



Operational Guidelines related to Article 9 on

Approved by the Conference of Parties at its third session (2011) and revised at its seventh session (2019) and ninth session (2023)

Article 9 Information Sharing and Transparency

Parties shall:

- (a) provide appropriate information in their reports to UNESCO every four years on measures taken to protect and promote the diversity of cultural expressions within their territory and at the international level;*
- (b) designate a point of contact responsible for information sharing in relation to this Convention;*
- (c) share and exchange information relating to the protection and promotion of the diversity of cultural expressions.*

Quadrennial Periodic Reports of the Parties to the Convention

1. Each Party submits, every four years, a report to the Conference of Parties for its review in accordance with Article 22.4 (b), on the basis of a single global submission date set by the Conference of Parties.
2. The reports shall provide relevant information on policies and measures taken to protect and promote the diversity of cultural expressions within their territory and at the international level, as well as on the impact and results of these policies and measures.
3. The information and data provided in these reports shall facilitate an exchange of experiences and best practices in order to contribute to the implementation of the Convention and its monitoring.
4. The reports shall be written in language consistent with the United Nations Charter and the 2005 Convention with a view to encourage dialogue and mutual respect among Parties and avoid politicisation.

Format and Content of Reports

5. The Parties will provide information according to the format approved by the Conference of Parties and contained in the framework for reports annexed to these Guidelines. It is understood that the Conference of Parties may decide to adapt the framework, taking into account the timetable it has set itself in conformity with Article 9 (a).
6. The quadrennial periodic reports provide qualitative and quantitative information and analyse how, why, when and with what impact, policies and measures, based on the guiding principles set forth in Article 2 of the Convention, to protect and promote the diversity of cultural expressions have been introduced. The reports also provide statistical evidence, as much as possible, as well as best examples of measures and experiences Parties wish to share.
7. In preparing their reports, Parties will consider the implications of the 2005 Convention for the implementation of the Convention.

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Annex Framework for Quadrennial Periodic Reports on Measures to Protect and Promote the Diversity of Cultural Expressions

Structure

Quadrennial periodic reports (hereinafter "reports") are divided into five sections.

Number	Section	Sub-section
1	General information	Technical information
		Executive summary
2	Policies and measures	Goal 1 Support sustainable systems of governance for culture <ul style="list-style-type: none"> • Cultural and creative sectors • Media diversity • Digital environment • Partnering with civil society
		Goal 2 Achieve a balanced flow of cultural goods and services and increase the mobility of artists and cultural professionals <ul style="list-style-type: none"> • Mobility of artists and cultural professionals • Flow of cultural goods and services • Treaties and agreements
		Goal 3 Integrate culture in sustainable development frameworks <ul style="list-style-type: none"> • National sustainable development policies and plans • International cooperation for sustainable development
		Goal 4 Promote human rights and fundamental freedoms <ul style="list-style-type: none"> • Gender equality • Artistic freedom
		Emerging Transversal Issues
3	Achievements and challenges	Results achieved
		Challenges encountered
		Solutions found
		Next steps
4	Civil society	Technical information
		Measures and initiatives
		Achievements and challenges

Goal 4 Promote human rights and fundamental freedoms

Gender equality

Parties shall describe policies and measures taken to promote gender equality³ in the culture and media sectors. Parties shall present, *inter alia*, policies and measures aiming to support women as creators, producers and distributors of cultural activities, goods and services, as well as women's access to decision-making positions. They shall also report on the policies and measures that support women as beneficiaries of diverse cultural expressions and citizens fully participating in cultural life.

Parties shall also report on efforts to generate up-to-date data on progress made towards gender equality in the culture and media sectors.

Artistic freedom

Parties shall report on policies and measures adopted and implemented to promote and protect artistic freedom of artists and their audiences.⁴

Parties shall thus highlight actions taken to protect and promote: the right to create without censorship or intimidation; the right to have artistic activities supported, distributed and remunerated; the right to freedom of association; the right to the protection of artists' social and economic rights; and the right to shall ali-7(he)1a tur ea.6(s;i)-4()d m d decision

3. Achievements and challenges

In this section of the reports, the Parties shall share information on:

- ∅ the main results achieved in implementing the Convention;
- ∅ the main implementation challenges encountered or foreseen;
- ∅ the solutions found or envisaged to overcome those challenges;
- ∅ the steps planned for the next four years towards the implementation of the Convention and the priorities identified for that period.

4. Civil society

- ∅ *This section is intended to promote cooperation with civil society in the preparation of periodic reports. It is the subject of a separate electronic form focused on the protection and promotion of the diversity of cultural expressions by civil society organisations.*
- ∅ *The electronic form can be downloaded and sent to civil society organisations involved in the drafting of the periodic report.*
- ∅ *It is recommended that a working meeting be convened with key civil society organisations involved in the implementation of the Convention, so that they can collectively complete the different sub-sections of the form.*
- ∅ *If this participatory approach is not possible, Parties can send the electronic form to the civil society organisations and then consolidate the various contributions into the final periodic report submission form.*

Technical information

Measures and initiatives

- ∅ *The section “Measures and initiatives” targeting civil society organisations has the following structure:*
 - *a brief introduction on the type of information that civil society organisations are invited to provide;*
 - *means of verification, in the form of qualitative and quantitative questions;*
 - *a narrative presentation of key measures and initiatives for the protection and promotion of the diversity of cultural expressions that civil society organisations have participated in and/or pursued.*

This sub-section is intended to encourage civil society to present information on what it is doing to implement the Convention.

In accordance with its role and responsibilities defined in Article 11 of the Convention and its Operational Guidelines, civil society is encouraged to report, *inter alia*, on:

- ∅ the levels of organisation and structuring of civil society organisations concerned by the 2005 Convention;
- ∅ opportunities for training and mentoring with public authorities and other civil society organisations;

- Ø participation in mechanisms for dialogue and consultation with public authorities and/or other sectors of civil society to contribute to the design and/or implementation and/or monitoring of public policies;
- Ø activities to promote the diversity of cultural expressions;
- Ø public funding to implement programmes and projects supporting the diversity of cultural expressions;
- Ø specific initiatives to promote artistic freedom and the mobility of artists and cultural professionals.

Achievements and challenges

In this sub-section, civil society organisations can share information on:

- Ø the main results achieved in implementing the Convention;
- Ø the main implementation challenges encountered or foreseen;
- Ø the solutions found or envisaged to overcome those challenges;
- Ø the steps planned for the next four years towards the implementation of the Convention and priorities identified for that period.

5. Annexes

In this section, Parties can upload documents that provide additional information on the actions undertaken in the last four years to promote the implementation of the four goals of the Convention (strategic documents, policies, laws, statistical studies, impact assessments of their action, etc.).