**Application for inscription of a cultural practice in the Austrian Inventory of Intangible Cultural Heritage**

Contents

[I. General information 1](#_Toc108770256)

[II. Submission of the application documents 2](#_Toc108770257)

[III. [Criteria for the inscription of elements in the Austrian Inventory of Intangible Cultural Heritage](#_Toc182221537) 3](#_Toc108770258)

[IV. Application form 4](#_Toc108770259)

[V. Contact data 7](#_Toc108770260)

[VI. Data protection and signature 8](#_Toc108770261)

General information

**There is no legal entitlement to inscription in the National Inventory of Intangible Cultural Heritage in Austria.**

Inscription in the Austrian Inventory of Intangible Cultural Heritage has the following consequences:

* the significance of the element is recognised as a source of cultural diversity, a guarantee of sustainable development, an expression of human creativity and a means for promoting rapprochement, exchange and understanding between people;
* the information submitted through the application is made available to the public on the Austrian Commission for UNESCO website and presented to the UNESCO Secretariat at regular intervals in the form of reports on the Austrian inventory;
* the prerequisite is created for the element to be proposed for one of the international lists by the advisory board;
* awareness of the element’s significance is promoted at local, national and international level;
* the applicants undertake to participate as representatives of the community in regular evaluations and surveys by UNESCO or the Austrian Commission for UNESCO.

Inscription in the inventory does not confer any legal entitlement to support from the federal government, the federal states or the Austrian Commission for UNESCO, or any other legal entitlement; specifically, it does not result in entitlement to public funding.

**All applications must guarantee that the cultural practice complies with the applicable Austrian legal provisions.**

Submission of the application documents

The community or its appointed representative must submit the application documents to the Department of Intangible Cultural Heritage (biasetto@unesco.at). Only complete application documents can be considered. **The application documents must include:**

* the completed application form with original signature as a PDF and as a Word document
* two expert cover letters
* approx. five photos for illustration with copyright information in the picture name
* declaration(s) of consent from the communities, associations and persons involved

Please ensure that you use gender-appropriate language.

Please send all necessary documents by e-mail, and the application form together with the expert cover letters with original signature additionally by post.

To enable image, sound and film material to be presented on the Department of Intangible Cultural Heritage website, it must meet the following technical specifications.

|  |  |  |
| --- | --- | --- |
| **Photos:** File format: .jpgResolution: min. 150 – max. 300dpi File size: max. 5 MB per image | **Video:**File format: MPEG, AVI, Quicktime or WMVResolution: 640 x 360 (16:9) or 480 x 360 (4:3)Duration: approx. 2-8 minutes | **Audio:**File format: MP3Quality: min. 256 KB MP3 File size: max. 5 MB per fileLength: max. 8 minutes |

**You can find further information about the application process and intangible cultural heritage here:**

* General information including documents, information sheet for expert cover letters:

<https://www.unesco.at/en/culture/intangible-cultural-heritage/applying-for-acceptance>

* FAQs:
* <https://www.unesco.at/en/culture/intangible-cultural-heritage/applying-for-acceptance/faq>
* Current Inventory of Intangible Cultural Heritage:

<https://www.unesco.at/en/culture/intangible-cultural-heritage/national-inventory>

# Criteria for the inscription of elements in the Austrian Inventory of Intangible Cultural Heritage

The Convention stipulates that a practice must meet the following criteria to qualify as intangible cultural heritage

1. The intangible Cultural Heritage element includes practices, representations, expressions, knowledge and skills that communities, groups and, in some cases, individuals recognise as forming part of their cultural heritage.
2. It is manifested in one or more of the following domains:
	1. oral traditions and expressions, including language as a vehicle of intangible cultural heritage;
	2. performing arts;
	3. social practices, rituals and festivals;
	4. knowledge and practices concerning nature and the universe;
	5. traditional craftsmanship.
3. It is recreated by communities and groups in response to their environment, their interaction with nature and their history.
4. The element provides communities with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity.
5. It is compatible with existing international human rights instruments, the requirements of mutual respect among communities, groups and individuals, and sustainable development.
6. The widest possible participation of communities, groups and, where appropriate, individuals that create, maintain and transmit such heritage must be guaranteed and verifiable.

The Advisory Board may define additional criteria for the national context.

1. Application form

|  |  |
| --- | --- |
| **1.** | **Brief description of the element**Describe the element briefly, referring to the contents of points 3 - 9 below. *Max. 300 words.* |

|  |  |
| --- | --- |
| **2.** | **Name of the element** Indicate the name used by the practitioners of the cultural practice and any variations of the name for the cultural heritage element.  |

|  |  |
| --- | --- |
| **3.** | **Intangible cultural heritage domain**Indicate the domains of intangible cultural heritage to which your activities can be assigned (if possible, select only one category).  |

[ ]  oral traditions and expressions, including language as a vehicle of intangible cultural heritage

[ ]  performing arts

[ ]  social practices, rituals and festivals

[ ]  knowledge and practices concerning nature and the universe

[ ]  traditional craftsmanship

|  |  |
| --- | --- |
| **4.** | **Description of the element (with particular attention to the region-specific context)** |
|  | 1. **Description of the community**

Please answer the following questions: (a) Who are the practitioners? (b) How does the community contribute to safeguarding the practice and passing it on? (c) Is participation generally open to all interested parties, or should there be any restrictions? If so, please describe them. *Max. 300 words* |

|  |  |
| --- | --- |
|  | 1. **Geographical localisation**

Name the locality(ies) and/or region(s) where the cultural heritage is practised. |

Federal state:

[ ]  Burgenland

[ ]  Carinthia

[ ]  Upper Austria

[ ]  Lower Austria

[ ]  Salzburg

[ ]  Styria

[ ]  Tyrol

[ ]  Vorarlberg

[ ]  Vienna

Region(s), locality(ies):

|  |  |
| --- | --- |
|  | 1. **Origin and change**

Indicate (1) how the cultural heritage originated, (2) how it has changed in the course of its history and (3) how it has it has been passed down for about three generations. *Max. 300 words* |

|  |  |
| --- | --- |
|  | 1. **Present-day practice**

Describe how the cultural heritage is practiced today; i.e. describe how it is set up or carried out, what techniques or instruments are used and what skills or rules are important for it. *Max. 300 words* |

|  |  |
| --- | --- |
|  | 1. **Social and cultural significance**

What social or cultural significance does the practice have for a) practitioners and b) society in general? *Max. 300 words* |

|  |  |
| --- | --- |
|  | 1. **Effects**

Describe the effects of the practice outside its community(ies) or group(s), or who/what is influenced by it. If relevant, name* artistic activities that relate to the practice

- aspects of social, economic and environmental sustainability - aspects of animal welfare and/or nature conservation that play a role in the practice. *Max. 300 words.* |

|  |  |
| --- | --- |
|  | 1. **Risk factors for safeguarding of the element**

List any existing or potential risk factors that jeopardise or could jeopardise the practice or transmission of the cultural heritage. Also name possible consequences of the practice being entered in the national inventory. *Max. 300 words* |

|  |  |
| --- | --- |
| **5.**  | **Existing and planned measures for the safeguarding and creative dissemination of the element**Describe current measures taken by the community (e.g. in the area of public relations, awareness-raising etc.) in order to safeguard and pass on the element. Also name any activities that are planned for the future. *Max. 300 words.* |

|  |  |
| --- | --- |
| **6.** | **Documentation of the element**References to sources, literature, documentation (extract) |

# Contact data

|  |  |
| --- | --- |
| **7.** | **(a) Applicants**Only the community passing down the intangible cultural heritage or a representative appointed by it may apply for a cultural practice to be entered in the Austrian inventory. This individual will also act as the contact person for the Austrian Commission for UNESCO. **IMPORTANT**: The Austrian Commission for UNESCO must be informed immediately if this contact person changes, including following a successful submission. [ ]  I do NOT consent to the contact details provided under point 7a being published as part of the form in the event of inscription. |
|  | Name: |       |
|  | Address: |       |
|  | E-mail address: |       |
|  | Telephone number: |       |
|  | **(b) Contact data** Contact data for publication on the website, which will be publicly available following the entry of your element in the inventory |
|  | Name: |       |
|  | Address: |       |
|  | E-mail address: |       |
|  | Website: |       |
| **8.** | **Contact details for the authors of the expert cover letters**By signing the application form, you confirm that the persons indicated above have been notified that their cover letters will be published on the Austrian Commission for UNESCO website. |
|  | **Cover letter 1** |
|  | Name: |       |
|  | Address (optional): |       |
|  | E-mail address: |       |
|  | Telephone number |       |
|  | Specialist background |       |
|  | **Cover letter 2** |
|  | Name: |       |
|  | Address (optional): |       |
|  | E-mail address: |       |
|  | Telephone number |       |
|  | Specialist background |       |

# Data protection and signature

The applicants hereby grant the Austrian Commission for UNESCO a non-exclusive licence to use the text and images without restriction in terms of time, place or content and regardless of the technologies (in particular electronic technologies) used for transmission, media and storage; this includes in particular the reproduction, distribution, publication and processing of the text and images in printed or electronic form as well as their use for layout and contractual partner presentations. This also includes the right to grant third parties the right to use the images for the stated purposes. It also covers the production and broadcasting of the text and images and allows them to be made publicly accessible; this authorisation to use the work may also be transferred to third parties.

The image providers guarantee that they are free to dispose of all rights transferred under this agreement without restriction from third-party rights; this applies in particular to copyrights and ancillary copyrights.

The image providers guarantee that the image material does not violate any applicable laws, has not been created in violation of journalistic due diligence obligations, is not libellous or defamatory to other natural or legal persons and does not violate protected rights such as copyrights, ancillary copyrights, brand name or other trademark rights, patent rights or other industrial property rights.

The image providers guarantee that the image material does not violate the rights of other persons, in particular their general right of privacy and their right to their own image, and that the subjects depicted agree to the publication of their image without any remuneration being payable. This also applies to the use of images in symbolic contexts and such like.

All parties involved undertake to protect the right to privacy of the subjects depicted. The photographs may only be edited or redesigned (e.g. through montage, combination with images, text or graphics, photo-technical alienation, colouring) on condition that the subject’s right to privacy is respected. There is no entitlement for the subject to be named. The application may be shared for scientific purposes.

**Note on data protection**

The personal data collected as part of the application procedure for inscription in the National Inventory of Intangible Cultural Heritage will be processed for the purpose of completing the application procedure and published on our website in the event of inscription. If you do not agree to the publication of your contact details, please indicate this in a note by e-mail to biasetto@unesco.at. Please also notify the persons involved in the application (authors of the cover letters etc.) that their contact details will be published on our website.

If the data is stored on an external service provider’s server, this shall be done exclusively for the purposes of processing pursuant to Art. 28 of the General Data Protection Regulation. The data will not be transferred to other third parties or to any country outside the EU/EEA.

If the application is withdrawn, it will be deleted together with the personal data collected within six months of the withdrawal of the application. With effect from 25 May 2018, the legal basis for the aforementioned processing is Section 26 para. 1 sentence 1; para. 8 sentence 2 of the Federal Data Protection Act in the version applicable at that time. In the event of revocation, please contact the Austrian Commission for UNESCO.

I have read the legal information and agree to it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, place and signature