

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

Reference: ASPC19/03

8 April 2019

Secretary General
National Commission for UNESCO

**Subject: Request for nomination of candidates to the ACCU Group Training Course
for Young Professionals on Cultural Heritage Protection 2019**

Dear Sir/Madam,

I am pleased to inform you that Cultural Heritage Protection Cooperation Office, Asia-Pacific Cultural Centre for UNESCO in Nara (ACCU Nara) will organise the 20th group training course on cultural heritage protection in Asia and the Pacific, jointly with Agency for Cultural Affairs, Japan (Bunkacho); International Centre for the Study of Preservation and Restoration of Cultural Property (ICCROM); and National Research Institute for Cultural Properties [Tokyo and Nara].

The theme of the training course 2019 is “Conservation and Management of Wooden Structures” and the main objective is to provide capacity-building opportunities for those who are involved in the conservation practice of cultural heritage so that they can apply their learned methods and techniques to the protection of heritage sites in each country. For more details, please refer to the attached General Information (this is presently a tentative version).

We would like to ask for your kind cooperation in nominating eligible candidates to attend this training course from your country (**a maximum 5 people**). This course targets **young professionals** (under age of **40**) with **5 to 7 years’ work experience** in the field of conservation of wooden structures. The detailed requirements for participation are listed in the General Information.

Please disseminate the information of this course and forward the attached application forms to the related organisations and institutions in your country so that most suitable experts will be recommended. The deadline for submission of application is **14 June 2019** and any applications which arrive after the deadline will not be considered at our screening meeting. After thorough consultation with co-organisers, we will decide on the 15 successful participants and inform you of the result in early July.

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The information for this training course will be posted on the web sites of ACCU Nara and ICCROM. If there are any inquiries from those are interested in this course, please do not hesitate to contact us directly by e-mail (nara@accu.or.jp) or phone (+81-742-20-5001).

Thank you very much in advance for your kind support. I look forward to some applicants from your country.

Yours sincerely,

Handwritten signature in Japanese characters: 森本 晋 (Morimoto Susumu).

MORIMOTO Susumu

Director

ACCU Nara

Enclosures:

1. General Information
2. Course Schedule (tentative)
3. Application Form (Form 1)
4. Recommendation Form (Form 2)
5. Short Paper Format (Form 3)

**Group Training Course for Young Professionals
on Cultural Heritage Protection in the Asia-Pacific Region 2019
“Conservation and Management of Wooden Structures”**

General Information

1. Dates: 4 September (Wed) – 3 October (Thu), 2019

2. Venue: Nara, Japan (ACCU Nara Office, related research institutions, restoration site, etc.)

3. 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 Japanese National Commission for UNESCO; Nara Prefectural Government; and Nara City Government.

4. Background

In the Asia and Pacific region, there are various forms of cultural heritage which are of great value from a global point of view. In order to safeguard this important heritage for future generations, it is necessary to train heritage professionals for proper investigation, analysis and conservation. ACCU Nara, in partnership with ICCROM and Bunkacho, has been organising training courses since 2000 on specific themes with a view to building the capacity of professionals involved with cultural heritage protection in the region. The curriculum of the 20th group training course is designed for young professionals and comprises comprehensive basic knowledge and techniques in the fields of investigation, conservation and management of wooden structures.

5. Objectives

The objectives of this course are to provide participants with:

- knowledge of skills-based techniques for the documentation and analysis of wooden structures;
- knowledge of skills-based techniques for the repair/restoration of wooden structures;
- knowledge of principles and methodologies for the conservation of wooden structures;
- knowledge of disaster risk management for cultural heritage;
- opportunities to share their knowledge and experience of heritage protection and to build networks among heritage practitioners in the region.

6. Course Curriculum

The course curriculum is designed so that participants are able to learn an overview of the process of investigation, restoration and conservation of wooden structures in Japan. The experts from ICCROM will deliver the lecture on international principles and methodologies for heritage conservation. The course is divided into five interconnected units following the procedure of conservation practice. It includes classroom lectures, work sessions, on-site studies and presentations and discussions. (Please refer to the tentative course schedule.)

Units:

1. Current Issues and Global Perspective on Conservation of Wooden Structures
2. Protection Systems for Cultural Heritage in Japan
3. Documentation of Wooden Structures
4. Restoration of Wooden Structures
5. Management of Wooden Structures

Contents:Classroom lectures

- Current situation and issues of architectural conservation in the Asia-Pacific region
- Disaster risk management for cultural heritage
- Protection systems for cultural heritage in Japan
- Case studies of conservation and restoration of wooden structures in Japan

Work Sessions

- Documentation of wooden structures (measured drawing, photography)
- Damage/deterioration investigation of wooden structures

On-site Studies

- Restoration sites of wooden structures
- Case studies of conservation of historic towns

Presentations and Discussions

- Country report presentations by participants
- Community-centred management of historic towns (discussion with local people)
- Plenary discussions

7. Working Language

English (with consecutive interpretation from Japanese)

8. Criteria for Selecting the Participants

The training course is offered to heritage practitioners from the following 42 signatory countries to the UNESCO World Heritage Convention in the Asia and Pacific region, who are recommended by the National Commissions for UNESCO (NATCOM)*. The maximum number of participants is 15 (one participant per nation, in principle).

*National Commissions for UNESCO are national cooperative bodies operating for the purpose of associating their governmental and non-governmental bodies in education, sciences, culture and communication with the work of the organization. They are set up by their respective governments in accordance with the Article VII of the UNESCO Constitution.

(1) Signatory countries:

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, Niue, Pakistan, Palau, Papua New Guinea, the Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Sri Lanka, Tajikistan, Thailand, Timor-Leste, Tonga, Turkmenistan, Uzbekistan, Vanuatu and Viet Nam.

(2) Participants should be:

- (1) young heritage professionals who are expected to have **5-7 years-experience** in the field of conservation and management of wooden structures, to be currently involved in the conservation practice at heritage sites, and to be able to make effective use of the outcome of the training after returning to their respective countries;
- (2) those who have a good command of English; (each participant will be asked to deliver presentations and write reports in English)
- (3) those who are in good health enough to attend the entire training programme;
- (4) those who will continue to interact and exchange information with ACCU after returning to their home countries;
- (5) those who have not participated in the ACCU group training course under the theme 'Preservation and Restoration of Wooden Structures' before.

9. Application Requirements

(1) Application form (Form 1)

Please attach a copy of the passport, if the applicant has a valid passport at the time of application. This is not necessary if the applicant has not yet to obtain a passport.

(2) Letter of recommendation from the institution of the applicant (Form 2)

(3) Short paper (2 pages) (Form 3) It will weigh heavily in the selection of participants.

This paper should be written by the applicant and describe:

- the reason for applying;
- a brief summary of the applicant's work related to the conservation of wooden structures;
- future plans to utilise and develop the outcome of the training course in the applicant's country.

(4) Letter of recommendation from UNESCO National Commission (NATCOM)

Since the organiser will send the course announcement to NATCOM in respective countries and request to recommend some candidates, please contact them directly for any inquiries.

(5) Certificate of English proficiency

It can serve as a reference for the screening. There is no need to attach this if applicants do not have one at present.

Application Deadline: 14 June 2019 (Fri)

Only complete applications with all necessary documents are eligible for consideration. Letters of recommendation from the institution and NATCOM should be physically signed and stamped and uploaded as a scanned copy. It will be appreciated if the application sheet be sent in both Word and PDF formats.

The organiser will reply to the applicant who sends the documents above directly to us. In case he/she will not receive the confirmation of receipt in a week, please contact us immediately.

10. Notification of Screening Results

After consideration in consultation with the co-organisers, the organiser will select 15 people (one participant per nation, in principle) from among all applicants. We will inform successful candidates and each National Commission for UNESCO of the result **in early July**.

Final selection would be made through telephonic interview. The dates for the interview will be informed later.

11. Certificate

A certificate of completion will be awarded to participants who satisfactorily attend all course activities and make a final presentation.

12. Course Costs

The organiser will cover the costs during the training course as follows:

(1) Round-trip travel cost

The flight tickets between the nearest international airport to participants' residence and Nara will be arranged and provided by the organiser.

Those from Australia, Brunei, China, New Zealand, Republic of Korea and Singapore are expected to cover their round-trip travel cost and arrange the tickets to and from Kansai International Airport.

The organiser will arrange the transportation between the airport and Nara city.

(2) Daily allowance

All of the participants shall, in principle, be provided the basic living expenses incurred during the training course according to ACCU Nara's regulations.

(3) Accommodation

A room for single occupancy at the hotel in Nara city will be provided during the course for all the participants. In case the accommodation on the way to and/or from Japan for any unavoidable reason (such as visa application or limited flight connections) is needed, the organiser will make an arrangement and cover its expense.

Participants shall be responsible for visa application fees and domestic travel expenses.

13. Secretariat

Cultural Heritage Protection Cooperation Office,

Asia-Pacific Cultural Centre for UNESCO (ACCU)

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

Course Programme (tentative)
 Group Training Course on Cultural Heritage Protection in the Asia-Pacific Region 2019
 "Conservation and Management of Wooden Structure"

Date	09 : 30~12 : 30	13 : 30~16 : 30	Venue	
9	3 Tue	Arrival day		
	4 Wed	Opening Ceremony/ Orientation Session	Nara city	
Unit 1: Current Issues and Global Perspective on Conservation of Wooden Structure				
5	Thu	[Presentations and Discussions] Country Report Presentations by Participants	ACCU Nara Office	
6	Fri	[Presentations and Discussions] Country Report Presentations by Participants	[Lecture] Protection Systems for Cultural Heritage in Japan/ International Charters	
7	Sat	[Lecture] Current Situation and Issues of Architectural Conservation in the Asia-Pacific Region	[Group work] Based on country reports (tentative)	
8	Sun			
Unit 2: Protection Systems for Wooden Structures in Japan				
9	Mon	[Lecture] Introduction to Wooden Structure in Japan	[Lecture] Protection Systems/Conservation Practice for Wooden Structures in Japan	
Unit 3: Documentation of Wooden Structure				
10	Tue	[Lecture] Structure of Japanese Wooden Architectures	[Lecture] Documentation of Wooden Structures (structural survey and documentation method)	
11	Wed	[Work session] Documentation of Wooden Structures (measured drawing: floor plan)		
12	Thu	[Work session] Documentation of Wooden Structures (measured drawing: cross section)		
13	Fri	[Work session] Documentation of Wooden Structures (photography)		
14	Sat			
Unit 4: Restoration of Wooden Structure				
15	Sun	[Lecture] Restoration Systems and Project Planning for Wooden Structures	[Lecture] Orientation for the Work Session: Overall Process for Repairs	
16	Mon	[Work session] Damage Investigation and Formulating Conservation Strategies I		
17	Tue	[Work session] Damage Investigation and Formulating Conservation Strategies II		
18	Wed	[On-site Study] Repair Method for Wooden Structures		
19	Thu	[On-site Study] Restoration of Wooden Structure		
Unit 5: Management of Wooden Structure (Disaster Risk Management)				
20	Fri	[Lecture/Discussion] Disaster Risk Management for Cultural Heritage in the Asia-Pacific Region I		
21	Sat	[Lecture/Discussion] Disaster Risk Management for Cultural Heritage in the Asia-Pacific Region II		
22	Sun			
Unit 5: Management of Wooden Structure (Succession of Conservation Techniques)				
23	Mon	[On-site Study] Preservation and Succession of Conservation Technique I (Carpentry Tools)	pending	
24	Tue	[On-site Study] Preservation and Succession of Conservation Technique II (Traditional Craftsmanship)	Restoration site	
25	Wed			
Unit 5: Management of Wooden Structure (Community-centred Management)				
26	Thu	[Lecture] Community-centred Conservation and Management of Historic Town I (The Case of Asia) "Conservation of Traditional Buildings with Local Community: Experience from George Town World Heritage Site"		
27	Fri	[Lecture] Community-centred Conservation and Management of Historic Town II (The Case of Japan)		
28	Sat	[On-site Study] Community-centred Conservation and Management of Historic Town III		
29	Sun	[On-site Study] Community-centred Conservation and Management of Historic Town IV		
30	Mon	[On-site Study] Community-centred Conservation and Management of Historic Town V		
10	1 Tue	[On-site Study] Community-centred Conservation and Management of Historic Town VI		
	2 Wed	Self-study		
	3 Thu	[Presentation and Discussions] Final Presentation	Closing Ceremony	Hotel Fujita Nara
	4 Fri	Departure day		

**Group Training Course for Young Professionals
on Cultural Heritage Protection in the Asia-Pacific Region 2019
Application Form (2019)**

Name	FIRST NAME	FAMILY NAME (SURNAME)	
	MIDDLE NAME (If any)		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of Birth (DD/MM/YYYY)		Age	
Nationality			

Official Presentation	<input type="checkbox"/> National authority <input type="checkbox"/> Local authority <input type="checkbox"/> International organisation <input type="checkbox"/> Professional institution of national relevance <input type="checkbox"/> Private firm/Individual professional <input type="checkbox"/> NPO/NGOs <input type="checkbox"/> Others ()		
Organisation /Institution			
Website (If available)			
Department			
Division/ Division			
Present Position /Title			
Postal Address (Office)			Post Code:
Office Phone			
Office Fax			
Postal Address (Home)			Post Code:
Home Phone/Fax			
Mobile Phone			
Preferred contact postal address	<input type="checkbox"/> Office <input type="checkbox"/> Home		
Email Address	Preferred: _____ Alternatives: _____		

[Form 1]

Nearest International Airport			
Professional Experience (in the field of cultural heritage)	<input type="checkbox"/> Less than 4 years' experience in the cultural heritage protection field. (years) <input type="checkbox"/> 5-7 years' experience in the cultural heritage protection field. <input type="checkbox"/> More than 8 years' experience in the cultural heritage protection field. (years)		
Educational Background	Name of School/ University	Duration (from-to)	Degree (major)
Employment History	Organisation	Duration (from-to)	Job Specification
Relevant Work (multiple answers) *temple, palace, monument, stupa etc.	<input type="checkbox"/> Conservation practice (<input type="checkbox"/> traditional building* <input type="checkbox"/> vernacular house <input type="checkbox"/> colonial building) <input type="checkbox"/> Repair work of building components <input type="checkbox"/> Formulation of conservation plan <input type="checkbox"/> Formulation of disaster risk management plan <input type="checkbox"/> Damage assessment/survey <input type="checkbox"/> Documentation (drawing) <input type="checkbox"/> Documentation (photography) <input type="checkbox"/> Raising community awareness/ working with community <input type="checkbox"/> Management of historic town (group of buildings) <input type="checkbox"/> Other ()		
Outline of Current Job Responsibilities	➤ ➤ ➤ ➤		
Qualification/License (if any)			
Participation Experience of Overseas Training Course	Full Name of Course/ Host institution/Venue (country)	Date	
	<input type="checkbox"/> ICCROM () <input type="checkbox"/> UNESCO () <input type="checkbox"/> WHITRAP () <input type="checkbox"/> JICA () <input type="checkbox"/> Other ()		

[Form 1]

English Proficiency (Sufficient English proficiency is required for participation)	Listening	Speaking	Writing	Reading
	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Certificate (If any) *TOEFL, IELTS etc.	TOEFL/ IELTS: Other:			
Food restrictions	<input type="checkbox"/> No <input type="checkbox"/> Yes → Please specify:			
Smoking habits	<input type="checkbox"/> No <input type="checkbox"/> Yes			
Any allergy to food or drug	<input type="checkbox"/> No <input type="checkbox"/> Yes → (Food:) (Drug:)			
(only for women) Pregnancy	<input type="checkbox"/> No <input type="checkbox"/> Yes (months)			
Medicine you currently take for treatment	<input type="checkbox"/> No <input type="checkbox"/> Yes → (Name of medicine:)			
How did you know this course?	<input type="checkbox"/> ACCU website/ facebook <input type="checkbox"/> ICCROM website <input type="checkbox"/> Organisation (supervisor, head) <input type="checkbox"/> National Commission for UNESCO <input type="checkbox"/> Previous ACCU participants <input type="checkbox"/> Friends/Colleagues <input type="checkbox"/> Other ()			
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 family members to Japan during the programme;
- to return home at the end of the programme on the designated flight arranged by ACCU Nara;
- that ACCU Nara will publish your reports as long as they are used for the programme purposes;
- to accept all the terms and conditions presented by the organisers.

Date: Signature: _____

NAME IN PRINT:

**Group Training Course for Young Professionals
on Cultural Heritage Protection in the Asia-Pacific Region 2019
Application Form (2019)**

Type words in the gray input box and press "Tab" key to move

		FAMILY NAME (SURNAME)		
<input type="text" value=""/>		MIDDLE NAME (If any)		
Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female				
Date of Birth		Age		
		(DD/MM/YYYY)		
Nationality				

Please fill in your full name as shown in your passport.

Please check the box.

Official Presentation	<input type="checkbox"/> National authority <input type="checkbox"/> Local authority <input type="checkbox"/> International organisation <input type="checkbox"/> Professional institution of national relevance <input type="checkbox"/> Private firm/ Individual professional <input type="checkbox"/> NPO/NGOs <input type="checkbox"/> Others ()		
Organisation /Institution	Please give the <u>official</u> name of organization you belong to.		
Website (If available)			
Department			
Division/ Division			
Present Position / Title			
Postal Address (Office)			Post Code:
Office Phone			
Office Fax			
Postal Address (Home)			Post Code:
Home Phone/Fax			
Mobile Phone			
Which is a preferred contact postal address?	<input type="checkbox"/> Office		
Email Address	Preferred: _____ Alternatives: _____		

We will send official documents to the address you choose.

We will send the result of selection and other important announcement by email.

[Form 1]

Nearest International Airport	<div style="border: 2px solid blue; border-radius: 15px; padding: 5px; display: inline-block;"> We will arrange your travel to Japan from the airport given here. </div>		
Educational Background	Name of School/ University	Duration (from-to)	Degree (major)
Employment History	Organisation	Duration (from-to)	Job Specification
Relevant Work (multiple answers) *temple, palace, monument, stupa etc.	<input type="checkbox"/> Conservation practice (<input type="checkbox"/> traditional building* <input type="checkbox"/> vernacular house <input type="checkbox"/> colonial building) <input type="checkbox"/> Repair work of building components <input type="checkbox"/> Formulation of conservation plan <input type="checkbox"/> Formulation of disaster risk management plan <input type="checkbox"/> Damage assessment/survey <input type="checkbox"/> Documentation (drawing) <input type="checkbox"/> Documentation (photography) <input type="checkbox"/> Raising community awareness/ working with community (input type="checkbox"/> buildings) <input type="checkbox"/> Other (<div data-bbox="751 1122 1449 1196" style="border: 2px solid blue; border-radius: 15px; padding: 5px; display: inline-block; margin-left: 20px;"> Please check practices relevant to your daily work. </div>		
Outline of current job responsibilities	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ <div data-bbox="676 1335 1449 1408" style="border: 2px solid blue; border-radius: 15px; padding: 5px; display: inline-block; margin-left: 20px;"> For details of your work, please write in the short paper. </div>		
Qualification/License (if any)			
Overseas Training Course you have participated	Full Name of Course/ Host institution/ Venue (country)		Date
	<input type="checkbox"/> ICCROM () <input type="checkbox"/> UNESCO () <input type="checkbox"/> W <input type="checkbox"/> JIC <input type="checkbox"/> Ot		<div data-bbox="507 1727 1481 1854" style="border: 2px solid blue; border-radius: 15px; padding: 5px; display: inline-block;"> Please list all the professional <u>OVERSEAS</u> training course offered by <u>official</u> institutes or organisations. </div>
Professional Experience	<input type="checkbox"/> Less than 4 years' experience in the cultural heritage protection field. (years) <input type="checkbox"/> 5-7 years' experience in the cultural heritage protection field. <input type="checkbox"/> More than 8 years' experience in the cultural heritage protection field. (years)		

[Form 1]

Sufficient English proficiency is required for participation	Listening	Speaking	Writing	Reading
	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Certificate (If any) *TOEFL, IELTS etc.	TOEFL/ IELTS: Other:			
Food restrictions	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Please specify:		
Smoking habits	<input type="checkbox"/> No	<input type="checkbox"/> Yes		
Any allergy to food or drug	<input type="checkbox"/> No	<input type="checkbox"/> Yes → (Food:) (Drug:)		
(only for women) Pregnancy	<input type="checkbox"/> No	<input type="checkbox"/> Yes (months)		
Medicine you currently take for treatment	<input type="checkbox"/> No	<input type="checkbox"/> Yes → (Name of medicine:)		
How did you know this course?	<input type="checkbox"/> ACCU website/ facebook <input type="checkbox"/> ICCROM website <input type="checkbox"/> Organisation (supervisor, head) <input type="checkbox"/> National Commission for UNESCO <input type="checkbox"/> Previous ACCU participants <input type="checkbox"/> Friends/Colleagues <input type="checkbox"/> Other ()			
Passport Number	No.		Date of issue:	
	Name in		We will not use the personal information for any purpose other than travel arrangement for our training course.	

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 family members to Japan during the programme;
- to return home at the end of the programme on the designated flight arranged by ACCU Nara;
- that ACCU Nara will publish your reports as long as they are used for the programme purposes;
- to accept all the terms and conditions presented by the organisers.

Date: _____ Signature: _____

NAME IN PRINT: _____

[Form 2]

**Group Training Course for Young Professionals
on Cultural Heritage Protection in the Asia-Pacific Region 2019**

Conservation and Management of Wooden Structures

(4 September – 3 October 2019, Nara, Japan)

Recommendation Form

To: Mr MORIMOTO Susumu

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 Group Training Course on Cultural Heritage Protection in the Asia-Pacific Region 2019.

Head of Organisation:

Name: _____

Title: _____

Organisation Name: _____

Address: _____

Phone: _____

Fax: _____

e-mail: _____

stamp

Date: _____

Signature: _____

Short Paper

<p>Reasons for applying/ Motivation for the training course</p>
<p>Project(s) in the relation to the conservation/restoration of wooden structures that applicants are/were involved</p>

[Empty box for content]

Future plans to utilise and develop the outcome of the training course in the applicant's country

[Empty box for content]