

22 December 2023

**Culture Sector
The Assistant Director-General**

Ref: CLT/DCE/2023/L174

Subject: **Submission of quadrennial periodic reports for the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions**

Sir/Madam,

I am pleased to invite your country to submit its quadrennial periodic report on the implementation of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions in accordance with its Article 9 on “Information sharing and transparency.” Please note that, following the decision of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions to hold its annual sessions at the beginning of each year (Decision [12.IGC 13](#)), the submission date for quadrennial periodic reports has been set to **30 June 2024**.

Periodic reports should be submitted using the dedicated form that follows the structure of the framework for quadrennial periodic reports, which was approved by the Conference of Parties (Resolution [7.CP 12](#)) and is annexed to the Operational Guidelines on Information Sharing and Transparency.¹ According to those same Operational Guidelines, periodic reports must be submitted in one of the working languages of the Committee, English or French.

Electronic submissions are strongly encouraged to facilitate the processing of the data and information included in your country’s report. In line with the ongoing modernization of UNESCO’s web-based tools, please note that a new online platform will be used for the submission of quadrennial periodic reports in 2024. Your country is invited to designate a person to coordinate the submission of the report, who should request access to the form at the following address: <https://unesco.my.site.com/UnescoConventions>. Kindly note that only one account can be created by country.

Pursuant to paragraph 14 of the Operational Guidelines on “Information Sharing and Transparency,” Parties are requested to “ensure the involvement of civil society in the preparation of the reports according to jointly-agreed modalities,” and their periodic

1. Available at:
https://www.unesco.org/creativity/sites/default/files/medias/fichiers/2023/07/Directives%20operationnelles_Article_9_2023_En.pdf

reports “shall indicate the way in which civil society participated in the drafting process.” In order to support the participatory elaboration of the reports, the Secretariat provides Parties with a dedicated form to be filled by civil society stakeholders. This form was designed both to encourage relevant consultations with civil society organizations and to help gather their contributions. It can be downloaded at the following address: https://www.unesco.org/creativity/sites/default/files/medias/fichiers/2023/12/cso_form_final_en.docx.

Periodic reports submitted by the deadline of 30 June 2024 will be processed by the Secretariat and transmitted to the eighteenth session of the Intergovernmental Committee in February 2025.

Should you have questions or require assistance, please do not hesitate to contact the Secretariat of the 2005 Convention at the following email address: reports2005@unesco.org.

Yours sincerely,



Ernesto Ottone R.

Cc.: National Commissions of concerned Parties to the 2005 Convention
Designated points of contact of concerned Parties to the 2005 Convention
Concerned UNESCO Field Offices