
**PART 2: THE REQUEST FORMAT AND EXPLANATORY NOTES**.....5087.....

This form aims at providing the Committee with the information it will require in order to be able to determine whether the organization requesting accreditation meets the criteria figuring in paragraph 88 of the Operational Directives:

88. Non-governmental organizations shall:

- a. have proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains;
- b. have a local, national, regional or international nature, as appropriate;
- c. have objectives that are in conformity with the spirit of the Convention and, preferably, statutes or bylaws that conform with those objectives;
- d. cooperate in a spirit of mutual respect with communities, groups, and, where appropriate, individuals that create, maintain and transmit intangible cultural heritage;
- e. possess operational capacities, including:
  - i. a regular active membership, which forms a community linked by the desire to pursue the objectives for which it was established;
  - ii. an established domicile and a recognized legal personality as compatible with domestic law;
  - iii. having existed and having carried out appropriate activities for at least four years when being considered for accreditation.

NGOs requesting accreditation should also familiarize themselves with the modalities and procedures for accreditation in paragraphs 89-95 of the Operational Directives, particularly the procedures and documentation requirements detailed in paragraph 94.

| <b>FORM ICH-09</b>  |
|---|
| <p><b>1. Name of the organization</b></p> <p>Please provide the full official name of the organization, in its original language as well as in French and/or English.</p>   |
| <p>Tarim Center for Architecture and Heritage</p>   |
| <p><b>2. Address of the organization</b></p> <p>Please provide the complete postal address of the organization, as well as additional contact information such as its telephone or fax numbers, e-mail address, website, etc.. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see item 8).</p> |
| <p>Tarim Center for Architecture and Heritage<br/>           P.O.BOX : 36666 , DAMASCUS, SYRIA<br/>           TEL: 00963 11 6130212<br/>           FAX : 00963 11 3921445 – 6627175<br/>           MOBILE : 00963 944315315 – 00971 50 4431389</p>  |

E-MAIL : tarim@scs-net.org

### 3. Country or countries in which the organization is active

Please identify the country(ies) in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out activities

- national
- international (please specify: )
- worldwide
  - Africa
  - Arab States
  - Asia & the Pacific
  - Europe & North America
  - Latin America & the Caribbean

Please list the primary country(ies) where it is active:

### 4. Date of its founding or approximate duration of its existence

Please state when the organization came into existence.

Damascus: Jan 2004

### 5. Objectives of the organization

Please describe the objectives for which the organization was established, which should be "in conformity with the spirit of the Convention" (Criterion C). If the organization's primary objectives are other than safeguarding intangible cultural heritage, please explain how its safeguarding objectives relate to those larger objectives.

*Not to exceed 350 words; do not attach additional information*

- Study, document and preserve the tangible and intangible Arab heritage
- Study and document the art of traditional Arab architecture and restoration according to international standards
- Clarify the features of Arab identity and underline the need to preserve its soul
- Raise awareness regarding the need to preserve the tangible and intangible heritage.

**6. The organization's activities in the field of safeguarding intangible cultural heritage**

Items 6.a. to 6.c. are the primary place to establish that the NGO satisfies the criterion of having "proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains" (Criterion A).

**6.a. Domain(s) in which the organization is active**

Please check one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, please check "other domains" and indicate which domains are concerned.

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

Heritage E-Documentation -Decoration- Construction tradition-Heritage

**6.b. Primary safeguarding activities in which the organization is involved**

Please check one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, please check "other safeguarding measures" and specify which ones are concerned

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures - please specify:

### 6.c. Description of the organization's activities

Organizations requesting accreditation should briefly describe their recent activities and their relevant experience in safeguarding intangible cultural heritage. Please provide information on the personnel and membership of the organization, describe their competence and expertise in the domain of intangible cultural heritage and explain how they acquired such competence. Documentation of such activities and competences may be submitted, if necessary, under item 8.c. below.

*Not to exceed 750 words; do not attach additional information*

- Document the heritage and its architectural monuments with priority given to the most vulnerable amongst them, especially the oral ones, and to devise mechanisms to preserve and restore them within a special archive as a collection of photographs, books and audio records (such as the intangible heritage and the heritage music).
- "Tarim Cultural Wednesday", which is a series of lectures held on the first Wednesday of each month (since the beginning of 2008) where a group of the most important Arab and foreign researchers, intellectuals and men of letters present lectures in all fields related to the safeguarding of heritage and raise public awareness regarding such tasks. The lectures are also published on a regular basis.
- Search in the archives of Arab ministries and related bodies with the aim of documenting photographs and manuscripts representing traditional architecture and heritage, especially those related to the ruined monuments and artifacts.
- Conduct a comprehensive survey to the paintings and works of European orientalist who have depicted and documented the historic Arab cities, and change them into digital forms to be available for study and research.
- Publish a set of specialist studies in heritage and architecture in addition to traditional Arab customs, traditions and proverbs. Underline the need to forge relations with universities and scientific institutions interested in these aspects and encourage researchers to publish such research.
- Participate in the production of documentaries for the television and cinema about traditional Arab heritage and architecture by providing the appropriate information, documents and references and help market these products through members of the institution in the whole Arab world.
- Conduct a comprehensive survey to the content of internet search engines in the fields of tangible and intangible Arab heritage with a regular update for the data in order to support and facilitate the work of researchers.
- Issue "Al Turath" magazine: a periodical specialized in heritage affairs; it provides scientific studies on the tangible and intangible heritage. It also has special sections for different branches of heritage (customs and traditions, slang language, architecture).
- Study and implement preservation projects, redirect heritage buildings, and prepare and execute engineering studies for modern buildings based on heritage concepts.
- Hold different activities such as conferences (the electronic documentation of Arab Heritage, May 2009), symposia, seminars, training courses, exhibitions (several exhibitions were held, especially about the Yemeni civilization: Frankfurt Exhibition 2004- Al Assad Library Damascus 2005, Damascus Fairground 2007) which touches upon all

aspects of Arab culture within the framework of the vital relationship between these fields and Arab heritage and identity, and the need to preserve them, with a focus on traditional architecture in the Arab world as a criterion for balance between humans and the environment, as they symbolize permanent practical esthetic values and reflect our rich civilization.

- Organize and participate in a set of projects to document the tangible and intangible Arab heritage in cooperation with Arab and international organizations, most importantly the project to document Arab heritage in cooperation with the Natural and Urban Heritage Documentation Center (Egypt) and the UNESCO.....

#### **7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners**

The Committee will evaluate whether NGOs requesting accreditation “cooperate in a spirit of mutual respect with communities, groups and, where appropriate, individuals that create, maintain and transmit intangible cultural heritage” (Criterion D). Please briefly describe such experiences here.

*Not to exceed 350 words; do not attach additional information*

The center has established wide spread relations with the public and bodies working in the field of tangible and intangible heritage through participation in all the activities in that field and through a network of relationship established in the pervious years in addition to correspondence exchange.

The center shows a strong presence among all these organizations through the activities and responsibilities of its director . Eng. Reem Abdul Ghani . She is :

- Secretary General of Al Adiate Society in Damascus ( Profound society interested in heritage . It has 17 branches all around Syria).
- Member of the Heritage committee in the Engineers Syndicate in Damascus.
- Member of the committee of intangible heritage national list ( Syrian Ministry of Culture).
- Head of the Architectural and urban heritage committee in the Arab World Memory project that aims at establishing an electronic archive of the Arab tangible and intangible heritage . Tarim Center for Architecture and Heritage is part of this project.

The center communicates with the wider public and conveys its ideas on preserving the heritage through different channels including :

- "Tarim Cultural Wednesday " project : a series of monthly lectures the center holds on the issues of identity and heritage in Al Assad National library . The ministry of culture is a co-sponsor. The lectures have a distinguished audience .
- Conferences and seminars the center holds like the Arab e-documentation conference held in Damascus -May 2008.
- Al Turath periodical magazine issued by the center
- Media contests like : " Children and heritage contest " sponsored by the Tarim Center in the Arab Children
- Number of exhibitions like the Yemeni Civilization Exhibition held in Assad

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national Library – Damascus 2005 and the Fairs City – Damascus 2006

**8. Documentation of the operational capacities of the organization**

The Operational Directives (paragraph 94) require that an organization requesting accreditation shall submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated into French or English whenever possible if the originals are in another language. Please identify supporting documents clearly with the item (8.a, 8.b or 8.c) to which they refer.

**8.a. Membership and personnel**

Proof of the participation of the membership of the organization, as requested under Criterion E (i), may take diverse forms such as a list of directors, list of personnel and statistical information on the quantity and categories of members; a complete membership roster usually need not be submitted.

*Please attach supporting documents.*

**8.b. Recognized legal personality**

If the organization has a charter, articles of incorporation, by-laws or similar establishing document, a copy should be attached. If, under the applicable domestic law, the organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how this legal personality was established.

*Please attach supporting documents.*

**8.c. Duration of existence and activities**

If it is not already clearly indicated from the documentation provided for item 8.b, please submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. It may also submit documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in item 6.c. Supplementary materials such as books, CDs or DVDs, or similar publications cannot be taken into consideration and need not be submitted.

*Please attach supporting documents.*

**9. Contact person for correspondence**

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request. If an e-mail address cannot be provided, the information should include a fax and telephone number.

Eng. Rim Abdulghar  
Tarim Center for Architecture and Heritage  
P.O.BOX : 36603 , DAMASCUS , SYRIA  
TEL: 00963 11 6130011  
FAX : 00963 11 3913014 – 3917175

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MOBILE : 00963 944315315 – 00971 50 4431389

E-MAIL : tarim@scs-net.org

**10. Signature**

The application must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

## 8a Membership and Personnel

Doc. CIT / CIH / ITH  
Lb. 18 MAI 2009  
N° 0633

The center staff is divided into two groups :

### Center permanent staff :

The center consists of 13 employees and three main departments :

- Architecture Dept : Two architects and one secretary (3 employees)
- Heritage Dept : Two researchers and one secretary (3 employees )
- The center management team is 5 employees ( 1 IT administrator – 1 Accountant – 1 Administrative Director -2 drivers )

The center is headed by Eng Reem Abdul Ghani – A secretary helps her in the her daily contacts and work.

### Extra staff :

The center often uses some freelancers and temporary services providers according to work requirements in fields like ( translators, events organizers, field surveys agents , drivers , website designers) . Tarim center invites and assigns s heritage / architecture researchers and scholars to participate in its activities and events like Tarim cultural weeks.

**8b Recognized legal personality**

**8c Duration of existence and activities**

### Letter of Explanation

This letter intends to explain how NGOs like our center Tarim get a recognized legal personality according to the Syrian laws and regulation .

The Syrian law does not recognize NGOs up till now . The government usually issues the NGO's owners a Businessman Registration Certificate in the field of specialty as a proof of legal personality through a 4-years process .

The procedures goes as follows :

The NGO starts working after announcing its work in the media through articles, interviews or announcements . NGO founders make sure to have the widest media exposure of their work start .If the government does not show any objection , then the NGO continues working normally . Four years later, the NGO founder would make an application to the Business registry in the city of foundation . Issuance of Businessman registration certificate usually marks the process end o. The NOG becomes then a fully official body recognized by all governmental bodies .

Another proof that Tarim becomes a recognized body is the fact that we making this application to the UNESCO through the government after we got the Businessmen registration certificate in 2008 as the attachment document proves .

To answer the articles 8 b and 8c , I provided the following attachments:

- Media articles and interview with Mrs. Reem Abdul Ghani in 2004 about the establishment of Tarim Center for Architecture and heritage and its future projects and activities.
- Businessman Registration Certificate with sworn translation issued in 2008 .

I hope this would answer the requirements of these two articles (8b,8c).

Pls do not hesitate to contact me for any questions and enquiries.

Best Regards

Reem Abdul Ghani



Syrian Arab Republic  
Ministry of Economy and Trade  
Business Registry  
Damascus City

Requ CLT / CIH / ITH  
Le 18 MAI 2009  
N° 0633

## Businessman Registration Certificate

The Director of Business Registry in Damascus governorate certifies that:

**Mrs. Reem Abdul Ghani (daughter of Fouad)**  
(born in Lattakia 1968, Syrian national),

is registered in the Business Registry under the number 78517 dated 22/06/2008  
according to the following details:

**Headquarters** Damascus – Mezzeh – East Villat – Old Airport road , building  
no 41/5326

**Name & Address** Reem Abdul Ghani (daughter of Fouad)

**Branches** -

**Business Nature** Trade (import & export) of all materials permitted by the  
government - represent companies, agencies- run for tenders -  
trade of building & decoration materials - building  
rehabilitation - engineering work - contracting - restoration -  
decoration & restoration artistic work

The work officially started in 1 June 2008

Note : This certificate was issued to Mrs. Reem Abdul Ghani upon her request to be  
used in a legal context

22June 2008

(Stamp & Signature )

P.O. Box: 350  
Damascus – Syria

Tel: +963 11 3117250  
Cell: +963 932 911009



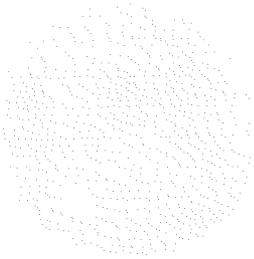
شهادة تسجيل تاجر

إن أمين السجل التجاري بمحافظة دمشق يشهد بأن

السيد : ريم عبد الغنى بنت فواد تولد ١٩٦٨ اللاذقية جنسيتها السورية  
مسجل في السجل التجاري تحت رقم ٧٨٥١٧ تاريخ ٢٠٠٨/٠٦/٢٢  
مركزه الرئيسي في : دمشق مرقب فيلات شرقية طريق مطار القدمه حمار ٤١ ٥٣٢٦  
الشعار أو العنوان التجاري : ريم عبد الغنى بنت فواد  
وفروعه :

٢٢ طيات ٢٠٠٨

خايشه: تجارة واستيراد وتصدير كافة المواد مسبوخ هذا من قبل الدولة وتمثيل الشركات والمؤسسات وادخول مناقصات و  
تجارة مواد البناء و مواد التدبير و الاكساء و اعراض هندسة و التجهيزات و الترميم و الاعمال الخبية المتعلقة بالرمم  
التدبير .



٢٢ طيات ٢٠٠٨

وقد بدأ عمله اعتبارا من تاريخ ٢٠٠٨/٠٦/٠١  
الملاحظات :

أعطيت هذه الشهادة للسيد

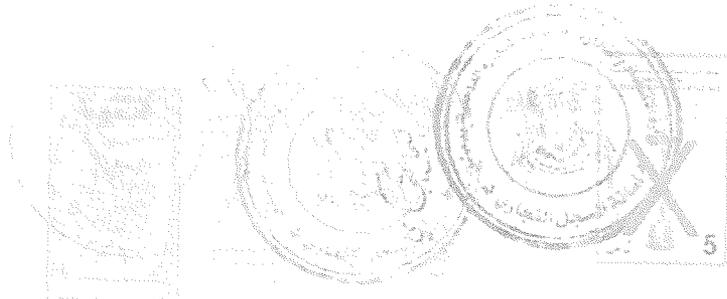
سأه على عمله يعين لها حسب مقتضى القانون

أمين السجل التجاري

محمد نذير قصيبياتي

المدقق

٢٠٠٨/٠٦/٢٢



- Our answer regarding item 8.B

In Syria, a moral legal personalities can be listed in one of two ways. The first option involves registration as an NGO with the Ministry of Social Affairs and Labor. And this registration was limited in the past to NGO's working exclusively as charity type associations or foundations (the law legal framework is currently being reviewed). Or alternatively, they could be registered as commercial entities registered with the Ministry of Economics, but then they submit financial records to indicate no profit earnings. Our center was registered under the latter framework. We are anticipating the change of the law to take place soon to enable us to register officially as a not for profit organization.