

Glossary

Communities	A collectivity of all those for whom an element of Intangible Cultural Heritage constitutes a source of identity and continuity and hence the bearers. Collectivities which can be further segregated by other factors but subscribing to the same element will be communities of that ICH element.
Culture:	Is a whole complex of spiritual, material, intellectual and emotional features that characterize social groups including value systems, traditions and behaviors
Domains:	Categories of Intangible Cultural Heritage.
Documentation:	This is capturing, recording and packaging information, knowledge and images on a subject for easy and effective storage and sharing.
Element:	Is a complete unit of Intangible Cultural Heritage. It is a cultural process which has got a beginning and an end and hence complete in itself. The definition and Domains of Intangible Cultural Heritage present characteristics of Intangible Cultural Heritage in general, but the element gives parameters of a unit of Intangible Cultural Heritage.
Transmission:	This refers to giving of knowledge and skills related to particular element or Intangible Cultural Heritage in general, in a formal or informal arrangement. Intangible Cultural Heritage education, for instance, can be part of school curriculum and seminars, theatres and workshops can pass on knowledge and skills about an element of Intangible Cultural Heritage.
Intangible Cultural Heritage (ICH):	The practices, representations, expressions, knowledge, skills as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage
Safeguarding:	Means ensuring the viability of ICH, while preserving its values
Safeguarding measures :	These are actions taken to promote the ICH in general or to revitalize specific elements.
Revitalization:	The strengthening of ICH practices and expressions that are seriously threatened.
Research:	This aims at better understanding of an element of ICH, or a group of elements, through an exploration of its forms, social, cultural and economic functions, practice, modes of transmission, artistic and aesthetic features, history and the dynamics of its creation and re-creation

List of Acronyms

DVD:	Digital versatile disc
EZT:	Engabu Za Tooro
ICH:	Intangible Cultural Heritage
MoGLSD:	Ministry of Gender, Labor and Social Development
PMC:	Project Management Committee
ToT:	Training of Trainers
UGA:	Uganda
UNATCOM:	Uganda National Commission for UNESCO
UNESCO:	United Nations Educational, Scientific and Cultural Organization

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1.0 Introduction

The capacity building workshop was organized in collaboration with community project coordinators from each Empaako community with an overall objective of reinforcing the documentation skills of at least 30 practitioners. The participants mainly included 8 practitioners per community (4 community leaders, 2 resource people of the ceremonies and 2 young members of the community mainly from each of the four communities concerned). The workshop was a platform for giving practitioners of Empaako Naming system, the rationale and basic knowledge of documentation of Intangible Cultural Heritage beginning with Empaako naming system itself. The workshop took place at Fort-Breeze hotel in Fort-Portal from 16th to 21st December 2018. This capacity building workshop was officially opened by Msgr. Peter Kumaraki Araali and closed by Mr. Isaaya Kalya Atwoki in colorful functions spiced by Engabu Za Tooro Cultural troupe. The workshop attracted 53 participants in total who were carefully selected balancing factors of gender, age and community representation from mainly four Empaako communities of Batagwenda, Batooro, Batuku and Banyabindi of western Uganda. Only the community coordinator of Bunyoro attended this workshop representing the Banyoro community who will dominate in the second capacity building workshop that will be organized early 2019 in their home town, Hoima. This workshop is the first of the two capacity building workshops to be organized under the project UGA 01210 "Community –Self documentation and revitalization of ceremonies and practices associated with Empaako naming system in Uganda" that is co - funded by UNESCO.

2.0 The Overall Objective

Reinforcing the documentation skills of at least 30 practitioners of Empaako naming system through giving them the rationale and basic knowledge of documentation of intangible cultural heritage beginning with Empaako naming system itself

2.1 Specific objectives of the capacity building workshop

1. Giving rationale and basic knowledge of documenting Intangible Cultural Heritage to practitioners of Empaako naming System.
2. Preparing practitioners of Empaako naming system for documenting their own practices.
3. Developing and adopting the data collection tools for documentation of Empaako naming system.
4. Constituting and Commissioning data collection teams.
5. Constituting and commissioning community based documenters
6. Commissioning ICH Trainers.
7. Conducting at least two focus group discussion on Empaako naming system
8. Developing and adopting the video editing script

3.0 Facilitators of the Workshop

The workshop was facilitated by 17 trainers, 7 of whom were obtained from a pool of trainers in ICH Documentation that were equipped with skills during the training of trainers' workshop that was organized in August 2018. These facilitators were supervised by two experts; Mr. Daniel Kaweesi from the Uganda National Commission for UNESCO (UNATCOM) and Ms. Juliana Naumo Akoryo – a Commissioner of Culture in the Ministry of Gender, Labour and Social Development.



Mr. Solomon Akugizibwe facilitating the workshop

4.0 Participants of the Workshop

This capacity building workshop was attended by four categories of participants which included; Experts in the UNESCO 2003 Convention, some members of the Project Management Committee, Trainers/Facilitators and lastly the general participants.



Workshop participants having lunch

A total of 53 participants attended the capacity building workshop. With an exception of Mr. Daniel Kaweesi from the Uganda National Commission for UNESCO and Ms. Juliana Naumo Akoryo – a Commissioner of Culture in the Ministry of Gender, Labour and Social Development, the rest of the participants were drawn from the five Empaako communities (Banyabindi, Batooro, Batuku, Batagwenda and Banyoro).



Ms. Lilian Kasemiire facilitating the workshop

5.0 Methods of delivering the workshop materials

The mode of delivery depended on the nature of the topic and the style preferred by particular facilitators. However, the main methods deployed during the workshop included; Lectures, presentations, discussions, question and answer sessions, demonstrations and focus group discussions.



Participants demonstrating how to conduct an interview

6.0 Opening of the Workshop

The residential capacity building workshop commenced on 16th December 2018 with welcoming and registering of participants and on 17th December 2018, the capacity building workshop was officially opened in a ceremony presided over by Msgr. Peter Kumaraki Araali, the Chairman of board of directors of Engabu Za Tooro as the chief guest. On the same day, there were speeches from the executive director of Engabu Za Tooro, Mr. Stephen Rwagweri and Hajat Hajara Nalubega Abwoli, a senior Culture officer in the Ministry of Gender, Labour and Social Development (MoGLSD).

6.1 Speech from Mr. Stephen Rwagweri, the Executive Director of Engabu Za Tooro.

Mr. Stephen Rwagweri welcomed the participants to the capacity building workshop and thanked them for sacrificing their precious time to deliberate on matters of revitalization of their much treasured heritage. He emphasized on the objectives of the workshop which included:

1. Developing and adopting the data collection tools for documentation of Empaako naming system.
2. Constituting and commissioning of data collection teams.
3. Developing and adopting the video editing script.
4. Constituting and commissioning of community based documenters.



Exec. Director of EZT, Mr. Stephen Atwoki Rwagweri speaking to the workshop participants

He told the gathering that Engabu Za Tooro was prepared to implement the project according to the project documents and contract signed between Engabu Za Tooro and UNESCO. He informed the participants that a similar workshop would be organized in Hoima district early 2019 and participants will be selected from each of the five communities to participate in that particular workshop with Bunyoro community dominating. He called upon the participants for their corporation and requested them to focus on the attainment of workshop objectives in order to benefit their respective Empaako communities.

6.2 Speech from Hajat Hajara Nalubega Abwoli.

On the same function, Hajat Hajara Nalubega Abwoli, a senior Culture officer in the Ministry of Gender, Labour and Social Development (MoGLSD), gave praise to Engabu Za Tooro for the work well done so far. She indicated that as the ministry responsible, they are satisfied with the progress of the project. She also added that as the Project Management committee chairperson, she is optimistic that the goal of the project would be met to the expectations of all the stakeholders in the project.



Hajat Hajara Nalubega Abwoli speaking to the workshop participants

She pledged support towards all efforts to make this project a success and added that as the line ministry, they are prepared to render any technical guidance that may be needed to successfully execute this project since its success gives credit to the Uganda government. She also expressed gratitude to UNESCO for all the support rendered to Uganda government as the State Party to the UNESCO 2003 Convention. He welcomed all the participants to the workshop and requested them to work hard and exploit all the opportunities that have come with Empaako project and wished them nice moments during the workshop.

6.3 Speech from the Chief Guest

The chief Guest, Msgr. Peter Kumaraki Araali, welcomed all the participants to the capacity Building workshop and informed them that they are expected to grasp the concepts and basic knowledge about documentation of ICH with an aim of sharing those concepts with other people in their respective communities. He reminded them of the key objectives of the workshop as; learning how to prepare for documentation, designing and adopting of data collection tools and applying the practical guide.



Msgr. Peter Kumaraki Araali addressing the workshop participants

He assured participants that Engabu Za Tooro has the requisite technical capacity and experience which has been gained overtime which would help to manage the capacity building workshop. He cited the Training of Trainers workshop that was organized in August 2018 as one of the sources of such experience. The Chairman re-echoed the importance of the project to the Empaako communities and on behalf of the Board of directors of Engabu Za Tooro, he pledged support towards successful implementation of the project. He made special recognition to UNESCO for the financial support rendered to Engabu Za Tooro and also thanked the implementing partners including the Ministry of Gender, Labour and Social Development and Uganda National Commission for UNESCO for the technical support so far rendered. He asserted that Engabu Za Tooro would not let their efforts down. However, he cautioned the participants to remain focused on the objectives of the workshop throughout and beyond the workshop period. He wished everybody a comfortable stay as they put their heads together towards documenting their heritage for the good of their respective communities and the country at large. The Guest of Honor, Mgsr. Peter Kumaraki ended his speech by declaring the capacity building workshop opened. This opening ceremony was spiced by entertainment from Engabu Za Tooro Cultural troupe.



Engabu Za Tooro Cultural troupe performing during the function

7.0 Topics of the Workshop

1. Defining Intangible Cultural Heritage and explaining the UNESCO 2003 Convention on safeguarding ICH.
2. Explaining the domains of ICH.
3. Explaining ICH safeguarding measures.
4. Explaining documentation and its different forms (Modern and traditional).
5. Explaining an element of ICH and guiding issues on what to document about an ICH element
6. Explaining participatory observation, direct recording and interviews as key approaches in collecting data about an element of Intangible Cultural Heritage.
7. Explaining the process of data collection for different forms of documentation outputs
8. Giving basic knowledge of handling documentation equipment
9. Explaining different forms of dissemination and archiving documented knowledge of elements of Intangible Cultural Heritage.
10. What to document about Empaako practice and adopting the interview guides.
 - 10.1 Theories of origin and meaning of Empaako.
 - 10.2 The process of Empaako naming ceremony.
 - 10.3 The current viability of Empaako practice
 - 10.4 Discussing the whole interview guide
 - 10.5 Developing and adopting the script for video production on Empaako naming ceremonies.

7.0 Summary of Presentations per topic in the order of their presentation during the capacity building workshop

7.1 Topic 1: Defining Intangible Cultural Heritage & explaining the UNESCO 2003 Convention on ICH. By Mr. Stephen Alinaitwe

This presentation covered major concepts of the UNESCO 2003 Convention. The facilitator endeavored to explain the concept of Intangible Cultural Heritage and used Empaako heritage as an example which helped the participants to easily comprehend the concepts. He said that the Convention is a living document which has 4 purposes namely; to safeguard the Intangible Cultural Heritage; to ensure respect for the Intangible Cultural Heritage of the communities, groups and individuals concerned; to raise awareness at the local, national and international levels of the importance of the Intangible Cultural Heritage, and of ensuring mutual appreciation thereof; to provide for international cooperation and assistance. Individuals, groups and communities are responsible for defining, recognizing, practicing and transmitting their ICH and they can be helped by their respective governments who are state parties to the Convention. He explained the relationship between a community and an ICH element pointing out that an element is a complete unit of intangible cultural heritage and as such it is a cultural process which has got a beginning and an end and hence complete in itself. And using Empaako as an example, the facilitator mentioned that, Uganda being a state party and thus signatory to the UNESCO 2003 Convention, the Batooro, Banyoro, Batuku, Batagwenda and Banyabindi communities are implementing a programme on safeguarding of Empaako naming system as an ICH element with support from UNESCO in the framework of the 2003 Convention on ICH.

7.2 TOPIC2: Explaining the domains of ICH. by Mr. Deo Kabagambe Adyeri

The facilitator explained to the participants all the domains of Intangible Cultural Heritage which he referred to as branches in which an element can be lie or categorized. He added that a particular element can fall in one or more domains given its characteristics. He mentioned that the domains are 5 according to the UNESCO 2003 Convention as outlined below.

1. Oral traditions and expressions including language as a vehicle of Intangible Cultural Heritage.
2. Performing Arts.
3. Social Practices, Rituals and festival Events.
4. Knowledge and practices concerning nature and the universe.
5. Traditional craftsmanship.

He added that however, a particular element may exist or fall in one or more domains according to its characteristics. He gave Empaako naming system as an example which falls under two domains; the oral traditions and expressions and Social practices, rituals and festive events. The facilitator ended with an open discussion where participants listed

all their Intangible Cultural Heritage elements and tried to associate them with particular domains. The facilitator used this opportunity to clarify on some of the domains that were seemingly difficult to comprehend. The result of this approach helped participants to get a better understanding of concepts of the Convention presented in topic 1 during the workshop.

7.3 Topic 3: Explaining ICH safeguarding measures by Mr. Allan Bamuha Atwoki

Mr. Bamuha, began by reminding participants the definition of ICH as explained in the first topic. He then defined Safeguarding as means or measures aimed at ensuring the viability of the Intangible Cultural Heritage. He later told participants that safeguarding can be made possible through 12 measures or ways in order to facilitate intergenerational communication. He explained each of the following 12 safeguarding measures giving relevant examples.

1. Research.
2. Revitalization
3. Preservation
4. Promotion
5. Protection
6. Transmission through formal and non-formal education.
7. Enhancement
8. Documentation
9. Capacity building.
10. Raising awareness.
11. Inventorying
12. Identification

He added that, Uganda being a state party to the Convention for the Safeguarding of the UNESCO 2003, it is responsible to execute the relevant clauses in reference to the ICH safe guarding at the national level. He added that although the main focus is about ICH safeguarding as provided for in the UNESCO 2003 Convention, the 12 safeguarding measures help to 'keep' against Extinction or disappearance of culture as a whole- that is to say both the Tangible and Intangible Cultural Heritage.

7.4 Topic 4: Explaining documentation and its different forms (Modern and traditional) by Mr. Kanyoro Adyeri Exaviour (Is'abaroongo)

The facilitator divided his presentation into 6 sub-topics

1. The definition of Documentation.
2. Definition of the key words.
3. What triggers Documentation (Impel for Documentation)?
4. The Traditional and Modern forms of Documentation.
5. Why is Documentation important?

6. Strengthening knowledge sharing of the documented knowledge at three levels.

He defined Documentation as the process of collecting related Data or Information about a particular Intangible Cultural Heritage (ICH) element for the purpose of effective Storage and sharing information about that ICH element. He took the participants through factors that trigger documentation as listed below:-

1. If research is conducted and it reveals that ceremonies or rituals have been abandoned and associated knowledge is getting lost or the language used during performance of the rituals is getting weakened.
2. Observance of weakening and malfunctioning cultural institutions which support and propel cultural values and customs.
3. Observance of diminishing capacity of bearers of a given heritage to remain as custodians to their cultural sites and ancestral territories.
4. The fear of losing information! (What if someone dies with important information about cultural heritages??)
5. The passion for culture.

He added that documentation is important because it can lead to averting or mitigation of these challenges.

He explained each of the methods as summarized in the table below.

The traditional and modern forms of documentation are listed in the table below.

Traditional	Modern
Human Memory	Books, Pamphlet
Artefacts / Objects	Transcription
Family lineage / History	Photography
Weaving, Painting, Curving	Audio and or Video recording
Composition and Performance	Graphics, Lithography
	Artistic Composition.

7.5 Topic 5: Explaining an element of ICH and guiding issues on what to document about an ICH element. By Stephen Alinaitwe

The facilitator defined an ICH element as a complete unit of Intangible Cultural Heritage. It is a cultural process which has got a beginning and an end and hence complete in itself. The definition and Domains of Intangible Cultural Heritage present characteristics of Intangible Cultural Heritage in general, but the element gives parameters of a unit of Intangible Cultural Heritage. He outlined what distinguishes an ICH element from non element and discussed each of them giving relevant examples drawn from Empaako and Koogere cultural elements that have been inscribed on the world list of ICH in need of urgent safeguarding.

1. The name or title,
2. The bearer communities and the custodians and practitioners with their segregated roles.
3. The scope of the geographical area and territories where it is practiced.
4. Its viability or how it finds expression today.
5. Its current social and cultural functions today.
6. Its modes of transmitting its knowledge and skills.

He added that these are also called characteristics of an element that help in its identification and definition as an Intangible Cultural Heritage element. He also presented 5 questions that can help in identifying the characteristics of an element which when answered, one can qualify or disqualify an ICH element.

1. What – more than a single term
2. Whom – (practitioners – persons, groups, castes, clans)
3. Why – (importance to audience, consumer, recipient or beneficiary)
4. When (time, season, occasion or reason for the practice)
5. Where (place or location, or not).

7.6 Topic 6: Explaining participatory observation, direct recording and interviews as key approaches in collecting data about an element of Intangible Cultural Heritage by Kirungi Brendalyn Abbooki

The facilitator began by giving a demonstration on effective communication. She divided the participants into two groups whispered a sentence to the 1st person in each group and was asked to whisper, the message to the next person and so on until the last person. When she obtained the resulting message from the last participant from each group, it was totally distorted and had deviated from the initial message given to the first participant. This was an illustration of distortion through the communication media. In her presentation she also emphasized the importance of documentation giving an example of the role played by the images of a man who acted a movie about the life of Jesus. She said that everybody now knows about Jesus just by the help of such images courtesy of documentation.

She used the following table to explain key approaches in data collection, giving merits and demerits of each approach.

Participatory observation	<ul style="list-style-type: none"> • Allows for the study of the dynamics of a situation, frequency counts of target behaviors, or other behaviors as indicated by needs of the evaluation • Good source for providing additional information about a particular group, can use video to provide documentation • Can produce qualitative (e.g., narrative data) and quantitative data (e.g., frequency counts, mean length of interactions, and instructional time)
Interviews	<ul style="list-style-type: none"> • Interviews can be conducted in person or over the telephone

	<ul style="list-style-type: none"> • Interviews can be done formally (structured), semi-structured, or informally • Questions should be focused, clear, and encourage open-ended responses • Interviews are mainly qualitative in nature
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7.7 Topic 7: Explaining the process of data collection for different forms of documentation outputs by Stephen Alinaitwe

The facilitator began by defining data collection as the process and act of collecting and gathering information and knowledge about the element or the subject of documentation in the raw form and which will be processed to get the final productions or documentation output. He indicated that, there are two sources of information; the primary source of information and knowledge in data collection and the secondary source. He mentioned that there is need for thorough preparation prior to data collection. This can be done with a help of the following considerations.

1. The time issue
2. The target place of data collection
3. Constitution of the action team
4. The logistics issues
5. Legitimacy and communication issues
6. Proper identification of targeted respondents
7. Background information and literature review issues
8. Developing interview questions
9. Training and rehearsal issues

The facilitator defined interview method as an art and act of collecting information on a particular subject from a person or persons through a conversation dominated by questions, answers and recording mechanisms and listed procedures to follow in order to successfully conduct one.

1. Introduce ourselves
2. Explain the purpose to interviewees.
3. Inform interviewees of your planned interview in advance.
4. Check the equipment in advance
5. Choose a location a head of time
6. Set up for the interview
7. Ask good questions (open-ended vs closed ended)
8. Listen actively
9. Conclude the interview

7.8 Topic 8: Giving basic knowledge of handling documentation equipment. By Mr. Julius Isingoma.

The facilitator began by asserting that it is the responsibility of the crew to handle the equipment in a way that accurate data is collected correctly. He mentioned guidelines/checklists to follow in order to achieve this.

Audio Checklist

- Is Back Ground Noise Intermittent (and likely to Disrupt Recording)? Is the Level of Background Noise Acceptable?
- Are there Alternative Locations (e.g. Do you HAVE to do the Interview on any High-Speed Locomotive with the Window Open
- Can some of the Unwanted Sound be Muffled? Can Unwanted Sound Source be turned off? (e.g. like Radio Broadcast or Idling Motor Engines in the Backgrounds)
- Choose the Mic to Suit the Situation and Location.

Vision Checklist

- Choose the Location Suitable for the Subject matter
- Choose the part of the Location with the most Suitable Background and Reliable Source of Light. (Beware of including Outside Windows for an Interview for instance if it is to go on for some time; Day Light can Change Dramatically in the Course of a few Hours and cause Problems in the Edit)
- If you have come prepared to Light, Light for the Widest you plan to use.
- Avoid Extreme Lighting Contrast, especially for Subjects with Dark Skin Tones. Be aware of Strong or Distracting Shadows
- Try to position Subject in order to avoid Eyelight.

General Checklist

- If there is any trailing Cables, you have to tape them down
- If Drawing Power for Lighting, Check that the circuit is not lose or Overloaded
- Leave all Locations as you find them (this means putting everything back to Normal and tidying up)

The facilitator further presented and discussed the Dos and Don'ts in equipment handling as presented below.

Dos

- Record Bars at the Start of Each Roll (take the opportunity to Record tone or Atmos)
- Get Establishing/atmospheric/action cover shot if appropriate.
- Make sure your Shots Last Long enough. This is very important. Always hold your shot for longer than you think you need to.

- Get Cutaways at every opportunity
- Vary the size of your Shots
- Start and Finish with Static shots
- Remember Reaction shots
- Ensure lighting continuity
- Think about the background in relation to composition and continuity
- Take care of Eyeline

Don'ts

- Let Action leave the frame and re-enter on the same side in subsequent shots if trying to establish continuity of action.
- Ignore Continuity Differences
- Get over-brief shots without sufficient pre-roll and post-roll
- Don't carelessly cross the line
- Expose at the wrong colour temperature
- Get successive shots that are too similar. In particular don't get series of shots if you want to cut together an action sequence.

7.9 Topic 9: Explaining different forms of dissemination and archiving documented knowledge of elements of Intangible Cultural Heritage. By Mr. Solomon Akugizibwe

The facilitator used the English Oxford Dictionary to define dissemination as the act of spreading something, especially information, widely. He added that, the data might not be in use; however, it can be brought into use and can be stored for future purposes.

He discussed each of the methods used to disseminate information and Publications giving Engabu Za Tooro as an example. He presented the following methods.

- Interpersonal communication
- Traditional media (Radio, TV's, newspapers)
- Online media
- Trainings
- Paintings (Empaako stone)
- Art work (Empaako monument)
- IEC materials (Empaako jumpers, T-shirts)
- Music
- Video
- Folklore

He discussed the different online forms of dissemination and Archiving of documented ICH knowledge used by Engabu Za Tooro

- Website
- Blog
- Facebook
- Twitter

- Youtube (video)
- Audiofarm (audio)
- Flickr (photos)

7.10 Topic 10: What to document about Empaako practice and adopting the interview guides. By Stephen Rwagweri Atwoki and Ms. Emily Drani

The two experts in the UNESCO 2003 Convention facilitated the topic by using a focus group discussion and used the draft interview guide which had a chronology of questions that helped to understand all information about Empaako. Some of the participants who are experts or knowledgeable on matters of language (linguists), historians and elders in the community with vast knowledge about culture from different communities of Empaako heritage were identified and allowed to make their submissions on specific topics or questions in the interview guide according to their area of specialization. These experts included;

- 1.** Rev. Richard Baguma
- 2.** Rev.Fr.Dr.Pascal.Kabura Adyeri
- 3.** Mr. Moses Ikagobya Amooti
- 4.** Mr. Kakyomya Araali Isidore

The rest of the participants made their contributions through supplements, asking questions for clarifications and making comments that helped to improve the guide. The facilitators as experts on UNESCO 2003 Convention provided guidance whenever it necessitated helping to keep the focus discussion group on track. Mr. Rwageri as the lead consultant on this project informed the participants that once the guide is adopted, the answers to the questions will formulate the content of the Empaako book. After deliberations on each of the questions provided in the guide, at the end of the session, the guide was adopted. The adopted interview guide is attached in Appendix A

8.0 Outputs of the capacity building workshop

8.1 Launching of Interview Guides

During the capacity building workshop, an interview guide was discussed through a focus group discussion methodology.

This session was facilitated by two experts in UNESCO 2003 Convention, Mr. Stephen Rwagweri and Ms. Emily Drani. This discussion was attended by authorities in history and linguistics who are respected and resourceful people in the community notably, Rev. Fr. Dr. Pascal Kabura Adyeri, Rev. Richard Baguma Adyeri, Mr. Ikagobya Moses Araali and Mr. Kakyomya Araali Isidore who is the Chairman of Runyoro-Rutooro Language Board.



Mr. Stephen Atwoki Rwagweri presenting the interview guide

These experts (in language, history) or resourceful people, one after the other, made presentations on a topic (s) of their expertise that had been earlier on allocated to them. The rest of participants were allowed to make contributions, in form of questions, comments and suggestions after each presentation. After incorporating the submissions and comments into the draft interview guide (in English and Runyoro-Rutooro versions) that had been earlier on circulated to each participant prior to the workshop, a final interview guide was launched as a tool that will guide research to obtain information to be consolidated into Empaako book.

The final English version of the interview guide is attached as the appendix A

8.2 Constituting and commissioning of the data collection teams

As an output of this capacity building workshop, a team of 10 community-based professionals was constituted and commissioned. Members of the data collection team were trained during the training of the trainers workshop that was organized in Fort Portal in August 2018. During that workshop, they were introduced to concepts of UNESCO 2003 Convention and were also trained in technical skills of documentation.



Mr. Stephen Atwoki Rwagweri facilitating the workshop

After the Training of trainers workshop, they were examined and those who passed the test proceeded to this Capacity Building workshop in which they were commissioned as data collection teams. This team was composed of community professional working in the fields relevant to safeguarding Intangible Cultural Heritage such as videography production, photography, anthropological researching, Performing art, media practicing, and publishing. The following names make up the data collection teams who were commissioned to provide technical assistance to the 12 community-based documenters during ICH documentation.

1. Bamuha Atwoki Allan
2. Kanyoro Exaviour
3. Tusiime Moses
4. Akugizubwe Solomon
5. Julius Isingoma
6. Kasemiire Akiiki Lilian
7. Musasizi Apuli Smith
8. Abbooki Kaahwa Kansengerwa
9. Atuhairwe Daphine
10. Karungi Sylvia

8.3 Constituting and commissioning Community-based documenters

A total of at least 30 Community based documenters were constituted and commissioned in this capacity building workshop. The commissioned community-based documenters comprised of 8 participants from each of the 4 Empaako communities; Batagwenda, Batooro, Batuku and Banyabindi.



Community-based documenters holding their certificates after being commissioned

The 8 participants per community included 4 community leaders, 2 resource person of the ceremonies and 2 young members of the community concerned. They had been identified and selected to attend this capacity building workshop with aim to train them on documentation of ICH. Participants from the Banyoro community were represented by one person who is the community coordinator. This is because the second capacity building workshop will be held in Hoima which is a home town of the Banyoro Empaako Community meaning that the Banyoro will dominate the workshop.



A cross section of those who attended the workshop

The roles of these community-based documenters are; to identify key respondents during data collection, to identify ceremonies as well as coordinate information gatherings in their respective communities.

They will also be responsible for speaking for the project and mobilizing any resources that may be needed during documentation. They will be assisted by the data collection teams regarding technical aspects of documentation like handling of equipment during capturing, processing and disseminating of information and knowledge.

8.3.1 A list of participants per community of Empaako

Batagwenda community from Kitagwenda

No.	Name of participant	Community-	Contact
1	Amarakutunga Levi Apuuli	Batagwenda	077 6 942 838/0770617936
2	Musasizi Apuuli Smith	Batagwenda	077 6 584 680
3	Ndebereryo Jovia Adyeri	Batagwenda	078 4 551 217
4	Byabagambe Zaverio	Batagwenda	0776880152

Batuku Community from Butuku

No.	Name of Participant	Batuku Community	Contact
1	Bagonza Jackson	BATUKU COMMUNITY	0781612754
2	Bamwenda Asimwe Robert	BATUKU COMMUNITY	077 7 306 125/0700334083
3	Basemera Rose	BATUKU COMMUNITY	078 7 500 953
4	Mpaka Maduukuule Amooti	BATUKU COMMUNITY	078 4 640 319
5	Nyakabwa Kiiza Olive	BATUKU COMMUNITY	077 2 875 686/0752 715 091
6	Tusiime Moses	BATUKU COMMUNITY	077 9 049 002

Batooro community from Tooro

No	Name of Participant	Community	Contact
1	Basaija Ateenyi Abel	Batooro Community	078 2 953 164
2	Kato Paul	Batooro Community	078 2 488 349
3	Mabiiho Winifred Baguma Atwoki	Batooro Community	077 2 663 082
4	Rwaheeru George Boomera Araali	Batooro Community	078 7 222 264
5	Bamuha Atwoki Allan	Batooro Community	077 5 434 777
6	Abbooki Kaahwa Kansengerwa	Batooro Community	078 8 255 786
7	Kirungi Abbooki Brendalynn	Batooro Community	077 2 079 182

8	Bunihizi Joseph Ateenyi	Batooro Community	077 2 330 328
9	Isingoma Kimome Amooti	Batooro Community	077 2 498 432
10	Kabagambe Edward Salongo	Batooro Community	077 4 974 776
11	Kabwijamu Ivan Adyeri	Batooro Community	077 9 77 5320
12	Mrs. Rubongoya Nyinabarongo Akiiki	Batooro Community	077 2 488 942

Banyabindi Community

No.	Name	Community	Contact
1	Kanyoro Exaviour	BANYABINDI COMMUNITY	078 4 987 777
2	Kyaligonza John	BANYABINDI COMMUNITY	078 6 339 960
3	Mbehoma Mathew	BANYABINDI COMMUNITY	077 2 382 124
4	Monday Patrick	BANYABINDI COMMUNITY	077 2 184 568
5	Muhumuza Nyakairu Jannet	BANYABINDI COMMUNITY	077 8 001 576
6	Nkwenge George William	BANYABINDI COMMUNITY	078 4 697 798

Bunyoro Community

No.	Name	Bunyoro Community	Contact
1	Bamuha Atwoki Allan	BUNYORO	077 5 434 777

8.4 Commissioning of Trainers in ICH Documentation

A total of 15 trainers in ICH documentation were commissioned. These are knowledgeable people on ICH documentation who were trained during the training of trainers workshop that was held in August 2018. At the end of the TOT workshop, all the participants were given an assignment to test the general understanding of what was covered during the workshop. And based on the performance of each of the participants, a list of 15 Trainers (5 females and 10 males) was selected and commissioned in this capacity building workshop. Out of these, 7 facilitated this capacity building workshop and were supervised by two national experts, Ms. Juliana Akoryo Naumo, the Commissioner for Culture in the Ministry of Gender, Labour and Social Development and Mr. Daniel Kaweesi from the Uganda National Commission for UNESCO.



Ms. Kirungi Brendalyn facilitating the workshop

This list of ICH trainers will be put in the database and published on the websites of Engabu Za Tooro and the Ministry of Gender, Labour and Social Development so that they can be accessed as facilitators of ICH on other ICH projects being implemented other than Empaako Naming system. The list of these ICH trainers is provided below.

Trainers in ICH Documentation

No.	Names	Area of specialization of ICH Documentation
1	Bamuha Atwoki Allan	ICH safeguarding measures
2	Kanyoro Exaviour	Modern and traditional methods of documentation.
3	Tusiime Moses	Data collection
4	Akugizubwe Solomon	Dissemination and Archiving
5	Kasemiire Akiiki Lilian	Dissemination
6	Musasizi Apuuli Smith	Data collection
7	Abbooki Kaahwa Kansengerwa	Dissemination
8	Stephen Alinaitwe	Processing and Dissemination
9	Nyangoma Amooti Sylvia	Research and data collection
10	Kirungi Abbooki Brendalynn	Data collection methods
11	Winnie Kimara	Data collection
12	Kabagambe Deogratus	ICH Domains
13	Stephen Mugabo	Recording/ Audio Visual/ Script
14	Rukahemura Robert	Research and data collection
15	Karungi Sylvia	Dissemination

8.5 Adopting the Video editing script

A draft video script was presented to the participants in a focus group discussion by facilitators Mr. Isingoma Julius who is an expert in Videography and Photography and also the head of the ICH documentation Unit of Engabu Za Tooro and Mr. Mugabo Stephen who is a ritual leader. After their presentations, input in form of supplements, comments and queries from the participants informed the script and after incorporating this input from the participants into the draft Script, a final script was launched during the workshop as one of the key deliverables.



Mr. Julius Isingoma facilitating the workshop

The participants agreed that in cases where communities differ in the way of performing of some rituals, those rituals should be recorded separately per community and in cases where there are similarities; a single video from one of the communities will be recorded to represent practices of the rest of the Empaako communities. This means that the final video will be produced on the same Storage media- DVD but with 5 videos with each having content per Empaako community.

The script will guide the video shooting and editing into an Empaako video and it will be used by three categories of people; the community-based documenters who were commissioned in this capacity building workshop, data collection teams that were trained during the Training of trainers workshop and commissioned in this workshop and the technical expert who will eventually assemble the materials to produce the Empaako Video.

The final video script is attached as appendix B

9.0 Closure of the workshop

This capacity building workshop was closed by Mr. Isaaya Kalya Atwoki as the chief guest.. Three speeches were made on this colorful ceremony.

9.1 Mr. Isingoma Kimome Amooti's speech

One of the participants, Mr. Isingoma Kimome Amooti, who spoke on behalf of the participants, promised to put into practice the skills and knowledge acquired during the workshop. He mentioned that, every participant was satisfied with the level of organization exhibited by Engabu Za Tooro during the workshop. He added that participants are optimistic that revitalization and eventually viability of Empaako naming systems would be realized. He further noted that there is need to work together as a formidable team to help in increasing awareness of the importance of culture among the Empaako communities.



Mr. Isingoma Kimome Amooti buying one of Ndebereryo Jovia Adyeri's handmade crafts

9.2 Mr. Stephen Rwagweri Atwoki's speech

The Executive Director of Engabu Za Tooro, Mr. Stephen Rwagweri congratulated the participants upon making it to the last part of the workshop. He pointed out that the local cultural revitalization campaign was supported by elders led by Mr. Isaaya Kalya Atwoki who is also former regent of Tooro Kingdom and Msgr, Peter Kumaraki Araali who is a retired head of the Basiita clan in the kingdom of Tooro.

He advised the graduands to put into practice the skills attained in the workshop and share the materials with whoever needs them in their capacity as commissioned

community-based documenters in their respective communities. He thanked them for the efforts that saw the workshop obtain the outputs as listed below;

- i. Commissioned 30 community based documenters
- ii. Commissioned 11 Trainers of ICH
- iii. Commissioned a 10 member data collection team.
- iv. Launched the video editing script
- v. Adopted the interview guide

Mr. Rwagweri congratulated all the participants for being good learners and challenged them to attach respect to the certificates of completion they were about to receive given credibility and brand of the awarding institutions whose logos appear. He also thanked the trainers in ICH who graduated from the training of trainers workshop that was organized in august 2018, for facilitating this capacity building workshop. The executive director made special appreciation to the elders who made it to this workshop for the efforts and patience throughout the workshop period. He wished all the participants a safe journey back home and implored the commissioned community-based documenters to become ambassadors of the project.

9.3 Mr. Isaaya Kalya Atwoki's speech

The Chief Guest Mr. Isaaya Kalya Atwoki who is a member of the Board of Directors of Engabu Za Tooro and an senior elder in the Community, expressed gratitude to all the workshop organizers. He mentioned that even a journey of one 1000 miles begins with a step. He told the members present that the research journey that led to the inscription of Empaako Naming system as an element on the list of ICH in need of urgent safeguarding and eventually successfully defending of this project was a very difficult task. He thanked Mr. Stephen Rwagweri Atwoki and the entire Engabu Za Tooro fraternity for the commitment and team work.



Rev. Richard Baguma Adyeri (L) receiving a certificate of participation from the chief guest, Mr. Isaaya Kalya Atwoki (Center) as Mr. Rwagweri Atwoki and Mrs. Mabiho Winifred Atwoki look on

He explained that people are now benefiting from Engabu Za Tooro because of sowing a good seed that has led to starting of many initiatives in Tooro. He highlighted that, Tooro Elders' Forum and Tooro People's Conference are all brain children of Mr. Stephen Rwagweri and therefore expressed gratitude to all who support him in his pursuit of developing the community through promoting cultural heritage. The chief guest implored the participants to be proud of their rich Intangible Cultural Heritage and work tirelessly for self sufficiency towards safeguarding and promoting their heritage. He also congratulated all those who participated in the workshop for qualifying to get a certificate of participation. At 4.42 Pm the chief Guest commenced the awarding of the certificates of attendance to the participants.



The function was spiced by Engabu Za Tooro cultural troupe and some other musicians from Kitagwenda, Butuku and Bunyabindi Empaako communities. It was so interesting that most Songs performed by each of the musicians were on the theme of documenting and revitalizing of Empaako naming system. The first UGA 12010 project capacity building workshop was officially closed on 21st of December 2018 at 5.02PM by the Chief Guest.

10.0 APPENDICES

A. The English version of the interview guide

Guiding Questions for compiling a Complete Story/Knowledge of Empaako Naming system

A) Definition of Empaako

1. State the general name of the practice and the 12 Empaako in their right spelling according to the Runyoro-Rutooro Orthography.
2. Briefly explain their social and cultural purposes and usage

B) Background information about Empaako practice

1. Give theories and myths which explain the origin of Empaako naming system.
2. Outline all the known communities and their ancestral places that practice Empaako naming system.
3. Categorise different meanings and perspectives of the 12 Empaako and the existing attempts to translate and describe the practice into English.
 - a) Attempts of English translation and explanations of Empaako practice.
 - b) The literal meanings of the 12 Empaako
 - c) The evolved meanings by associating Empaako to some personalities, creatures, situations, family beliefs etc.
 - d) The functional meanings of the 12 Empaako words in their social-cultural context.
 - e) Highlight the social, cultural and spiritual meaning and value of Empaako practice for its communities.

C) Roles in transmission and practice of Empaako.

1. Are there defined particular people who play key roles in performing Empaako naming rituals?
2. Are there role differentiations when using Empaako in different interactions?

D) Transmission Processes of Empaako

1. What are the different ways of acquiring Empaako?
2. What are the clearly defined stages in the Empakao naming ceremony for a baby at birth and an adult at adoption and social integration level? Are there variations in these stages based on different Empaako communities?
3. Identify the key rituals and their meanings and interpretations in Empaako naming ceremony for a baby at birth and an adult at adoption and social integration level and relate with the current modern concepts of sustainable development.
4. Are there special skills and knowledge in the performance of Empaako naming ceremonies and how are these skills and knowledge passed on from one generation to another? How were they passed on traditionally? Are there any modern ways like integration in formal education system, informal training sessions, festivals, seminars, workshops etc.

E) Enactment Processes of Empaako

1. Identify all key human interactions where Empaako is essentially used i.e. the scope of its usage in human life and social interactions.
2. What are the defined stages and roles in using Empaako in social interactions like greetings, expressing thanks etc.?

F) The tangible objects and physical spaces critically associated with Empaako transmission and enactment.

1. What are the objects, tools, costumes and physical places that are critically associated with Empaako naming ceremonies and Empaako enactment in social interactions?

G) The current viability of Empaako Practice

1. What challenges face Empaako naming ceremonies today and how can such challenges be handled?
2. What challenges face the traditional use of Empaako in the context of life styles today? Can such challenges be handled?
3. To what extent are the objects and spaces required in Empaako naming ceremonies available and relevant in life styles today?
4. Can Empaako practice have any relevant to any economic activities in the present life?

H) Other cultural elements closely connected to Empaako

1. Identify other cultural elements or practices which are closely linked to Empaako and describe the linkage and relationship.

B. The final video script

Storyboard

No.	PRACTICES	SCENE	CHARACTER/S	SHORTS/ANGLES	SOUNDTRACK	DURATION
1.	Intro/Opener	Nature	Nature	WS, MS	Folk song	1 min
2.	Kuteekaniza Ekiihuro -Kukaranga -Kusa Oburo -Kuhonda -Kukekeeya -Kuteekaho Enyungu -Kusasira Enyungu -Kuniina -Kutobeza n' okuhotora Omukubi -omukaro -obutuzi	Kitchen	Nyinabwenge & Others	Est. S, MS, CS	Folk song and Atmos sound.	8mins
3.	- Kuturukya Omwana Orweyo - Kuseka - Kutwaara Orweeyo mubitooke	Main House & Outside	Women	WS, MS, CS	Ambience Sound	3mins
4.	Kutonda Omwaana	Living room	Elders	MS, CS	Ambience Sound	4mins
5.	Kuruka Ibara n' Empaako	Living room	Relatives	MS, CS	Ambience Sound	3min
6.	Kulya Ekiihuro ky' Oburo	Dining Table	Family Head then Others	MS, CS	Ambience Sound & Bg Sound Track	3min
7.	Kulya n' Okunywa kwa boona	Dining Table	All	WS, MS, CS	Ambience Sound & Bg Sound Track	4mins
8.	Kubyaara Omuti	Compound (Right)	Family Head	WS, MS, CS	Ambience Sound & Bg Sound Track	2mins
9.	Kunywa n' Okusemererwa.	Hosts Residence	All	WS, MS, CS	Ambience Sound & Bg Sound Track	2min

C. List of Workshop participants according to the category

C.1 UNESCO 2003 Convention Experts

No.	Name	organization	Contact
1	Mr. Stephen Rwagweri	Engabu Za Tooro	0772469751
2	Ms. Emily Drani	CCFU	0781424999
3	Mr. Daniel Kaweesi	UNATCOM	0702876638
4	Ms. Naumo Akoryo Juliana	MoGLSD	0772488038

C.2 Trainers/Facilitators

No.	Name	organization	Contact
1	Mr. Stephen Rwagweri	Engabu Za Tooro	0772469751
2	Mr. Stephen Alinaitwe	Engabu Za Tooro	0782836732
3	Mr. Akugizibwe Solomon	Engabu Za Tooro	0782129895
4	Mr. Julius Isingoma	EZT ICH UNIT	0772999836
5	Ms. Kirungi Brendalyn	Makerere University-Student	0772079182
6	Mr. Kabagambe Deogratias	Engabu Za Tooro	0772917053
7	Ms. Lilian Kasemire	Play Wright – Makekerere Univ.	0788794498
8	Mr. Bamuha Allan	Banyoro Community Coordinator	0775434777
9	Mr. Kanyoro Exaviour	Banyabindi Community Coordinator	0784987777
10	Ms. Emily Drani	CCFU	0781424999
11	Mr. Musasizi Smith	Batagwenda Community Coordinator	0776584880
12	Mr. Kaahwa Kansengerwa	Emango	0788255786
13	Mr. Stephen Mugabo	Engabu Za Tooro	0777144443
14	Rev. Fr. Dr. Kabura Pascal	Uganda Martyrs University Fort-Portal Campus	
15	REV. BAGUMA RICHARD CC	Tooro Elder and Community Coordinator	0772479020

16	Mr. Moses Ikagobya	Bunyangabu District Local Government	
17	Nyangoma Amooti Sylvia	Fort Portal Municipality	077 2 543 272 / 0704543272

C.3 Members of the PMC

No.	Name	organization	Contact
1	Mrs. Mabiho Winifred Baguma Atwoki	Engabu Za Tooro Board	077 2 663 082
2	Hajat Hajara Nalubega	MoGLSD	0777425549
3	Mr. Daniel Kaweesi	UNATCOM	0702876638
4	Mr. Musasizi Smith	Batagwenda Community Coordinator	0776584880
5	Mr. Bamuha Allan	Banyoro Community Coordinator	0775434777
6	Mr. Kanyoro Exaviour	Banyabindi Community Coordinator	0784987777
7	Tusiime Moses	Batuku Community Coordinator	077 9 049 002
8	Mpaka Maduukuule Amooti	Batuku Community Leader	078 4 640 319

C.4 A list of the General Participants

	NAMES	ORGANISATION /COMMUNITY	TELEPHONE CONTACT
1	Kyaligonza John	Banyabindi Community	078 6 339 960
2	Mbehoma Mathew	Banyabindi Community	077 2 382 124
3	Monday Patrick	Banyabindi Community	077 2 184 568
4	Muhumuza Nyakairu Jannet	Banyabindi Community	077 8 001 576
5	Nkwenge George William	Banyabindi Community	078 4 697 798
6	Amarakutunga Levi Apuuli	Batagwenda	077 6 942 838/0770617936
7	Ndebereryo Jovia Adyeri	Batagwenda	078 4 551 217
8	Bagonza Jackson	Batuku Community	0781612754
9	Bamwenda Asimwe Robert	Batuku Community	077 7 306 125/0700334083

10	Basemera Rose	Batuku Community	078 7 500 953
11	Nyakabwa Kiiza Olive	Batuku Community	077 2 875 686/0752 715 091
12	Basaija Ateenyi Abel	Bunyangabu County	078 2 953 164
13	Kato Paul	Bunyangabu County	078 2 488 349
14	Rwaheeru George Boomera Araali	Bunyangabu County	078 7 222 264
15	Bunihizi Joseph Ateenyi	Burahya County	077 2 330 328
16	Isingoma Kimome Amooti	Burahya County	077 2 498 432
17	Kabagambe Edward Salongo	Burahya County	077 4 974 776
18	Kabwijamu Ivan Adyeri	Burahya County	077 9 77 5320
19	Mrs. Rubongoya Nyinabarongo Akiiki	Burahya County	077 2 488 942
20	Kalenzi P. Lawrence	Busongora	
21	Omukama Kashagama Ndahura II	Busongora	
22	Byabusa Lucy Ruth Amooti	Fort Portal Municipality	078 2 338 592
23	Kakyomya Araali Isidore	Fort Portal Municipality	077 2 519 818
24	Kalyegira Abwoli Hamilton	Fort Portal Municipality	077 2 683 719
25	Kobusinge Adyeri Rehema Koogere	Fort Portal Municipality	078 2 775 158
26	Margaret Kebirungi	Fort Portal Municipality	077 8 125 696
27	Rev. Mucunguzi Akiiki Isaaya	Fort Portal Municipality	077 2 318 635
28	Atuhairwe Daphine	Fortportal Municipality	078 6 132 091
29	Mwanguhya Bashir	Fortportal Municipality	078 5 116 212
30	Rev. Richard Mwanguhya	Fortportal Municipality	077 2 479 020
31	Karungi Sylvia	Fortportal Municipality	
32	Tugume Christopher	Life Fm	0778869353
33	Bazira Mutebi Christopher	Mwenge	07725634251
34	Keesi Kyaligonza Adyeri	Mwenge	077 4 709 110

D: Gallery- a stream of images that recollects what happened during the workshop.





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