;
 - b. Installation and commissioning of video conferencing equipment that has been delivered at CUT;
 - c. Delivery of receiver units and linking up of all the FPPs by CUT-SAICH IT Consultant.
 - d. Holding of the closing workshop using the new teleconferencing equipment.
 - e. Submission of C2C proposal by ad hoc committee set up during the second workshop in Lesotho.
2. The remaining two tranches be released together immediately so that we can pay the translators as per 5 above.
3. The budget be supplemented to cover over-expenditure resulting from the well-meant decisions and the additional activities relating sustainability strategy as explained above.
4. UNESCO ROSA writes to participating countries making them aware of the need for support and contributions in whatever form. [Refer to #1 under “Further resolutions for sustainability strategy”, p. 17 above].

Annex B.6: TERMS OF REFERENCE FOR NATIONAL INTANGIBLE HERITAGE COMMITTEE

Terms of Reference of National Intangible Cultural Heritage Committee (NICHHC)	
The Committee shall;	
1.	be composed of experts, practitioners and other stakeholders involved in safeguarding intangible cultural heritage. The committee shall have power to incorporate individuals with relevant expertise/knowledge in intangible cultural heritage where this is lacking;
2.	Shall elect its Chairperson and the relevant institution to act as its Secretariat. It shall also elect the Vice-Chairperson and other relevant office bearers;
3	have the mandate to set up subcommittees / subsidiary bodies and define their terms of reference;
4.	hold meetings aimed at advising the Minister responsible for Culture on the implementation of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage;
5	work towards strengthening local and international collaboration, cooperation and consultation on Intangible Cultural Heritage matters;
6	assist the stakeholders in awareness- raising about the Convention and its implementation;
7	where necessary, initiate and implement projects on the safeguarding of the Intangible Cultural Heritage;
8.	evaluate proposals for accessing funding from UNESCO's Intangible Cultural Heritage Fund and other funding agencies;
9.	provide technical expertise in the formulation and review of legislation pertaining to the safeguarding of intangible cultural heritage and their enforcement;
10.	have a technical bureau to receive, review applications for international assistance and recommend nominations to the UNESCO's Representative List (RL), Urgent Safeguarding List (USL) and a Register of Best Practices;
11.	liaise with and advise community based ICH committees;
12.	periodically, report to the Minister responsible for Culture on its activities;
13.	attend international meetings on the implementation of the 2003 Convention where necessary.

Annex B.74: RULES OF PROCEDURE OF THE NATIONAL INTANGIBLE CULTURAL HERITAGE COMMITTEE

I. MEMBERSHIP

Rule 1. The National Intangible Cultural Heritage Committee

1.1 The (name of country) Intangible Cultural Heritage Committee, here known as the “National Intangible Cultural Heritage Committee (NICHHC)” and hereinafter referred to as the “Committee”, is composed of stakeholders, both individuals and institutions, in the intangible cultural heritage sector in (name of country), appointed by the Minister responsible for Culture herein referred to as the “Minister”.

1.2 The Chairperson of the Committee shall be the Director of the institution that is responsible for the implementation of the 2003 Convention for the safeguarding of the Intangible Cultural Heritage in that country.

II. SESSIONS

Rule 2. Ordinary and extraordinary sessions

2.1 The Committee shall meet at least twice a year in ordinary session.

2.2 The Committee shall meet in extraordinary session at the request of at least half of the Members.

Rule 3. Convocation

3.1 Sessions of the Committee shall be convened by the Chairperson of the Committee hereinafter referred to as “the Chairperson”, in consultation with the Secretariat

3.2 The Chairperson, through the Secretariat, shall inform members of the Committee of the date, place and provisional agenda of each session, not fewer than 14days in advance in the case of an ordinary session and, if possible, not fewer than 7days in advance in the case of an extraordinary session.

Rule 4. Date and place of the session

4.1 The Committee shall, if possible, determine at each session, in consultation with the Chairperson and Secretariat, the date and place of the next session. The Secretariat may, if necessary, modify the date and/or place, in consultation with the Chairperson.

4.2 Any member of the Committee may invite the Committee to hold an ordinary session in their territory.

4.3 In determining the place of the next ordinary session, the Committee shall give due regard to the need to ensure an equitable rotation among the different regions of the country.

III. PARTICIPANTS

Rule 5 Delegations

5.1 In case of institutions, each member of the Committee shall be represented by one delegate.

5.2 Institutional members of the Committee shall choose relevant persons, who are qualified in the various fields of the intangible cultural heritage, to represent them

5.3 Institutional members of the Committee shall transmit to the Secretariat in writing the names, designations and qualifications of their representatives.

Rule 6. Invitations for consultation

The Committee may, at any time, invite to its sessions any public or private bodies, as well as private persons, with recognized competence in the various fields of the intangible cultural heritage, in order to consult them on specific matters.

Rule 7 Observers

7.1 Institutions and individuals who are not Members of the Committee may attend its sessions as observers.

7.2 The Chairperson may provisionally invite any organization or individual referred to in Rule

7.1, subject to prior consultation with the Committee, to attend its sessions as observers.

IV. AGENDA

Rule 8. Provisional agenda

8.1 The Secretariat shall prepare the provisional agenda of the sessions of the Committee.

8.2 The provisional agenda of an ordinary session of the Committee shall include:

(a) all questions that the Committee, at previous sessions, has decided to place thereon;

(b) all questions proposed by members of the Committee;

(c) all questions proposed by other stakeholders which are not members of the Committee;

(d) all questions proposed by the Chairperson.

8.3 The provisional agenda of an extraordinary session shall include only those questions for the consideration of which the session has been convened.

Rule 9. Adoption of the agenda

The Committee shall adopt at the beginning of each session its agenda for that session.

Rule 10. Amendments, deletions and new items

The Committee may amend, delete or add items to the agenda so adopted if so decided by a two-thirds majority of the members present.

V. BUREAU

Rule 11. Bureau

11.1 The Bureau of the Committee shall consist of the Chairperson, Vice-Chairperson and Secretariat. The Bureau shall coordinate the work of the Committee and fix the dates, times and order of business of meetings. The other members of the Bureau shall assist the Chairperson in carrying out their duties.

11.2 The Bureau shall meet during the sessions of the Committee as frequently as it deems necessary.

Rule 12. Elections

12.1 The Committee, at the end of three years, shall elect new office bearers.

12.2 The Vice Chairperson shall be eligible for re-election for a second term of office.

12.3 The Vice Chairperson shall serve a maximum of two consecutive terms.

12.4 Other members/institutions may be appointed into the Committee for as many times as possible.

Rule 13 Duties of the Chairperson

13.1 In addition to the powers conferred upon them elsewhere by these Rules, the Chairperson shall open and close each plenary meeting of the Committee. They shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. They shall rule on points of order and, subject to these rules, shall ensure the smooth conduct of the proceedings and the maintenance of order. They shall not vote, but may instruct another member of their delegation to vote on their behalf. They shall exercise all other duties entrusted to them by the Committee.

13.2 A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

13.3 The Chairperson or Vice-Chairperson of a subcommittee/subsidiary body of the Committee shall have the same duties in regard to the bodies over which they are called upon to preside as the Chairperson or the Vice-Chairperson of the Committee.

Rule 14. Delegation of duties of Chairperson

14.1 If the Chairperson is unable to preside over any session of the Committee or Bureau, or part thereof, their functions shall be exercised by the Vice-Chairperson.

VI. CONDUCT OF BUSINESS

Rule 16. Quorum

16.1 At plenary meetings, a quorum shall consist of a majority of the members of the Committee.

16.2 At meetings of subcommittees/subsidiary bodies, a quorum shall consist of a majority of the members which are members of the bodies concerned.

16.3 Neither the Committee nor its subcommittees/subsidiary bodies shall decide on any matter unless a quorum is present.

Rule 17. Public meetings

Meetings shall be held in public unless decided otherwise by the Committee.

Rule 18. Private meetings

18.1 When in exceptional circumstances, the Committee decides to hold a private meeting, it shall determine the persons who, in addition to the members, shall be present.

18.2 Any decision taken by the Committee at a private meeting shall be presented in written form at a subsequent public meeting.

Rule 19. Consultative bodies

19.1 The Co**Addendum 3**:mmittee may establish, on a temporary basis, whatever ad hoc consultative bodies it deems necessary to carry out its task.

19.2 It shall define the composition and the terms of reference (including mandate and duration of office) of such ad hoc consultative bodies at the time of their establishment.

19.3 The Committee shall also determine the extent to which these rules shall apply to any such ad hoc consultative body.

19.4 Each ad hoc consultative body shall elect its Chairperson and, if necessary, its Vice-Chairperson and its Rapporteur.

Rule 20. Subcommittees/Subsidiary bodies

20.1 The Committee may establish such subcommittee/subsidiary bodies as it deems necessary for the conduct of its work, within the limits of the technical facilities available.

20.2 It shall define the composition and the terms of reference (including mandate and duration of office) of such subsidiary bodies at the time of their establishment.

20.3 Each subsidiary body shall elect its Chairperson and, if necessary, its Vice-Chairperson and its Rapporteur.

Rule 21. Suspension or adjournment of the meeting

uring the discussion of any matter, a Member of the Committee may move the suspension or adjournment of the meeting. Any such motions shall be put to the vote immediately and without discussion.

Rule 22. Decisions

22.1 The Committee shall adopt such decisions and recommendations as it may deem appropriate.

22.2 The text of each decision shall be adopted at the end of the discussion of the agenda item.

VII. VOTING

Rule 23. Voting rights

Each Member of the Committee shall have one vote in the Committee.

Rule 24. Conduct during voting

After the Chairperson has announced the beginning of voting, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

Rule 25. Simple majority

Except where otherwise specified in these Rules, all decisions of the Committee shall be taken by a majority of the Members present and voting.

Rule 26. Counting of votes

For the purposes of these Rules, the expression "Members present and voting" shall mean Members casting an affirmative or negative vote. Members abstaining from voting shall be regarded as not voting.

Rule 27. Show of hands

27.1 Voting shall normally be by a show of hands.

27.2 If there is any doubt concerning the result of a vote by a show of hands, the Chairperson may take a second vote by roll call.

27.3 A vote by roll call shall also be taken if it is requested by two or more Members of the Committee before the voting begins.

Rule 28. Secret ballot

A decision shall be voted on by secret ballot whenever two or more Members of the Committee so request or if the Chairperson so decides.

Rule 29. Conduct of voting by secret ballot

29.1 Before the vote begins, the Chairperson shall appoint two tellers from among the delegations of the Members of the Committee to count the ballot papers.

29.2 When the counting of the votes is completed and the tellers have reported to the Chairperson, they shall announce the results of the ballot, bearing in mind that the voting will be recorded as follows:

From the total number of votes cast will be deducted:

(a) the number of blank ballot papers, if any;

(b) the number of invalid ballot papers, if any.

VIII. SECRETARIAT OF THE COMMITTEE

Rule 30. The Secretariat

30.1 The Committee shall be assisted by the institution acting as the Secretariat.

30.2 The Head of the institution acting as the Secretariat or their representative shall participate in the work of the Committee and of the ad hoc consultative and subsidiary bodies, without the right to vote. They may at any time make either oral or written statements on any question under consideration

30.3 The Head of the institution acting as the Secretariat shall appoint an official from its rank to act as Secretary to the Committee, and other officials who shall together constitute the Secretariat of the Committee.

30.4 The Secretariat shall receive and distribute all official documents of the Committee

30.5 The Secretariat shall perform all other duties necessary for the proper conduct of the work of the Committee.

IX. WORKING LANGUAGES AND REPORTS

Rule 31. Working languages

31.1 The working languages of the Committee shall be English and (choose local language(s)).

31.2 The documents of the Committee shall be issued in English.

Rule 32. Deadline for distribution of documents

The documents relating to the items on the provisional agenda of each session of the Committee shall be distributed to the Members of the Committee in the working language at the latest two weeks before the beginning of the session. They shall be provided in electronic form to organizations and persons invited to the session.

Rule 33. Reports of the sessions

At the end of each session, the Committee shall adopt its report in the form of a list of decisions. This shall be disseminated in English.

Rule 34. Summary record

The Secretariat shall prepare a summary record of the Committee's meetings, for approval at the opening of the next session.

Rule 35. Reports to the Minister responsible for Culture and UNESCO

35.1 The Committee shall submit a report on its activities and decisions to the Minister responsible for Culture once a year.

35.2 The Committee may authorize its Chairperson to submit these reports on its behalf.

35.3 The Committee shall submit a national report on implementation of the Convention to UNESCO every five years after adoption of the Convention.

35.4 Copies of these reports shall be sent to all members.

X. ADOPTION, AMENDMENT AND SUSPENSION OF THE RULES OF

PROCEDURE

Rule 36. Adoption

The Committee shall adopt its Rules of Procedure by a two-thirds majority of the Members present and voting.

Rule 37. Amendment

The Committee may amend these Rules of Procedure, by a decision taken in plenary meeting by a two-thirds majority of the Members present and voting, provided the proposed amendment has been included in the agenda of the session.

The National ICH Committee adopted the following decision:

XI DECISION ON DOCUMENT 2: NICHC 2019 PROVISIONAL RULES OF PROCEDURE

The Committee,

1. Having examined the provisional Rules of Procedure proposed in this Document 2: NICHC 2019 Provisional Rules of Procedure,
2. Adopts its Rules of Procedure, as annexed to this decision.

B. TWO COMMISSIONED ARTICLES – TITLES AND INTRODUCTIONS

Annex C.1:

Ethics in the context of Intangible Cultural Heritage Safeguarding

By

Manase Kudzai Chiweshe

The 2003 Convention for the Safeguarding of Intangible Cultural Heritage provides an overarching framework for the discussion around ethics within the sphere of ICH safeguarding activities. This paper is an analysis of ethics within the wider context of operationalizing the 2003 Convention with a specific focus to the southern Africa sub-region. It outlines various definitions and conceptual understanding of ethics within the literature on living heritage safeguarding. The paper also examines the key challenges and complexities related to ethical issues in the arena of ICH and how the 2003 Convention has attempted to provide an ethical framework. It is thus imperative to also question how these principles have been localized and understood especially within southern Africa. Safeguarding of ICH includes important and vital community knowledge which requires a robust framework to protect communities. Ethical considerations in safeguarding practices are about building universally accepted norms of acceptable conduct for all those involved from a human or cultural perspective.¹ It is about understanding that the commitment to communities and their knowledge go beyond the narrow legalistic requirements to encompass a much wider cultural concern for social justice, protection, and respect for persons, communities, and cultures. Ethics are about providing a contextual basis to analyze, document, respond and minimize the impact of disrespect, exploitation or misrepresentations which can be common in the context of safeguarding exercises.

Annex C.2:

Women and Intangible Cultural Heritage in Southern Africa

By

Manase Kudzai Chiweshe and Patience Mutopo

The gender dynamics of cultural heritage have, until recently, been seriously overlooked and have certainly not featured greatly in discussions about protecting cultural heritage under international law. The multiple ways in which women and cultural heritage interact are extremely complicated and often raise highly sensitive issues especially in patriarchal societies. In this paper will analyse how women in southern Africa intersect with ICH as outlined in the 2003 Convention. We highlight the various nuances and complexities involved in understanding the position of women in relation to ICH. The chapter contends that access and participation in culture is a fundamental right and fundamental rights apply to everyone without distinction of any kind including gender. UNESCO has over the years built in gender within their programming. In terms of preservation of ICH, UNESCO views women as the main bearers and providers of intangible heritage in communities. The 2001 *Synthesis Report: Activities in the Domain of Women and Intangible Heritage* notes that:

...expressions of living cultures are best sought in the everyday practices of those engaged in making a living, rearing the young, healing the sick, enjoying leisure or searching for existential meaning. The role of women as key reproducers of cultural identities is, therefore, not in question.

This, however, is contested as across the world there are many nations and communities (including spaces in Africa) where women are not recognised as part of heritage sector. Across Africa, women's contribution to the creation of heritage is undervalued and they are often deprived from the possibility to participate in its identification. The exclusion of women's contributions to the creation of heritage is partly due to the fact that in all societies, women's activities have been traditionally identified with, and relegated to, the private or domestic sphere, while the public sphere, seen as more relevant, important and prestigious, has historically been men's monopoly. In the same vein, the dismissal of certain forms of women's contributions to heritage is often explained by their belonging to what is considered as merely falling under female role (traditional food production and preparation, textile weaving and making pottery), rather than practices to be valued and safeguarded as heritage. In terms of gender equality, the 'convention might work in contrary ways. Documenting intangible cultural heritage could serve to "freeze" certain practices; conversely, it could end the "secrecy" of certain cultural practices or open them to imitation' (Moghadam and Bagheritari 2005:5).

C. LINKS TO ONLINE PUBLICATIONS AND OUTPUTS UPLOADED ONTO THE SAICH PLATFORM WEBSITE

SAICH Homepage	http://www.saich.org/home/
SAICH Background	http://saich.org/home/background.php
SAICH Objectives	http://saich.org/home/objectives.php
SAICH Database	http://saich.org/saichat/index.php/home
SAICH Activities	http://saich.org/home/activities.php
SAICH Elements	http://saich.org/saiche/
SAICH Archive	http://saich.org/home/archive.php
SAICH-News Number-1, 2016	http://saich.org/saich/images/SAICH-News%20Number-1,%202016.pdf

The 2003 ICH Convention in Ten African Languages

[http://saich.org/saich/downloads/Book%20Consolidated %20Final 27%20Nov.pdf](http://saich.org/saich/downloads/Book%20Consolidated%20Final%2027%20Nov.pdf)

Strengthening sub-regional cooperation and national capacities in seven Southern African countries for implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage”.

<http://saich.org/home/downloads/SAICH-Newsletter-New-1.pdf>

Events and activities of the SAICH Platform from 2015 to 2017 are covered comprehensively in these two documents:

Safeguarding Intangible Cultural Heritage in Southern Africa

[http://saich.org/saich/images/Final%20Draft 23 11 17 Print.pdf](http://saich.org/saich/images/Final%20Draft%2023%2011%2017%20Print.pdf)

Videos

<https://www.youtube.com/watch?v=W5FQukDh5b4&feature=youtu.be>

<https://www.youtube.com/watch?v=2fKRCz83W40&feature=youtu.be>

2003 UNESCO CONVENTION ICH TRANSLATIONS

Zimbabwe

1. Zimbabwe : Ndebele Translation
<http://saich.org/home/translations/zimbabwe-ndebele-2003%20ICH-Convention-for-the-Safeguarding-of-the-Intangible-Cultural-Heritage-Ndebele.pdf>
2. Zimbabwe : Shona Translation
<http://saich.org/home/translations/zimbabwe-ICH-2003-Convention-Intangible-Cultural-Heritage-Shona.pdf>

Zambia

1. Zambia : Luvale Translation
<http://saich.org/home/translations/zambia%20-%20ICH-Luvale-Translation-2003%20Convention-with-UNESCO-Cover.pdf>
2. Zambia : Chichewa Translation
<http://saich.org/home/translations/malawi-ICH-2003-Convention-Chichewa.pdf>

Namibia

1. Namibia : OtjiHerero Translation
<http://saich.org/home/translations/namibia-ICH-2003-Convention-OtjiHerero.pdf>

Malawi

1. Malawi : Yao Translation
<http://saich.org/home/translations/malawi-2003-UNESCO-CONVENTION-ICH-YAO-VERSION.pdf>
2. Malawi : Tumbuka Translation
<http://saich.org/home/translations/malawi-2003-UNESCO-CONVENTION%20ICH-TUMBUKA-VERSION.pdf>

Lesotho

1. Lesotho : Sesotho Translation
http://saich.org/home/translations/Lesotho-2003-ICH-Convention_Sesotho.pdf

Eswatini

1. Eswatini : Siswati Translation
<http://saich.org/home/translations/Eswatini-ICH-2003-Convention-Siswati.pdf>

Botswana

1. Botswana : Tswana Translation
<http://saich.org/home/translations/Botswana-ICH-2003-Convention-Tswana.pdf>

Publications

1. Book The 2003 ICH Convention in Ten African Languages (Book Consolidated Final 27 Nov)
http://saich.org/home/downloads/publications/Book%20Consolidated_%20Final_27.pdf
2. SAICH Magazine
<http://saich.org/home/downloads/SAICH-Newsletter-New-1.pdf>

3. Women and Intangible Cultural Heritage in Southern Africa
<http://saich.org/home/downloads/publications/Gender%20and%20ICH%20-%20Chiweshe%20&%20Mutopo%20final%20draft.pdf>
4. Ethics in the Context of Intangible Cultural Heritage Safeguarding
<http://saich.org/home/downloads/publications/ICH%20Safeguarding%20and%20Ethics%20-%20Chiweshe%20final%20draft.pdf>

**This list is continually updated as and when new outputs and publications of the SAICH Platform are produced. The current report on the last phase of the UNESCO-Flanders project (2018-19) and the publications thereof have not yet been uploaded.*