

Guideline for the CPI Participants

**(Agreement on Terms and Conditions in relation to the
2017 Cultural Partnership Initiative Program)**

- **Host Organisation ICHCAP**
- **CPI Participants**



Guideline for the CPI Participants

Chapter I Purpose

The purpose of this guideline is to protect and support the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (ICHCAP) and the CPI Participants (CP) as a way of supporting activities related to the Cultural Partnership Initiative (CPI) program.

Chapter II Terms and Conditions

Article 1 (General Activities)

- (1) The CPs will share the office space with the staff of ICHCAP to provide a cooperative opportunity.
- (2) For each CP, a designated staff member of ICHCAP shall act as a counterpart to support the CPs' activities efficiently.
- (3) The CPs should concentrate on the assigned project activities with the support of ICHCAP's counterpart staff members.
- (4) The CPs shall proceed with the assigned project activities under their respective section chief. All administrative and general activities related to the program must be reported to the chief of Cooperation & Networking Section.
- (5) The CPs and ICHCAP counterparts shall have regular meetings in proceeding with the activities abiding by the due procedures of project tasks in ICHCAP.
- (6) The CPs must keep the official working hours, which are from 09:00 to 18:00, Monday through Friday except for holidays. The CPs will be under the guidance of the chief of Cooperation & Networking section during working hours.
- (7) ICHCAP cooperates to support the activities at the CP's request. The CPs participate the co-project activities at ICHCAP's request.
- (8) ICHCAP shall retain all copyrights over the work produced during the co-projects.
- (9) The intellectual property rights of the CPs' outcome produced during their stay at ICHCAP belongs to ICHCAP. Hence, ICHCAP can share use the CPs' outcomes with others

through the ICHCAP's website without approval of the CPs.

(10) If a CP's original research proposal is different from the actual research activities at ICHCAP or if it does not meet the quality standards set by ICHCAP, the CP will take responsibility and be faced with disciplinary action.

(11) The CPs shall actively participate in various official events, such as seminars, workshops, or conferences that are organized by ICHCAP, when they are requested.

(12) The CPs shall be provided accommodations and meals in accordance with the regulation of ICHCAP's travel expenses.

(13) The CPs must follow the rules and instructions applied to ordinary ICHCAP employees while on duty.

The rules and instructions of ICHCAP are as follows.

1. Mass copying, binding books, and using fax machine for personal purpose is limited.
2. Installing or using illegal software is strictly forbidden.
3. Using telephone for personal purpose is prohibited. However, it is possible to use telephone after consultations with ICHCAP if needed for co-project with ICHCAP.

Article 2 (Korean Language Course)

(1) ICHCAP shall provide a Korean language course or equivalent learning opportunity as designated by the Ministry of Culture and Tourism to the CPs for studying the Korean language.

(2) The CPs are asked to approach the Korean language course with a serious academic attitude.

(3) The cost of Korean language course will be covered by ICHCAP. However, expenses for participating in the program, such as transportation and books must be paid by the CPs.

(4) The terms of program for studying Korean language designated by the Ministry of Culture, Sports and Tourism are 200 hours. The CPs cannot refuse the program unless otherwise noted.

(5) Absences from the course should be limited to no more than three times per semester and only with the credible reason, and the reason of absence must be submitted to the coordinator at ICHCAP.

(6) If the CPs fail to attend the classes without a notice more than twice, the CPs will be

financially responsible for the Korean language course.

Article 3 (Other activities)

(1) ICHCAP and the CPs shall follow the rules of the CPI Secretariat.

(2) The CPs shall actively participate in the events organized by the Secretariat, such as orientation and cultural field trips.

(3) The CPs shall introduce their cultures for bilateral cultural exchange by giving presentations on the culture of their home country.

(4) The CPs shall submit mid-term and final reports.

- Mid-term and final presentations on the outcomes of individual research related to the project

(5) The CPs shall submit a report on the activities, outcomes, pictures, etc. to their organization as well as ICHCAP within one month after they return to their home country.

Article 4 (Staying in Korea)

(1) The funds the CPs receive cover the expenses for buying goods and services necessary to stay in Korea.

(2) The CPs' accommodation shall be provided in Jeonju consisted of one room, one bathroom with shower, and a small area of cooking.

(3) The CPs shall need to prepare for the CPs' bedding such as blanket as well as electric equipment, personal supplies (soap, shampoo, towels, toilet tissues, and etc.)

(4) Maintenance fee (electricity, gas, water bill, and etc.) should be paid by the CPs while he/she stays.

(5) The CPs may report residency problems to ICHCAP and may request help for serious problems.

(6) If the CPs need to solve residency-related problems and if the CPs report the matter at least a day in advance, reasonable support will be available.

(7) After the official working hours and on holidays, the CPs are free to use their time as they see fit.

(8) The CPs must obey the local laws during their stay in Korea. The CPs will be held accountable for violating the law or participating any unethical behavior during his or her stay in Korea.

(9) The CPs cannot be accompanied by their family members, relatives or friends.

- After the final presentation, invitation can be allowed upon the approval of the Director-General of ICHCAP

Article 5 (Administrative Affairs)

(1) Cooperation & Networking Section of ICHCAP supervises all administrative affairs except the affairs related to the individual research activities.

(2) The Section provides general information that is needed to stay in Korea.

(3) To complete the program more efficiently, ICHCAP has arranged a systematic and comprehensive program that includes a Korean language course, cultural field trips, orientation, and support for participating in seminars, workshops, symposiums, and conferences.

(4) The CPs are not allowed to leave from Korea for CPs' any personal issue.

(5) In the event of case 5.4, ICHCAP will not pay expenses such as air tickets or accommodation. ICHCAP shall also deduct the days of absence from the allowance. A daily cost of living will be divided by 30 days from total monthly cost of living.

(6) In the case of changing or adding details in this guideline, ICHCAP will notify to the CPs beforehand.

ICHCAP, as the host organization, and the CP, _____, as an invitee, after completely reading and understanding the above described guideline hereby agree to the terms and conditions.

ICHCAP and the CP will keep the rules and instruction of the guideline and will maintain their relationship as cultural companions based on mutual trust.

2017. __. __

Director of ICHCAP, Kwon Huh Signed _____

CP, _____ Signed _____