

**Indian National Commission for Cooperation with UNESCO  
Government of India  
Ministry of Human Resources Development  
Department of Higher Education**

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ACCU, Nara, Japan has invited eligible candidates for the Training Course on Preservation and Restoration of Cultural Heritage in the Asia-Pacific Region 2015. Relevant details are on the next page.

Nominations should be forwarded to the Indian National Commission for Cooperation with UNESCO (INCCU) latest by **29<sup>th</sup> May, 2015** (and should not be sent directly to ACCU, Nara) at the following address for further consideration and onward transmission to UNESCO Headquarters, Paris, France.

**Mr. Saroj Kumar Choudhary  
Section Officer (INC)  
Ministry of Human Resource Development  
Room No. 203 'C' Wing  
Dr. Rajendra Prasad Road  
Shastri Bhavan, New Delhi – 110115  
Contact No. Telefax: 011-23384442  
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Dy No. 159/2015/INC

Cultural Heritage Protection Cooperation Office,  
Asia-Pacific Cultural Centre for UNESCO (ACCU)

Nara Prefectural General Office 1F, 757 Horen-cho, Nara 630-8113 Japan  
TEL: +81-742-20-5001 FAX: +81-742-20-5701 E-mail: nara@accu.or.jp

F/S No: 65376/2015-12/5/2015

Jeey (HE)  
27/4/15

Reference: ASPC15/03  
17 April 2015

Mr Satyanarayan Monhanty  
Secretary General  
Indian National Commission for Cooperation with UNESCO  
Ministry of Human Resource Development  
Department of Secondary and Higher Education  
Government of India  
Shastri Bhavan, New Delhi 110 001  
India

Subject: Training Course on Preservation and Restoration of Cultural Heritage  
in the Asia-Pacific Region 2015 (1 Sep.- 1 Oct., Nara)

Dear Mr Satyanarayan Monhanty,

I am pleased to inform you that Cultural Heritage Protection Cooperation Office, Asia-Pacific Cultural Centre for UNESCO in Nara (ACCU Nara Office), jointly with Agency for Cultural Affairs, Japan (*Bunkacho*); International Centre for the Study of Preservation and Restoration of Cultural Property (ICCRROM); and National Institutes for Cultural Heritage, National Research Institute for Cultural Properties, is planning to conduct the 16th training course on preservation and restoration of archaeological sites in Asia and the Pacific. In this year, the theme of the training course is "Preservation and Restoration of Wooden Structures".

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The main objective of the training course 2015 is to provide capacity-building opportunities for those who are in charge of research and preservation of archaeological sites, so that they may apply their learned methods and technologies to the protection of heritage sites in each country in Asia and the Pacific region. For more details, please refer to the attached General Information (this is presently a tentative version).

I would like to ask for your kind cooperation in nominating eligible candidates (**a maximum of three people are requested**) to attend this training course from your country. In addition, please return the attached Application Form (Form1) with Annex I (Recommendation Form by Head of Organisation), to

Mr. Singh  
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29 APR 2015  
DEPT. OF HIGHER EDUCATION  
New Delhi

## Cultural Heritage Protection Cooperation Office, Asia-Pacific Cultural Centre for UNESCO (ACCU)

Nara Prefectural General Office 1F, 757 Horen-cho, Nara 630-8113 Japan  
TEL: +81-742-20-5001 FAX: +81-742-20-5701 E-mail: nara@accu.or.jp

ACCU Nara Office **by 12 June 2015**. Any applications which arrive after the deadline won't be considered at our screening meeting.

After thorough consultation with co-organisers, we will decide on the 16 successful participants from the total number of applicants. The requirements for participation are listed in item 6 of the General Information. Please kindly pass the information regarding this training course to the related organisations, institutions, and facilities in your country so that most suitable experts will be recommended.

The General Information for this training course will be posted on the web sites of ACCU Nara Office (<http://www.nara.accu.or.jp/english/index.html>) and ICCROM. If there are inquiries from those interested, please ask them to contact the ACCU Nara Office directly by fax (+81-742-5701) or e-mail ([nara@accu.or.jp](mailto:nara@accu.or.jp)) for more information.

Thank you very much in advance for your kind cooperation. I look forward to receiving your prompt reply.

Yours sincerely,



NISHIMURA Yasushi  
*Director*

Enclosures:

1. General Information
2. Application Form (Form 1)
3. Annex 1 (Recommendation form)

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**Training Course on Cultural Heritage Protection  
in the Asia-Pacific Region 2015**

**Preservation and Restoration of Wooden Structures**

(1 September – 1 October 2015, Nara, Japan)

**General Information**

**1. Organisers (Tentative)**

This course is jointly organised by the Agency for Cultural Affairs, Japan (*Bunkacho*); Asia-Pacific Cultural Centre for UNESCO (ACCU); International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM); and National Research Institute for Cultural Properties [Tokyo and Nara], in cooperation with the Japanese Association for Conservation of Architectural Monuments (JACAM); Japan Consortium for International Cooperation in Cultural Heritage (JCIC-Heritage); under the auspices of the Ministry of Foreign Affairs of Japan; Japanese National Commission for UNESCO; Nara Prefectural Government; and Nara Municipal Government.

**2. Background**

In Asia and the Pacific region there are various forms of cultural heritage, including wooden structures, which are of great value from a global point of view. In order to safeguard this important cultural heritage for future generations, it is necessary to train heritage professionals for proper investigation, analysis and preservation. ACCU Nara Office, in partnership with ICCROM and *Bunkacho*, has been organising training courses since 2000 on this topic with a view to building the capacities of professionals who have been working on cultural heritage protection in the region. This training course aims to provide participants with the latest methods and techniques for investigation, analysis, preservation, restoration and management of wooden structures.

**3. Dates and Venue**

Course dates: 1 September (Tue.) to 1 October (Thur.) 2015

Venue: Cultural Heritage Protection Cooperation Office, Asia-Pacific Cultural Centre for UNESCO [Nara Pref. Nara General Office, 757 Horen-cho, Nara, Japan] and related research institutions, etc.

**4. Objectives of the Training Course**

The objectives of the training course are:

- to provide participants with a knowledge of recording/documentation and analytical methods for wooden structures;
- to provide participants with a practical knowledge of technology/techniques and hands-on training for preservation and restoration of wooden structures;
- to provide participants with a knowledge of the principles and methodologies for preservation of wooden structures;
- to provide participants with a knowledge of maintenance, utilisation and risk management of wooden structures;

- to provide participants with an opportunity to network with colleagues from the region and share their experiences.

## **5. Training Curriculum**

### **Lectures**

- Introduction to Asian and the Pacific wooden structures
- Theory and practice on conservation of cultural heritage
- Protection system of cultural heritage in Japan
- Policies on restoration of wooden structures in Japan
- Surveying wooden structures
- Surveying painting and plans for painting restoration
- Management and utilisation of wooden structures

### **Practical Training and On-site Lectures**

- Practical training on documentation, damage/deterioration survey and restoration of wooden structures
- On-site lectures at restoration sites of wooden structures
- Fieldwork: case study of conservation/restoration and management/utilisation of wooden structures

### **Presentations and Discussion**

- Presentations on the present status of preservation and restoration of wooden structures in each country followed by exchange of views
- Future issues and views on preservation of wooden structures
- Recapitulation of the training session

## **6. Participants in the Training Course**

### **● Application Procedure and Content**

The training course is offered to participants from the following 40 signatory countries to the UNESCO World Heritage Convention (see below). The application form should be submitted **no later than 12 June (Fri.) 2015** along with the endorsement of the UNESCO National Commission. The documents necessary for application are as follows:

#### **(1) Application Form (Form 1)**

Please attach a copy of the applicant's passport, if he/she has a valid passport as of 1 September 2015. This is not necessary if he/she does not currently have a passport.

#### **(2) Report Relating to the Applicant's Achievements/Involvement in Conservation of Wooden Structures.**

This achievement report should be written by the applicant and should be a brief summary of present and previous work related to the theme of preservation and restoration of wooden structures (2 to 3 pages). This report should be no longer than 5 pages. It will be weighted heavily in the selection of participants.

#### **(3) Letter of Recommendation from NATCOM**

#### **(4) Letter of Recommendation from the Head of the Organisation to which the Applicant Belongs (Annex 1)**

- (5) **Document Indicating English Proficiency** if the applicant has one for a reference of the screening. There is no need to attach this if he/she does not have one at present.

Completed applications should be sent to the Secretariat of the ACCU Nara Office at the address below. Only complete applications with all necessary documents will be considered.

*The following are the 40 signatories of the World Heritage Convention from Asia and the Pacific: Afghanistan, Australia, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Cook Islands, Fiji, India, Indonesia, Iran, Kazakhstan, Kiribati, Kyrgyz Republic, Lao P.D.R., Malaysia, Maldives, Marshall Islands, Micronesia, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Sri Lanka, Tajikistan, Thailand, Tonga, Turkmenistan, Uzbekistan, Vanuatu and Viet Nam.*

### ●Qualification Requirements

Applicants should be:

- 1) those who are professionals, 45 years or younger on 1 September 2015, who are engaged in the preservation and restoration of wooden structures and who can make effective use of the results of the training course upon returning to his/her home country;
- 2) those who have a good command of English, the working language for all lectures, so that they can deliver presentations and write reports from the training sessions (ACCU Nara Office and ICCROM shall be allowed to utilise all contents of presentations and reports, including drawings and photographs, for future publication and cultural heritage protection programmes);
- 3) those who can attend the entire training programme;
- 4) those who submit all of the required documents (listed above) by the stated deadline;
- 5) those who will most likely continue to exchange information and interact with ACCU after returning to their home countries;
- 6) those who were not previous participants in training courses on Cultural Heritage Protection in the Asia-Pacific Region; Preservation and Restoration of Wooden Structures organised by ACCU Nara Office;
- 7) those who are in good health and able to participate in the training programme.

### 7. Notification of Screening Results

After consideration with the other organisers, ACCU Nara Office will select 16 people (one participant per nation, in principle) from among all applicants **in late July**. Successful applications will be informed of the results along with each National Commission for UNESCO.

### 8. Certificate of Completion

Each participant will be awarded a certificate upon completion of the course.

### 9. Language of the Training Session

English will be the working language throughout the course.

## **10. Expenses**

Expenses during the Training Course shall be borne by ACCU Nara Office, as follows:

### **(1) Travelling expenses:**

Each of the participants (except those from Australia, Brunei, New Zealand, Republic of Korea and Singapore) shall be provided with an economy class return air ticket from the nearest international airport from their residence to Kansai International Airport, and transportation fees between Kansai International Airport and Nara. Expenses for visa application shall be the responsibility of participants.

### **(2) Living expenses:**

Participants shall be provided the basic living expenses incurred during the training course from 31 August (Mon.) to 2 October (Fri.) 2015 according to ACCU Nara Office's regulations. Arrangements for accommodations (a room for single occupancy) during the training course will be made by ACCU Nara Office. In case a participant needs accommodation on the way to and/or from Japan for any unavoidable reason (such as visa application or limited flight connections), ACCU Nara Office will cover the accommodation expenses.

## **11. Secretariat**

Cultural Heritage Protection Cooperation Office,  
Asia-Pacific Cultural Centre for UNESCO (ACCU Nara Office)  
Nara Pref. Nara General Office,  
757 Horen-cho, Nara 630-8113 JAPAN  
Tel: +81-(0)742-20-5001  
Fax: +81-(0)742-20-5701  
E-mail: [nara@accu.or.jp](mailto:nara@accu.or.jp)

[Form 1]

## Application Form (2015)

This information sheet has to be accompanied by ① Recommendation Form [Annex 1] by the head of the organisation to which an applicant belongs ② Recommendation letter by NATCOM ③ Achievement report on cultural heritage protection written by the applicant

(Information should be typed or printed)

|                                       |   |  |
|---------------------------------------|---|--|
| Name in Full<br>(in the passport)     | FAMILY NAME / FIRST NAME / MIDDLE (if any)<br>(SURNAME)   | Please paste a recent photo.<br>Write your name and nationality on the back of the photo.<br><br>(Approx. 40mm x 40mm) |
| Gender                                | <input type="checkbox"/> Male<br><input type="checkbox"/> Female  |  |
| Date of Birth                         | <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Day / Month / Year</span> <span>Age</span> </div> |  |
| Nationality:<br>Name of your country  |   |  |
| Name of Organisation<br>/ Institution |   |  |
| Department / Division                 |   |  |
| Current Position / Title              |   |  |
| Office Address<br>[Contact Address]   |   |  |
| Office Phone                          | (+ )  |  |
| Office Fax                            | (+ )  |  |
| Office e-mail                         |   |  |
| Home Address                          |   |  |
| Home Phone / Fax                      | (+ )  |  |
| Home e-mail                           |   |  |
| Nearest International<br>Airport      |   |  |
| Reasons/Motivation<br>for applying    |   |  |



|   |  |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
|---|--|-------------------------------|-------------------------------|-------------------------------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|---------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|---------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|--|----------------|--|-------------------------|--|
| Educational Background<br>(Please indicate the names of schools, periods of study, and a degree earned) | Name of School / University  | Year Attended                 | Degree (Major)                |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Employment history  | Name of Organisation   | Period                        | Job Specifications            |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Outline of current job responsibilities   |  |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Qualifications/License (if any)   |  |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Training Course you have participated in previous years [Name and Year]                                 |  |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| English Proficiency   | (Sufficient English Language proficiency is required for application) <table border="0" style="width: 100%;"> <tr> <td>Listening / Speaking</td> <td><input type="checkbox"/>Excellent</td> <td><input type="checkbox"/>Good</td> <td><input type="checkbox"/>Fair</td> <td><input type="checkbox"/>Poor</td> </tr> <tr> <td>Reading</td> <td><input type="checkbox"/>Excellent</td> <td><input type="checkbox"/>Good</td> <td><input type="checkbox"/>Fair</td> <td><input type="checkbox"/>Poor</td> </tr> <tr> <td>Writing</td> <td><input type="checkbox"/>Excellent</td> <td><input type="checkbox"/>Good</td> <td><input type="checkbox"/>Fair</td> <td><input type="checkbox"/>Poor</td> </tr> <tr> <td></td> <td style="text-align: center;">(Native level)</td> <td></td> <td style="text-align: center;">(Limited understanding)</td> <td></td> </tr> </table> |                               |                               | Listening / Speaking          | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor | Reading | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor | Writing | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |  | (Native level) |  | (Limited understanding) |  |
| Listening / Speaking  | <input type="checkbox"/> Excellent   | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Reading   | <input type="checkbox"/> Excellent   | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Writing   | <input type="checkbox"/> Excellent   | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
|   | (Native level)   |                               | (Limited understanding)       |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Certificate (if any)<br>*TOEFL, IELTS etc.  | TOEFL/IELTS<br>Other   |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Meal restrictions (for religious reasons)   | <input type="checkbox"/> No <input type="checkbox"/> Yes → Please specify:   |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Smoking habits?   | <input type="checkbox"/> No <input type="checkbox"/> Yes   |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Are you allergic to any medication or food?   | <input type="checkbox"/> No <input type="checkbox"/> Yes→ (Food: _____)<br>(Medication: _____)   |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Only for women:<br>Are you pregnant?  | <input type="checkbox"/> No <input type="checkbox"/> Yes ( _____ months)   |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Do you currently use drugs for medical treatment?   | <input type="checkbox"/> No <input type="checkbox"/> Yes → (Name of drugs: _____)  |                               |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
| Passport Number   | No.  | Date of Issue:                |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |
|   | Name in Passport   | Date of Expiration:           |                               |                               |                                    |                               |                               |                               |         |                                    |                               |                               |                               |         |                                    |                               |                               |                               |  |                |  |                         |  |

I hereby certify that above statements are true and correct to the best of my knowledge and belief. I also declare that my health allows me to undertake the whole training programme. If I were accepted, I agree:

- Not to bring any member of my family to Japan during the programme;
- To return home at the end of the programme on the designated flight arranged by ACCU Nara Office;
- To waive my copyright of the final report produced by myself for publication as long as they are used for the programme purposes;
- To accept all the terms and conditions presented by the organisers.

Date: \_\_\_\_\_ / \_\_\_\_\_ / 2015      Signature: \_\_\_\_\_  
                    day / month

NAME IN PRINT \_\_\_\_\_

**Training Course on Cultural Heritage Protection  
in the Asia - Pacific Region 2015**

**Preservation and Restoration of Wooden Structures**

(1 September – 1 October 2015, Nara, Japan)

**Recommendation Form**

To: Mr. NISHIMURA Yasushi

Director  
Cultural Heritage Protection Cooperation Office,  
Asia-Pacific Cultural Centre for UNESCO (ACCU)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I hereby recommend the above person as a participant of the Training Course on Cultural Heritage Protection in the Asia-Pacific Region 2015.

Head of Organisation:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_