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Operational Guidelines for the Implementation of the World Heritage Convention

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION OF THE WORLD CULTURAL AND NATURAL HERITAGE

United Nations
Educational, Scientific and
Cultural Organization

World
Heritage
Convention

WORLD HERITAGE CENTRE

The *Operational Guidelines* are periodically revised to reflect the decisions of the World Heritage Committee. Please verify that you are using the latest version of the *Operational Guidelines* by checking the date of the *Operational Guidelines* on the UNESCO World Heritage Centre Web address indicated below.

The *Operational Guidelines* (in English and French), the text of the *World Heritage Convention* (in five languages), and other documents and information concerning World Heritage are available from the World Heritage Centre:

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Links: http://whc.unesco.org/
http://whc.unesco.org/en/guidelines *(English)*
http://whc.unesco.org/fr/orientations *(French)*

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ACRONYMS AND ABBREVIATIONS

DoCoMoMo	International Committee for the Documentation and Conservation of Monuments and Sites of the Modern Movement
ICCROM	International Centre for the Study of the Preservation and Restoration of Cultural Property
ICOMOS	International Council on Monuments and Sites
IFLA	International Federation of Landscape Architects
IUCN	International Union for Conservation of Nature and Natural Resources
IUGS	International Union of Geological Sciences
MAB	Man and the Biosphere programme of UNESCO
NGO	Non-governmental organization
TICCIH	International Committee for the Conservation of the Industrial Heritage
UNEP	United Nations Environment Programme
UNEP-WCMC	World Conservation Monitoring Centre (UNEP)
UNESCO	United Nations Educational, Scientific and Cultural Organization

I INTRODUCTION

I.A The *Operational Guidelines*

1. The *Operational Guidelines for the Implementation of the World Heritage Convention* (hereinafter referred to as the *Operational Guidelines)* aim to facilitate the implementation of the *Convention concerning the Protection of the World Cultural and Natural Heritage* (hereinafter referred to as "the *World Heritage Convention"* or *"*the *Convention"*), by setting forth the procedure for:

a) the inscription of properties on the World Heritage List and the List of World Heritage in Danger;

b) the protection and conservation of World Heritage properties;

c) the granting of International Assistance under the World Heritage Fund; and

d) the mobilization of national and international support in favor of the *Convention*.

2. The *Operational Guidelines* are periodically revised to reflect the decisions of the World Heritage Committee.

The historical development of the Operational Guidelines is available at the following Web address: http://whc.unesco.org/en/guidelineshistorical

3. The key users of the *Operational Guidelines* are:

a) the States Parties to the *World Heritage Convention*;

b) the Intergovernmental Committee for the Protection of the Cultural and Natural Heritage of Outstanding Universal Value, hereinafter referred to as "the World Heritage Committee" or "the Committee";

c) the UNESCO World Heritage Centre as Secretariat to the World Heritage Committee, hereinafter referred to as "the Secretariat";

d) the Advisory Bodies to the World Heritage Committee ;

e) site managers, stakeholders and partners in the protection of World Heritage properties.

I.B The *World Heritage Convention*

4. The cultural and natural heritage is among the priceless and irreplaceable assets, not only of each nation, but of humanity as a whole. The loss, through deterioration or disappearance, of any of these most prized assets constitutes an impoverishment of the heritage of all the peoples of the world. Parts of that heritage, because of their exceptional qualities, can be considered to be of "Outstanding Universal Value" and as such worthy of special protection against the dangers which increasingly threaten them.

5. To ensure, as far as possible, the proper identification, protection, conservation and presentation of the world's heritage, the Member States of UNESCO adopted the *World Heritage Convention* in 1972. The *Convention* foresees the establishment of a "World Heritage Committee" and a "World Heritage Fund". Both the Committee and the Fund have been in operation since 1976.

6. Since the adoption of the *Convention* in 1972, the international community has embraced the concept of "sustainable development". The protection and conservation of the natural and cultural heritage are a significant contribution to sustainable development.

7. The *Convention* aims at the identification, protection, conservation, presentation and transmission to future generations of cultural and natural heritage of Outstanding Universal Value.

8. The criteria and conditions for the inscription of properties on the World Heritage List have been developed to evaluate the Outstanding Universal Value of properties and to guide States Parties in the protection and management of World Heritage properties.

9. When a property inscribed on the World Heritage List is threatened by serious and specific dangers, the Committee considers placing it on the List of World Heritage in Danger. When the Outstanding Universal Value of the property which justified its inscription on the World Heritage List is destroyed, the Committee considers deleting the property from the World Heritage List.

I.C The States Parties to the *World Heritage Convention*

10. States are encouraged to become party to the *Convention*. Model instruments for ratification/acceptance and accession are included as Annex 1. The original signed version should be sent to the Director-General of UNESCO.

11. The list of States Parties to the *Convention* is available at the following Web address: http://whc.unesco.org/en/statesparties

12. States Parties to the *Convention* are encouraged to ensure the participation of a wide variety of stakeholders, including site managers, local and regional governments, local communities, non-governmental organizations (NGOs) and other interested parties and partners in the identification, nomination and protection of World Heritage properties.

13. States Parties to the *Convention* should provide the Secretariat with the names and addresses of the governmental organization(s) primarily responsible as national focal point(s) for the implementation of the *Convention*, so that copies of all official correspondence and documents can be sent by the Secretariat to these national focal points as appropriate. A list of these addresses is available at the following Web address: http://whc.unesco.org/en/statespartiesfocalpoints

14. States Parties are encouraged to bring together their cultural and natural heritage experts at regular intervals to discuss the implementation of the *Convention*. States Parties may wish to involve representatives of the Advisory Bodies and other experts as appropriate.

15. While fully respecting the sovereignty of the States on whose territory the cultural and natural heritage is situated, States Parties to the *Convention* recognize the collective interest of the international community to cooperate in the protection of this heritage. States Parties to the *World Heritage Convention,* have the responsibility to:

Article 6(1) of the *World Heritage Convention.*

a) ensure the identification, nomination, protection, conservation, presentation, and transmission to future generations of the cultural and natural heritage found within their territory, and give help in these tasks to other States Parties that request it;

Article 4 and 6(2) of the *World Heritage Convention.*

b) adopt general policies to give the heritage a function in the life of the community;

Article 5 of the *World Heritage Convention*.

c) integrate heritage protection into comprehensive planning programmes;

d) establish services for the protection, conservation and presentation of the heritage;

e) develop scientific and technical studies to identify actions that would counteract the dangers that threaten the heritage;

f) take appropriate legal, scientific, technical, administrative and financial measures to protect the heritage;

g) foster the establishment or development of national or regional centres for training in the protection, conservation and presentation of the heritage and encourage scientific research in these fields;

h) not take any deliberate measures that directly or indirectly damage their heritage or that of another State Party to the *Convention*;

Article 6(3) of the *World Heritage Convention.*

i) submit to the World Heritage Committee an inventory of properties suitable for inscription on the World Heritage List (referred to as a Tentative List);

Article 11(1) of the *World Heritage Convention.*

j) make regular contributions to the World Heritage Fund, the amount of which is determined by the General Assembly of States Parties to the *Convention*;

Article 16(1) of the *World Heritage Convention.*

k) consider and encourage the establishment of national, public and private foundations or associations to facilitate donations for the protection of World Heritage;

Article 17 of the *World Heritage Convention.*

l) give assistance to international fund-raising campaigns organized for the World Heritage Fund;

Article 18 of the *World Heritage Convention.*

m) use educational and information programmes to strengthen appreciation and respect by their peoples of the cultural and natural heritage defined in Articles 1 and 2 of the *Convention*, and to keep the public informed of the dangers threatening this heritage;

Article 27 of the *World Heritage Convention.*

n) provide information to the World Heritage Committee on the implementation of the *World Heritage Convention* and state of conservation of properties; and

Article 29 of the *World Heritage Convention.* Resolution adopted by the 11th General Assembly of States Parties (1997)

16. States Parties are encouraged to attend sessions of the World Heritage Committee and its subsidiary bodies.

Rule 8.1 of the *Rules of Procedure of the World Heritage Committee*.

I.D The General Assembly of States Parties to the *World Heritage Convention*

17. The General Assembly of States Parties to the *World Heritage Convention* meets during the sessions of the General Conference of UNESCO. The General Assembly manages its meetings according to its Rules of Procedure, available at the following Web address:
http://whc.unesco.org/en/garules

Article 8(1), of the *World Heritage Convention*, Rule 49 of the Rules of Procedure of the World Heritage Committee.

18. The General Assembly determines the uniform percentage of contributions to the World Heritage Fund applicable to all States Parties and elects members to the World Heritage Committee. Both the General Assembly and General Conference of UNESCO receive a report from the World Heritage Committee on its activities.

Articles 8(1), 16(1) and 29 of the *World Heritage Convention* and Rule 49 of the Rules of Procedure of the World Heritage Committee.

I.E The World Heritage Committee

19. The World Heritage Committee is composed of 21 members and meets at least once a year (June/July). It establishes its Bureau, which meets during the sessions of the Committee as frequently as deemed necessary. The composition of the Committee and its Bureau is available at the following Web address:
http://whc.unesco.org/en/committeemembers

The World Heritage Committee can be contacted through its Secretariat, the World Heritage Centre.

20. The Committee manages its meetings according to its Rules of Procedure, available at the following Web address:
http://whc.unesco.org/committeerules

Article 9(1) of the *World Heritage Convention.*

21. The term of office of Committee members is six years but, in order to ensure equitable representation and rotation, States Parties are invited by the General Assembly to consider voluntarily reducing their term of office from six to four years and are discouraged from seeking consecutive terms of office.

Article 8(2) of the *World Heritage Convention* and the Resolutions of the 7th (1989), 12th (1999) and 13th (2001) General Assembly of States Parties to the *World Heritage Convention*.

22. A certain number of seats may be reserved for States Parties who do not have a property on the World Heritage List, upon decision of the Committee at the session that precedes the General Assembly.

Rule 14.1 of the Rules of Procedure of the General Assembly of States Parties.

23. Committee decisions are based on objective and scientific considerations, and any appraisal made on its behalf must be thoroughly and responsibly carried out. The Committee recognizes that such decisions depend upon:

a) carefully prepared documentation;

b) thorough and consistent procedures;

c) evaluation by qualified experts; and

d) if necessary, the use of expert referees.

24. The main functions of the Committee are, in co-operation with States Parties, to:

a) identify, on the basis of Tentative Lists and nominations submitted by States Parties, cultural and natural properties of Outstanding Universal Value which are to be protected under the *Convention* and to inscribe those properties on the World Heritage List; — Article 11(2) of the *World Heritage Convention.*

b) examine the state of conservation of properties inscribed on the World Heritage List through processes of Reactive Monitoring (see Chapter IV) and Periodic Reporting (see Chapter V); — Articles 11(7) and 29 of the *World Heritage Convention.*

c) decide which properties inscribed on the World Heritage List are to be inscribed on, or removed from the List of World Heritage in Danger; — Article 11(4) and 11(5) of the *World Heritage Convention.*

d) decide whether a property should be deleted from the World Heritage List (see Chapter IV);

e) define the procedure by which requests for International Assistance are to be considered and carry out studies and consultations as necessary before coming to a decision (see Chapter VII); — Article 21(1) and 21(3) of the *World Heritage Convention.*

f) determine how the resources of the World Heritage Fund can be used most advantageously to assist States Parties in the protection of their properties of Outstanding Universal Value; — Article 13(6) of the *World Heritage Convention.*

g) seek ways to increase the World Heritage Fund;

h) submit a report on its activities every two years to the General Assembly of States Parties and to the UNESCO General Conference; — Article 29(3) of the *World Heritage Convention* and Rule 49 of the *Rules of procedure of the World Heritage Committee.*

i) review and evaluate periodically the implementation of the *Convention*;

j) revise and adopt the *Operational Guidelines*.

25. In order to facilitate the implementation of the *Convention*, the Committee develops Strategic Objectives; they are periodically reviewed and revised to define the goals and objectives of the Committee to ensure that new threats placed on World Heritage are addressed effectively. — The first 'Strategic Orientations' adopted by the Committee in 1992 are contained in Annex II of document WHC-92/CONF.002/12

26. The current Strategic Objectives (also referred to as "the 5 Cs") are the following: — In 2002 the World Heritage Committee revised its Strategic Objectives. The *Budapest Declaration on World Heritage* (2002) is available at the following Web address: http://whc.unesco.org/en/budapestdeclaration

1. Strengthen the **Credibility** of the World Heritage List;
2. Ensure the effective **Conservation** of World Heritage Properties;
3. Promote the development of effective **Capacity-building** in States Parties;
4. Increase public awareness, involvement and support for World Heritage through **Communication**.
5. Enhance the role of **Communities** in the implementation of the *World Heritage Convention.* — Decision 31 COM 13B

I.F The Secretariat to the World Heritage Committee (World Heritage Centre)

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www: http://whc.unesco.org/

27. The World Heritage Committee is assisted by a Secretariat appointed by the Director-General of UNESCO. The function of the Secretariat is currently assumed by the World Heritage Centre, established in 1992 specifically for this purpose. The Director-General designated the Director of the World Heritage Centre as Secretary to the Committee. The Secretariat assists and collaborates with the States Parties and the Advisory Bodies. The Secretariat works in close co-operation with other sectors and field offices of UNESCO.

Article 14 of the *World Heritage Convention.*

Rule 43 of Rules of Procedure of the World Heritage Committee.
Circular Letter 16 of 21 October 2003
http://whc.unesco.org/circs/circ03-16e.pdf

28. The Secretariat's main tasks are:

a) the organization of the meetings of the General Assembly and the Committee;

Article 14.2 of the *World Heritage Convention.*

b) the implementation of decisions of the World Heritage Committee and resolutions of the General Assembly and reporting to them on their execution;

Article 14.2 of the *World Heritage Convention* and the *Budapest Declaration on World Heritage* (2002)

c) the receipt, registration, checking the completeness, archiving and transmission to the relevant Advisory Bodies of nominations to the World Heritage List;

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d) the co-ordination of studies and activities as part of the Global Strategy for a Representative, Balanced and Credible World Heritage List;

e) the organization of Periodic Reporting;

f) co-ordination and conduct of Reactive Monitoring, including Reactive Monitoring missions [1], as well coordination of and participation in Advisory missions[2], as appropriate;

g) the co-ordination of International Assistance;

[1] Reactive Monitoring missions are part of the statutory reporting by the Secretariat and the Advisory Bodies to the World Heritage Committee on the state of conservation of specific properties that are under threat (see Paragraph 169). They are requested by the World Heritage Committee to ascertain, in consultation with the State Party concerned, the condition of the property, the dangers to the property and the feasibility of adequately restoring the property or to assess progress made in implementing such corrective measures, and include a reporting back to the Committee on the findings of the mission (see Paragraph 176.e). The terms of reference of Reactive Monitoring missions are proposed by the World Heritage Centre, in line with the decision adopted by the World Heritage Committee, and consolidated in consultation with the State Party and the relevant Advisory Body(ies). The costs of the Reactive Monitoring missions are borne by the World Heritage Fund.

[2] Advisory missions are not part of the strict statutory and mandatory processes, as they are voluntarily initiated by States Parties and depend on the considerations and judgement of the States Parties requesting them. Advisory missions are to be understood as missions providing expert advice to a State Party on specific matters. They can concern provision of "upstream" support and advice on identification of sites, tentative lists or nomination of sites for inscription on the World Heritage List or alternatively, they can relate to the state of conservation of properties and provide advice in evaluating possible impact of a major development project on the Outstanding Universal Value of the property, advice in the preparation/revision of a management plan, or in the progress achieved in the implementation of specific mitigation measures, etc. The terms of reference of Advisory missions are proposed by the State Party itself, and consolidated in consultation with the World Heritage Centre and the relevant Advisory Bod(ies) or other organization. The entire costs of Advisory missions are borne by the State Party inviting the mission, except where the State Party is eligible for relevant International Assistance or funding from the new budget line for Advisory missions approved by Decision 38 COM 12.

h) the mobilisation of extra-budgetary resources for the conservation and management of World Heritage properties;

i) the assistance to States Parties in the implementation of the Committee's programmes and projects; and

j) the promotion of World Heritage and the *Convention* through the dissemination of information to States Parties, the Advisory Bodies and the general public.

29. These activities follow the decisions and Strategic Objectives of the Committee and the resolutions of the General Assembly of the States Parties and are conducted in close co-operation with the Advisory Bodies.

I.G Advisory Bodies to the World Heritage Committee

30. The Advisory Bodies to the World Heritage Committee are ICCROM (the International Centre for the Study of the Preservation and Restoration of Cultural Property), ICOMOS (the International Council on Monuments and Sites), and IUCN - the International Union for Conservation of Nature.

Article 8.3 of the *World Heritage Convention*

31. The roles of the Advisory Bodies are to:

a) advise on the implementation of the *World Heritage Convention* in the field of their expertise;

Article 13.7 of the *World Heritage Convention.*

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b) assist the Secretariat, in the preparation of the Committee's documentation, the agenda of its meetings and the implementation of the Committee's decisions;

c) assist with the development and implementation of the Global Strategy for a Representative, Balanced and Credible World Heritage List, the Global Training Strategy, Periodic Reporting, and the strengthening of the effective use of the World Heritage Fund;

d) monitor the state of conservation of World Heritage properties (including through Reactive Monitoring missions at the request of the Committee and Advisory missions at the invitation of the States Parties) and review requests for International Assistance;

Article 14.2 of the World Heritage Convention.

e) in the case of ICOMOS and IUCN evaluate properties nominated for inscription on the World Heritage List, in consultation and dialogue with nominating States Parties, and present evaluation reports to the Committee; and

f) attend meetings of the World Heritage Committee and the Bureau in an advisory capacity.

Article 8.3 of the World Heritage Convention.

<u>ICCROM</u>

32. ICCROM (the International Centre for the Study of the Preservation and Restoration of Cultural Property) is an international intergovernmental organization with headquarters in Rome, Italy. Established by UNESCO in 1956, ICCROM's statutory functions are to carry out research, documentation, technical assistance, training and public awareness programmes to strengthen conservation of immovable and moveable cultural heritage.

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Tel : +39 06 585531
Fax: +39 06 5855 3349
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http://www.iccrom.org/

33. The specific role of ICCROM in relation to the *Convention* includes: being the priority partner in training for cultural heritage, monitoring the state of conservation of World Heritage cultural properties, reviewing requests for International Assistance submitted by States Parties, and providing input and support for capacity-building activities.

ICOMOS

34. ICOMOS (the International Council on Monuments and Sites) is a non-governmental organization with headquarters in Paris, France. Founded in 1965, its role is to promote the application of theory, methodology and scientific techniques to the conservation of the architectural and archaeological heritage. Its work is based on the principles of the 1964 International Charter on the Conservation and Restoration of Monuments and Sites (the Venice Charter).

ICOMOS
11 rue du Séminaire de Conflans
94220 Charenton-le-Pont
France
Tel : +33 (0)1 41 94 17 59
Fax : +33 (0)1 48 93 19 16
E-mail: secretariat@icomos.org
http://www.icomos.org/

35. The specific role of ICOMOS in relation to the *Convention* includes: evaluation of properties nominated for inscription on the World Heritage List, monitoring the state of conservation of World Heritage cultural properties, reviewing requests for International Assistance submitted by States Parties, and providing input and support for capacity-building activities.

IUCN

36. IUCN – The International Union for Conservation of Nature was founded in 1948 and brings together national governments, NGOs, and scientists in a worldwide partnership. Its mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable. IUCN has its headquarters in Gland, Switzerland.

IUCN - The International Union for Conservation of Nature
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http://www.iucn.org

37. The specific role of IUCN in relation to the *Convention* includes: evaluation of properties nominated for inscription on the World Heritage List, monitoring the state of conservation of World Heritage natural properties, reviewing requests for International Assistance submitted by States Parties, and providing input and support for capacity-building activities.

I.H Other organizations

38. The Committee may call on other international and non-governmental organizations with appropriate competence and expertise to assist in the implementation of the programmes and projects, including for Reactive Monitoring missions.

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I.I Partners in the protection of World Heritage

39. A partnership approach to nomination, management and monitoring provides a significant contribution to the protection of World Heritage properties and the implementation of the *Convention*.

40. Partners in the protection and conservation of World Heritage can be those individuals and other stakeholders, especially local communities, indigenous peoples, governmental, non-governmental and private organizations and owners who have an interest and involvement in the conservation and management of a World Heritage property.

The Declaration on the Rights of Indigenous Peoples (2007)

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I.J Other Conventions, Recommendations and Programmes

41. The World Heritage Committee recognizes the benefits of closer co-ordination of its work with other UNESCO programmes and their relevant *Convention*s. For a list of relevant global conservation instruments, *Convention*s and programmes see paragraph 44.

42. The World Heritage Committee with the support of the Secretariat will ensure appropriate co-ordination and information-sharing between the *World Heritage Convention* and other Conventions, programmes and international organizations related to the conservation of cultural and natural heritage.

43. The Committee may invite representatives of the intergovernmental bodies under related *Convention*s to attend its meetings as observers. It may appoint a representative to observe meetings of the other intergovernmental bodies upon receipt of an invitation.

44. Selected global *Convention*s and programmes relating to the protection of cultural and natural heritage

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UNESCO *Convention*s and Programmes

Convention for the Protection of Cultural Property in the Event of Armed Conflict (1954)
Protocol I (1954)
Protocol II (1999)
http://www.unesco.org/culture/laws/hague/html_eng/page1.shtml

Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970)
http://www.unesco.org/culture/laws/1970/html_eng/page1.shtml

Convention concerning the Protection of the World Cultural and Natural Heritage (1972)
http://www.unesco.org/whc/world_he.htm

Convention on the Protection of the Underwater Cultural Heritage (2001)
http://www.unesco.org/culture/laws/underwater/html_eng/ *Convention*.shtml

Convention for the Safeguarding of the Intangible Cultural Heritage (2003)
http://unesdoc.unesco.org/images/0013/001325/132540e.pdf

Man and the Biosphere (MAB) Programme
http://www.unesco.org/mab/

Convention on the Protection and Promotion of the Diversity of Cultural Expressions 2005
http://unesdoc.unesco.org/images/0014/001429/142919e.pdf

Other Conventions

Convention on Wetlands of International Importance especially as Waterfowl Habitat (Ramsar) (1971)
http://www.ramsar.org/key_conv_e.htm

Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) (1973)
http://www.cites.org/eng/disc/text.shtml

Convention on the Conservation of Migratory Species of Wild Animals (CMS) (1979)
http://www.unep-wcmc.org/cms/cms_conv.htm

United Nations *Convention* on the Law of the Sea (UNCLOS) (1982)
http://www.un.org/Depts/los/
*Convention*_agreements/texts/unclos/closindx.htm

Convention on Biological Diversity (1992)
http://www.biodiv.org/ *Convention*/articles.asp

UNIDROIT *Convention* on Stolen or Illegally Exported Cultural Objects (Rome, 1995)
http://www.unidroit.org/english/ *Convention*s/culturalproperty/c-cult.htm

United Nations Framework Convention on Climate Change (New York, 1992)
http://unfccc.int/essential_background/ *Convention*/background/items/1350.php

II THE WORLD HERITAGE LIST

II.A Definition of World Heritage

Cultural and Natural Heritage

45. Cultural and natural heritage are defined in Articles 1 and 2 of the *World Heritage Convention*.

Article 1

For the purposes of this Convention, the following shall be considered as "cultural heritage";

- monuments: architectural works, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features, which are of Outstanding Universal Value from the point of view of history, art or science;

- groups of buildings: groups of separate or connected buildings which, because of their architecture, their homogeneity or their place in the landscape, are of Outstanding Universal Value from the point of view of history, art or science;

- sites: works of man or the combined works of nature and of man, and areas including archaeological sites which are of Outstanding Universal Value from the historical, aesthetic, ethnological or anthropological points of view.

Article 2

For the purposes of this Convention, the following shall be considered as "natural heritage":

- natural features consisting of physical and biological formations or groups of such formations, which are of Outstanding Universal Value from the aesthetic or scientific point of view;

geological and physiographical formations and precisely delineated areas which constitute the habitat of threatened species of animals and plants of Outstanding Universal Value from the point of view of science or conservation;

- natural sites or precisely delineated natural areas of Outstanding Universal Value from the point of view of science, conservation or natural beauty.

Mixed Cultural and Natural Heritage

46. Properties shall be considered as "mixed cultural and natural heritage" if they satisfy a part or the whole of the definitions of both cultural and natural heritage laid out in Articles 1 and 2 of the *Convention*.

Cultural landscapes

47. Cultural landscapes are cultural properties and represent the "combined works of nature and of man" designated in Article 1 of the *Convention*. They are illustrative of the evolution of human society and settlement over time, under the influence of the physical constraints and/or opportunities presented by their natural environment and of successive social, economic and cultural forces, both external and internal. Annex 3

Movable Heritage

48. Nominations of immovable heritage which are likely to become movable will not be considered.

Outstanding Universal Value

49. Outstanding Universal Value means cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations of all humanity. As such, the permanent protection of this heritage is of the highest importance to the international community as a whole. The Committee defines the criteria for the inscription of properties on the World Heritage List.

50. States Parties are invited to submit nominations of properties of cultural and/or natural value considered to be of "Outstanding Universal Value" for inscription on the World Heritage List.

51. At the time of inscription of a property on the World Heritage List, the Committee adopts a Statement of Outstanding Universal Value (see paragraph 154) which will be the key reference for the future effective protection and management of the property.

52. The *Convention* is not intended to ensure the protection of all properties of great interest, importance or value, but only for a select list of the most outstanding of these from an international viewpoint. It is not to be assumed that a property of national and/or regional importance will automatically be inscribed on the World Heritage List.

53. Nominations presented to the Committee shall demonstrate the full commitment of the State Party to preserve the heritage concerned, within its means. Such commitment shall take the form of appropriate policy, legal, scientific, technical, administrative and financial measures adopted and proposed to protect the property and its Outstanding Universal Value.

II.B A Representative, Balanced and Credible World Heritage List

54. The Committee seeks to establish a representative, balanced and credible World Heritage List in conformity with the four Strategic Objectives adopted by the Committee at its 26th session (Budapest, 2002).

Budapest Declaration on World Heritage (2002) at http://whc.unesco.org/en/budapestdeclaration

The Global Strategy for a Representative, Balanced and Credible World Heritage List

55. The Global Strategy for a Representative, Balanced and Credible World Heritage List is designed to identify and fill the major gaps in the World Heritage List. It does this by encouraging more countries to become States Parties to the *Convention* and to develop Tentative Lists as defined in paragraph 62 and nominations of properties for inscription on the World Heritage List.
(see http://whc.unesco.org/en/globalstrategy)

The report of the Expert Meeting on the "Global Strategy" and thematic studies for a representative World Heritage List (20-22 June 1994) was adopted by the World Heritage Committee at its 18th session (Phuket, 1994).

The Global Strategy was initially developed with reference to cultural heritage. At the request of the World Heritage Committee, the Global Strategy was subsequently expanded to also include reference to natural heritage and combined cultural and natural heritage.

56. States Parties and the Advisory Bodies are encouraged to participate in the implementation of the Global Strategy in co-operation with the Secretariat and other partners. Regional and thematic Global Strategy meetings and comparative and thematic studies are organized for this purpose. The results of these meetings and studies are available to assist States Parties in preparing Tentative Lists and nominations. The reports of the expert meetings and studies presented to the World Heritage Committee are available at the following Web address: http://whc.unesco.org/en/globalstrategy.

57. All efforts should be made to maintain a reasonable balance between cultural and natural heritage on the World Heritage List.

58. No formal limit is imposed on the total number of properties to be inscribed on the World Heritage List.

Other measures

59. To promote the establishment of a representative, balanced and credible World Heritage List, States Parties are requested to consider whether their heritage is already well represented on the List and if so to slow down their rate of submission of further nominations by:

Resolution adopted by the 12th General Assembly of States Parties (1999).

a) spacing voluntarily their nominations according to conditions that they will define, and/or;

b) proposing only properties falling into categories still under-represented, and/or;

c) linking each of their nominations with a nomination presented by a State Party whose heritage is under-represented; or

d) deciding, on a voluntary basis, to suspend the presentation of new nominations.

60. States Parties whose heritage of Outstanding Universal Value is under-represented on the World Heritage List are requested to:

Resolution adopted by the 12th General Assembly of States Parties (1999).

a) give priority to the preparation of their Tentative Lists and nominations;

b) initiate and consolidate partnerships at the regional level based on the exchange of technical expertise;

c) encourage bilateral and multilateral co-operation so as to increase their expertise and the technical capacities of institutions in charge of the protection, safeguarding and management of their heritage; and,

d) participate, as much as possible, in the sessions of the World Heritage Committee.

61. The Committee has decided to apply the following mechanism:

Decisions
24 COM VI.2.3.3,
28 COM 13.1 and
7 EXT.COM 4B.1
29 COM 18A
31 COM 10
35 COM 8B.61
40 COM 11

Until 1 February 2018 (incl.):

a) examine up to two complete nominations per State Party, provided that at least one of such nominations concerns a natural property or a cultural landscape and,

b) set at 45 the annual limit on the number of nominations it will review, inclusive of nominations deferred and referred by previous sessions of the Committee, extensions (except minor modifications of limits of the property), transboundary and serial nominations,

c) the following order of priorities will be applied in case the overall annual limit of 45 nominations is exceeded:

i) nominations of properties submitted by States Parties with no properties inscribed on the List;

ii) nominations of properties submitted by States Parties having up to 3 properties inscribed on the List,

iii) nominations of properties that have been previously excluded due to the annual limit of 45 nominations and the application of these priorities,

iv) nominations of properties for natural heritage,

v) nominations of properties for mixed heritage,

vi) nominations of transboundary/transnational properties,

vii) nominations from States Parties in Africa, the Pacific and the Caribbean,

viii) nominations of properties submitted by States Parties having ratified the *World Heritage Convention* during the last ten years,

ix) nominations of properties submitted by States Parties that have not submitted nominations for ten years or more,

x) when applying this priority system, date of receipt of full and complete nominations by the World Heritage Centre shall be used as a secondary factor to determine the priority between those nominations that would not be designated by the previous points.

d) the States Parties co-authors of a transboundary or transnational serial nomination can choose, amongst themselves and with a common understanding, the State Party which will be bearing this nomination; and this nomination can be registered exclusively within the ceiling of the bearing State Party.

As from 2 February 2018:

a) examine one complete nominations per State Party,

b) set at 35 the annual limit on the number of nominations it will review, inclusive of nominations deferred and referred by previous sessions of the Committee, extensions (except minor modifications of limits of the property), transboundary and serial nominations,

c) the following order of priorities will be applied in case the overall annual limit of 35 nominations is exceeded:

i) nominations of properties submitted by States Parties with no properties inscribed on the List;

ii) nominations of properties submitted by States Parties having up to 3 properties inscribed on the List,

iii) resubmitted referred nominations that were not transmitted to the relevant Advisory Bodies for evaluation further to the application of paragraph 61.b)[3]

iv) nominations of properties that have been previously excluded due to the annual limit of 35 nominations and the application of these priorities,

v) nominations of properties for natural heritage,

vi) nominations of properties for mixed heritage,

vii) nominations of transboundary/transnational properties,

viii) nominations from States Parties in Africa, the Pacific and the Caribbean,

[3] This provision also applies in case the resubmitted referred nomination is received in the third year following the referral decision.

ix) nominations of properties submitted by States Parties having ratified the *World Heritage Convention* during the last twenty years,

x) nominations of properties submitted by States Parties that have not submitted nominations for five years or more,

xi) nominations of States Parties, former Members of the Committee, who accepted on a voluntary basis not to have a nomination reviewed by the Committee during their mandate. This priority will be applied for 4 years after the end of their mandate on the Committee,

xii) when applying this priority system, date of receipt of full and complete nominations by the World Heritage Centre shall be used as a secondary factor to determine the priority between those nominations that would not be designated by the previous points.

d) the States Parties co-authors of a transboundary or transnational serial nomination can choose, amongst themselves and with a common understanding, the State Party which will be bearing this nomination; and this nomination can be registered exclusively within the ceiling of the bearing State Party.

This decision will be implemented on a trial basis for 4 years and takes effect on 2 February 2018, in order to ensure a smooth transition period for all States Parties. The impact of this decision will be evaluated at the Committee's 46th session (2022).

II.C Tentative Lists

Procedure and Format

62. A Tentative List is an inventory of those properties situated on its territory which each State Party considers suitable for nomination to the World Heritage List. States Parties should therefore include, in their Tentative Lists, details of those properties which they consider to be of potential Outstanding Universal Value and which they intend to nominate during the following years.

Articles 1, 2 and 11(1) of the *World Heritage Convention.*

Decision 39 COM 11

63. Nominations to the World Heritage List are not considered unless the nominated property has already been included on the State Party's Tentative List.

Decision 24 COM para.VI.2.3.2

64. States Parties are encouraged to prepare their Tentative Lists with the participation of a wide variety of stakeholders, including site managers, local and regional governments, local communities, NGOs and other interested parties and partners.

65. States Parties shall submit Tentative Lists to the Secretariat, at least one year prior to the submission of any nomination. States Parties are encouraged to re-examine and re-submit their Tentative List at least every ten years.

66. States Parties are requested to submit their Tentative Lists in English or French using the standard formats in Annex 2A and Annex 2B (for transnational and transboundary future nominations), containing the name of the properties, their geographical location, a brief description of the properties, and justification of their Outstanding Universal Value.

Decision 39 COM 11

67. The original duly signed version of the completed Tentative List shall be submitted by the State Party, to:

UNESCO World Heritage Centre
7, place de Fontenoy
75352 Paris 07 SP
France
Tel: +33 (0) 1 4568 1136
E-mail: wh-tentativelists@unesco.org

68. Upon reception of the Tentative Lists from the States Parties, the World Heritage Centre checks for compliance of the documentation with Annex 2. If the documentation is not considered in compliance with Annex 2, the World Heritage Centre refers it back to the State Party. When all information has been provided, the Tentative List is registered by the Secretariat and transmitted to the relevant Advisory Bodies for information. A summary of all Tentative Lists is presented annually to the Committee. The Secretariat, in consultation with the States Parties concerned, updates its records, in particular by removing from the Tentative Lists the inscribed properties and nominated properties which were not inscribed.

Decision 7 EXT.COM 4A

69. The Tentative Lists of States Parties are available at the following Web address: http://whc.unesco.org/en/tentativelists

Decision 27 COM 8A

Tentative Lists as a planning and evaluation tool

70. Tentative Lists are a useful and important planning tool for States Parties, the World Heritage Committee, the Secretariat, and the Advisory Bodies, as they provide an indication of future nominations.

71. Tentative Lists should be drawn selectively and on the basis of evidence that supports potential Outstanding Universal Value. States Parties are encouraged to consult the analyses of both the World Heritage List and Tentative Lists prepared at the request of the Committee by ICOMOS and IUCN to identify the gaps in the World Heritage List. These analyses could enable States Parties to compare themes, regions, geo-cultural groupings and bio-geographic provinces for prospective World Heritage properties. States Parties are encouraged to seek as early as possible upstream advice from the Advisory Bodiesduring the development of their Tentative Lists as appropriate.

Decision 24 COM para. VI.2.3.2(ii)
Decision 39 COM 11
Documents WHC-04/28.COM/13.B I and II
http://whc.unesco.org/archive/2004/whc04-28com-13b1e.pdf
and
http://whc.unesco.org/archive/2004/whc04-28com-13b2e.pdf

72. In addition, States Parties are encouraged to consult the specific thematic studies carried out by the Advisory Bodies (see paragraph 147). These studies are informed by a review of the Tentative Lists submitted by States Parties and by reports of meetings on the harmonization of Tentative Lists, as well as by other technical studies performed by the Advisory Bodies and qualified organizations and individuals. A list of those studies already completed is available at the following Web address: http://whc.unesco.org/en/globalstrategy

Thematic studies are different than the comparative analysis to be prepared by States Parties when nominating properties for inscription in the World Heritage List (see paragraph 132).

73. States Parties are encouraged to harmonize their Tentative Lists at regional and thematic levels. Harmonization of Tentative Lists is the process whereby States Parties, with the assistance of the Advisory Bodies, collectively assess their respective Tentative List to review gaps and identify common themes. The outcome of harmonization can result in improved Tentative Lists, new nominations from States Parties and co-operation amongst groups of States Parties in the preparation of nominations.

Assistance and Capacity-Building for States Parties in the preparation of Tentative Lists

74. To implement the Global Strategy, cooperative efforts in capacity-building and training may be necessary to assist States Parties to acquire and/or consolidate their expertise in the preparation, updating and harmonisation of their Tentative List and the preparation of nominations.

75. International Assistance may be requested by States Parties for the purpose of preparing, updating and harmonizing Tentative Lists (see Chapter VII).

76. The Advisory Bodies and the Secretariat will use the opportunity of evaluation missions to hold regional training workshops to assist under-represented States in the methods of preparation of their Tentative List and nominations.

Decision 24COM VI.2.3.5(ii)

II.D Criteria for the assessment of Outstanding Universal Value

These criteria were formerly presented as two separate sets of criteria - criteria (i) - (vi) for cultural heritage and (i) - (iv) for natural heritage.

The 6th extraordinary session of the World Heritage Committee decided to merge the ten criteria (Decision 6 EXT.COM 5.1)

77. The Committee considers a property as having Outstanding Universal Value (see paragraphs 49-53) if the property meets one or more of the following criteria. Nominated properties shall therefore:

(i) represent a masterpiece of human creative genius;

(ii) exhibit an important interchange of human values, over a span of time or within a cultural area of the world, on developments in architecture or technology, monumental arts, town-planning or landscape design;

(iii) bear a unique or at least exceptional testimony to a cultural tradition or to a civilization which is living or which has disappeared;

(iv) be an outstanding example of a type of building, architectural or technological ensemble or landscape which illustrates (a) significant stage(s) in human history;

(v) be an outstanding example of a traditional human settlement, land-use, or sea-use which is representative of a culture (or cultures), or human interaction with the environment especially when it has become vulnerable under the impact of irreversible change;

(vi) be directly or tangibly associated with events or living traditions, with ideas, or with beliefs, with artistic and literary works of outstanding universal significance. (The Committee considers that this criterion should preferably be used in conjunction with other criteria) ;

(vii) contain superlative natural phenomena or areas of exceptional natural beauty and aesthetic importance;

(viii) be outstanding examples representing major stages of earth's history, including the record of life, significant on-going geological processes in the development of landforms, or significant geomorphic or physiographic features;

(ix) be outstanding examples representing significant on-going ecological and biological processes in the evolution and development of terrestrial, fresh water, coastal and marine ecosystems and communities of plants and animals;

(x) contain the most important and significant natural habitats for in-situ conservation of biological diversity, including those containing threatened species of Outstanding Universal Value from the point of view of science or conservation.

78. To be deemed of Outstanding Universal Value, a property must also meet the conditions of integrity and/or authenticity and must have an adequate protection and management system to ensure its safeguarding.

II.E Integrity and/or authenticity

Authenticity

79. Properties nominated under criteria (i) to (vi) must meet the conditions of authenticity. Annex 4 which includes the Nara Document on Authenticity, provides a practical basis for examining the authenticity of such properties and is summarized below.

80. The ability to understand the value attributed to the heritage depends on the degree to which information sources about this value may be understood as credible or truthful. Knowledge and understanding of these sources of information, in relation to original and subsequent characteristics of the cultural heritage, and their meaning as accumulated over time, are the requisite bases for assessing all aspects of authenticity.

Decision 39 COM 11

81. Judgments about value attributed to cultural heritage, as well as the credibility of related information sources, may differ from culture to culture, and even within the same culture. The respect due to all cultures requires that cultural heritage must be considered and judged primarily within the cultural contexts to which it belongs.

82. Depending on the type of cultural heritage, and its cultural context, properties may be understood to meet the conditions of authenticity if their cultural values (as recognized in the nomination criteria proposed) are truthfully and credibly expressed through a variety of attributes including:

- form and design;
- materials and substance;
- use and function;
- traditions, techniques and management systems;
- location and setting;
- language, and other forms of intangible heritage;
- spirit and feeling; and
- other internal and external factors.

83. Attributes such as spirit and feeling do not lend themselves easily to practical applications of the conditions of authenticity, but nevertheless are important indicators of character and sense of place, for example, in communities maintaining tradition and cultural continuity.

84. The use of all these sources permits elaboration of the specific artistic, historic, social, and scientific dimensions of the cultural heritage being examined. "Information sources" are defined as all physical, written, oral, and figurative sources, which make it possible to know the nature, specificities, meaning, and history of the cultural heritage.

85. When the conditions of authenticity are considered in preparing a nomination for a property, the State Party should first identify all of the applicable significant attributes of authenticity. The statement of authenticity should assess the degree to which authenticity is present in, or expressed by, each of these significant attributes.

86. In relation to authenticity, the reconstruction of archaeological remains or historic buildings or districts is justifiable only in exceptional circumstances. Reconstruction is acceptable only on the basis of complete and detailed documentation and to no extent on conjecture.

Integrity

87. All properties nominated for inscription on the World Heritage List shall satisfy the conditions of integrity.

Decision 20 COM IX.13

88. Integrity is a measure of the wholeness and intactness of the natural and/or cultural heritage and its attributes. Examining the conditions of integrity, therefore requires assessing the extent to which the property:

a) includes all elements necessary to express its Outstanding Universal Value;

b) is of adequate size to ensure the complete representation of the features and processes which convey the property's significance;

c) suffers from adverse effects of development and/or neglect.

This should be presented in a statement of integrity.

89. For properties nominated under criteria (i) to (vi), the physical fabric of the property and/or its significant features should be in good condition, and the impact of deterioration processes controlled. A significant proportion of the elements necessary to convey the totality of the value conveyed by the property should be included. Relationships and dynamic functions present in cultural landscapes, historic towns or other living properties essential to their distinctive character should also be maintained.

Examples of the application of the conditions of integrity to properties nominated under criteria (i) - (vi) are under development.

90. For all properties nominated under criteria (vii) - (x), bio-physical processes and landform features should be relatively intact. However, it is recognized that no area is totally pristine and that all natural areas are in a dynamic state, and to some extent involve contact with people. Human activities, including those of traditional societies and local communities, often occur in natural areas. These activities may be consistent with the Outstanding Universal Value of the area where they are ecologically sustainable.

91. In addition, for properties nominated under criteria (vii) to (x), a corresponding condition of integrity has been defined for each criterion.

92. Properties proposed under criterion (vii) should be of Outstanding Universal Value and include areas that are essential for maintaining the beauty of the property. For example, a property whose scenic value depends on a waterfall, would meet the conditions of integrity if it includes adjacent catchment and downstream areas that are integrally linked to the maintenance of the aesthetic qualities of the property.

93. Properties proposed under criterion (viii) should contain all or most of the key interrelated and interdependent elements in their natural relationships. For example, an "ice age" area would meet the conditions of integrity if it includes the snow field, the glacier itself and samples of cutting patterns, deposition and colonization (e.g. striations, moraines, pioneer stages of plant succession, etc.); in the case of volcanoes, the magmatic series should be complete and all or most of the varieties of effusive rocks and types of eruptions be represented.

94. Properties proposed under criterion (ix) should have sufficient size and contain the necessary elements to demonstrate the key aspects of processes that are essential for the long term conservation of the ecosystems and the biological diversity they contain. For example, an area of tropical rain forest would meet the conditions of integrity if it includes a certain amount of variation in elevation above sea level, changes in topography and soil types, patch systems and naturally regenerating patches; similarly a coral reef should include, for example, seagrass, mangrove or other adjacent ecosystems that regulate nutrient and sediment inputs into the reef.

95. Properties proposed under criterion (x) should be the most important properties for the conservation of biological diversity. Only those properties which are the most biologically diverse and/or representative are likely to meet this criterion. The properties should contain habitats for maintaining the most diverse fauna and flora characteristic of the bio-geographic province and ecosystems under consideration. For example, a tropical savannah would meet the conditions of integrity if it includes a complete assemblage of co-evolved herbivores and plants; an island ecosystem should include habitats for maintaining endemic biota; a property containing wide ranging species should be large enough to include the most critical habitats essential to ensure the survival of viable populations of those species; for an area containing migratory species, seasonal breeding and nesting sites, and migratory routes, wherever they are located, should be adequately protected.

II.F Protection and management

96. Protection and management of World Heritage properties should ensure that their Outstanding Universal Value, including the conditions of integrity and/or authenticity at the time of inscription, are sustained or enhanced over time. A regular review of the general state of conservation of properties, and thus also their Outstanding Universal Value, shall be done within a framework of monitoring processes for World Heritage properties, as specified within the *Operational Guidelines*[4] .

97. All properties inscribed on the World Heritage List must have adequate long-term legislative, regulatory, institutional and/or traditional protection and management to ensure their safeguarding. This protection should include adequately delineated boundaries. Similarly States Parties should demonstrate adequate protection at the national, regional, municipal, and/or traditional level for the nominated property. They should append appropriate texts to the nomination with a clear explanation of the way this protection operates to protect the property.

Legislative, regulatory and contractual measures for protection

98. Legislative and regulatory measures at national and local levels should assure the protection of the property from social, economic and other pressures or changes that might negatively impact the Outstanding Universal Value, including the integrity and/or authenticity of the property. States Parties should also assure the full and effective implementation of such measures. Decision 39 COM 11

Boundaries for effective protection

99. The delineation of boundaries is an essential requirement in the establishment of effective protection of nominated properties. Boundaries should be drawn to incorporate all the attributes that convey the Outstanding Universal Value and to ensure the integrity and/or authenticity of the property. Decision 39 COM 11

100. For properties nominated under criteria (i) - (vi), boundaries should be drawn to include all those areas and attributes which are a direct tangible expression of the Outstanding Universal Value of the property, as well as those areas which in the light of future research possibilities offer potential to contribute to and enhance such understanding.

101. For properties nominated under criteria (vii) - (x), boundaries should reflect the spatial requirements of habitats, species, processes or phenomena that provide the basis for their inscription on the World Heritage List. The boundaries should include sufficient areas immediately adjacent to the area of Outstanding Universal Value in order to protect the property's heritage values from direct effect of human encroachments and impacts of resource use outside of the nominated area.

[4] The processes of monitoring specified in the Operational Guidelines are Reactive Monitoring (see paragraphs 169-176) and Periodic Reporting (see paragraphs 199-210).

102. The boundaries of the nominated property may coincide with one or more existing or proposed protected areas, such as national parks or nature reserves, biosphere reserves or protected cultural or historic districts or other areas and territories. While such established areas for protection may contain several management zones, only some of those zones may satisfy requirements for inscription. Decision 39 COM 11

Buffer zones

103. Wherever necessary for the proper protection of the property, an adequate buffer zone should be provided.

104. For the purposes of effective protection of the nominated property, a buffer zone is an area surrounding the nominated property which has complementary legal and/or customary restrictions placed on its use and development to give an added layer of protection to the property. This should include the immediate setting of the nominated property, important views and other areas or attributes that are functionally important as a support to the property and its protection. The area constituting the buffer zone should be determined in each case through appropriate mechanisms. Details on the size, characteristics and authorized uses of a buffer zone, as well as a map indicating the precise boundaries of the property and its buffer zone, should be provided in the nomination.

105. A clear explanation of how the buffer zone protects the property should also be provided.

106. Where no buffer zone is proposed, the nomination should include a statement as to why a buffer zone is not required.

107. Although buffer zones are not part of the nominated property, any modifications to or creation of buffer zones subsequent to inscription of a property on the World Heritage List should be approved by the World Heritage Committee using the procedure for a minor boundary modification (see paragraph 164 and Annex 11). The creation of buffer zones subsequent to inscription is normally considered to be a minor boundary modification[5].

Management systems

108. Each nominated property should have an appropriate management plan or other documented management system which must specify how the Outstanding Universal Value of a property should be preserved, preferably through participatory means.

109. The purpose of a management system is to ensure the effective protection of the nominated property for present and future generations.

[5] In case of transnational/transboundary properties any modification will need the agreement of all States Parties concerned.

110. An effective management system depends on the type, characteristics and needs of the nominated property and its cultural and natural context. Management systems may vary according to different cultural perspectives, the resources available and other factors. They may incorporate traditional practices, existing urban or regional planning instruments, and other planning control mechanisms, both formal and informal. Impact assessments for proposed interventions are essential for all World Heritage properties.

111. In recognizing the diversity mentioned above, common elements of an effective management system could include: Decision 39 COM 11

a) a thorough shared understanding of the property by all stakeholders, including the use of participatory planning and stakeholder consultation process;

b) a cycle of planning, implementation, monitoring, evaluation and feedback;

c) an assessment of the vulnerabilities of the property to social, economic, and other pressures and changes, as well as the monitoring of the impacts of trends and proposed interventions;

d) the development of mechanisms for the involvement and coordination of the various activities between different partners and stakeholders;

e) the allocation of necessary resources;

f) capacity-building; and

g) an accountable, transparent description of how the management system functions.

112. Effective management involves a cycle of short, medium and long-term actions to protect, conserve and present the nominated property. An integrated approach to planning and management is essential to guide the evolution of properties over time and to ensure maintenance of all aspects of their Outstanding Universal Value. This approach goes beyond the property to include any buffer zone(s), as well as the broader setting. The broader setting, may relate to the property's topography, natural and built environment, and other elements such as infrastructure, land use patterns, spatial organization, and visual relationships. It may also include related social and cultural practices, economic processes and other intangible dimensions of heritage such as perceptions and associations. Management of the broader setting is related to its role in supporting the Outstanding Universal Value. Decision 39 COM 11

113. Moreover, in the context of the implementation of the *Convention*, the World Heritage Committee has established a process of Reactive Monitoring (see Chapter IV) and a process of Periodic Reporting (see Chapter V).

114. In the case of serial properties, a management system or mechanisms for ensuring the co-ordinated management of the separate components are essential and should be documented in the nomination (see paragraphs 137 -139).

115. [Deleted]

Decision 39 COM 11

116. Where the intrinsic qualities of a property nominated are threatened by human action and yet meet the criteria and the conditions of authenticity or integrity set out in paragraphs 78-95, an action plan outlining the corrective measures required should be submitted with the nomination file. Should the corrective measures submitted by the nominating State Party not be taken within the time proposed by the State Party, the property will be considered by the Committee for delisting in accordance with the procedure adopted by the Committee (see Chapter IV.C).

Decision 39 COM 11

117. States Parties are responsible for implementing effective management activities for a World Heritage property. State Parties should do so in close collaboration with property managers, the agency with management authority and other partners, and stakeholders in property management.

118. The Committee recommends that States Parties include risk preparedness as an element in their World Heritage site management plans and training strategies.

Decision 28 COM 10B.4

Sustainable use

119. World Heritage properties may support a variety of ongoing and proposed uses that are ecologically and culturally sustainable and which may contribute to the quality of life of communities concerned. The State Party and its partners must ensure that such sustainable use or any other change does not impact adversely on the Outstanding Universal Value of the property. For some properties, human use would not be appropriate. Legislations, policies and strategies affecting World Heritage properties should ensure the protection of the Outstanding Universal Value, support the wider conservation of natural and cultural heritage, and promote and encourage the active participation of the communities and stakeholders concerned with the property as necessary conditions to its sustainable protection, conservation, management and presentation.

III PROCESS FOR THE INSCRIPTION OF PROPERTIES ON THE WORLD HERITAGE LIST

III.A Preparation of Nominations

120. The nomination document is the primary basis on which the Committee considers the inscription of the properties on the World Heritage List. All relevant information should be included in the nomination document and it should be cross-referenced to the source of information.

121. Annex 3 provides guidance to States Parties in preparing nominations of specific types of properties.

122. Before States Parties begin to prepare a nomination of a property for inscription on the World Heritage List, they should become familiar with the nomination cycle, described in Paragraph 168. It is desirable to carry out initial preparatory work to establish that a property has the potential to justify Outstanding Universal Value, including integrity or authenticity, before the development of a full nomination dossier which could be expensive and time-consuming. Such preparatory work might include collection of available information on the property, thematic studies, scoping studies of the potential for demonstrating Outstanding Universal Value, including integrity or authenticity, or an initial comparative study of the property in its wider global or regional context, including an analysis in the context of the Gap Studies produced by the Advisory Bodies. This first phase of work will help to establish the feasibility of a possible nomination and avoid the use of resources on preparing nominations that may be unlikely to succeed. States Parties are encouraged to seek upstream advice[6] from the relevant Advisory Body(ies) for this first phase as well as to contact the World Heritage Centre at the earliest opportunity in considering nominations to seek information and guidance.

Decision 34 COM 12 (III)
Report of the Expert meeting on "Upstream Processes to Nominations: Creative Approaches in the Nomination Process" (Phuket: 2010)
Decision 36 COM 13.I
Decision 39 COM 11

123. Participation in the nomination process of local communities, indigenous peoples, governmental, non-governmental and private organizations and other stakeholders is essential to enable them to have a shared responsibility with the State Party in the maintenance of the property. States Parties are encouraged to prepare nominations with the widest possible participation of stakeholders and to demonstrate, as appropriate, that the free, prior and informed consent of indigenous peoples has been obtained, through, inter alia making the nominations publicly available in appropriate languages and public consultations and hearings.

Decision 39 COM 11

124. Preparatory Assistance, as described in Chapter VII.E, may be requested by States Parties for the preparation of nominations.

125. States Parties are encouraged to contact the Secretariat, which can provide assistance throughout the nomination process.

126. The Secretariat can also provide:

a) assistance in identifying appropriate maps and photographs and the national agencies from which these may be obtained;

b) examples of successful nominations, of management and legislative provisions;

c) guidance for nominating different types of properties, such as Cultural Landscapes, Towns, Canals, and Heritage Routes (see Annex 3)

d) guidance for nominating serial and transboundary properties (see paragraphs 134-139).

[6]Upstream Processes: In relation to the nomination of sites for inscription on the World Heritage List, "Upstream processes" include advice, consultation and analysis that occur prior to the submission of a nomination and are aimed at reducing the number of nominations that experience significant problems during the evaluation process. The basic principle of the upstream processes is to enable the Advisory Bodies and the Secretariat to provide support directly to States Parties, throughout the whole process leading up to a possible World Heritage nomination. For the upstream support to be effective, it should ideally be undertaken from the earliest stage in the nomination process, at the moment of the preparation or revision of the States Parties' Tentative Lists.

127. States Parties may submit draft nominations to the Secretariat for comment and review at any time during the year. However, States Parties are strongly encouraged to transmit to the Secretariat by **30 September** of the preceding year (see paragraph 168) the draft nominations that they wish to submit by the 1 February deadline. This submission of a draft nomination should include maps showing the boundaries for the proposed site. Draft nominations could be submitted either in electronic format or in printed version (only in 1 copy without annexes except for maps). In both cases they should be accompanied by a cover letter.

Decision 37 COM 12.II

128. Nominations may be submitted **at any time during the year**, but only those nominations that are "complete" (see paragraph 132 and Annex 5) and received by the Secretariat on or before **1 February**[7] will be considered for inscription on the World Heritage List by the World Heritage Committee during the following year. Only nominations of properties included in the State Party's Tentative List will be examined by the Committee (see paragraphs 63 and 65).

Decision 37 COM 12.II
Decision 39 COM 11

III.B Format and content of nominations

129. Nominations of properties for inscription on the World Heritage List should be prepared in accordance with the format set out in Annex 5.

130. The format includes the following sections:

1. Identification of the Property
2. Description of the Property
3. Justification for Inscription
4. State of conservation and factors affecting the property
5. Protection and Management
6. Monitoring
7. Documentation
8. Contact Information of responsible authorities
9. Signature on behalf of the State Party(ies)

131. Nominations to the World Heritage List are evaluated on content rather than on appearance.

132. For a nomination to be considered as "**complete**", the following requirements (see format in Annex 5) are to be met:

Decision 37 COM 12.II
Decision 39 COM 11

Executive Summary

An Executive Summary shall include essential information (see Annex 5) extracted from the main text of the nomination including a reduced size version of the map(s) indicating the boundaries of the nominated property and of the buffer zone (where appropriate) and the draft Statement of Outstanding Universal Value (the same text presented in Section 3.3 of the nomination).

[7] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday.

1. Identification of the Property

The boundaries of the property being proposed shall be clearly defined, unambiguously distinguishing between the nominated property and any buffer zone (when present) (see paragraphs 103-107). Maps shall be sufficiently detailed (see Explanatory Note of section 1.e in Annex 5) to determine precisely which area of land and/or water is nominated. Officially up-to-date published topographic maps of the State Party annotated to show the property boundaries and any buffer zone (when present) shall be provided if available in printed version. A nomination shall be considered "incomplete" if it does not include clearly defined boundaries.

2. Description of the Property

The Description of the property shall include the identification of the property, and an overview of its history and development. All component parts that are mapped shall be identified and described. In particular, where serial nominations are proposed, each of the component parts shall be clearly described.

The History and Development of the property shall describe how the property has reached its present form and the significant changes that it has undergone. This information shall provide the important facts needed to support and give substance to the argument that the property meets the criteria of Outstanding Universal Value and conditions of integrity and/or authenticity.

3. Justification for Inscription

This section must make clear why the property is considered to be of Outstanding Universal Value.

The comparative analyses prepared by States Parties when nominating properties for inscription in the World Heritage List should not be confused with the thematic studies prepared by the Advisory Bodies at the request of the Committee (paragraph 148 below)

Decision 7 EXT.COM 4A

The text in sections from 3.1.a to 3.1.e should contain more detailed information to support the text of the proposed Statement of Outstanding Universal Value (section 3.3).

Section 3.1.b shall indicate the World Heritage criteria (see Paragraph 77) under which the property is proposed, together with a clearly stated argument for the use of each criterion. Statements of integrity and (when cultural criteria are proposed) of authenticity shall be included and shall demonstrate how the property satisfies the conditions outlined in paragraphs 78-95.

In section 3.2, a comparative analysis of the property in relation to similar properties, whether or not on the World Heritage List, both at the national and international levels, shall be provided. The comparative analysis shall explain the importance of the nominated property in its national and international context.

In section 3.3, a proposed Statement of Outstanding Universal Value (see paragraphs 49-53 and 155) of the property prepared by the State Party shall make clear why the property is considered to merit inscription on the World Heritage List.

4. State of conservation and factors affecting the property

This section shall include accurate information on the present state of conservation of the property (including information on its physical condition of the property and conservation measures in place). It shall also include a description of the factors affecting the property (including threats). Information provided in this section constitutes the baseline data which are necessary to monitor the state of conservation of the nominated property in the future.

5. Protection and management

Protection: Section 5 shall include the list of the legislative, regulatory, contractual, planning, institutional and/ or traditional measures most relevant to the protection of the property and provide a detailed analysis of the way in which this protection actually operates. Legislative, regulatory, contractual planning and/or institutional texts, or an abstract of the texts, shall also be attached in English or French.

Management: An appropriate management plan or other management system is essential and shall be provided in the nomination. Assurances of the effective implementation of the management plan or other management system are also expected. Sustainable development principles should be integrated into the management system.

A copy of the management plan or documentation of the management system shall be annexed to the nomination. If the management plan exists only in a language other than English or French, an English or French detailed description of its provisions shall be annexed.

A detailed analysis or explanation of the management plan or a documented management system shall be provided in Section 5.e of the nomination.

A nomination which does not include the above-mentioned documents is considered incomplete unless other documents guiding the management of the property until the finalization of the management plan are provided.

6. Monitoring

States Parties shall include the key indicators in place and/or proposed to measure and assess the state of conservation of the property, the factors affecting it, conservation measures at the property, the periodicity of their examination, and the identity of the responsible authorities.

7. Documentation

All documentation necessary to substantiate the nomination shall be provided. In addition to what is indicated above, this shall include a) images of a quality suitable for printing (digital photographs at 300 dpi minimum, and if essential, supplementary film, video or other audio visual material); and b) image/audiovisual inventory and authorization form (see Annex 5, point 7.a). The text of the nomination shall be transmitted in printed form as well as in electronic format (Word and/or PDF format preferred).

8. Contact Information of responsible authorities

Detailed contact information of responsible authorities shall be provided.

9. Signature on behalf of the State Party

The nomination shall conclude with the original signature of the official empowered to sign it on behalf of the State Party.

10. Number of printed copies required (including maps annexed)

Nominations of cultural and natural properties (excluding cultural landscapes): 2 identical copies

Nominations of mixed properties and cultural landscapes: 3 identical copies

11. Paper and electronic format

Nominations shall be presented on A4-size paper and in electronic format (Word and/or PDF format).

12. Sending

States Parties shall submit the nomination in English or French duly signed, to:

UNESCO World Heritage Centre
7, place de Fontenoy
75352 Paris 07 SP
France
Tel: +33 (0) 1 4568 1136
E-mail: wh-nominations@unesco.org

133. The Secretariat will retain all supporting documentation (maps, plans, photographic material, etc.) submitted with the nomination.

III.C Requirements for the nomination of different types of properties

Transboundary properties

134. A nominated property may occur: Decision 7 EXT.COM 4A

a) on the territory of a single State Party, or

b) on the territory of all concerned States Parties having adjacent borders (transboundary property).

135. Wherever possible, transboundary nominations should be prepared and submitted by States Parties jointly in conformity with Article 11.3 of the *Convention*. It is highly recommended that the States Parties concerned establish a joint management committee or similar body to oversee the management of the whole of a transboundary property.

136. Extensions to an existing World Heritage property located in one State Party may be proposed to become transboundary properties.

Serial properties

137. Serial properties will include two or more component parts related by clearly defined links:

a) Component parts should reflect cultural, social or functional links over time that provide, where relevant, landscape, ecological, evolutionary or habitat connectivity.

b) Each component part should contribute to the Outstanding Universal Value of the property as a whole in a substantial, scientific, readily defined and discernible way, and may include, inter alia, intangible attributes. The resulting Outstanding Universal Value should be easily understood and communicated.

c) Consistently, and in order to avoid an excessive fragmentation of component parts, the process of nomination of the property, including the selection of the component parts, should take fully into account the overall manageability and coherence of the property (see paragraph 114).

and provided it is the series as a whole – and not necessarily the individual parts of it – which are of Outstanding Universal Value.

138. A serial nominated property may occur : Decision 7 EXT.COM 4A

a) on the territory of a single State Party (serial national property); or

b) within the territory of different States Parties, which need not be contiguous and is nominated with the consent of all States Parties concerned (serial transnational property)

139. Serial nominations, whether from one State Party or multiple States, may be submitted for evaluation over several nomination cycles, provided that the first property nominated is of Outstanding Universal Value in its own right. States Parties planning serial nominations phased over several nomination cycles are encouraged to inform the Committee of their intention in order to ensure better planning.

III.D Registration of nominations

140. On receipt of nominations from States Parties, the Secretariat will acknowledge receipt, check for completeness and register nominations. The Secretariat will forward complete nominations to the relevant Advisory Bodies for evaluation. The Secretariat will also make available the electronic format of the text of the nominations to the Members of the Committee on the World Heritage Centre's website. The Secretariat will request any additional information from the State Party and when required by Advisory Bodies. The timetable for registration and processing of nominations is detailed in paragraph 168. Decision 39 COM 11

141. The Secretariat establishes and submits at each Committee session a list of all nominations received, including the date of reception, an indication of their status "complete" or "incomplete", as well as the date at which they are considered as "complete" in conformity with paragraph 132 and Annex 5. Decisions 26 COM 14
Decision 28 COM 14B.57
Decision 39 COM 11

142. A nomination passes through a cycle between the time of its submission and the decision by the World Heritage Committee. This cycle normally lasts one and a half years between submission in February of Year 1 and the decision of the Committee in June of Year 2.

III.E Evaluation of nominations by the Advisory Bodies

143. The Advisory Bodies will evaluate whether or not properties nominated by States Parties have Outstanding Universal Value, meet the conditions of integrity and (when relevant) of authenticity and meet the requirements of protection and management. The procedures and format of ICOMOS and IUCN evaluations are described in Annex 6.

Decision 39 COM 11

144. Evaluations of cultural heritage nominations will be carried out by ICOMOS.

145. Evaluations of natural heritage nominations will be carried out by IUCN.

146. In the case of nominations of cultural properties in the category of 'cultural landscapes', as appropriate, the evaluation will be carried out by ICOMOS in consultation with IUCN. For mixed properties, the evaluation will be carried out jointly by ICOMOS and IUCN.

147. As requested by the World Heritage Committee or as necessary, ICOMOS and IUCN will carry out **thematic studies** to evaluate proposed World Heritage properties in their regional, global or thematic context. These studies should be informed by a review of the Tentative Lists submitted by States Parties and by reports of meetings on the harmonization of Tentative Lists, as well as by other technical studies performed by the Advisory Bodies and qualified organizations and individuals. A list of those studies already completed may be found in section III of Annex 3, and on the Web addresses of the Advisory Bodies. These studies should not be confused with the **comparative analysis** to be prepared by States Parties in nominating properties for inscription on the World Heritage List (see paragraph 132).

ICOMOS:
http://www.icomos.org/studies/

IUCN:
http://www.iucn.org/themes/wcpa/pubs/worldheritage.htm

148. The following principles must guide the evaluations and presentations of ICOMOS and IUCN. The evaluations and presentations should:

Decision 28 COM 14B.57
Decision 30 COM 13
Decision 39 COM 11

a) adhere to the *World Heritage Convention* and the relevant *Operational Guidelines* and any additional policies set out by the Committee in its decisions;

b) be objective, rigorous and scientific including in considering all information provided to the Advisory Bodies regarding a nomination;

c) be conducted to a consistent standard of professionalism, equity and transparency throughout the evaluation process in consultation and dialogue with nominating States Parties;

d) comply to standard format, both for evaluations and presentations, to be agreed with the Secretariat and include names of all experts who participated in the evaluation process, except desk reviewers who provide confidential reviews, and, in an annex, a detailed breakdown of all costs and expenses related to the evaluation;

e) involve regional experts familiar with the subject;

f) indicate clearly and separately whether the property has Outstanding Universal Value, meets the conditions of integrity and/or authenticity, a management plan/system and legislative protection;

g) evaluate each property systematically according to all relevant criteria, including its state of conservation, relatively, that is, by comparison with that of other properties of the same type, both inside and outside the State Party's territory;

h) include references to Committee decisions and requests concerning the nomination under consideration;

i) not take into account or include any information submitted by the State Party after **28 February**, in the year in which the nomination is considered. The State Party should be informed when information has arrived after the deadline and is not being taken into account in the evaluation. This deadline should be rigorously enforced; and

j) provide a justification for their views through a list of references (literature) consulted, as appropriate.

149. The Advisory Bodies are requested to forward to States Parties, with copy to the World Heritage Centre for distribution to the Chair of the World Heritage Committee, by **31 January** of each year a short interim report outlining the status and any issues relevant to evaluations, and detailing any requests for supplementary information, in one of the two working languages of the *Convention*.

Decision 7 EXT.COM 4B.1
Decision 39 COM 11

150. Letters from the concerned States Parties, submitted in the appropriate form in Annex 12, detailing the factual errors that might have been identified in the evaluation of their nomination made by the Advisory Bodies, must be received by the World Heritage Centre no later than 14 days before the opening of the session of the Committee with copies to the relevant Advisory Bodies. The letters shall be made available as an annex to the documents for the relevant agenda item, and no later than the first day of the Committee session. The World Heritage Centre and the Advisory Bodies may add their comments to the letters, in the relevant section of the form, before they are made available.

Decision 7 EXT.COM 4B.1
Decision 37 COM 12.II

151. ICOMOS and IUCN make their recommendations under three categories:

a) properties which are **recommended for inscription** without reservation;

b) properties which are **not recommended** for inscription;

c) nominations which are recommended for **referral** or **deferral**.

III.F Withdrawal of nominations

152. A State Party may **withdraw** a nomination it has submitted at any time prior to the Committee session at which it is scheduled to be examined. The State Party should inform the Secretariat in writing of its intention to withdraw the nomination. If the State Party so wishes it can resubmit a nomination for the property, which will be considered as a new nomination according to the procedures and timetable outlined in paragraph 168.

III.G Decision of the World Heritage Committee

153. The World Heritage Committee decides whether a property should or should not be inscribed on the World Heritage List, referred or deferred.

Inscription

154. When deciding to inscribe a property on the World Heritage List, the Committee, guided by the Advisory Bodies, adopts a Statement of Outstanding Universal Value for the property.

155. The Statement of Outstanding Universal Value should include a summary of the Committee's determination that the property has Outstanding Universal Value, identifying the criteria under which the property was inscribed, including the assessments of the conditions of integrity, and, for cultural and mixed properties, authenticity It should also include a statement on the protection and management in force and the requirements for protection and management for the future. The Statement of Outstanding Universal Value shall be the basis for the future protection and management of the property. Decision 39 COM 11

Where necessary, the protection and management part of the Statement of Outstanding Universal Value may be updated by the World Heritage Committee, in consultation with the State Party and further to a review by the Advisory Bodies. Such updates could be made periodically further to the outcomes of Periodic reporting cycles, or at any Committee session, if required.

The World Heritage Centre will automatically keep the Statements of Outstanding Universal Value updated further to subsequent decisions taken by the Committee concerning a change of name of the property and change of surface further to minor boundary modifications and correct any factual errors as agreed with the relevant Advisory Bodies.

In the framework of the Gender Equality Priority of UNESCO, the use of gender-neutral language in the preparation of Statements of Outstanding Universal Value is encouraged.

156. At the time of inscription, the Committee may also make other recommendations concerning the protection and management of the World Heritage property.

157. The Statement of Outstanding Universal Value (including the criteria for which a specific property is inscribed on the World Heritage List) will be set out by the Committee in its reports and publications.

Decision not to inscribe

158. If the Committee decides that a property should **not be inscribed** on the World Heritage List, the nomination may not again be presented to the Committee except in exceptional circumstances. These exceptional circumstances may include new discoveries, new scientific information about the property, or different criteria not presented in the original nomination. In these cases, a new nomination shall be submitted.

Referral of Nominations

159. Nominations which the Committee decides **to refer** back to the State Party for additional information may be resubmitted to the following Committee session for examination. The additional information must be received by the Secretariat by **1 February**[8] of the year in which examination by the Committee is desired. The Secretariat will immediately transmit it to the relevant Advisory Bodies for evaluation. A referred nomination which is not presented to the Committee within three years of the original Committee decision will be considered as a new nomination when it is resubmitted for examination, following the procedures and timetable outlined in paragraph 168. States Parties might seek advice from the relevant Advisory Body(ies) and/ or the World Heritage Centre to discuss how the recommendations of the Committee might be addressed.

Decision 39 COM 11

Deferral of Nominations

160. The Committee may decide **to defer** a nomination for more in depth assessment or study, or a substantial revision by the State Party. Should the State Party decide to resubmit the deferred nomination in any subsequent year, it must be received by the Secretariat by **1 February**[9]. These nominations will then be reevaluated (evaluated again by the relevant Advisory Bodies during the course of the full year and a half evaluation cycle including an evaluation mission according to the procedures and timetable outlined in paragraph 168). States Parties are encouraged to seek advice from the relevant Advisory Body and/ or the World Heritage Centre to discuss how the recommendations of the Committee might be addressed. Where required, the State Parties may wish to consider inviting an Advisory mission.

Decision 39 COM 11

III.H Nominations to be processed on an emergency basis

161. The normal timetable and definition of completeness for the submission and processing of nominations will not apply in the case of properties which would be in Danger, as a result of having suffered damage or facing serious and specific dangers from natural events or human activities, which would constitute an emergency situation for which an immediate decision by the Committee is necessary to ensure their safeguarding, and which, according to the report of the relevant Advisory Bodies, may unquestionably justify Outstanding Universal Value. Such nominations will be processed on an emergency basis and their examination is included in the agenda of the next Committee session. These properties may be inscribed on the World Heritage List. They shall, in that case, be simultaneously inscribed on the List of World Heritage in Danger (see paragraphs 177-191).

Decision 37 COM 12.II

162. The procedure for nominations to be processed on an emergency basis is as follows:

Decisio37 COM 12.II

[8] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday.

[9] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday.

a) A State Party presents a nomination with the request for processing on an emergency basis. The State Party shall have already included, or immediately include, the property on its Tentative List.

b) The nomination shall:

i) describe the property and identify precisely its boundaries;

ii) justify its Outstanding Universal Value according to the criteria;

iii) justify its integrity and/or authenticity;

iv) describe its protection and management system;

v) describe the nature of the emergency, and the nature and extent of the damage or specific danger and showing that immediate action by the Committee is necessary to ensure the safeguarding of the property.

c) The Secretariat immediately transmits the nomination to the relevant Advisory Bodies, requesting an assessment of the qualities of the property which may justify its Outstanding Universal Value, of the nature of the danger and the urgency of a decision by the Committee. A field visit may be necessary if the relevant Advisory Bodies consider it appropriate and if the time allows.

d) When reviewing the nomination the Committee will also consider:

vi) allocation of International Assistance to complete the nomination; and

vii) follow-up missions as necessary by the Secretariat and the relevant Advisory Bodies as soon as possible after inscription to fulfil the Committee's recommendations.

III.I Modifications to the boundaries, to the criteria used to justify inscription or to the name of a World Heritage property

Minor modifications to the boundaries

163. A minor modification is one which has not a significant impact on the extent of the property nor affects its Outstanding Universal Value.

164. If a State Party wishes to request a minor modification to the boundaries of a property already on the World Heritage List, it must be prepared in compliance with the format of Annex 11 and must be received by **1 February**[10] by the Committee through the Secretariat, which will seek the evaluation of the relevant Advisory Bodies on whether this can be considered a minor modification or not. The Secretariat shall then submit the Advisory Bodies' evaluation to the World Heritage Committee. The Committee may approve such a modification, or it may consider that the modification to the boundary is sufficiently significant as to constitute a significant boundary modification of the property, in which case the procedure for new nominations will apply.

Decision 39 COM 11

[10] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday.

Significant modifications to the boundaries

165. If a State Party wishes to significantly modify the boundary of a property already on the World Heritage List, the State Party shall submit this proposal as if it were a new nomination (including the requirement to be previously included on the Tentative List – see paragraph 63 and 65). This re-nomination shall be presented by **1 February**[11] and will be evaluated in the full year and a half cycle of evaluation according to the procedures and timetable outlined in paragraph 168. This provision applies to extensions, as well as reductions. Decision 39 COM 11

Modifications to the criteria used to justify inscription on the World Heritage List

166. Where a State Party wishes to have the property inscribed under additional, fewer or different criteria other than those used for the original inscription, it shall submit this request as if it were a new nomination (including the requirement to be previously included on the Tentative List – see paragraph 63 and 65). This re-nomination must be received by **1 February**[12] and will be evaluated in the full year and a half cycle of evaluation according to the procedures and timetable outlined in paragraph 168. Properties recommended will only be evaluated under the new criteria and will remain on the World Heritage List even if unsuccessful in having additional criteria recognized. Decision 39 COM 11

Modification to the name of a World Heritage property

167. A State Party [13]may request that the Committee authorize a modification to the name of a property already inscribed on the World Heritage List. A request for a modification to the name shall be received by the Secretariat **at least 3 months prior to the meeting of the Committee**.

III.J Timetable – overview

168. Decision 39 COM 11

Timetable	**Procedures**
30 September (before Year 1)	Voluntary deadline for receipt of draft nominations from States Parties by the Secretariat.
15 November (before Year 1)	Secretariat to respond to the nominating State Party concerning the completeness of the draft nomination, and, if incomplete, to indicate the missing information required to make the nomination complete.
1 February Year 1	Deadline by which complete nominations must be received by the Secretariat to be transmitted to the relevant Advisory Bodies for evaluation. Nominations shall be received by 17h00 GMT, or, if the

[11] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday.

[12] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday.

[13] In case of transnational/transboundary properties any modification will need the agreement of all States Parties concerned.

	date falls on a weekend by 17h00 GMT the preceeding Friday. Nominations received after this date will be examined in a future cycle.
1 February – 1 March Year 1	Registration, assessment of completeness and transmission to the relevant Advisory Bodies. The Secretariat registers each nomination, acknowledges receipt to the nominating State Party and inventories its contents. The Secretariat will inform the nominating State Party whether or not the nomination is complete. Nominations that are not complete (see paragraph 132) will not be transmitted to the relevant Advisory Bodies for evaluation. If a nomination is incomplete, the State Party concerned will be advised of information required to complete the nomination by the deadline of 1 February of the following year in order for the nomination to be examined in a future cycle. Nominations that are complete are transmitted to the relevant Advisory Bodies for evaluation. The Secretariat will also make available the electronic format of the text of the nominations to the Members of the Committee on the World Heritage Centre's website.
1 March Year 1	Deadline by which the Secretariat informs the State Party of the receipt of a Nomination, whether it is considered complete and whether it has been received by 1 February.
March Year 1 – May Year 2	Evaluation by the Advisory Bodies
31 January Year 2	The Advisory Bodies are requested to forward to States Parties with copy to the World Heritage Centre for distribution to the Chair of the World Heritage Committee by **31 January** of each year a short interim report outlining the status of and any issues relevant to evaluations, and detailing any requests for supplementary information, in one of the two working languages of the *Convention*. Deadline by which additional information requested by the relevant Advisory Bodies shall be submitted by the State Party to them via the Secretariat.
28 February Year 2	Additional information shall be submitted in the same number of copies and electronic formats as specified in Paragraph 132 to the Secretariat. To avoid confusing new and old texts, if the additional information submitted concerns changes to the main text of the nomination, the State Party shall submit these changes in an amended version of the original text. The changes shall be clearly identified. An electronic version (CD-ROM or diskette) of this new text shall accompany the paper version.

Six weeks prior to the annual World Heritage Committee session Year 2	The relevant Advisory Bodies deliver their evaluations and recommendations to the Secretariat for transmission to the World Heritage Committee as well as to States Parties.
At least 14 working days before the opening of the annual World Heritage Committee session Year 2	Correction of factual errors by States Parties The concerned States Parties can send, at least 14 working days before the opening of the session of the Committee, a letter to the Chairperson, with copies to the Advisory Bodies, detailing the factual errors they might have identified in the evaluation of their nomination made by the Advisory Bodies.
Annual session of the World Heritage Committee (June/July) Year 2	The Committee examines the nominations and makes its decisions.
Immediately following the annual session of the World Heritage Committee	Notification to the States Parties The Secretariat notifies all States Parties whose nominations have been examined by the Committee of the relevant decisions of the Committee. Following the decision of the World Heritage Committee to inscribe a property on the World Heritage List, the Secretariat writes to the State Party and site managers providing a map of the area inscribed and the Statement of Outstanding Universal Value (to include reference to the criteria met).
Immediately following the annual session of the World Heritage Committee	The Secretariat publishes the updated World Heritage List every year following the annual session of the Committee. The name of the States Parties having nominated the properties inscribed on the World Heritage List are presented in the published form of the List under the following heading: "Contracting State having submitted the nomination of the property in accordance with the *Convention*".
In the month following the closure of the annual session of the World Heritage Committee	The Secretariat forwards the published report of all the decisions of the World Heritage Committee to all States Parties.

IV PROCESS FOR MONITORING THE STATE OF CONSERVATION OF WORLD HERITAGE PROPERTIES

IV.A Reactive Monitoring

Definition of Reactive Monitoring

169. Reactive Monitoring is the reporting by the Secretariat, other sectors of UNESCO and the Advisory Bodies to the Committee on the state of conservation of specific World Heritage properties that are under threat. To this end, the States Parties shall submit specific reports and impact studies each time exceptional circumstances occur or work is undertaken which may have an impact on the Outstanding Universal Value of the property or its state of conservation. Reactive Monitoring is also foreseen in reference to properties inscribed, or to be inscribed, on the List of World Heritage in Danger as set out in paragraphs 177-191. Reactive Monitoring is also foreseen in the procedures for the eventual deletion of properties from the World Heritage List as set out in paragraphs 192-198.

Decision 39 COM 11

These reports shall be submitted to the World Heritage Committee through the Secretariat, using the standard format in Annex 13, in English or French:

a) by 1 December of the year preceding the examination of the property by the Committee, for the properties inscribed on the World Heritage List,

b) by 1 February of the year of examination of the property by the Committee, for the properties inscribed on the List of World Heritage in Danger, and for specific cases of utmost urgency.

Objective of Reactive Monitoring

170. When adopting the process of Reactive Monitoring, the Committee was particularly concerned that all possible measures should be taken to prevent the deletion of any property from the List and was ready to offer technical co-operation as far as possible to States Parties in this connection.

Article 4 of the Convention:

"Each State Party to this Convention recognizes that the duty of ensuring the identification, protection, conservation, presentation and transmission to future generations of the cultural and natural heritage referred to in Articles 1 and 2 and situated on its territory, belongs primarily to that State...".

171. The Committee recommends that States Parties co-operate with the Advisory Bodies which have been asked by the Committee to carry out monitoring and reporting on its behalf on the progress of work undertaken for the preservation of properties inscribed on the World Heritage List.

Information received from States Parties and/or other sources

172. The World Heritage Committee invites the States Parties to the *Convention* to inform the Committee, through the Secretariat, of their intention to undertake or to authorize in an area protected under the *Convention* major restorations or new constructions which may affect the Outstanding Universal Value of the property. Notice should be given as soon as possible (for instance, before drafting basic documents for specific projects) and before making any decisions that would be difficult to reverse, so that the Committee may assist in seeking appropriate solutions to ensure that the Outstanding Universal Value of the property is fully preserved.

173. The World Heritage Committee requests that reports of missions to review the state of conservation of the World Heritage properties include: Decision 27 COM 7B.106

a) an indication of threats or significant improvement in the conservation of the property since the last report to the World Heritage Committee;

b) any follow-up to previous decisions of the World Heritage Committee on the state of conservation of the property;

c) information on any threat or damage to or loss of Outstanding Universal Value, integrity and/or authenticity for which the property was inscribed on the World Heritage List.

174. When the Secretariat receives information that a property inscribed has seriously deteriorated, or that the necessary corrective measures have not been taken within the time proposed, from a source other than the State Party concerned, it will, as far as possible, verify the source and the contents of the information in consultation with the State Party concerned and request its comments.

Decision by the World Heritage Committee

175. The Secretariat will request the relevant Advisory Bodies to forward comments on the information received.

176. The information received, together with the comments of the State Party and the Advisory Bodies, will be brought to the attention of the Committee in the form of a state of conservation report for each property, which may take one or more of the following steps: Decision 39 COM 11

a) it may decide that the property has not seriously deteriorated and that no further action should be taken;

b) when the Committee considers that the property has seriously deteriorated, but not to the extent that its restoration is impossible, it may decide that the property be maintained on the List, provided that the State Party takes the necessary measures to restore the property within a reasonable period of time. The Committee may also decide that technical co-operation be provided under the World Heritage Fund for work connected with the restoration of the property, proposing to the State Party to request such assistance, if it has not already been done; in some circumstances States Parties may wish to invite an Advisory mission by the relevant Advisory Body(ies) or other organizations to seek advice on necessary measures to reverse deterioration and address threats.

c) when the requirements and criteria set out in paragraphs 177-182 are met, the Committee may decide to inscribe the property on the List of World Heritage in Danger according to the procedures set out in paragraphs 183-189;

d) when there is evidence that the property has deteriorated to the point where it has irretrievably lost those characteristics which determined its inscription on the List, the Committee may decide to delete the property from the List. Before any such action is taken, the Secretariat will inform the State Party concerned. Any comments which the State Party may make will be brought to the attention of the Committee;

e) when the information available is not sufficient to enable the Committee to take one of the measures described in a), b), c) or d) above, the Committee may decide that the Secretariat be authorized to take the necessary action to ascertain, in consultation with the State Party concerned, the present condition of the property, the dangers to the property and the feasibility of adequately restoring the property. Such measures may include the sending of a Reactive Monitoring mission or the consultation of specialists, or through an Advisory mission. The Secretariat shall report to the Committee on the results of its action. In case an emergency action is required, the Committee may authorize its financing from the World Heritage Fund through an emergency assistance request.

IV.B The List of World Heritage in Danger

Guidelines for the inscription of properties on the List of World Heritage in Danger

177. In accordance with Article 11, paragraph 4, of the *Convention*, the Committee may inscribe a property on the List of World Heritage in Danger when the following requirements are met:

a) the property under consideration is on the World Heritage List;

b) the property is threatened by serious and specific danger;

c) major operations are necessary for the conservation of the property;

d) assistance under the *Convention* has been requested for the property; the Committee is of the view that its assistance in certain cases may most effectively be limited to messages of its concern, including the message sent by inscription of a property on the List of World Heritage in Danger and that such assistance may be requested by any Committee member or the Secretariat.

Criteria for the inscription of properties on the List of World Heritage in Danger

178. A World Heritage property - as defined in Articles 1 and 2 of the *Convention* - can be inscribed on the List of World Heritage in Danger by the Committee when it finds that the condition of the property corresponds to at least one of the criteria in either of the two cases described below.

179. In the case of **cultural properties**:

a) ASCERTAINED DANGER - The property is faced with specific and proven imminent danger, such as:

i) serious deterioration of materials;

ii) serious deterioration of structure and/or ornamental features;

iii) serious deterioration of architectural or town-planning coherence;

iv) serious deterioration of urban or rural space, or the natural environment;

v) significant loss of historical authenticity;

vi) important loss of cultural significance.

b) POTENTIAL DANGER - The property is faced with threats which could have deleterious effects on its inherent characteristics. Such threats are, for example:

i) modification of juridical status of the property diminishing the degree of its protection;

ii) lack of conservation policy;

iii) threatening effects of regional planning projects;

iv) threatening effects of town planning;

v) outbreak or threat of armed conflict;

vi) threatening impacts of climatic, geological or other environmental factors.

180. In the case of **natural properties**:

Decision 39 COM 11

a) ASCERTAINED DANGER The property is faced with specific and proven imminent danger, such as:

i) A serious decline in the population of the endangered species or the other species of Outstanding Universal Value for which the property was legally established to protect, either by natural factors such as disease or by human-made factors such as poaching.

ii) Severe deterioration of the natural beauty or scientific value of the property, as by human settlement, construction of reservoirs which flood important parts of the property, industrial and agricultural development including use of pesticides and fertilizers, major public works, mining, pollution, logging, firewood collection, etc.

iii) Human encroachment on boundaries or in upstream areas which threaten the integrity of the property.

b) POTENTIAL DANGER The property is faced with major threats which could have deleterious effects on its inherent characteristics. Such threats are, for example:

i) a modification of the legal protective status of the area;

ii) planned resettlement or development projects within the property or so situated that the impacts threaten the property;

iii) outbreak or threat of armed conflict;

iv) the management plan or management system is lacking or inadequate, or not fully implemented.

v) threatening impacts of climatic, geological or other environmental factors.

181. In addition, the threats and/or their detrimental impacts on the integrity of the property must be those which are amenable to correction by human action. In the case of cultural properties, both natural factors and human-made factors may be threatening, while in the case of natural properties, most threats will be human-made and only very rarely a natural factor (such as an epidemic disease) will threaten the integrity of the property. In some cases, the threats and/or their detrimental impacts on the integrity of the property may be corrected by administrative or legislative action, such as the cancelling of a major public works project or the improvement of legal status. Decision 39 COM 11

182. The Committee may wish to bear in mind the following supplementary factors when considering the inclusion of a cultural or natural property in the List of World Heritage in Danger:

a) Decisions which affect World Heritage properties are taken by Governments after balancing all factors. The advice of the World Heritage Committee can often be decisive if it can be given before the property becomes threatened.

b) Particularly in the case of ascertained danger, the physical or cultural deteriorations to which a property has been subjected should be judged according to the intensity of its effects and analyzed case by case.

c) Above all in the case of potential danger to a property, one should consider that:

i) the threat should be appraised according to the normal evolution of the social and economic framework in which the property is situated;

ii) it is often impossible to assess certain threats such as the threat of armed conflict as to their effect on cultural or natural properties;

iii) some threats are not imminent in nature, but can only be anticipated, such as demographic growth.

d) Finally, in its appraisal the Committee should take into account any cause of unknown or unexpected origin which endangers a cultural or natural property.

Procedure for the inscription of properties on the List of World Heritage in Danger

183. When considering the inscription of a property on the List of World Heritage in Danger, the Committee shall develop, and adopt, as far as possible, in consultation with the State Party concerned, a Desired state of conservation for the removal of the property from the List of World Heritage in Danger, and a programme for corrective measures.

184. In order to develop the programme of corrective measures referred to in the previous paragraph, the Committee shall request the Secretariat to ascertain, as far as possible in co-operation with the State Party concerned, the present condition of the property, the dangers to the property and the feasibility of undertaking corrective measures. The Committee may further decide to send a Reactive Monitoring mission from the relevant Advisory Bodies or other organizations to visit the property, evaluate the nature and extent of the threats and propose the measures to be taken. In some circumstances, the State Party may wish to invite an Advisory mission to provide advice and guidance. Decision 39 COM 11

185. The information received, together with the comments as appropriate of the State Party and the relevant Advisory Bodies or other organizations, will be brought to the attention of the Committee by the Secretariat.

186. The Committee shall examine the information available and take a decision concerning the inscription of the property on the List of World Heritage in Danger. Any such decision shall be taken by a majority of two-thirds of the Committee members present and voting. The Committee will then define the programme of corrective action to be taken. This programme will be proposed to the State Party concerned for immediate implementation.

187. The State Party concerned shall be informed of the Committee's decision and public notice of the decision shall immediately be issued by the Committee, in accordance with Article 11.4 of the *Convention*.

188. The Secretariat publishes the updated List of World Heritage in Danger in printed form and is also available at the following Web address: http://whc.unesco.org/en/danger

189. The Committee shall allocate a specific, significant portion of the World Heritage Fund to financing of possible assistance to World Heritage properties inscribed on the List of World Heritage in Danger.

Regular review of the state of conservation of properties on the List of World Heritage in Danger

190. The Committee shall review annually the state of conservation of properties on the List of World Heritage in Danger. This review shall include such monitoring procedures and expert missions as might be determined necessary by the Committee.

191. On the basis of these regular reviews, the Committee shall decide, in consultation with the State Party concerned, whether:

a) additional measures are required to conserve the property;

b) to delete the property from the List of World Heritage in Danger if the property is no longer under threat;

c) to consider the deletion of the property from both the List of World Heritage in Danger and the World Heritage List if the property has deteriorated to the extent that it has lost those characteristics which determined its inscription on the World Heritage List, in accordance with the procedure set out in paragraphs 192-198.

IV.C Procedure for the eventual deletion of properties from the World Heritage List

192. The Committee adopted the following procedure for the deletion of properties from the World Heritage List in cases:

Decision 39 COM 11

a) where the property has deteriorated to the extent that it has lost those characteristics which determined its inclusion in the World Heritage List; and

b) where the intrinsic qualities of a World Heritage site were already threatened at the time of its nomination by human action and where the necessary corrective measures as outlined by the State Party at the time, have not been taken within the time proposed (see paragraph 116).

193. When a property inscribed on the World Heritage List has seriously deteriorated, or when the necessary corrective measures have not been taken within the time proposed, the State Party on whose territory the property is situated should so inform the Secretariat.

194. When the Secretariat receives such information from a source other than the State Party concerned, it will, as far as possible, verify the source and the contents of the information in consultation with the State Party concerned and request its comments.

195. The Secretariat will request the relevant Advisory Bodies to forward comments on the information received.

196. The Committee will examine all the information available and will take a decision. Any such decision shall, in accordance with Article 13 (8) of the *Convention*, be taken by a majority of two-thirds of its members present and voting. The Committee shall not decide to delete any property unless the State Party has been consulted on the question.

197. The State Party shall be informed of the Committee's decision and public notice of this decision shall be immediately given by the Committee.

198. If the Committee's decision entails any modification to the World Heritage List, this modification will be reflected in the next updated List that is published.

V PERIODIC REPORTING ON THE IMPLEMENTATION OF THE *WORLD HERITAGE CONVENTION*

V.A Objectives

199. States Parties are requested to submit reports to the UNESCO General Conference through the World Heritage Committee on the legislative and administrative provisions they have adopted and other actions which they have taken for the application of the *Convention*, including the state of conservation of the World Heritage properties located on their territories.

Article 29 of the *World Heritage Convention* and Resolutions of the 11th session of the General Assembly of States Parties (1997) and the 29th session of the UNESCO General Conference.

200. States Parties may request expert advice from the Advisory Bodies and the Secretariat, which may also (with agreement of the States Parties concerned) commission further expert advice.

201. Periodic Reporting serves four main purposes:

a) to provide an assessment of the application of the *World Heritage Convention* by the State Party;

b) to provide an assessment as to whether the Outstanding Universal Value of the properties inscribed on the World Heritage List is being maintained over time;

c) to provide up-dated information about the World Heritage properties to record the changing circumstances and state of conservation of the properties;

d) to provide a mechanism for regional co-operation and exchange of information and experiences between States Parties concerning the implementation of the *Convention* and World Heritage conservation.

202. Periodic Reporting is important for more effective long term conservation of the properties inscribed, as well as to strengthen the credibility of the implementation of the *Convention*.

V.B Procedure and Format

203. World Heritage Committee: Decision 22 COM VI.7

a) adopted the Format and Explanatory Notes set out in Annex 7;

b) invited States Parties to submit periodic reports every six years;

c) decided to examine the States Parties' periodic reports region by region according to the following table:

Region	Examination of properties inscribed up to and including	Year of Examination by Committee
Arab States	1992	December 2000
Africa	1993	December 2001/July 2002
Asia and the Pacific	1994	June-July 2003
Latin America and the Caribbean	1995	June-July2004
Europe and North America	1996/1997	June-July 2005/2006

d) requested the Secretariat, jointly with the Advisory Bodies, and making use of States Parties, competent institutions and expertise available within the region, to develop regional strategies for the periodic reporting process as per the timetable established under c) above.

204. The above-mentioned regional strategies should respond to specific characteristics of the regions and should promote co-ordination and synchronization between States Parties, particularly in the case of transboundary properties. The Secretariat will consult States Parties with regard to the development and implementation of those regional strategies.

205. After the first six-year cycle of periodic reports, each region will be assessed again in the same order as indicated in the table above. Following the first six-year cycle, there may be a pause for evaluation to assess and revise the periodic reporting mechanism before a new cycle is initiated.

206. The Format for the periodic reports by the States Parties consists of two sections:

This Format was adopted by the Committee at its 22nd session (Kyoto 1998) and may be revised following the completion of the first cycle of Periodic Reporting in 2006. For this reason, the Format has not been revised.

a) **Section I** refers to the legislative and administrative provisions which the State Party has adopted and other actions which it has taken for the application of the *Convention*, together with details of the experience acquired in this field. This particularly concerns the general obligations defined in specific articles of the *Convention*.

b) **Section II** refers to the state of conservation of specific World Heritage properties located on the territory of the State Party concerned. This Section should be completed for each World Heritage property.

Explanatory Notes are provided with the Format in Annex 7.

207. In order to facilitate management of information, States Parties are requested to submit reports, in English or French, in electronic as well as in printed form to :

UNESCO World Heritage Centre
7, place de Fontenoy
75352 Paris 07 SP
France
Tel: +33 (0)1 45 68 12 76
Email: wh-info@unesco.org

V.C Evaluation and Follow Up

208. The Secretariat consolidates national reports into Regional State of the World Heritage reports, which are available in electronic format at the following Web address http://whc.unesco.org/en/publications and in paper version (series World Heritage Papers).

209. The World Heritage Committee carefully reviews issues raised in Periodic Reports and advises the States Parties of the regions concerned on matters arising from them.

210. The Committee requested the Secretariat with the Advisory Bodies, in consultation with the relevant States Parties, to develop long-term follow-up Regional Programmes structured according to its Strategic Objectives and to submit them for its examination. These Programmes are adopted as follow up to Periodic Reports and regularly reviewed by the Committee based on the needs of States Parties identified in Periodic Reports. They should accurately reflect the needs of World Heritage in the Region and facilitate the granting of International Assistance. The Committee also expressed its support to ensure direct links between the Strategic Objectives and the International Assistance.

Decision 36 COM 13.I

VI ENCOURAGING SUPPORT FOR THE *WORLD HERITAGE CONVENTION*

VI.A Objectives

Article 27 of the *World Heritage Convention*

211. The objectives are:

a) to enhance capacity-building and research;

b) to raise the general public's awareness, understanding and appreciation of the need to preserve cultural and natural heritage;

c) to enhance the function of World Heritage in the life of the community; and

Article 5(a) of the *World Heritage Convention*

d) to increase the participation of local and national populations in the protection and presentation of heritage.

VI.B Capacity-building and research

212. The Committee seeks to develop capacity-building within the States Parties in conformity with its Strategic Objectives.

Budapest Declaration on World Heritage (2002)

The Global Training Strategy

213. Recognizing the high level of skills and multidisciplinary approach necessary for the protection, conservation, and presentation of the World Heritage, the Committee has adopted a Global Training Strategy for World Cultural and Natural Heritage. The primary goal of the Global Training Strategy is to ensure that necessary skills are developed by a wide range of actors for better implementation of the *Convention*. In order to avoid overlap and effectively implement the Strategy, the Committee will ensure links to other initiatives such as the Global Strategy for a Representative, Balanced and Credible World Heritage List and Periodic Reporting. The Committee will annually review relevant training issues, assess training needs, review annual reports on training initiatives, and make recommendations for future training initiatives.

Global Training Strategy for World Cultural and Natural Heritage adopted by the World Heritage Committee at its 25th session (Helsinki, Finland, 2001) (see ANNEX X of document WHC-01/CONF.208/24).

National training strategies and regional co-operation

214. States Parties are encouraged to ensure that their professionals and specialists at all levels are adequately trained. To this end, States Parties are encouraged to develop national training strategies and include regional co-operation for training as part of their strategies.

Research

215. The Committee develops and coordinates international co-operation in the area of research needed for the effective implementation of the *Convention*. States Parties are also encouraged to make resources available to undertake research, since knowledge and understanding are fundamental to the identification, management, and monitoring of World Heritage properties.

International Assistance

216. Training and Research Assistance may be requested by States Parties from the World Heritage Fund (see Chapter VII).

VI.C Awareness-raising and education

Awareness-raising

217. States Parties are encouraged to raise awareness of the need to preserve World Heritage. In particular, they should ensure that World Heritage status is adequately marked and promoted on-site.

218. The Secretariat provides assistance to States Parties in developing activities aimed at raising public awareness of the *Convention* and informing the public of the dangers threatening World Heritage. The Secretariat advises States Parties regarding the preparation and implementation of on-site promotional and educational projects to be funded through International Assistance. The Advisory Bodies and appropriate State agencies may also be solicited to provide advice on such projects.

Education

219. The World Heritage Committee encourages and supports the development of educational materials, activities and programmes.

International Assistance

220. States Parties are encouraged to develop educational activities related to World Heritage with, wherever possible, the participation of schools, universities, museums and other local and national educational authorities.

Article 27.2 of the *World Heritage Convention*

221. The Secretariat, in co-operation with the UNESCO Education Sector and other partners, produces and publishes a World Heritage Educational Resource Kit, "World Heritage in Young Hands", for use in secondary schools around the world. The Kit is adaptable for use at other educational levels.

"World Heritage in Young Hands" is available at the following Web address http://whc.unesco.org/education/index.htm

222. International Assistance may be requested by States Parties from the World Heritage Fund for the purpose of developing and implementing awareness-raising and educational activities or programmes (see Chapter VII).

VII THE WORLD HERITAGE FUND AND INTERNATIONAL ASSISTANCE

VII.A The World Heritage Fund

223. The World Heritage Fund is a trust fund, established by the *Convention* in conformity with the provisions of the Financial Regulations of UNESCO. The resources of the Fund consist of compulsory and voluntary contributions made by States Parties to the *Convention*, and any other resources authorized by the Fund's regulations.

Article 15 of the *World Heritage Convention.*

224. The financial regulations for the Fund are set out in document WHC/7 available at the following Web address:
http://whc.unesco.org/en/financialregulations

VII.B Mobilization of other technical and financial resources and partnerships in support of the *World Heritage Convention*

225. To the extent possible, the World Heritage Fund should be used to mobilize additional funds for International Assistance from other sources.

226. The Committee decided that contributions offered to the World Heritage Fund for international assistance campaigns and other UNESCO projects for any property inscribed on the World Heritage List shall be accepted and used as international assistance pursuant to Section V of the *Convention*, and in conformity with the modalities established for carrying out the campaign or project.

227. States Parties are invited to provide support to the *Convention* in addition to obligatory contributions paid to the World Heritage Fund. This voluntary support can be provided through additional contributions to the World Heritage Fund or direct financial and technical contributions to properties.

Article 15(3) of the *World Heritage Convention*

228. States Parties are encouraged to participate in international fund-raising campaigns launched by UNESCO and aimed at protecting World Heritage.

229. States Parties and others who anticipate making contributions towards these campaigns or other UNESCO projects for World Heritage properties are encouraged to make their contributions through the World Heritage Fund.

230. States Parties are encouraged to promote the establishment of national, public and private foundations or associations aimed at raising funds to support World Heritage conservation efforts.

Article 17 of the World Heritage Convention.

231. The Secretariat provides support in mobilizing financial and technical resources for World Heritage conservation. To this end, the Secretariat develops partnerships with public and private institutions in conformity with the Decisions and the Guidelines issued by the World Heritage Committee and UNESCO regulations.

232. The Secretariat should refer to "UNESCO's "Comprehensive Partnership Strategy" to govern external fund-raising in favour of the World Heritage Fund. This document is available at the following Web address:
http://en.unesco.org/partnerships.

"Comprehensive Partnership Strategy" including "Separate strategies for engagement with individual categories of partners" 192 EX/5.INF

Decision 30 COM 13.13

VII.C International Assistance

233. The *Convention* provides International Assistance to States Parties for the protection of the world cultural and natural heritage located on their territories and inscribed, or potentially suitable for inscription on the World Heritage List. International Assistance should be seen as supplementary to national efforts for the conservation and management of World Heritage and Tentative List properties when adequate resources cannot be secured at the national level.

See Articles 13 (1&2) and 19-26 of the *World Heritage Convention.*

234. International Assistance is primarily financed from the World Heritage Fund, established under the *World Heritage Convention*. The Committee determines the budget for International Assistance on a biennial basis.

Section IV of the World Heritage Convention

235. The World Heritage Committee co-ordinates and allocates types of International Assistance in response to State Party requests. These types of International Assistance, described in the summary table set out below, in order of priority are:

Decision 30 COM 14A
Decision 36 COM 13.I

a) Emergency assistance

b) Conservation and Management assistance (incorporating assistance for training and research, technical co-operation and promotion and education)

c) Preparatory assistance.

VII.D Principles and priorities for International Assistance

236. Priority is given to International Assistance for properties inscribed on the List of World Heritage in Danger. The Committee created a specific budget line to ensure that a significant portion of assistance from the World Heritage Fund is allocated to properties inscribed on the List of World Heritage in Danger.

Article 13(1) of the *World Heritage Convention.*

237. States Parties in arrears of payment of their compulsory or voluntary contributions to the World Heritage Fund are not eligible for international assistance, it being understood that this provision does not apply to requests for emergency assistance.

Decision 13 COM XII.34

238. To support its Strategic Objectives, the Committee also allocates International Assistance in conformity with the priorities set out in its decisions and in the Regional Programmes it adopts as a follow up to Periodic Reports (see para. 210).

Decision 36 COM 13.I

239. In addition to the priorities outlined in paragraphs 236-238 above, the following considerations govern the Committee's decisions in granting International Assistance:

Decisions 26 COM 17.2, Decision 26 COM 20 and Decision 26 COM 25.3

a) the likelihood that the assistance will have a catalytic and multiplier effect (“seed money”) and promote financial and technical contributions from other sources;

b) when funds available are limited and a selection has to be made, preference is given to:

Decision 31 COM 18B

- a Least Developed Country or Low Income Economy as defined by the United Nations Economic and Social Council's Committee for Development Policy, or
- a Lower Middle Income Country as defined by the World Bank, or
- a Small Island Developing State (SIDS), or
- a State Party in a post-conflict situation;

c) the urgency of the protective measures to be taken at World Heritage properties;

d) whether the legislative, administrative and, wherever possible, financial commitment of the recipient State Party is available to the activity;

e) the impact of the activity on furthering the Strategic Objectives decided by the Committee;

Paragraph 26 of *Operational Guidelines*

f) the degree to which the activity responds to needs identified through the reactive monitoring process and/or the analysis of regional Periodic Reports;

Decision 20 COM XII

g) the exemplary value of the activity in respect to scientific research and the development of cost effective conservation techniques;

h) the cost of the activity and expected results; and

i) the educational value both for the training of experts and for the general public.

240. A balance will be maintained in the allocation of resources between cultural and natural heritage and between Conservation and Management and Preparatory Assistance. This balance is reviewed and decided upon on a regular basis by the Committee and during the second year of each biennium by the Chairperson or the World Heritage Committee.

65% of the total International Assistance budget is set aside for cultural properties and 35% for natural properties

Decision 31 COM 18B
Decision 36 COM 13.I
Decision 37 COM 12.II

VII.E Summary Table

241.

Decision 36 COM 13.I
Decision 30 COM 13.13

Type of international assistance	Purpose	Budget ceilings per request	Deadline for submission of request	Authority for approval
Emergency Assistance	This assistance may be requested to address ascertained or potential threats facing properties included on the List of World Heritage in Danger and the World Heritage List which have suffered severe damage or are in imminent danger of severe damage due to sudden, unexpected phenomena. Such phenomena may include land subsidence, extensive fires, explosions, flooding or human-made disasters including war. This assistance does not concern cases of damage or deterioration caused by gradual processes of decay, pollution or erosion. It addresses emergency situations strictly relating to the conservation of a World Heritage property (see Decision 28 COM 10B 2.c). It may be made available, if necessary, to more than one World Heritage property in a single State Party (see Decision 6 EXT. COM 15.2). The budget ceilings relate to a single World Heritage property.	Up to US$ 5.000	At any time	Director of the World Heritage Centre
		Between US$ 5.001 and 75.000	At any time	Chairperson of the Committee
	The assistance may be requested to : (i) undertake emergency measures for the safeguarding	Over US$ 75.000	At any time before the Committee	Committee

Type of international assistance	Purpose	Budget ceilings per request	Deadline for submission of request	Authority for approval
	of the property; (ii) draw up an emergency plan for the property.			
Preparatory assistance	This assistance may be requested to (in order of priority): (i) prepare or update national Tentative Lists of properties suitable for inscription on the World Heritage List; a commitment will be required from the State Party to nominate in priority on these lists sites recognized in approved thematic advice, such as the thematic studies prepared by the Advisory Bodies, as corresponding to gaps on the List; (ii) organize meetings for the harmonization of national Tentative Lists within the same geo-cultural area; (iii) prepare nominations of properties for inscription on the World Heritage List (including preparatory work such as collection of basic information, scoping studies of the potential for demonstration of Outstanding Universal Value, including integrity or authenticity, comparative studies of the property in relation to other similar properties (see 3.2 of Annex 5), including analysis in the context of the Gap Studies produced by the Advisory Bodies. Priority will be given to requests for sites recognized in approved thematic advice as corresponding to gaps on the List and/or for sites where preliminary investigations have shown that further inquiries would be justified, especially in the case of States Parties whose heritage is un-represented or under-represented on the World Heritage List; (iv) prepare requests for Conservation & Management assistance for consideration by the World Heritage Committee.	Up to US$ 5.000 Between US$ 5.001 and 30.000	At any time 31 October	Director of the World Heritage Centre Chairperson of the Committee
Conservation and Management Assistance (incorporating Training and Research assistance, Technical co-operation assistance and Promotion and education assistance)	This assistance may be requested for: (i) the training of staff and specialists at all levels in the fields of identification, monitoring, conservation, management and presentation of World Heritage, with an emphasis on group training; (ii) scientific research benefiting World Heritage properties; (iii) studies on the scientific and technical problems of conservation, management, and presentation of World Heritage properties. Note: Requests for support for individual training courses from UNESCO should be submitted on the standard "Application for fellowship" form available from the Secretariat. (iv) provision of experts, technicians and skilled labour for the conservation, management, and presentation of properties inscribed on the List of World Heritage in Danger and the World Heritage List; (v) supply of equipment which the State Party requires for the conservation, management, and presentation of properties inscribed on the List of World Heritage in Danger and the World Heritage List; (vi) low-interest or interest-free loans for undertaking	Only for requests falling under items (i) to (vi): Up to US$ 5.000 Between US$ 5.001 and 30.000 Over US$ 30.000	Only for requests falling under items (i) to (vi): At any time 31 October 31 October	Only for requests falling under items (i) to (vi) Director of the World Heritage Centre Chairperson of the Committee Committee

Type of international assistance	Purpose	Budget ceilings per request	Deadline for submission of request	Authority for approval
	activities for the conservation, management, and presentation of properties inscribed on the List of World Heritage in Danger and the World Heritage List, which may be repayable on a long-term basis.			
	(vii) At the regional and international levels for Programmes, activities and the holding of meetings that could:	Only for requests falling under items (vii) and (viii):	Only for requests falling under items (vii) and (viii):	Only for requests falling under items (vii) and (viii):
	- help to create interest in the *Convention* within the countries of a given region;			
	- create a greater awareness of the different issues related to the implementation of the *Convention* to promote more active involvement in its application;	Up to US$ 5,000	At any time	Director of the World Heritage Centre
	- be a means of exchanging experiences;			
	- stimulate joint education, information and promotional programmes and activities, especially when they involve the participation of young people for the benefit of World Heritage conservation.	Between US$ 5,001 and 10,000	31 October	Chairperson of the Committee
	(viii) At the national level for:			
	- meetings specifically organized to make the *Convention* better known, especially amongst young people, or for the creation of national World Heritage associations, in accordance with Article 17 of the *Convention*;			
	- preparation and discussion of education and information material (such as brochures, publications, exhibitions, films, multimedia tools) for the general promotion of the *Convention* and the World Heritage List and not for the promotion of a particular property, and especially for young people.			

VII.F Procedure and format

242. All States Parties submitting requests for international assistance are encouraged to consult the Secretariat and the Advisory Bodies during the conceptualization, planning and elaboration of each request. To facilitate States Parties' work, examples of successful international assistance requests may be provided upon request.

243. The application form for International Assistance is presented in Annex 8 and the types, amounts, deadlines for submission and the authorities responsible for approval are outlined in the summary table in Chapter VII.E.

244. The request should be submitted in English or French, duly signed and transmitted by the National Commission for UNESCO, the State Party Permanent Delegation to UNESCO and/or appropriate governmental Department or Ministry to the following address:

UNESCO World Heritage Centre
7, place de Fontenoy
75352 Paris 07 SP
France
Tel: +33 (0) 1 4568 12 76
E-mail: wh-intassistance@unesco.org

245. Requests for international assistance may be submitted by electronic mail by the State Party but must be accompanied by an officially signed hard copy or be filled-in using the online format on the World Heritage Centre's Website at the following address: http://whc.unesco.org

246. It is important that all information requested in this application form is provided. If appropriate or necessary, requests may be supplemented by additional information, reports, etc.

VII.G Evaluation and approval of International Assistance requests

247. Provided that a request for assistance from a State Party is complete, the Secretariat, with the assistance of the Advisory Bodies, for requests above US$ 5,000, will process each request in a timely manner, as follows.

248. All requests for international assistance for cultural heritage are evaluated by ICOMOS and ICCROM, except requests up to and including US$ 5,000.

Decision 13 COM XII.34
Decision 31 COM 18B

249. All requests for international assistance for mixed heritage are evaluated by ICOMOS, ICCROM and IUCN, except requests up to and including US$ 5,000.

Decision 31 COM 18B

250. All requests for international assistance for natural heritage are evaluated by IUCN, except requests up to and including US$ 5,000.

Decision 31 COM 18B

251. The evaluation criteria used by the Advisory Bodies are outlined in Annex 9.

Decision 31 COM 18B

252. All requests for International Assistance of more than US$ 5,000, except those of Emergency Assistance, are evaluated by a panel composed of representatives of the World Heritage Centre Regional Desks and the Advisory Bodies, and if possible, the Chairperson of the World Heritage Committee or, in observer capacity, a person designated by the Chairperson, meeting once or twice a year before action by the Chairperson and/or Committee. Requests for Emergency Assistance can be submitted at any time to the Secretariat and will be submitted to the Chairperson or to the Committee at its next session for decision after comments by the Advisory Bodies and without examination by the panel.

Decision 31 COM 18B
Decision 36 COM 13.I
Decision 30 COM 13.13

253. The Chairperson is not authorized to approve requests submitted by his own country. These will be examined by the Committee.

254. All requests for Preparatory Assistance or Conservation and Management Assistance of more than US$ 5,000 should be received by the Secretariat on or before 31 October. Incomplete forms which do not come back duly completed by 30 November will be sent back to the States Parties for submission to a next cycle. Complete requests are examined by a first panel held in January during the meeting between the Secretariat and the Advisory Bodies. Requests for which the panel issues a positive or a negative recommendation will be submitted to the Chairperson/Committee for decision. A second panel may be held at least eight weeks before the Committee session for requests which were revised since the first panel. Requests sent back for a substantial revision will be examined by the panel depending on their date of receipt. Requests requiring only minor revision and no further examination by the panel must come back within the year when they were examined first; otherwise they will be sent again to a next panel. The chart detailing the submission process is attached in Annex 8.

Decision 36 COM 13.I

VII.H Contractual Arrangements

255. Agreements are established between UNESCO and the concerned State Party or its representative(s) for the implementation of the approved International Assistance requests in conformity with UNESCO regulations, following the work plan and budget breakdown described in the originally approved request.

VII.I Evaluation and follow-up of International Assistance

256. The monitoring and evaluation of the implementation of the International Assistance requests will take place within 3 months of the activities' completion. The results of these evaluations will be collated and maintained by the Secretariat in collaboration with the Advisory Bodies and examined by the Committee on a regular basis.

257. The Committee reviews the implementation, evaluation and follow-up of International Assistance in order to evaluate the International Assistance effectiveness and to redefine its priorities.

VIII THE WORLD HERITAGE EMBLEM

VIII.A Preamble

258. At its second session (Washington, 1978), the Committee adopted the World Heritage Emblem which had been designed by Mr. Michel Olyff. This Emblem symbolizes the interdependence of cultural and natural properties: the central square is a form created by man and the circle represents nature, the two being intimately linked. The Emblem is round, like the world, but at the same time it is a symbol of protection. It symbolizes the *Convention*, signifies the adherence of States Parties to the *Convention*, and serves to identify properties inscribed in the World Heritage List. It is associated with public knowledge about the *Convention* and is the imprimatur of the *Convention*'s credibility and prestige. Above all, it is a representation of the universal values for which the *Convention* stands.

259. The Committee decided that the Emblem proposed by the artist could be used, in any colour or size, depending on the use, the technical possibilities and considerations of an artistic nature. The Emblem should always carry the text "WORLD HERITAGE. PATRIMOINE MONDIAL". The space occupied by "PATRIMONIO MUNDIAL" can be used for its translation into the national language of the country where the Emblem is to be used.



260. In order to ensure the Emblem benefits from as much visibility as possible while preventing improper uses, the Committee at its twenty-second session (Kyoto, 1998) adopted "Guidelines and Principles for the Use of the World Heritage Emblem" as set out in the following paragraphs. In addition, a "Table of Uses" (Annex 14) provides complementary guidance.

Decision 39 COM 11

261. Although there is no mention of the Emblem in the *Convention*, its use has been promoted by the Committee to identify properties protected by the *Convention* and inscribed on the World Heritage List since its adoption in 1978.

262. The World Heritage Committee is responsible for determining the use of the World Heritage Emblem and for making policy prescriptions regarding how it may be used. Since the adoption by the UNESCO General Conference in October 2007 of the *Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO*[14], it is strongly encouraged to use the World Heritage Emblem as part of a linked logo block accompanied by UNESCO's logo, whenever feasible. The use of the World Heritage Emblem alone remains however possible, in line with the present *Guidelines* and with the Table of Uses (Annex 14). Decision 39 COM 11

263. As requested by the Committee at its 26th session (Budapest, 2002), the World Heritage Emblem, with and without its surrounding text, has been notified and accepted on 21 May 2003 by the Paris Union Member states under Article 6ter of the Paris *Convention* for the Protection of Industrial Property, adopted in 1883 and revised at Stockholm in 1967. Therefore UNESCO has recourse to Paris *Convention* Member States' domestic systems to prevent the use of the World Heritage Emblem where such use falsely suggests a connection with UNESCO, the *World Heritage Convention*, or any other abusive use. Decision 26 COM 15
Decision 39 COM 11

264. The Emblem also has fund-raising potential that can be used to enhance the marketing value of products with which it is associated. A balance is needed between the Emblem's use to further the aims of the *Convention* and optimize knowledge of the *Convention* worldwide and the need to prevent its abuse for inaccurate, inappropriate, and unauthorized commercial or other purposes.

265. The Guidelines and Principles for the Use of the Emblem and modalities for quality control should not become an obstacle to co-operation for promotional activities. Authorities responsible for reviewing and deciding on uses of the Emblem may base their decisions on the parameters developed below and those contained in the Table of Uses (Annex 14). Decision 39 COM 11

VIII.B Applicability

266. The Guidelines and Principles proposed herein cover all proposed uses of the Emblem by: Decision 39 COM 11

a) The World Heritage Centre;

b) The UNESCO Division of Public Information and other UNESCO offices;

c) Agencies or National Commissions, responsible for implementing the *Convention* in each State Party;

d) World Heritage properties;

e) Other contracting parties, especially those operating for predominantly commercial purposes.

[14] The most recent version of the *Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO* is found in the annex to Resolution 86 of the 34th session of the General Conference (34 C/Resolution 86) or at http://unesdoc.unesco.org/images/0015/001560/156046e.pdf

VIII.C Responsibilities of States Parties

267. States Parties to the *Convention* should take all possible measures to prevent the use of the Emblem in their respective countries by any group or for any purpose not explicitly recognized by the Committee. States Parties are encouraged to make full use of national legislation including Trade Mark Laws.

VIII.D Increasing proper uses of the World Heritage Emblem

268. Properties inscribed on the World Heritage List should be marked with the emblem jointly with the UNESCO logo, which should, however, be placed in such a way that they do not visually impair the property in question.

Production of plaques to commemorate the inscription of properties on the World Heritage List

269. Once a property is inscribed on the World Heritage List, the State Party should place a plaque, whenever possible, to commemorate this inscription. These plaques are designed to inform the public of the country concerned and foreign visitors that the property visited has a particular value which has been recognized by the international community. In other words, the property is exceptional, of interest not only to one nation, but also to the whole world. However, these plaques have an additional function which is to inform the general public about the *World Heritage Convention* or at least about the World Heritage concept and the World Heritage List.

270. The Committee has adopted the following Guidelines for the production of these plaques:

a) the plaque should be so placed that it can easily be seen by visitors, without disfiguring the property;

b) the World Heritage Emblem should appear on the plaque;

c) the text should mention the property's Outstanding Universal Value; in this regard it might be useful to give a short description of the property's outstanding characteristics. States Parties may, if they wish, use the descriptions appearing in the various World Heritage publications or in the World Heritage exhibit, and which may be obtained from the Secretariat;

d) the text should make reference to the *World Heritage Convention* and particularly to the World Heritage List and to the international recognition conferred by inscription on this List (however, it is not necessary to mention at which session of the Committee the property was inscribed); it may be appropriate to produce the text in several languages for properties which receive many foreign visitors.

271. The Committee proposes the following text as an example:

"(Name of property) has been inscribed upon the World Heritage List of the *Convention concerning the Protection of the World Cultural and Natural Heritage*. Inscription on this List confirms the Outstanding Universal Value of a cultural or natural property which deserves protection for the benefit of all humanity."

272. This text could be then followed by a brief description of the property concerned.

273. Furthermore, the national authorities should encourage World Heritage properties to make a broad use of the Emblem such as on their letterheads, brochures and staff uniforms.

274. Third parties which have received the right to produce communication products related to the *World Heritage Convention* and World Heritage properties must give the Emblem proper visibility. They should avoid creating a different Emblem or logo for that particular product.

VIII.E Principles on the use of the World Heritage Emblem

275. The responsible authorities are henceforth requested to use the following principles in making decisions on the use of the Emblem: Decision 39 COM 11

a) The Emblem should be utilized for all projects substantially associated with the work of the *Convention*, including, to the maximum extent technically and legally possible, those already approved and adopted, in order to promote the *Convention*.

b) A decision to approve use of the Emblem should be linked strongly to the quality and content of the product with which it is to be associated, not on the volume of products to be marketed or the financial return expected. The main criterion for approval should be the educational, scientific, cultural, or artistic value of the proposed product related to World Heritage principles and values. Approval should not routinely be granted to place the Emblem on products that have no, or extremely little, educational value, such as cups, T-shirts, pins, and other tourist souvenirs. Exceptions to this policy will be considered for special events, such as meetings of the Committee and ceremonies at which plaques are unveiled.

c) Any decision with respect to authorizing the use of the Emblem must be completely unambiguous and in keeping with the explicit and implicit goals and values of the *World Heritage Convention*.

d) Except when authorized in accordance with these principles it is not legitimate for commercial entities to use the Emblem directly on their own material to show their support for World Heritage. The Committee recognizes, however, that any individual, organization, or company is free to publish or produce whatever they consider to be appropriate regarding World Heritage properties, but official authorization to do so under the World Heritage Emblem remains the exclusive prerogative of the Committee, to be exercised as prescribed in these Guidelines and Principles and in the Table of Uses.

e) Use of the Emblem by other contracting parties should normally only be authorized when the proposed use deals directly with World Heritage properties. Such uses may be granted after approval by the national authorities of the countries concerned.

f) In cases where no specific World Heritage properties are involved or are not the principal focus of the proposed use, such as general seminars and/or workshops on scientific issues or conservation techniques, use may be granted only upon express approval in accordance with these Guidelines and Principles and with the Table of Uses. Requests for such uses should specifically document the manner in which the proposed use is expected to enhance the work of the *Convention*.

g) Permission to use the Emblem should not be granted to travel agencies, airlines, or to any other type of business operating for predominantly commercial purposes, except under exceptional circumstances and when manifest benefit to the World Heritage generally or particular World Heritage properties can be demonstrated. Requests for such use should require approval in accordance with these Guidelines and Principles and with the Table of Uses. Such requests should be approved by the national authorities concerned, and be defined within the framework of specific partnership agreements with UNESCO/World Heritage Centre.

"Comprehensive Partnership Strategy" including "Separate strategies for engagement with individual categories of partners" 192 EX/5.INF and PACT Strategy (Document WHC-13/37.COM/5D)

Decision 37 COM 5D

The Secretariat is not to accept any advertising, travel, or other promotional considerations from travel agencies or other, similar companies in exchange or in lieu of financial remuneration for use of the Emblem.

h) When commercial benefits are anticipated, the Secretariat should ensure that the World Heritage Fund receives a fair share of the revenues and conclude a contract or other agreement that documents the nature of the understandings that govern the project and the arrangements for provision of income to the Fund. In all cases of commercial use, any staff time and related costs for personnel assigned by the Secretariat or other reviewers, as appropriate, to any initiative, beyond the nominal, must be fully covered by the party requesting authorization to use the Emblem.

National authorities are also called upon to ensure that their properties or the World Heritage Fund receive a fair share of the revenues and to document the nature of the understandings that govern the project and the distribution of any proceeds.

i) If sponsors are sought for manufacturing products whose distribution the Secretariat considers necessary, the choice of partner or partners should be consistent, at a minimum, with the criteria set forth in the "Comprehensive Partnership Strategy" including "Separate strategies for engagement with individual categories or parners" 192 EX/5.INF and PACT Strategy (Document WHC-13/37.COM/5D) and with such further fund-raising guidance as the Committee may prescribe. The necessity for such products should be clarified and justified in written presentations that will require approval in such manner as the Committee may prescribe.

j) The sale of goods or services bearing the name, acronym, logo and/or Internet domain name of UNESCO combined with the World Heritage Emblem chiefly for profit shall be regarded as "commercial use" for the purpose of the *Operational Guidelines*. Such use must be expressly authorized by the Director-General, under a specific contractual arrangement (definition adapted from 2007 UNESCO Logo Directives. Art III.2.1.3).

VIII.F Authorization procedure for the use of the World Heritage Emblem

Simple agreement of the national authorities

276. National authorities may grant the use of the Emblem to a national entity, provided that the project, whether national or international, involves only World Heritage properties located on the same national territory. National authorities' decision should be guided by the Guidelines and Principles and by the Table of Uses.

Decision 39 COM 11

277. States Parties are invited to provide the Secretariat with the names and addresses of the authorities in charge of managing the use of the Emblem.

Circular letter dated 14 April 1999. http://whc.unesco.org/circs/circ99-4e.pdf

Agreement requiring quality control of content

278. Any other request for authorization to use the Emblem should adopt the following procedure:

Decision 39 COM 11

a) A request indicating the objective of the use of the Emblem, its duration and territorial validity, should be addressed to the Director of the World Heritage Centre.

b) The Director of the World Heritage Centre has the authority to grant the use of the Emblem in accordance with the Guidelines and Principles. For cases not covered, or not sufficiently covered, by the Guidelines and Principles and by the Table of Uses, the Director refers the matter to the Chairperson who, in the most difficult cases, might wish to refer the matter to the Committee for final decision. A yearly report on the authorized uses of the Emblem will be submitted to the World Heritage Committee.

c) Authorization to use the Emblem in major products to be widely distributed over an undetermined period of time is conditional upon obtaining the manufacturer's commitment to consult with countries concerned and secure their endorsement of texts and images illustrating properties situated in their territory, at no cost to the Secretariat, together with the proof that this has been done. The text to be approved should be provided in either one of the official languages of the Committee or in the language of the country concerned. A draft model to be used by States Parties to authorize the use of the Emblem to third parties appears below.

Content Approval Form:

[**Name of responsible national body**], officially identified as the body responsible for approving the content of the texts and photos relating to the World Heritage properties located in the territory of [**name of country**], hereby confirms to [**name of producer**] that the text and the images that it has submitted for the [**name of properties**] World Heritage property(ies) are [**approved**] [**approved subject to the following changes requested**] [**are not approved**]

(delete whatever entry does not apply, and provide, as needed, a corrected copy of the text or a signed list of corrections).

Notes:

It is recommended that the initials of the responsible national official be affixed to each page of text.

The National Authorities are given one month from their acknowledged receipt in which to authorize the content, following which the producers may consider that the content has been tacitly approved, unless the responsible National Authorities request in writing a longer period.

Texts should be supplied to the National Authorities in one of the two official languages of the Committee, or in the official language (or in one of the official languages) of the country in which the properties are located, at the convenience of both parties.

d) After having examined the request and considered it as acceptable, the Secretariat may establish an agreement with the partner.

e) If the Director of the World Heritage Centre judges that a proposed use of the Emblem is not acceptable, the Secretariat informs the requesting party of the decision in writing.

VIII.G Right of States Parties to exert quality control

279. Authorization to use the Emblem is inextricably linked to the requirement that the national authorities may exert quality control over the products with which it is associated.

a) The States Parties to the *Convention* are the only parties authorized to approve the content (images and text) of any distributed product appearing under the World Heritage Emblem with regard to the properties located in their territories.

b) States Parties that protect the Emblem legally must review these uses.

c) Other States Parties may elect to review proposed uses or refer such proposals to the Secretariat. States Parties are responsible for identifying an appropriate national authority and for informing the Secretariat whether they wish to review proposed uses or to identify uses that are inappropriate. The Secretariat maintains a list of responsible national authorities.

IX INFORMATION SOURCES

IX.A Information archived by the Secretariat

280. The Secretariat maintains a database of all documents of the World Heritage Committee and the General Assembly of States Parties to the *World Heritage Convention*. This database is available at the following Web address: http://whc.unesco.org/en/statutorydoc

281. The Secretariat ensures that copies of Tentative Lists, World Heritage nominations, including copies of maps and relevant information received from States Parties are archived in hard copy and in electronic format where possible. The Secretariat also arranges for the archiving of relevant information relating to inscribed properties, including evaluations and other documents developed by the Advisory Bodies, any correspondence and reports received from States Parties (including Reactive Monitoring and Periodic Reports) and correspondence and material from the Secretariat and World Heritage Committee.

282. Archived material will be kept in a form appropriate to long-term storage. Provisions will be made for the storage of paper copies and electronic copies, as relevant. Provision will be made for copies to be provided to States Parties as requested.

283. Nominations of those properties inscribed on the World Heritage List by the Committee will be made available for consultation. States Parties are urged to place a copy of the nomination on their own Web addresses and inform the Secretariat of this action. States Parties preparing nominations may wish to use such information as guides for identifying and elaborating nomination of properties within their own territories.

284. Advisory Body evaluations for each nomination and the decision of the Committee concerning each nomination are available at the following Web address: http://whc.unesco.org/en/advisorybodies

IX.B Specific Information for World Heritage Committee members and other States Parties

285. The Secretariat maintains two electronic mailing lists: one for Committee members (wh-committee@unesco.org) and one for all States Parties (wh-states@unesco.org). States Parties are requested to supply all appropriate email addresses for the establishment of these lists. These electronic mailing lists, which supplement but do not replace the traditional means of notifying States Parties, allow the Secretariat to communicate, in a timely manner, announcements about the availability of documents, changes to meeting schedules, and other issues relevant to Committee members and other States Parties.

286. Circular letters to the States Parties are available at the following Web address: http://whc.unesco.org/en/circularletters

Another Web address, linked to the public Web address through restricted access, is maintained by the Secretariat and contains specific information targeted at Committee members, other States Parties and Advisory Bodies.

287. The Secretariat maintains also a database of decisions of the Committee and resolutions of the General Assembly of States Parties. These are available at the following Web addres:
http://whc.unesco.org/en/decisions

Decision 28 COM 9

IX.C Information and publications available to the public

288. The Secretariat provides access to information labelled as publicly available and copyright free on World Heritage properties and other relevant matters, wherever possible.

289. Information on issues related to World Heritage is available at the Secretariat's Web address (http://whc.unesco.org), on the Web addresses of the Advisory Bodies and in libraries. A list of databases accessible on the web and links to relevant web addresses can be found in the Bibliography.

290. The Secretariat produces a wide variety of World Heritage publications, including the World Heritage List, the List of World Heritage in Danger, Brief Descriptions of World Heritage properties, World Heritage Papers series, newsletters, brochures and information kits. In addition, other information materials aimed specifically at experts and the general public are also developed. The list of World Heritage publications can be found in the Bibliography or at the following Web address:
http://whc.unesco.org/en/publications.

These information materials are distributed to the public directly or through the national and international networks established by States Parties or by World Heritage partners.

ANNEXES

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

MODEL INSTRUMENT
OF RATIFICATION / ACCEPTANCE

WHEREAS the Convention concerning the Protection of the World Cultural and Natural Heritage was adopted on 16 November 1972 by the General Conference of UNESCO at its seventeenth session;

NOW THEREFORE the Government of ._____ having considered the aforesaid Convention, hereby [ratifies the same and undertake faithfully to carry out
[accepts
the stipulations therein contained.

IN WITNESS WHEREOF, I have signed and sealed this instrument.

Done at _____ this _____day of _____ 20_____.

(Seal) *Signature of Head of State,*

Prime Minister or

Minister of Foreign Affairs

- The model instrument of ratification / acceptance is available from the UNESCO World Heritage Centre and at the following Web address: http://whc.unesco.org/en/modelratification
- The original signed version of the completed form should be sent, preferably with an official translation in English or French, to: Director-General, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

MODEL INSTRUMENT OF ACCESSION

WHEREAS the Convention concerning the Protection of the World Cultural and Natural Heritage was adopted on 16 November 1972 by the General Conference of UNESCO at its seventeenth session;

NOW THEREFORE the Government of ._____ having considered the aforesaid *Convention*, hereby accedes the same and undertake faithfully to carry out the stipulations therein contained.

IN WITNESS WHEREOF, I have signed and sealed this instrument.

Done at _____ this _____day of _____ 20_____.

(Seal)

Signature of Head of State,

Prime Minister or

Minister of Foreign Affairs

- The model instrument of accession is available from the UNESCO World Heritage Centre and at the following Web address: http://whc.unesco.org/en/modelratification
- The original signed version of the completed form should be sent, preferably with an official translation in English or French, to: Director-General, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

TENTATIVE LIST
SUBMISSION FORMAT

STATE PARTY: **DATE OF SUBMISSION:**

Submission prepared by:

Name: E-mail:

Address: Fax:

Institution: Telephone:

Name of Property:

State, Province or Region:

Latitude and Longitude, or UTM coordinates:

DESCRIPTION:

Justification of Outstanding Universal Value:
(Preliminary identification of the values of the property which merit inscription on the World Heritage List)

Criteria met [see Paragraph 77 of the Operational Guidelines]:
(Please tick the box corresponding to the proposed criteria and justify the use of each below)

(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)

Statements of authenticity and/or integrity [see Paragraphs 78-95 of the *Operational Guidelines*]:

Comparison with other similar properties:
(The comparison should outline similarities with other properties on the World Heritage List or not, and the reasons that make the property stand out)

- The Tentative List submission format is available from the UNESCO World Heritage Centre and at the following Web address: http://whc.unesco.org/en/tentativelists
- Further guidance on the preparation of Tentative Lists can be found in Paragraphs 62-67 of the Operational Guidelines.
- An example of a completed Tentative List submission format can be found at the following Web address: http://whc.unesco.org/en/tentativelists
- All Tentative Lists submitted by States Parties are available at the following Web address: http://whc.unesco.org/en/tentativelists
- The original signed version of the completed Tentative List submission format should be sent in English or French to: UNESCO World Heritage Centre, 7 place de Fontenoy, 75352 Paris 07 SP, France
- States Parties are encouraged to also submit this information in electronic format (diskette or CD-Rom) or by e-mail to wh-tentativelists@unesco.org

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

TENTATIVE LIST SUBMISSION FORMAT FOR TRANSNATIONAL AND TRANSBOUNDARY FUTURE NOMINATIONS

STATE PARTY: **DATE OF SUBMISSION:**

Submission[15] prepared by:

Name: E-mail:

Title:

Address: Fax:

Institution: Telephone:

1.a Name of the transnational / transboundary future nomination[16] :

1.b Other States Parties participating:

1.c Name(s) of the national component part(s):

1.d State, Province or Region:

1.e Latitude and Longitude, or Universal Transverse Mercator (UTM) coordinates:

2.a Brief Description of the transnational / transboundary future nomination[17] :

2.b Description of the component part(s):

3. JUSTIFICATION FOR OUTSTANDING UNIVERSAL VALUE [18] OF THE FUTURE NOMINATION AS A WHOLE
(Preliminary identification of the values of the future nomination as a whole which merit inscription on the World Heritage List)

3.a Criteria met[19] [see Paragraph 77 of the *Operational Guidelines*]:
(Please tick the box corresponding to the proposed criteria and justify the use of each below)

(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)

[15] This submission will be valid only when all the States Parties indicated in Section 1.b have sent their submissions.

[16] The text provided in this section should be identical in all submissions of the States Parties involved in the presentation of the same transnational / transboundary future nomination.

[17] In case of transnational/transboundary properties any modification will need the agreement of all States Parties concerned.

[18] In case of transnational/transboundary properties any modification will need the agreement of all States Parties concerned.

[19] In case of transnational/transboundary properties any modification will need the agreement of all States Parties concerned.

3.b Statements of authenticity and/or integrity [see Paragraphs 79-95 of the Operational Guidelines]:

3.c.1 Justification of the selection of the component part(s) in relation to the future nomination as a whole:

3.c.2 Comparison with other similar properties[20] :
(This comparison should outline the similarities with other properties inscribed or not on the World Heritage List, and the reasons for the exceptional character of the future nomination).

[20] In case of transnational/transboundary properties any modification will need the agreement of all States Parties concerned.

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

GUIDELINES ON THE INSCRIPTION OF SPECIFIC TYPES OF PROPERTIES ON THE WORLD HERITAGE LIST21

The ICOMOS List of thematic studies is available at the following address:
http://www.icomos.org/studies

The IUCN List of thematic studies is available at the following address:
http://www.iucn.org/about/work/programmes/wcpa_worldheritage/wheritage_pub/

INTRODUCTION

1. This annex provides information on specific types of properties to guide States Parties in preparing nominations of properties for inscription on the World Heritage List. The following information constitutes guidelines that should be used in association with Chapter II of the *Operational Guidelines*, which contains the criteria for inscription of properties on the World Heritage List.

2. The Committee has endorsed the findings of expert meetings on the subject of cultural landscapes, towns, canals and routes (Part I, below).

3. The reports of other expert meetings requested by the World Heritage Committee, in the framework of the Global Strategy for a representative, balanced and credible World Heritage List, are referred to in Part II.

4. Part III lists various comparative and thematic studies prepared by the Advisory Bodies.

I. CULTURAL Landscapes, TOWNS, CANALS AND ROUTES

5. The World Heritage Committee has identified and defined several specific types of cultural and natural properties and has adopted specific guidelines to facilitate the evaluation of such properties when nominated for inscription on the World Heritage List. To date, these cover the following categories, although it is likely that others may be added in due course:

   a) Cultural Landscapes;

   b) Historic Towns and Town Centres;

   c) Heritage Canals;

   d) Heritage Routes.

[21] The Committee may develop additional guidelines for other types of properties in future years.

CULTURAL LANDSCAPES[22]

Definition

6. Cultural landscapes are cultural properties and represent the "combined works of nature and of man" designated in Article 1 of the *Convention*. They are illustrative of the evolution of human society and settlement over time, under the influence of the physical constraints and/or opportunities presented by their natural environment and of successive social, economic and cultural forces, both external and internal.

7. They should be selected on the basis both of their Outstanding Universal Value and of their representativity in terms of a clearly defined geo-cultural region and also for their capacity to illustrate the essential and distinct cultural elements of such regions.

8. The term "cultural landscape" embraces a diversity of manifestations of the interaction between humankind and its natural environment.

9. Cultural landscapes often reflect specific techniques of sustainable land-use, considering the characteristics and limits of the natural environment they are established in, and a specific spiritual relation to nature. Protection of cultural landscapes can contribute to modern techniques of sustainable land-use and can maintain or enhance natural values in the landscape. The continued existence of traditional forms of land-use supports biological diversity in many regions of the world. The protection of traditional cultural landscapes is therefore helpful in maintaining biological diversity.

Definition and Categories

10. Cultural landscapes fall into three main categories, namely:

    (i) The most easily identifiable is the clearly defined **landscape designed and created intentionally by man**. This embraces garden and parkland landscapes constructed for aesthetic reasons which are often (but not always) associated with religious or other monumental buildings and ensembles.

    (ii) The second category is the **organically evolved landscape**. This results from an initial social, economic, administrative, and/or religious imperative and has developed its present form by association with and in response to its natural environment. Such landscapes reflect that process of evolution in their form and component features. They fall into two sub-categories:

    - a relict (or fossil) landscape is one in which an evolutionary process came to an end at some time in the past, either abruptly or over a period. Its significant distinguishing features are, however, still visible in material form.

    - a continuing landscape is one which retains an active social role in contemporary society closely associated with the traditional way of life, and in which the evolutionary process is still in progress. At the same time it exhibits significant material evidence of its evolution over time.

    (iii) The final category is the **associative cultural landscape**. The inscription of such landscapes on the World Heritage List is justifiable by virtue of the powerful religious, artistic or cultural associations of the natural element rather than material cultural evidence, which may be insignificant or even absent.

[22] This text was prepared by an Expert Group on Cultural Landscapes (La Petite Pierre, France, 24 - 26 October 1992) (see document *WHC-92/CONF.202/10/Add*). The text was subsequently approved for inclusion in the *Operational Guidelines* by the World Heritage Committee at its 16th session (Santa Fe 1992) (see document *WHC-92/CONF.002/12*).

Inscription of Cultural Landscapes on the World Heritage List

11. The extent of a cultural landscape for inscription on the World Heritage List is relative to its functionality and intelligibility. In any case, the sample selected must be substantial enough to adequately represent the totality of the cultural landscape that it illustrates. The possibility of designating long linear areas which represent culturally significant transport and communication networks should not be excluded.

12. General criteria for protection and management are equally applicable to cultural landscapes. It is important that due attention be paid to the full range of values represented in the landscape, both cultural and natural. The nominations should be prepared in collaboration with and the full approval of local communities.

13. The existence of a category of "cultural landscape", included on the World Heritage List on the basis of the criteria set out in Paragraph 77 of the *Operational Guidelines*, does not exclude the possibility of properties of exceptional importance in relation to both cultural and natural criteria continuing to be inscribed (see definition of mixed properties as set out in Paragraph 46). In such cases, their Outstanding Universal Value must be justified under both sets of criteria.

HISTORIC TOWNS AND TOWN CENTRES[23]

Definition and Categories

14. Groups of urban buildings eligible for inscription on the World Heritage List fall into three main categories, namely:

    (i) towns which are **no longer inhabited** but which provide unchanged archaeological evidence of the past; these generally satisfy the criterion of authenticity and their state of conservation can be relatively easily controlled;

    (ii) **historic towns which are still inhabited** and which, by their very nature, have developed and will continue to develop under the influence of socio-economic and cultural change, a situation that renders the assessment of their authenticity more difficult and any conservation policy more problematical;

    (iii) **new towns of the twentieth century** which paradoxically have something in common with both the aforementioned categories: while their original urban organization is clearly recognizable and their authenticity is undeniable, their future is unclear because their development is largely uncontrollable.

Inscription of Historic Towns and Town Centres on the World Heritage List

15. The significance of Historic Towns and Town Centres can be examined under the factors outlined below:

    (i) Towns no longer inhabited

    The evaluation of towns that are no longer inhabited does not raise any special difficulties other than those related to archaeological properties in general: the criteria which call for uniqueness or exemplary character have led to the choice of groups of buildings noteworthy for their purity of style, for the concentrations of monuments they contain and sometimes for their important historical associations. It is important for urban archaeological sites to be listed as integral units. A cluster of

[23] This text was included in the January 1987 version of the *Operational Guidelines* following the discussion by the Committee at its 8th session (Buenos Aires, 1984) of the conclusions of the Meeting of Experts to Consult on Historic Towns which met in Paris from 5 to 7 September 1984 organized by ICOMOS.

monuments or a small group of buildings is not adequate to suggest the multiple and complex functions of a city which has disappeared; remains of such a city should be preserved in their entirety together with their natural surroundings whenever possible.

(ii) Inhabited historic towns

In the case of inhabited historic towns the difficulties are numerous, largely owing to the fragility of their urban fabric (which has in many cases been seriously disrupted since the advent of the industrial era) and the runaway speed with which their surroundings have been urbanized. To qualify for inscription, towns should compel recognition because of their architectural interest and should not be considered only on the intellectual grounds of the role they may have played in the past or their value as historical symbols under criterion (vi) for the inscription of cultural properties on the World Heritage List (see Paragraph 77 (vi) of the *Operational Guidelines*). To be eligible for inscription in the List, the spatial organization, structure, materials, forms and, where possible, functions of a group of buildings should essentially reflect the civilization or succession of civilizations which have prompted the nomination of the property. Four categories can be distinguished:

a) Towns which are typical of a specific period or culture, which have been almost wholly preserved and which have remained largely unaffected by subsequent developments. Here the property to be listed is the entire town together with its surroundings, which must also be protected;

b) Towns that have evolved along characteristic lines and have preserved, sometimes in the midst of exceptional natural surroundings, spatial arrangements and structures that are typical of the successive stages in their history. Here the clearly defined historic part takes precedence over the contemporary environment;

c) "Historic centres" that cover exactly the same area as ancient towns and are now enclosed within modern cities. Here it is necessary to determine the precise limits of the property in its widest historical dimensions and to make appropriate provision for its immediate surroundings;

d) Sectors, areas or isolated units which, even in the residual state in which they have survived, provide coherent evidence of the character of a historic town which has disappeared. In such cases surviving areas and buildings should bear sufficient testimony to the former whole.

Historic centres and historic areas should be listed only where they contain a large number of ancient buildings of monumental importance which provide a direct indication of the characteristic features of a town of exceptional interest. Nominations of several isolated and unrelated buildings which allegedly represent, in themselves, a town whose urban fabric has ceased to be discernible, should not be encouraged.

However, nominations could be made regarding properties that occupy a limited space but have had a major influence on the history of town planning. In such cases, the nomination should make it clear that it is the monumental group that is to be listed and that the town is mentioned only incidentally as the place where the property is located. Similarly, if a building of clearly Outstanding Universal Value is located in severely degraded or insufficiently representative urban surroundings, it should, of course, be listed without any special reference to the town.

(iii) New towns of the twentieth century

It is difficult to assess the quality of new towns of the twentieth century. History alone will tell which of them will best serve as examples of contemporary town planning. The examination of the files on these towns should be deferred, save under exceptional circumstances.

Under present conditions, preference should be given to the inscription in the World Heritage List of small or medium-sized urban areas which are in a position to manage any potential growth, rather

than the great metropolises, on which sufficiently complete information and documentation cannot readily be provided that would serve as a satisfactory basis for their inscription in their entirety.

In view of the effects which the inscription of a town on the World Heritage List could have on its future, such entries should be exceptional. Inscription in the List implies that legislative and administrative measures have already been taken to ensure the protection of the group of buildings and its environment. Informed awareness on the part of the population concerned, without whose active participation any conservation scheme would be impractical, is also essential.

HERITAGE CANALS

16. The concept of "canals" is discussed in detail in the Report of the Expert Meeting on Heritage Canals (Canada, September 1994)[24].

Definition

17. A canal is a human-engineered waterway. It may be of Outstanding Universal Value from the point of view of history or technology, either intrinsically or as an exceptional example representative of this category of cultural property. The canal may be a monumental work, the defining feature of a linear cultural landscape, or an integral component of a complex cultural landscape.

Inscription of Heritage Canals on the World Heritage List

18. Authenticity depends holistically upon values and the relationships between these values. One distinctive feature of the canal as a heritage element is its evolution over time. This is linked to how it was used during different periods and the associated technological changes the canal underwent. The extent of these changes may constitute a heritage element.

19. The authenticity and historical interpretation of a canal encompass the connection between the real property (subject of the *Convention*), possible movable property (boats, temporary navigation items) and the associated structures (bridges, etc) and landscape.

20. The significance of canals can be examined under technological, economic, social, and landscape factors as outlined below:

(i) Technology

Canals can serve a variety of purposes: irrigation, navigation, defence, water-power, flood mitigation, land-drainage and water-supply. The following are areas of technology which may be of significance:

a) The lining and waterproofing of the water channel;

b) The engineering structures of the line with reference to comparative structural features in other areas of architecture and technology;

c) The development of the sophistication of construction methods; and

d) The transfer of technologies.

(ii) Economy

Canals contribute to the economy in a variety of ways, e.g. in terms of economic development and the conveyance of goods and people. Canals were the first man-made routes for the effective carriage of bulk cargoes. Canals played and continue to play a key role in economic development through their use for irrigation. The following factors are important:

[24] Expert meeting on "Heritage Canals" (Canada, 15-19 September 1994) (see document *WHC-94/CONF.003/INF.10*) discussed by the World Heritage Committee at its 19th session (Berlin, Germany, 1995) (see document *WHC-95/CONF.203/16*).

a) Nation building;

b) Agricultural development;

c) Industrial development;

d) Generation of wealth;

e) Development of engineering skills applied to other areas and industries; and

f) Tourism.

(iii) Social Factors

The building of canals had, and their operation continues to have, social consequences:

a) The redistribution of wealth with social and cultural results; and

b) The movement of people and the interaction of cultural groups.

(iv) Landscape

Such large-scale engineering works had and continue to have an impact on the natural landscape. Related industrial activity and changing settlement patterns cause visible changes to landscape forms and patterns.

HERITAGE ROUTES

21. The concept of "routes" or cultural itineraries was discussed by the expert meeting on "Routes as a Part of our Cultural Heritage" (Madrid, Spain, November 1994)[25].

Definition

22. The concept of heritage routes is shown to be a rich and fertile one, offering a privileged framework in which mutual understanding, a plural approach to history and a culture of peace can all operate.

23. A heritage route is composed of tangible elements of which the cultural significance comes from exchanges and a multi-dimensional dialogue across countries or regions, and that illustrate the interaction of movement, along the route, in space and time.

Inscription of Heritage Routes on the World Heritage List

24. The following points should be considered when determining whether a heritage route is suitable for inscription on the World Heritage List:

(i) The requirement to hold Outstanding Universal Value should be recalled.

(ii) The concept of heritage routes:

- is based on the dynamics of movement and the idea of **exchanges**, with **continuity** in space and time;
- refers to a **whole**, where the route has a worth over and above the sum of the elements making it up and through which it gains its cultural significance;
- highlights exchange and dialogue **between countries or between regions**;

[25] Expert Meeting on "Routes as part of Our Cultural Heritage" (Madrid, 24-25 November 1994) (see document *WHC-94/CONF.003/INF.13*) discussed by the World Heritage Committee at its 19th session (Berlin, 1995) (see document *WHC-95/CONF.203/16*).

- is **multi-dimensional**, with different aspects developing and adding to its prime purpose which may be religious, commercial, administrative or otherwise.

(iii) A heritage route may be considered as a specific, dynamic type of cultural landscape, just as recent debates have led to their acceptance within the *Operational Guidelines*.

(iv) The identification of a heritage route is based on a collection of strengths and tangible elements, testimony to the significance of the route itself.

(v) The conditions of authenticity are to be applied on the grounds of its significance and other elements making up the heritage route. It will take into account the duration of the route, and perhaps how often it is used nowadays, as well as the legitimate wishes for development of peoples affected.

These points will be considered within the natural framework of the route and its intangible and symbolic dimensions.

II. REPORTS OF REGIONAL AND THEMATIC EXPERT MEETINGS

25. The World Heritage Committee, in the framework of the Global Strategy for a representative, balanced and credible World Heritage List has requested a number of regional and thematic expert meetings on different types of properties. The results of these meetings may guide States Parties in preparing nominations. The reports of the expert meetings presented to the World Heritage Committee are available at the following Web address:
http://whc.unesco.org/en/globalstrategy

III. THEMATIC AND COMPARATIVE STUDIES BY THE ADVISORY BODIES

26. To fulfil their obligations concerning evaluations of nominations of cultural and natural properties, the Advisory Bodies have undertaken comparative and thematic studies, often with partner organizations, in different subject areas in order to provide a context for their evaluations.

These reports, most of which are available on their respective Web addresses, include:

Earth's Geological History - A Contextual Framework for Assessment of World Heritage Fossil Site Nominations (September 1996)

International Canal Monuments List (1996)
http://www.icomos.org/studies/canals-toc.htm

World Heritage Bridges (1996)
http://www.icomos.org/studies/bridges.htm

A Global Overview of Forest Protected Areas on the World Heritage List (September 1997)
http://www.unep-wcmc.org/wh/reviews/forests/

A Global Overview of Wetland and Marine Protected Areas on the World Heritage List (September 1997)
http://www.unep-wcmc.org/wh/reviews/wetlands/

Human Use of World Heritage Natural Sites (September 1997)
http://www.unep-wcmc.org/wh/reviews/human/

Fossil Hominid Sites (1997)
http://www.icomos.org/studies/hominid.htm

The Urban Architectural Heritage of Latin America (1998)
http://www.icomos.org/studies/latin-towns.htm

Les Théâtres et les Amphithéâtres antiques (1999)
http://www.icomos.org/studies/theatres.htm

Railways as World Heritage Sites (1999)
http://www.icomos.org/studies/railways.htm

A Global Overview of Protected Areas on the World Heritage List of Particular Importance for Biodiversity (November 2000)
http://www.unep-wcmc.org/wh/reviews/

Les villages ouvriers comme éléments du patrimoine de l'industrie (2001)
http://www.icomos.org/studies/villages-ouvriers.htm

A Global Strategy for Geological World Heritage (February 2002)

Rock-Art Sites of Southern Africa (2002)
http://www.icomos.org/studies/sarockart.htm

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

AUTHENTICITY IN RELATION TO THE *WORLD HERITAGE CONVENTION*

INTRODUCTION

This Annex reproduces the Nara Document on Authenticity, drafted by the 45 participants to the Nara Conference on Authenticity in Relation to the *World Heritage Convention*, held at Nara, Japan, from 1-6 November 1994. The Nara Conference was organized in co-operation with UNESCO, ICCROM and ICOMOS.

The World Heritage Committee examined the report of the Nara meeting on Authenticity at its 18th session (Phuket, Thailand, 1994) (see document WHC-94/CONF.003/16).

Subsequent expert meetings have enriched the concept of authenticity in relation to the *World Heritage Convention* (see Bibliography of the *Operational Guidelines*).

I. THE NARA DOCUMENT ON AUTHENTICITY

Preamble

1. *We, the experts assembled in Nara (Japan), wish to acknowledge the generous spirit and intellectual courage of the Japanese authorities in providing a timely forum in which we could challenge conventional thinking in the conservation field, and debate ways and means of broadening our horizons to bring greater respect for cultural and heritage diversity to conservation practice.*

2. *We also wish to acknowledge the value of the framework for discussion provided by the World Heritage Committee's desire to apply the test of authenticity in ways which accord full respect to the social and cultural values of all societies, in examining the outstanding universal value of cultural properties proposed for the World Heritage List.*

3. *The Nara Document on Authenticity is conceived in the spirit of the Charter of Venice, 1964, and builds on it and extends it in response to the expanding scope of cultural heritage concerns and interests in our contemporary world.*

4. *In a world that is increasingly subject to the forces of globalization and homogenization, and in a world in which the search for cultural identity is sometimes pursued through aggressive nationalism and the suppression of the cultures of minorities, the essential contribution made by the consideration of authenticity in conservation practice is to clarify and illuminate the collective memory of humanity.*

Cultural Diversity and Heritage Diversity

5. *The diversity of cultures and heritage in our world is an irreplaceable source of spiritual and intellectual richness for all humankind. The protection and enhancement of cultural and heritage diversity in our world should be actively promoted as an essential aspect of human development.*

6. *Cultural heritage diversity exists in time and space, and demands respect for other cultures and all aspects of their belief systems. In cases where cultural values appear to be in conflict, respect for cultural diversity demands acknowledgment of the legitimacy of the cultural values of all parties.*

7. *All cultures and societies are rooted in the particular forms and means of tangible and intangible expression which constitute their heritage, and these should be respected.*

8. *It is important to underline a fundamental principle of UNESCO, to the effect that the cultural heritage of each is the cultural heritage of all. Responsibility for cultural heritage and the management of it*

belongs, in the first place, to the cultural community that has generated it, and subsequently to that which cares for it. However, in addition to these responsibilities, adherence to the international charters and conventions developed for conservation of cultural heritage also obliges consideration of the principles and responsibilities flowing from them. Balancing their own requirements with those of other cultural communities is, for each community, highly desirable, provided achieving this balance does not undermine their fundamental cultural values.

Values and authenticity

9. *Conservation of cultural heritage in all its forms and historical periods is rooted in the values attributed to the heritage. Our ability to understand these values depends, in part, on the degree to which information sources* about *these values may be understood as credible or truthful. Knowledge and understanding of these sources of information, in relation to original and subsequent characteristics of the cultural heritage, and their meaning, is a requisite basis for assessing all aspects of authenticity.*

10. *Authenticity, considered in this way and affirmed in the Charter of Venice, appears as the essential qualifying factor concerning values. The understanding of authenticity plays a fundamental role in all scientific studies of the cultural heritage, in conservation and restoration planning, as well as within the inscription procedures used for the World Heritage Convention and other cultural heritage inventories.*

11. *All judgements about values attributed to cultural properties as well as the credibility of related information sources may differ from culture to culture, and even within the same culture. It is thus not possible to base judgements of values and authenticity within fixed criteria. On the contrary, the respect due to all cultures requires that heritage properties must be considered and judged within the cultural contexts to which they belong.*

12. *Therefore, it is of the highest importance and urgency that, within each culture, recognition be accorded to the specific nature of its heritage values and the credibility and truthfulness of related information sources.*

13. *Depending on the nature of the cultural heritage, its cultural context, and its evolution through time, authenticity judgements may be linked to the worth of a great variety of sources of information. Aspects of the sources may include form and design, materials and substance, use and function, traditions and techniques, location and setting, and spirit and feeling, and other internal and external factors. The use of these sources permits elaboration of the specific artistic, historic, social, and scientific dimensions of the cultural heritage being examined.*

Appendix 1: Suggestions for follow-up (proposed by Herb Stovel)

1. *Respect for cultural and heritage diversity requires conscious efforts to avoid imposing mechanistic formulae or standardized procedures in attempting to define or determine authenticity of particular monuments and sites.*

2. *Efforts to determine authenticity in a manner respectful of cultures and heritage diversity requires approaches which encourage cultures to develop analytical processes and tools specific to their nature and needs. Such approaches may have several aspects in common:*

   - efforts to ensure assessment of authenticity involve multidisciplinary collaboration and the appropriate utilisation of all available expertise and knowledge;

   - efforts to ensure attributed values are truly representative of a culture and the diversity of its interests, in particular monuments and sites;

   - efforts to document clearly the particular nature of authenticity for monuments and sites as a practical guide to future treatment and monitoring;

   - efforts to update authenticity assessments in light of changing values and circumstances.

3. *Particularly important are efforts to ensure that attributed values are respected, and that their determination included efforts to build, as far as possible, a multidisciplinary and community consensus concerning these values.*

4. *Approaches should also build on and facilitate international co-operation among all those with an interest in conservation of cultural heritage, in order to improve global respect and understanding for the diverse expressions and values of each culture.*

5. *Continuation and extension of this dialogue to the various regions and cultures of the world is a prerequisite to increasing the practical value of consideration of authenticity in the conservation of the common heritage of humankind.*

6. *Increasing awareness within the public of this fundamental dimension of heritage is an absolute necessity in order to arrive at concrete measures for safeguarding the vestiges of the past. This means developing greater understanding of the values represented by the cultural properties themselves, as well as respecting the role such monuments and sites play in contemporary society.*

Appendix 2: Definitions

Conservation: all efforts designed to understand cultural heritage, know its history and meaning, ensure its material safeguard and, as required, its presentation, restoration and enhancement. (Cultural heritage is understood to include monuments, groups of buildings and sites of cultural value as defined in Article 1 of the World Heritage Convention).

Information sources: all material, written, oral and figurative sources which make it possible to know the nature, specifications, meaning and history of the cultural heritage.

II. CHRONOLOGICAL BIBLIOGRAPHY - ON AUTHENTICITY

Publications which preceded the Nara meeting and which helped prepare the ground for the authenticity discussion which took place in Nara:

Larsen, Knut Einar, *A note on the authenticity of historic timber buildings with particular reference to Japan,* Occasional Papers for the World Heritage Convention, ICOMOS, December 1992.

Larsen, Knut Einar, *Authenticity and Reconstruction: Architectural Preservation in Japan*, Norwegian Institute of Technology, Vols. 1-2, 1993.

Preparatory meeting for the Nara Meeting, held in Bergen, Norway, 31 January - 1 February 1994:

Larsen, Knut Einar and Marstein, Nils (ed.), *Conference on authenticity in relation to the World Heritage Convention Preparatory workshop,* Bergen, Norway, 31 January - 2 February 1994, Tapir Forlag, Trondheim 1994.

The Nara meeting, 1-6 November 1994, Nara, Japan:

Larsen, Knut Einar with an editorial group (Jokilehto, Lemaire, Masuda, Marstein, Stovel), *Nara conference on authenticity in relation to the World Heritage Convention. Conférence de Nara sur l'authenticité dans le cadre de la Convention du Patrimoine Mondial*. Nara, Japan, 1-6 November 1994, Proceedings published by UNESCO - World Heritage Centre, Agency for Cultural Affairs of Japan, ICCROM and ICOMOS, 1994.

The Nara meeting brought together 45 experts from 26 countries and international organizations from around the world. Their papers are contained in the volume cited above, as is the Nara document prepared in a working group of 12 meeting participants and edited by Raymond Lemaire and Herb Stovel. This volume of Proceedings invites members of ICOMOS and others to extend the discussions of the Nara Document issues to other regions of the world.

Significant post-Nara regional meetings (as of January 2005):

Authenticity and Monitoring, October 17-22, 1995, Cesky Krumlov, Czech Republic, ICOMOS European Conference, 1995.

The European ICOMOS Conference of 17-22 October, 1995 which took place in Cesky Krumlov, Czech Republic brought together 18 European members of ICOMOS to present national views of the application of authenticity concepts from 14 countries. A synthesis of presentations affirmed the importance of authenticity within the analytical processes we apply to conservation problems as a means of assuring truthful, sincere and honest approaches to conservation problems, and gave emphasis to strengthening the notion of dynamic conservation in order to apply authenticity analysis appropriately to cultural landscapes and urban settings.

Interamerican symposium on authenticity in the conservation and management of the cultural heritage, US/ICOMOS, The Getty Conservation Institute, San Antonio, Texas 1996.

This Authenticity meeting which took place in San Antonio, Texas, USA in March 1996, brought together participants from ICOMOS national committees of North, Central and South America to debate the application of the concepts of Nara. The meeting adopted the *Declaration of San Antonio*, which discussed the relationship between authenticity and identity, history, materials, social value, dynamic and static sites, stewardship and economics, and contained recommendations extending "proofs" of authenticity to include *reflection of its true value, integrity, context, identity, use and function,* as well as recommendations pertinent to different typologies of sites.

Saouma-Forero, Galia, (edited by), *Authenticity and integrity in an African context: expert meeting, Great Zimbabwe*, Zimbabwe, 26-29 May 2000, UNESCO - World Heritage Centre, Paris 2001.

The Great Zimbabwe meeting organised by the World Heritage Centre (26-29 May 2000) focused attention on both authenticity and integrity in an African context. Eighteen speakers looked at issues arising in management of both cultural and natural heritage properties. The meeting resulted in the publication cited above, which includes a set of recommendations coming from meeting participants. Among recommendations were suggestions to include *management systems, language, and other forms of intangible heritage* among attributes expressing authenticity, and an emphasis given to the place of local communities in the sustainable heritage management process.

Reconstruction discussions in the context of the *World Heritage Convention* (as of January 2005):

The Riga Charter on authenticity and historical reconstruction in relationship to cultural heritage adopted by regional conference, Riga, 24 October 2000, Latvian National Commission for UNESCO - World Heritage Centre, ICCROM.

Incerti Medici, Elena and Stovel, Herb, *Authenticity and historical reconstruction in relationship with cultural heritage, regional conference, Riga, Latvia, October 23-24 2000: summary report*, UNESCO - World Heritage Centre, Paris, ICCROM, Rome 2001.

Stovel, Herb, *The Riga Charter on authenticity and historical reconstruction in relationship to cultural heritage, Riga, Latvia, October 2000*, in *Conservation and management of archaeological sites*, Vol. 4, n. 4, 2001.

Alternatives to historical reconstruction in the World Heritage Cities, Tallinn, 16-18 May 2002, Tallinn Cultural Heritage Department, Estonia National Commission for UNESCO, Estonia National Heritage Board.

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

FORMAT FOR THE NOMINATION OF PROPERTIES FOR INSCRIPTION ON THE WORLD HERITAGE LIST

This Format must be used for all nominations submitted <u>after</u> 2 February 2005

- The Nomination Format is available at the following Web address: http://whc.unesco.org/en/nominationform
- Further guidance on the preparation of nominations can be found in Section III of the *Operational Guidelines*
- The original signed version of the completed Nomination Format should be sent in English or French to

UNESCO World Heritage Centre
7, place de Fontenoy
75352 Paris 07 SP
France
Telephone: +33 (0) 1 4568 1571
Fax: +33 (0) 1 4568 5570
E-mail: wh-nominations@unesco.org

Executive Summary

This information, to be provided by the State Party, will be updated by the Secretariat following the decision by the World Heritage Committee. It will then be returned to the State Party confirming the basis on which the property is inscribed on the World Heritage List.

State Party	
State, Province or Region	
Name of Property	
Geographical coordinates to the nearest second	
Textual description of the boundary(ies) of the nominated property	
A4 or A3 size map(s) of the nominated property, showing boundaries and buffer zone (if present)	**Attach A4 or A3 size map(s) which should be the reduced size version of the original copies of topographic or cadastral maps showing the nominated property and buffer zone (if present) at the largest scale available included or annexed to the nomination.**
Criteria under which property is nominated (itemize criteria) (see Paragraph 77 of the *Operational Guidelines)*	
Draft Statement of Outstanding Universal Value (text should clarify what is considered to be the Outstanding Universal Value embodied by the nominated property, approximately 1-2 page format)	According to the paragraph 155, the Statement of Outstanding Universal Value should be composed of: a) Brief synthesis b) Justification for Criteria c) Statement of Integrity (for all properties) d) Statement of authenticity for properties nominated under criteria (i) to (vi) e) Requirements for protection and management See format in Annex 10
Name and contact information of official local institution/agency	Organization: Address: Tel: Fax: E-mail: Web address:

Properties for inscription on the World Heritage List

Note: In preparing the nomination, States Parties should use this format but delete the explanatory notes.

NOMINATION FORMAT	EXPLANATORY NOTES
1. Identification of the Property	Together with Section 2, this is the most important section in the nomination. It must make clear to the Committee precisely where the property is located and how it is geographically defined. In the case of serial nominations, insert a table that shows the name of the component part, region (if different for different components), coordinates, area and buffer zone. Other fields could also be added (page reference or map number, etc.) that differentiate the several components.
1.a Country (and State Party if different)	
1.b State, Province or Region	
1.c Name of Property	This is the official name of the property that will appear in published material about World Heritage. It should be concise. Do not exceed 200 characters, including spaces and punctuation. In the case of serial nominations (see Paragraphs 137 -139 of the *Operational Guidelines*), give a name for the **ensemble** (e.g., *Baroque Churches of the Philippines*). Do not include the name of the components of a serial nomination, which should be included in a table as part of 1.d and 1.f.
1.d Geographical coordinates to the nearest second	In this space provide the latitude and longitude coordinates (to the nearest second) or UTM coordinates (to the nearest 10 metres) of a point at the approximate centre of the nominated property. Do not use other coordinate systems. If in doubt, please consult the Secretariat. In the case of serial nominations, provide a table showing the name of each component part, its region (or nearest town as appropriate), and the coordinates of its centre point. Coordinate format examples: N 45° 06' 05" W 15° 37' 56" or UTM Zone 18 Easting: ^{5}45670 Northing: ^{45}86750

Id n°	Name of the component part	Region(s) / District(s)	Coordinates of the Central Point	Area of Nominated component of the Property (ha)	Area of the Buffer Zone (ha)	Map N°
001						
002						
003						
004						
Etc.						
			Total area (in hectares)	ha	ha	

NOMINATION FORMAT	EXPLANATORY NOTES
1.e Maps and plans, showing the boundaries of the nominated property and buffer zone	Annex to the nomination, and list below with scales and dates: (i) Original copies of topographic maps showing the property nominated, at the largest scale available which shows the entire property. The boundaries of the nominated property and buffer zone should be clearly marked. The boundaries of zones of special legal protection from which the property benefits should be recorded on maps to be included under the protection and management section of the nomination text. Multiple maps may be necessary for serial nominations (see table in 1.d). The maps provided should be at the largest available and practical scale to allow the identification of topographic elements such as neighbouring settlements, buildings and routes in order to allow the clear assessment of the impact of any proposed development within, adjacent to, or on the boundary line. The choice of the adequate scale is essential to clearly show the boundaries of the proposed site and shall be in relation to the category of site that is proposed for inscription: cultural sites would require cadastral maps, while natural sites or cultural landscapes would require topographic maps (normally 1:25 000 to 1:50 000 scale). Utmost care is needed with the width of boundary lines on maps, as thick boundary lines may make the actual boundary of the property ambiguous. Maps may be obtained from the addresses shown at the following Web address http://whc.unesco.org/en/mapagencies. All maps should be capable of being geo-referenced, with a minimum of three points on opposite sides of the maps with complete sets of coordinates. The maps, untrimmed, should show scale, orientation, projection, datum, property name and date. If possible, maps should be sent rolled and not folded. Geographic Information in digital form is encouraged if possible, suitable for incorporation into a GIS (Geographic Information System), however, this may not substitute the submission of printed maps. In this case the delineation of the boundaries (nominated property and buffer zone) should be presented in vector form, prepared at the largest scale possible. The State Party is invited to contact the Secretariat for further information concerning this option. (ii) A Location Map showing the location of the property within the State Party, (iii) Plans and specially prepared maps of the property showing individual features are helpful and may also be annexed. To facilitate copying and presentation to the Advisory Bodies and the World Heritage Committee A4 (or "letter") size reduction and a digital image file of the principal maps should also be included in the nomination text if possible. Where no buffer zone is proposed, the nomination must include a statement as to why a buffer zone is not required for the proper protection of the nominated property.

NOMINATION FORMAT	EXPLANATORY NOTES
1.f Area of nominated property (ha.) and proposed buffer zone (ha.) Area of nominated property: _____ ha Buffer zone _____ ha Total _____ ha	In the case of **serial nominations** (see Paragraphs 137-140 of the *Operational Guidelines*), insert a table that shows the name of the component part, region (if different for different components), coordinates, area and buffer zone. The serial nomination table should also be used to show the size of the separate nominated areas and of the buffer zone(s).
2. Description	
2.a Description of Property	This section should begin with a description of the nominated property at the date of nomination. It should refer to all the significant features of the property. In the case of a cultural property this section will include a description of whatever elements make the property culturally significant. It could include a description of any building or buildings and their architectural style, date of construction, materials, etc. This section should also describe important aspects of the setting such as gardens, parks etc. For a rock art site, for example, the description should refer to the rock art as well as the surrounding landscapes. In the case of an historic town or district, it is not necessary to describe each individual building, but important public buildings should be described individually and an account should be given of the planning or layout of the area, its street pattern and so on. In the case of a natural property the account should deal with important physical attributes, geology, habitats, species and population size, and other significant ecological features and processes. Species lists should be provided where practicable, and the presence of threatened or endemic taxa should be highlighted. The extent and methods of exploitation of natural resources should be described. In the case of cultural landscapes, it will be necessary to produce a description under all the matters mentioned above. Special attention should be paid to the interaction of people and nature. The entire nominated property identified in section 1 (Identification of the Property) should be described. In the case of serial nominations (see Paragraphs 137-140 of the *Operational Guidelines*), each of the component parts should be separately described.
2.b History and Development	Describe how the property has reached its present form and condition and the significant changes that it has undergone, including recent conservation history. This should include some account of construction phases in the case of monuments, sites, buildings or groups of buildings. Where there have been major changes, demolitions or rebuilding since completion they should also be described. In the case of a natural property, the account should cover significant events in history or pre-history that have affected the evolution of the property and give an account of its interaction with humankind. This will include changes in the use of the property and its natural resources for hunting, fishing or agriculture, or changes brought about by climatic change, floods, earthquake or other natural causes. Such information will also be required in the case of cultural landscapes, where all aspects of the history of human activity in the

NOMINATION FORMAT	EXPLANATORY NOTES
	area needs to be covered.
3. Justification for Inscription[26]	The justification should be set out under the following sections. This section must make clear why the property is considered to be of "Outstanding Universal Value". The whole of this section of the nomination should be written with careful reference to the requirements of the *Operational Guidelines*. It should not include detailed descriptive material about the property or its management, which are addressed in other sections, but should convey the key aspects that are relevant to the definition of the Outstanding Universal Value of the property.
3.1.a Brief synthesis	The brief synthesis should comprise (i) a summary of factual information and (ii) a summary of qualities. The summary of factual information sets out the geographical and historical context and the main features. The summary of qualities should present to decision-makers and the general public the potential Outstanding Universal Value that needs to be sustained, and should also include a summary of the attributes that convey its potential Outstanding Universal Value, and need to be protected, managed and monitored. The summary should relate to all stated criteria in order to justify the nomination. The brief synthesis thus encapsulates the whole rationale for the nomination and proposed inscription.
3.1.b Criteria under which inscription is proposed (and justification for inscription under these criteria)	See Paragraph 77 of the *Operational Guidelines.* Provide a separate justification for each criterion cited. State briefly how the property meets those criteria under which it has been nominated (where necessary, make reference to the "description" and "comparative analysis" sections of the nomination, but do not duplicate the text of these sections) and describe for each criterion the relevant attributes.
3.1. c Statement of Integrity	The statement of integrity should demonstrate that the property fulfils the conditions of integrity set out in Section II.D of the *Operational Guidelines*, which describe these conditions in greater detail. The *Operational Guidelines* set out the need to assess the extent to which the property: • includes all elements necessary to express its Outstanding Universal Value; • is of adequate size to ensure the complete representation of the features and processes which convey the property's significance; • suffers from adverse effects of development and/or neglect (Paragraph 88). The *Operational Guidelines* provide specific guidance in relation to the various World Heritage criteria, which is important to understand (Paragraphs 89–95).
3.1.d Statement of Authenticity (for nominations made under criteria (i) to (vi)	The statement of authenticity should demonstrate that the property fulfils the conditions of authenticity set out in Section II.D of the *Operational Guidelines*, which describe these conditions in greater detail.

[26] See also paragraphs 132 and 133.

NOMINATION FORMAT	EXPLANATORY NOTES
	This section should summarise information that may be included in more detail in section 4 of the nomination (and possibly in other sections), and should not reproduce the level of detail included in those sections. Authenticity only applies to cultural properties and to the cultural aspects of 'mixed' properties. The *Operational Guidelines* state that 'properties may be understood to meet the conditions of authenticity if their cultural values (as recognized in the nomination criteria proposed) are truthfully and credibly expressed through a variety of attributes' (Paragraph 82). The *Operational Guidelines* suggest that the following types of attributes might be considered as conveying or expressing Outstanding Universal Value: • form and design; • materials and substance; • use and function; • traditions, techniques and management systems; • location and setting; • language and other forms of intangible heritage; • spirit and feeling; and • other internal/external factors.
3.1.e Protection and management requirements	This section should set out how the requirements for protection and management will be met, in order to ensure that the Outstanding Universal Value of the property is maintained over time. It should include both details of an overall framework for protection and management, and the identification of specific long term expectations for the protection of the property. This section should summarise information that may be included in more detail in section 5 of the nomination document (and also potentially in sections 4 and 6), and should not reproduce the level of detail included in those sections. The text in this section should first outline the framework for protection and management. This should include the necessary protection mechanisms, management systems and/or management plans (whether currently in place or in need of establishment) that will protect and conserve the attributes that carry Outstanding Universal Value, and address the threats to and vulnerabilities of the property. These could include the presence of strong and effective legal protection, a clearly documented management system, including relationships with key stakeholders or user groups, adequate staff and financial resources, key requirements for presentation (where relevant), and effective and responsive monitoring. Secondly this section needs to acknowledge any long-term challenges for the protection and management of the property and state how addressing these will be a long-term strategy. It will be relevant to refer to the most significant threats to the property, and to vulnerabilities and negative changes in authenticity and/or integrity that have been highlighted, and to set out how protection and management will address these vulnerabilities and threats and mitigate any adverse changes. As an official statement, recognised by the World Heritage Committee, this section of the Statement of Outstanding Universal Value should convey the most important commitments that the State Party is making for the long-term protection and management of the

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	property.
3.2 Comparative Analysis	The property should be compared to similar properties, whether on the World Heritage List or not. The comparison should outline the similarities the nominated property has with other properties and the reasons that make the nominated property stand out. The comparative analysis should aim to explain the importance of the nominated property both in its national and international context (see Paragraph 132). The purpose of the comparative analysis is to show that there is room on the List using existing thematic studies and, in the case of serial properties, the justification for the selection of the component parts.
3.3 Proposed Statement of Outstanding Universal Value	A Statement of Outstanding Universal Value is the official statement adopted by the World Heritage Committee at the time of inscription of a property on the World Heritage List. When the World Heritage Committee agrees to inscribe a property on the World Heritage List, it also agrees on a Statement of Outstanding Universal Value that encapsulates why the property is considered to be of Outstanding Universal Value, how it satisfies the relevant criteria, the conditions of integrity and (for cultural properties) authenticity, and how it meets the requirements for protection and management in order to sustain Outstanding Universal Value in the long-term. Statements of Outstanding Universal Value should be concise and are set out in a standard format. They should help to raise awareness regarding the value of the property, guide the assessment of its state of conservation and inform protection and management. Once adopted by the Committee, the Statement of Outstanding Universal Value is displayed at the property and on the UNESCO World Heritage Centre's website. The main sections of a Statement of Outstanding Universal Value are the following: a) Brief synthesis b) Justification for Criteria c) Statement of Integrity (for all properties) d) Statement of authenticity for properties nominated under criteria (i) to (vi) e) Requirements for protection and management
4. State of Conservation and factors affecting the Property	
4.a Present state of conservation	The information presented in this section constitutes the base-line data necessary to monitor the state of conservation of the nominated property in the future. Information should be provided in this section on the physical condition of the property, any threats to the Outstanding Universal Value of the property and conservation measures at the property (see Paragraph 132). For example, in a historic town or area, buildings, monuments or other structures needing major or minor repair works, should be indicated as well as the scale and duration of any recent or forthcoming major repair projects. In the case of a natural property, data on species trends or the integrity of eco-systems should be provided. This is important because the nomination will be used in future years for purposes of comparison to trace changes in the condition of the property. For the indicators and statistical benchmarks used to monitor the state of

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	conservation of the property see section 6 below.
4.b Factors affecting the property	This section should provide information on all the factors which are likely to affect or threaten the Outstanding Universal Value of a property. It should also describe any difficulties that may be encountered in addressing such problems. Not all the factors suggested in this section are appropriate for all properties. They are indicative and are intended to assist the State Party to identify the factors that are relevant to each specific property.
(i) Development Pressures (e.g., encroachment, adaptation, agriculture, mining)	Itemize types of development pressures affecting the property, e.g., pressure for demolition, rebuilding or new construction; the adaptation of existing buildings for new uses which would harm their authenticity or integrity; habitat modification or destruction following encroaching agriculture, forestry or grazing, or through poorly managed tourism or other uses; inappropriate or unsustainable natural resource exploitation; damage caused by mining; the introduction of exotic species likely to disrupt natural ecological processes, creating new centres of population on or near properties so as to harm them or their settings.
(ii) Environmental pressures (e.g., pollution, climate change, desertification)	List and summarize major sources of environmental deterioration affecting building fabric, flora and fauna.
(iii) Natural disasters and risk preparedness (earthquakes, floods, fires, etc.)	Itemize those disasters which present a foreseeable threat to the property and what steps have been taken to draw up contingency plans for dealing with them, whether by physical protection measures or staff training.
(iv) Responsible visitation at World Heritage sites	Provide the status of visitation to the property (notably available baseline data; patterns of use, including concentrations of activity in parts of the property; and activities planned in the future). Describe projected levels of visitation due to inscription or other factors. Define the carrying-capacity of the property and how its management could be enhanced to meet the current or expected visitor numbers and related development pressure without adverse effects. Consider possible forms of deterioration of the property due to visitor pressure and behaviour including those affecting its intangible attributes.
(v) Number of inhabitants within the property and the buffer zone Estimated population located within: Area of nominated property _____ Buffer zone _____ Total _____ Year _____	Give the best available statistics or estimate of the number of inhabitants living within the nominated property and any buffer zone. Indicate the year this estimate or count was made.
5. Protection and Management of the Property	This section of the nomination is intended to provide a clear picture of the legislative, regulatory, contractual, planning, institutional and/ or traditional measures (see Paragraph 132 of the *Operational Guidelines*)

NOMINATION FORMAT	EXPLANATORY NOTES
	and the management plan or other management system (Paragraphs 108 to 118 of the *Operational Guidelines*) that is in place to protect and manage the property as required by the *World Heritage Convention*. It should deal with policy aspects, legal status and protective measures and with the practicalities of day-to-day administration and management.
5.a Ownership	Indicate the major categories of land ownership (including State, Provincial, private, community, traditional, customary and non-governmental ownership, etc.).
5.b Protective designation	List the relevant legal, regulatory, contractual, planning, institutional and/ or traditional status of the property: For example, national or provincial park; historic monument, protected area under national law or custom; or other designation. Provide the year of designation and the legislative act(s) under which the status is provided. If the document cannot be provided in English or French, an English or French executive summary should be provided highlighting the key provisions.
5.c Means of implementing protective measures.	Describe how the protection afforded by its legal, regulatory, contractual, planning, institutional and/ or traditional status indicated in section 5.b. actually works.
5.d Existing plans related to municipality and region in which the proposed property is located (e.g., regional or local plan, conservation plan, tourism development plan)	List the agreed plans which have been adopted with the date and agency responsible for preparation. The relevant provisions should be summarized in this section. A copy of the plan should be included as an attached document as indicated in section 7.b. If the plans exist only in a language other than English or French, an English or French executive summary should be provided highlighting the key provisions.
5.e Property management plan or other management system	As noted in Paragraphs 132 of the *Operational Guidelines*, an appropriate management plan or other management system is essential and shall be provided in the nomination. Assurances of the effective implementation of the management plan or other management system are also expected. Sustainable development principles should be integrated into the management system. A copy of the management plan or documentation of the management system shall be annexed to the nomination, in English or French as indicated in section 7.b. If the management plan exists only in a language other than English or French, an English or French detailed description of its provisions shall be annexed. Give the title, date and author of management plans annexed to this nomination. A detailed analysis or explanation of the management plan or a documented management system shall be provided. A timetable for the implementation of the management plan is recommended.
5.f Sources and levels of finance	Show the sources and level of funding which are available to the property on an annual basis. An estimate could also be given of the adequacy or otherwise of resources available, in particular identifying any gaps or deficiencies or any areas where assistance may be required.
5.g Sources of expertise and training in conservation and	Indicate the expertise and training which are available from national authorities or other organizations to the property.

NOMINATION FORMAT		EXPLANATORY NOTES
	management techniques	
5.h	**Visitor facilities and infrastructure**	The section should describe the inclusive facilities available on site for visitors and demonstrate that they are appropriate in relation to the protection and management requirements of the property. It should set out how the facilities and services will provide effective and inclusive presentation of the property to meet the needs of visitors, including in relation to the provision of safe and appropriate access to the property. The section should consider visitor facilities that may include interpretation/explanation (signage, trails, notices or publications, guides); museum/exhibition devoted to the property, visitor or interpretation centre; and/or potential use of digital technologies and services (overnight accommodation; restaurant; car parking; lavatories; search and rescue; etc.)
5.i	**Policies and programmes related to the presentation and promotion of the property**	This section refers to Articles 4 and 5 of the *Convention* regarding the presentation and transmission to future generations of the cultural and natural heritage. States Parties are encouraged to provide information on the policies and programmes for the presentation and promotion of the nominated property.
5.j	**Staffing levels and expertise (professional, technical, maintenance)**	Indicate the skills and qualifications available needed for the good management of the property, including in relation to visitation and future training needs.
6.	**Monitoring**	This section of the nomination is intended to provide the evidence for the state of conservation of the property which can be reviewed and reported on regularly so as to give an indication of trends over time.
6.a	**Key indicators for measuring state of conservation**	List in table form those key indicators that have been chosen as the measure of the state of conservation of the whole property (see section 4.a above). Indicate the periodicity of the review of these indicators and the location where the records are kept. They could be representative of an important aspect of the property and relate as closely as possible to the Statement of Outstanding Universal Value (see section 2.b above). Where possible they could be expressed numerically and where this is not possible they could be of a kind which can be repeated, for example by taking a photograph from the same point. Examples of good indicators are the: (i) number of species, or population of a keystone species on a natural property; (ii) percentage of buildings requiring major repair in a historic town or district; (iii) number of years estimated to elapse before a major conservation programme is likely to be completed; (iv) stability or degree of movement in a particular building or element of a building; (v) rate at which encroachment of any kind on a property has increased or diminished.

Indicator	**Periodicity**	**Location of Records**

NOMINATION FORMAT		EXPLANATORY NOTES
6.b	**Administrative arrangements for monitoring property**	Give the name and contact information of the agency(ies) responsible for the monitoring referenced in 6.a.
6.c	**Results of previous reporting exercises**	List, with a brief summary, earlier reports on the state of conservation of the property and provide extracts and references to published sources (for example, reports submitted in compliance with international agreements and programmes, e.g., Ramsar, MAB).
7.	**Documentation**	This section of the nomination is the check-list of the documentation which shall be provided to make up a complete nomination.
7.a	**Photographs and audiovisual image inventory and authorization form**	States Parties shall provide a sufficient number of recent images (prints, slides and, where possible, electronic formats, videos and aerial photographs) to give a good general picture of the property. Slides shall be in 35mm format and electronic images in jpg format at a minimum of 300 dpi (dots per inch) resolution. If film material is provided, Beta SP format is recommended for quality assurances. This material shall be accompanied by the image inventory and photograph and audiovisual authorization form as set out below. At least one photograph that may be used on the public web page illustrating the property shall be included. States Parties are encouraged to grant to UNESCO, in written form and free of charge, the non exclusive cession of rights to diffuse, to communicate to the public, to publish, to reproduce, to exploit, in any form and on any support, including digital, all or part of the images provided and license these rights to third parties. The non exclusive cession of rights does not impinge upon intellectual property rights (rights of the photographer / director of the video or copyright owner if different) and that when the images are distributed by UNESCO a credit to the photographer / director of the video is always given, if clearly provided in the form. All possible profits deriving from such cession of rights will go to the World Heritage Fund.

PHOTOGRAPHS AND AUDIOVISUAL IMAGE INVENTORY AND AUTHORIZATION FORM

Id. No	Format (slide/ print/ video)	Caption	Date of Photo (mo/yr)	Photographer/Director of the video	Copyright owner (if different than photographer/director of video)	Contact details of copyright owner (Name, address, tel/fax, and e-mail)	Non exclusive cession of rights

NOMINATION FORMAT		EXPLANATORY NOTES
7.b	**Texts relating to protective designation, copies of property management plans or documented management systems and extracts of other plans relevant to the property**	Attach the texts as indicated in sections 5.b, 5.d and 5.e above.
7.c	**Form and date of most recent records or inventory of property**	Provide a straightforward statement giving the form and date of the most recent records or inventory of the property. Only records that are still available should be described.
7.d	**Address where inventory, records and archives are held**	Give the name and address of the agencies holding inventory records (buildings, monuments, flora or fauna species).
7.e	**Bibliography**	List the principal published references, using standard bibliographic format.
8.	**Contact Information of responsible authorities**	This section of the nomination will allow the Secretariat to provide the property with current information about World Heritage news and other issues.
8.a	**Preparer** **Name:** **Title:** **Address:** **City, Province/State, Country:** **Tel:** **Fax:** **E-mail:**	Provide the name, address and other contact information of the individual responsible for preparing the nomination. If an e-mail address cannot be provided, the information must include a fax number.
8.b	**Official Local Institution/Agency**	Provide the name of the agency, museum, institution, community or manager locally responsible for the management of the property. If the normal reporting institution is a national agency, please provide that contact information.
8.c	**Other Local Institutions**	List the full name, address, telephone, fax and e-mail addresses of all museums, visitor centres and official tourism offices who should receive the free *World Heritage Newsletter* about events and issues related to World Heritage.
8.d	**Official Web address** **http://** **Contact name:** **E-mail:**	Please provide any existing official web addresses of the nominated property. Indicate if such web addresses are planned for the future with the contact name and e-mail address.
9.	**Signature on behalf of the State Party**	The nomination should conclude with the signature of the official empowered to sign it on behalf of the State Party.

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

EVALUATION PROCEDURES OF THE ADVISORY BODIES FOR NOMINATIONS

This Annex includes:

A. THE ICOMOS PROCEDURE FOR THE EVALUATION OF CULTURAL PROPERTIES

B. THE IUCN PROCEDURE FOR THE EVALUATION OF NATURAL PROPERTIES

C. ADVISORY BODY COLLABORATION - PROCEDURE FOR THE EVALUATION OF CULTURAL AND NATURAL PROPERTIES AND OF CULTURAL LANDSCAPES

For further information please also refer to Paragraphs 143-151 of the *Operational Guidelines.*

A. THE ICOMOS PROCEDURE FOR THE EVALUATION OF CULTURAL PROPERTIES

In carrying out its evaluation of nominations of cultural properties ICOMOS (the International Council of Monuments and Sites) is guided by the *Operational Guidelines*; (see Paragraph 148).

Once new nominations have been checked for completeness by the UNESCO World Heritage Centre, the nomination dossiers that are deemed as complete are delivered to ICOMOS, where they are handled by the ICOMOS World Heritage Unit. From this point, dialogue and consultation with the nominating States Parties may begin and will continue throughout the evaluation process. ICOMOS will use its best endeavours to allocate its available resources equitably, efficiently and effectively to maximise the opportunity for dialogue with all nominating States Parties.

The ICOMOS evaluation process involves the following stages as illustrated in figure 1:

1. Requests for further information

When it has identified that further information or clarification of existing information is needed, ICOMOS starts a dialogue with States Parties in order to explore ways to meet the needs. This may involve letters, face-to face meetings, teleconferences or other forms of communication as agreed between ICOMOS and the State Party concerned.

2. Desk Reviews

Each nomination is assessed by up to ten experts who are knowledgeable about the property in its geo-cultural context and who advise on the proposed "Outstanding Universal Value" of the nominated property. This is essentially a "library" exercise undertaken by specialist academics within the membership of ICOMOS, its National and International Committees, or by individuals within many other specialist networks or institutions with which it is linked.

3. On site missions

These are carried out by experts who have practical experience of the management, conservation, and authenticity aspects of individual properties. The process of selecting these experts makes full use of the ICOMOS network. The advice of International Scientific Committees and individual members is sought, as is that of specialist bodies with whom ICOMOS has partnership agreements, such as The International Committee for the Conservation of the Industrial Heritage (TICCIH), the International Federation of Landscape Architects (IFLA), and the International Committee for the Documentation and Conservation of Monuments and Sites of the Modern Movement (DoCoMoMo).

In selecting experts to carry out on-site missions, the policy of ICOMOS is wherever possible to choose someone from the region in which the nominated property is located. Such experts are required to be experienced in heritage management and conservation of the type of property concerned: they are not necessarily high academic experts. They are expected to be able to talk to site managers on a basis of professional equality and to make informed assessments of management plans, conservation practices, visitor handling, etc. They are provided with detailed briefings, which include copies of the relevant information from the dossiers. The dates and programmes of their visits are agreed in consultation with States Parties, who are requested to ensure that ICOMOS evaluation missions are given a low profile so far as the media are concerned. ICOMOS experts submit their reports in confidence on practical aspects of the properties concerned, and may also comment in their reports on other aspects of the nomination.

3.bis Other sources of information

Other relevant institutions, such as UNESCO Chairs, universities and research institutes may also be consulted during the evaluation process, and listed, as appropriate, in the evaluation report.

4. Review by the ICOMOS Panel

The ICOMOS World Heritage Panel comprises individual ICOMOS members who collectively represent all regions of the world and possess a wide range of relevant cultural heritage skills and experience. Some of these members serve on the Panel for a fixed term while others are appointed for one year only according to the characteristics of the nominated properties to be examined. ICOMOS will include within its Panel membership some experts who have past experience as members of State Parties delegations, but who are no longer serving as members of the World Heritage Committee. These experts will serve in a personal and professional capacity.

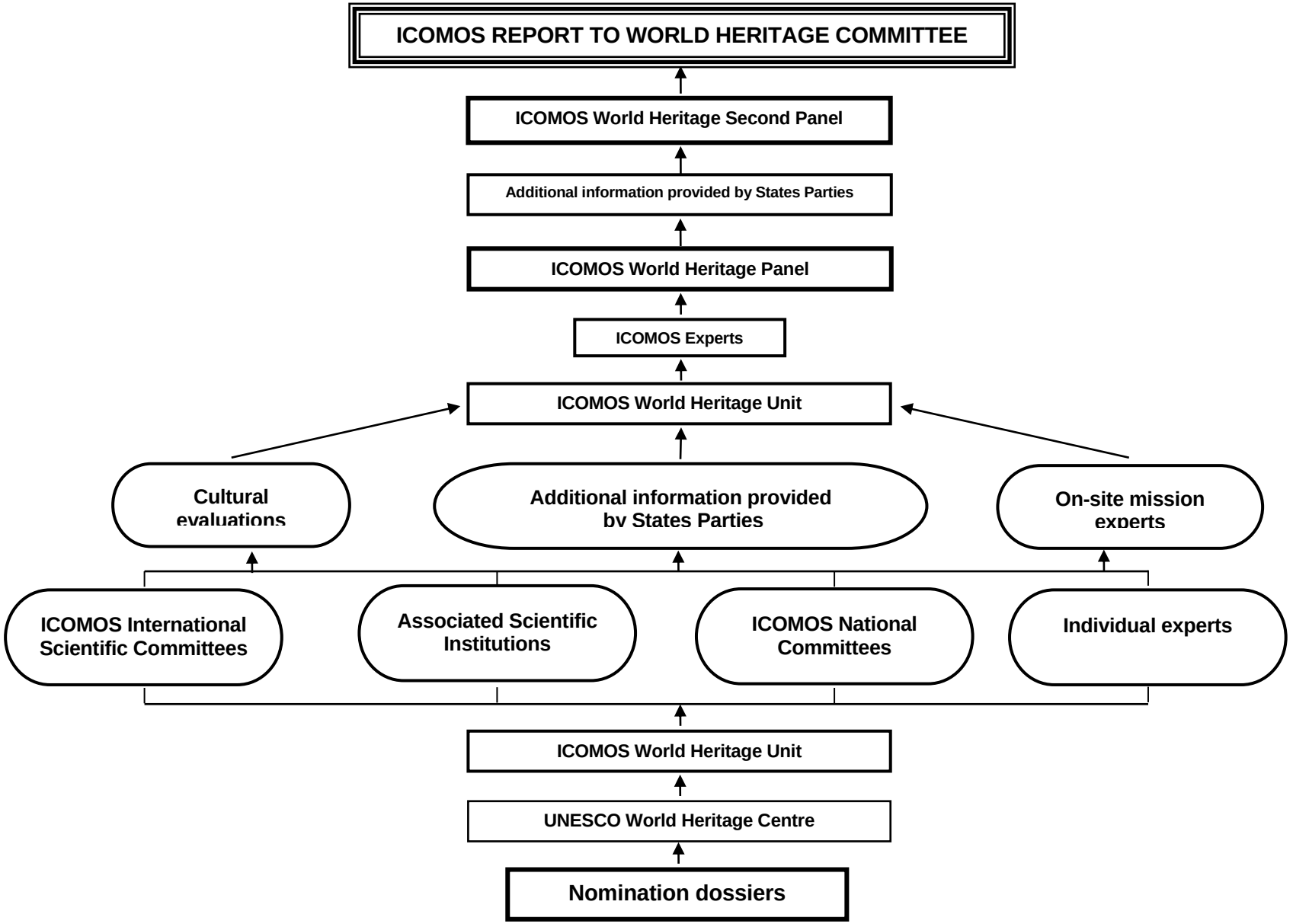
The Panel meets twice, first in December and then in March. At the first meeting, the Panel evaluates each nomination, based on the reports of Desk experts and of the site missions.

The Panel aims to reach its recommendations on nominations by consensus.

The first Panel may come to final collective recommendations on some nominations while for others further dialogue with States Parties may be agreed related to the need for more information or the need for adjustments to the approach of the nomination. In cases where the Panel has concluded that the nomination has no potential to justify Outstanding Universal Value, ICOMOS will contact States Parties at this stage. A short interim report for each nomination, in one of the two working languages of the Convention, outlining the status and any issues relevant to the evaluation process, and any further requests for supplementary information, will be provided in January to the nominating States Parties and copied to the World Heritage Centre for distribution to the Chair of the World Heritage Committee.

The second Panel undertakes further evaluation of nominations for which a recommendation has not yet been reached based on the receipt of further information or the outcome of dialogue with States Parties. The Panel then agrees the remaining collective recommendations. Following the second Panel meeting, the text of all evaluations is finalised and sent to the World Heritage Centre for distribution to States Parties. The names and qualifications of the members of the Panel are then provided to the World Heritage Centre and published on the ICOMOS web site.

The ICOMOS evaluations provide an assessment of Outstanding Universal Value, including the applicability of the criteria and the requirements of integrity and authenticity, assessment of the adequacy of legislative protection, management, and the state of conservation, and finally draft recommendations to the World Heritage Committee with respect to inscription.


ICOMOS REPORT TO WORLD HERITAGE COMMITTEE
ICOMOS World Heritage Second Panel
Additional information provided by States Parties
ICOMOS World Heritage Panel
ICOMOS Experts
ICOMOS World Heritage Unit
Cultural evaluations
Additional information provided by States Parties
On-site mission experts
ICOMOS International Scientific Committees
Associated Scientific Institutions
ICOMOS National Committees
Individual experts
ICOMOS World Heritage Unit
UNESCO World Heritage Centre
Nomination dossiers

B. THE IUCN PROCEDURE FOR THE EVALUATION OF NATURAL PROPERTIES

1. In carrying out its evaluation of nominations of natural properties, IUCN (the International Union for Conservation of Nature) is guided by the *Operational Guidelines* (see Paragraph 148). The evaluation process (see Figure 2) involves five elements:

   (i) Data Assembly. Following receipt of the nomination dossier from the World Heritage Centre, a standardised analysis is compiled on the property using the World Database on Protected Areas and other IUCN global databases and thematic studies. This may include comparative analyses on biodiversity values undertaken in partnership with the UNEP World Conservation Monitoring Centre (UNEP-WCMC). Key findings of data analysis are the subject of dialogue with the State Party during the evaluation mission, and at other stages of the process.

   (ii) External Review. The nomination is sent for desk review to independent experts knowledgeable about the property and/or the values that are the subject of the nomination, who are primarily members of IUCN's specialist Commissions and networks, or expert members of partner organisations of IUCN. The documents used to guide IUCN desk reviews are publicly available on the IUCN website: www.iucn.org/worldheritage.

   (iii) Evaluation mission to the property. One or two appropriately qualified IUCN experts visit each nominated property to clarify details about the area, to evaluate site management and to discuss the nomination with relevant authorities and stakeholders. IUCN experts, selected for their global perspective on conservation and natural history as well as their knowledge of the Convention, are usually experienced members of the IUCN World Commission on Protected Areas. (This field inspection is undertaken jointly with ICOMOS in certain situations - see Part C below). The format of IUCN field evalution mission reports is publicly available on the IUCN website: www.iucn.org/worldheritage.

   (iv) Other sources of information. IUCN also consults additional literature and may receive comments from local NGOs, communities, indigenous peoples and other interested parties in the nomination. Where relevant IUCN will also coordinate with other international conservation instruments such as the Ramsar Convention, the Man and Biosphere Programme and the Global Geoparks Network, and will consult with universities and research institutes as appropriate.

   (v) IUCN World Heritage Panel Review. The IUCN World Heritage Panel is established by the Director General of IUCN to provide high quality and independent technical and scientific advice to IUCN on its work as an Advisory Body to the World Heritage Committee and strategic advice to IUCN's work on World Heritage throughout the IUCN Programme. Specific Tasks of the World Heritage Panel are to conduct a rigorous evaluation of all nominations of natural and mixed properties to the World Heritage List, leading to a panel recommendation on the IUCN position in relation to each new nomination, in line with the requirements established in the Operational Guidelines of the World Heritage Convention. The Panel also provides comment where relevant to ICOMOS in relation to nominations of cultural landscapes to the World Heritage List. The Panel normally meets at least twice in the evaluation process, once in December (year 1) and a second meeting in March/April (year 2);

   The members of the Panel comprise senior IUCN staff, IUCN Commission members and external experts selected for their high level of experience and recognised leading expertise and knowledge relevant to IUCN's work on World Heritage, including a balance of particular thematic and/or regional perspectives. It includes some experts who have past experience as members of State Party delegations, but are not current serving members of the World Heritage Committee. These experts will serve in a personal and professional capacity. The IUCN World Heritage Panel reviews all field evaluation reports (and normally hears direct feedback from the mission team), reviewers' comments, the UNEP-WCMC and other analyses and all other background material before finalising the text of the IUCN evaluation report for each

nominated property. The membership, terms of reference and working methods of the IUCN World Heritage Panel are publicly available on the IUCN website, and are provided to the World Heritage Committee.

Each evaluation report presents a concise summary of the proposed Outstanding Universal Value of the property nominated, a global comparative analysis with other similar sites (including both World Heritage properties and other protected areas) and a review of integrity and management issues. It concludes with the assessment of the applicability of the criteria, and a clear recommendation to the World Heritage Committee. The names of all experts involved in the evaluation process are included in the final evaluation report, except in the case of reviewers who have provided confidential reviews.

IUCN undertakes dialogue with the nominating States Party/ies at all stages of the nomination process. IUCN will use its best endeavours to allocate its available resources equitably, efficiently and effectively, to maximise the opportunities for dialogue with all nominating States Parties. Dialogue starts early in the evaluation process and intensifies after the meeting of the IUCN World Heritage Panel in December, and includes the following:

i) Prior to the evaluation mission, IUCN may request additional information on questions in the nomination document that require clarification, and will always contact the State Party to prepare for the evaluation mission.

ii) During the evaluation mission the IUCN mission team is able to undertake in-depth discussions on site with representatives of the State Party and with stakeholders.

iii) After the evaluation mission, IUCN may discuss issues that have been identified by the mission team, and request further information from the State Party as required.

iv) After IUCN's first World Heritage Panel meeting, normally held in December, IUCN will discuss issues raised by the Panel, and request further information from the State Party as required. A short interim report outlining the status, and any issues relevant to the evaluation, and detailing any requests for supplementary information, in one of the two working languages of the Convention, is sent to the nominating State Party/ies, and copied to the World Heritage Centre, for transmission to the Chairperson of the World Heritage Committee. Dialogue and consultation takes place either through teleconference and/or face-to-face meetings, as mutually agreed.

IUCN takes into account in its evaluation all information that is officially submitted by the State Party in writing to the World Heritage Centre by the specified deadline (see paragraph 148 of the Operational Guidelines). However, at all of the above stages any stakeholder in the nomination is also at liberty to contact IUCN to provide information if they wish.

IUCN also always considers fully all past decisions of the World Heritage Committee relevant to the nomination, such as in cases of nominations that have been previously referred or deferred by the Committee, or where the Committee has taken any position in relation to issues of policy.

In the case of renominations, extensions and boundary modifications to an existing World Heritage property, IUCN also considers all matters regarding the state of conservation of that property that have been previously reported to the World Heritage Committee. IUCN may also consider bringing to the attention of the Committee, through the state of conservation reporting process, any significant matters regarding the state of conservation of that property, when such are identified for the first time during the evaluation process.

Biogeographic classification systems as a basis for comparison

2. In the evaluations, IUCN uses biogeographic classification systems such as Udvardy's "Biogeographical Provinces of the World" (1975) and the more recent terrestrial, freshwater and

marine ecoregions of the world as a central element of its approach to the global comparative analysis. These systems provide an objective means of comparing nominated properties with sites of similar climatic and ecological conditions.

3. It is stressed, however, that these biogeographical classification systems are used as a measure for comparison only and do not imply that World Heritage properties are to be selected solely on this basis, nor that the representation of all such classification systems is the basis for the selection process. The guiding principle is that World Heritage properties must be of Outstanding Universal Value.

Systems to identify priority areas for conservation

4. IUCN also uses systems which identify priority areas for conservation such as the World Wide Fund for Nature's (WWF) Global 200 Ecoregions, WWF/IUCN's Centres of Plant Diversity, Conservation International's Biodiversity Hotspots and High-Biodiversity Wilderness Areas, Birdlife International's Endemic Bird Areas and Important Bird Areas, and other Key Biodiversity Areas such as Alliance for Zero Extinction sites. These systems provide additional information on the significance of the nominated properties for biodiversity conservation; however it is not assumed that all such sites should be included on the World Heritage List. The guiding principle is that World Heritage properties must be of Outstanding Universal Value.

Systems to evaluate properties for earth science value

5. In evaluating properties which have been nominated for their geological value, IUCN consults with a range of specialised organisations such as the UNESCO Earth Sciences Division, International Association of Geomorphologists, the International Union of Speleology and the International Union of Geological Sciences (IUGS).

Additional reference publications used in the evaluation process

6. The evaluation process also includes consideration of key reference publications on the world's protected areas published by IUCN and a range of international conservation organisations. These documents together provide system-wide overviews which allow comparison of the conservation importance of protected areas throughout the world. IUCN has also undertaken a range of thematic studies to identify gaps in natural World Heritage coverage and properties of World Heritage potential. These can be viewed on the IUCN website at www.iucn.org/worldheritage.

   IUCN also draws upon references specific to the nominated properties in order to gain insights into site values and conservation issues.

Evaluation of Cultural Landscapes (see also Annex 3)

7. IUCN has an interest in many cultural properties, especially those nominated as cultural landscapes. For that reason, it will on occasion participate in joint field inspections to nominated cultural landscapes with ICOMOS (see Part C below).

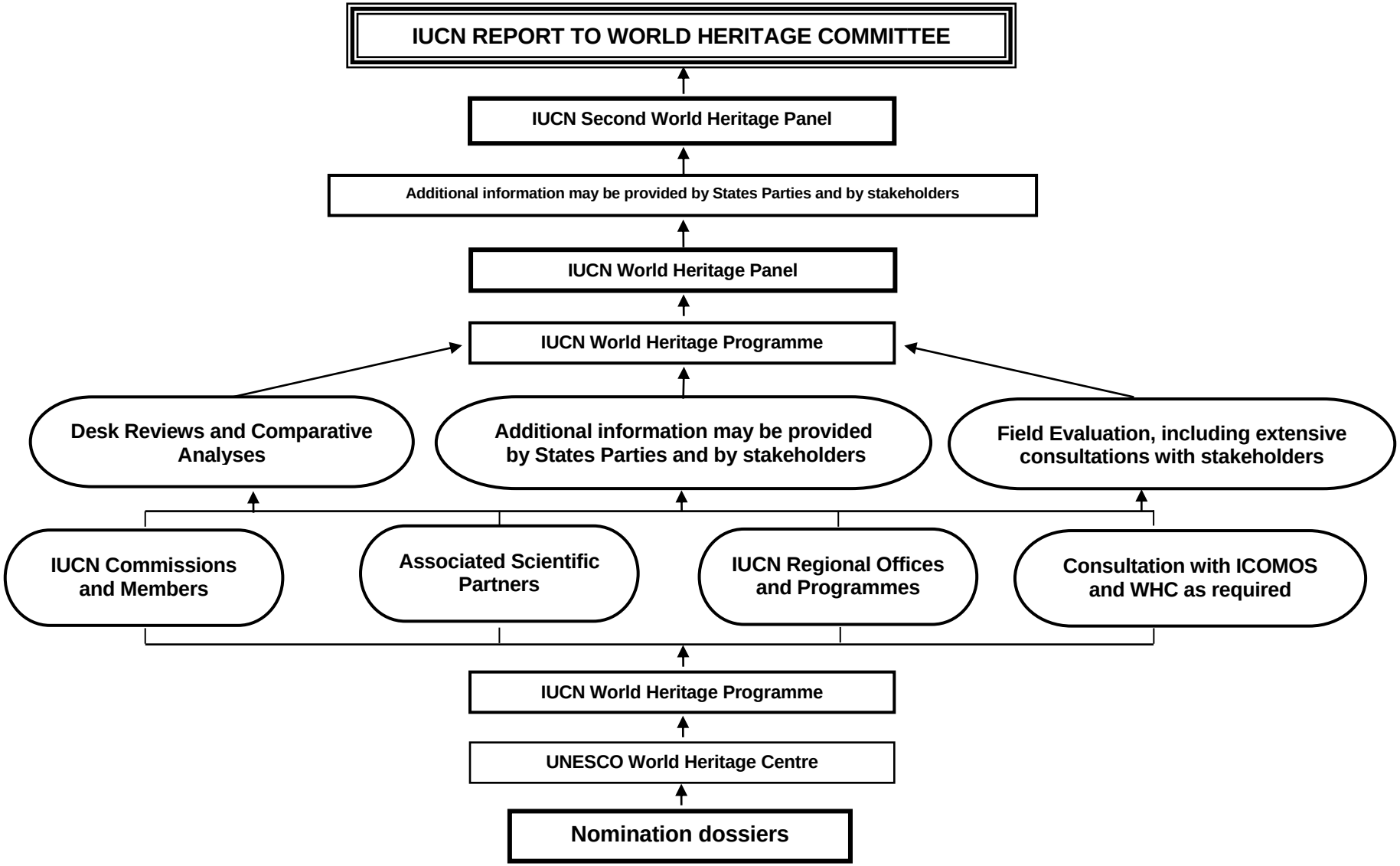
8. In accordance with the natural qualities of certain cultural landscapes identified in Annex 3, Paragraph 11, IUCN's evaluation is concerned with the following factors:

   (i) Conservation of natural and semi-natural systems, and of wild species of fauna and flora
   (ii) Conservation of biodiversity within sustainable use systems (farming, traditional fisheries, forestry);
   (iii) Sustainable land and water use;
   (iv) Enhancement of scenic beauty;
   (v) Ex-situ collections, such as botanic gardens or arboreta;
   (vi) Outstanding examples of humanity's inter-relationship with nature;
   (vii) Historically significant discoveries

The following table sets each of the above list in the context of the categories of cultural landscapes in Annex 3, thereby indicating where each consideration is most likely to occur (the absence of a consideration does not mean that it will *never* occur, only that this is unlikely):

Cultural Landscape type (see also Annex 3)	Natural considerations most likely to be relevant (see Paragraph 16 above)						
Designed landscape					(v)		
Organically evolving landscape - continuous	(i)	(ii)	(iii)	(iv)			
Organically evolving landscape - fossil	(i)					(vi)	
Associative landscape							(vii)

FIGURE 2: SUMMARY OF IUCN EVALUATION PROCEDURE



C. ADVISORY BODY COLLABORATION

Nominations of mixed properties

1. Properties that are nominated under both natural and cultural criteria entail a joint IUCN and ICOMOS mission to the nominated property. Following the mission, IUCN and ICOMOS prepare separate evaluation reports of the property under the relevant criteria (see above), and harmonise and coordinate their evaluations to the extent possible.

Cultural Landscapes

2. Properties nominated as Cultural Landscapes are evaluated by ICOMOS under criteria (i) - (vi) (see Paragraph 77 of the *Operational Guidelines)*. IUCN may provide advice when relevant on the natural values and the conservation and management of the nominated property, and addresses any questions that are raised by ICOMOS. In some cases, a joint mission is required.

Linkages between nature and culture

3. As most properties nominated to the World Heritage List include aspects of management related to the interaction of nature and culture, IUCN and ICOMOS, to the extent possible, discuss any such interactions during their evaluation processes.

United Nations Educational, Scientific and Cultural Organization

World Heritage Convention

FORMAT FOR THE PERIODIC REPORTING ON THE APPLICATION OF THE *WORLD HERITAGE CONVENTION*

- The Format for Periodic Reporting is available at the following Web address: http://whc.unesco.org/en/periodicreporting
- Further guidance on Periodic Reporting can be found in Section V of the *Operational Guidelines*
- In order to facilitate management of information, States Parties are requested to submit reports, in English or French, in electronic as well as in printed form to :
  UNESCO World Heritage Centre
  7, place de Fontenoy
  75352 Paris 07 SP
  France
  Telephone: +33 (0) 1 4568 1571
  Fax: +33 (0) 1 4568 5570
  E-mail through: http://whc.unesco.org/en/contacts

FORMAT

PERIODIC REPORTING ON THE APPLICATION OF THE *WORLD HERITAGE CONVENTION*

General Requirements

- Information should be as precise and specific as possible. It should be quantified where possible and fully referenced.
- Information should be concise. In particular long historical accounts of sites and events which have taken place there should be avoided, especially when they can be found in readily available published sources.
- Expressions of opinion should be supported by reference to the authority on which they are made and the verifiable facts which support them.
- Periodic reports should be completed on A4 paper (210mm x 297mm), with maps and plans a maximum of A3 paper (297mm x 420mm). States Parties are also encouraged to submit the full text of the periodic reports in electronic form.

SECTION I: APPLICATION OF THE *WORLD HERITAGE CONVENTION* BY THE STATE PARTY

States Parties are requested to give information on the legislative and administrative provisions which they have adopted and other action which they have taken for the application of this *Convention*, together with details of the experience acquired in this field (Article 29.1 of the *World Heritage Convention*).

I.1 Introduction

(i) State Party
(ii) Year of ratification or acceptance of the *Convention*
(iii) Organization(s) or entity(ies) responsible for the preparation of the report
(iv) Date of the report
(v) Signature on behalf of the State Party

I.2 Identification of cultural and natural heritage properties

This item refers in particular to Articles 3, 4 and 11 of the *Convention* regarding the identification of cultural and natural heritage and the nomination of properties for inscription on the World Heritage List.

(i) National inventories

Inventories of cultural and natural heritage of national significance form the basis for the identification of possible World Heritage properties.

Indicate which institutions are in charge of the preparation and keeping up-to-date of these national inventories and if, and to what extent, inventories, lists and/or registers at the local, state and/or national level exist and have been completed.

(ii) Tentative List

Article 11 of the *Convention* refers to the submission by States Parties of inventories of property suitable for inscription on the World Heritage List. These tentative lists of cultural and natural

properties should be prepared with reference to Paragraphs 62-69 and Annex 2 of the *Operational Guidelines*. States Parties should report on actions taken to implement the decision of the Committee at its twenty-fourth session (Cairns, December 2000) and the twelfth General Assembly of States Parties (UNESCO Headquarters, 1999) whereby tentative lists are to be used as a planning tool to reduce the imbalances in the World Heritage List.

Provide the date of submission of the Tentative List or any revision made since its submission. States Parties are also encouraged to provide a description of the process of preparation and revision of the Tentative List, e.g. has (have) any particular institution(s) been assigned the responsibility for identifying and delineating World Heritage properties, have local authorities and local population been involved in its preparation? If so, provide exact details.

(iii) Nominations

The periodic report should list properties that have been nominated for inscription on the World Heritage List. States Parties are encouraged to provide an analysis of the process by which these nominations are prepared, the collaboration and co-operation with local authorities and people, the motivation, obstacles and difficulties encountered in that process and perceived benefits and lessons learnt.

I.3 Protection, conservation and presentation of the cultural and natural heritage

This item refers in particular to Articles 4 and 5 of the *Convention*, in which States Parties recognise their duty of ensuring the identification, protection, conservation, presentation and transmission to future generations of the cultural and natural World Heritage and that effective and active measures are taken to this effect. Additional guidance on States Parties obligations can be found in Paragraphs 10-16 of the *Operational Guidelines*.

Article 5 of the *Convention* specifies the following measures:

(i) General policy development

Provide information on the adoption of policies that aim to give the cultural and natural heritage a function in the life of the community. Provide information on the way the State Party or the relevant authorities has (have) taken steps to integrate the protection of World Heritage properties into comprehensive planning programmes. Areas where improvement would be desirable, and towards which the State Party is working should be indicated.

(ii) Status of services for protection, conservation and presentation

Provide information on any services within the territories of the State Party which have been set up or have been substantially improved since the previous periodic report, if applicable. Particular attention should be given to services aiming at the protection, conservation and presentation of the cultural and natural heritage, indicating the appropriate staff and the means to discharge their functions. Areas where improvement would be desirable, and towards which the State Party is working should be indicated.

(iii) Scientific and technical studies and research

Additional guidance on research can be found in Paragraph 215 of the *Operational Guidelines*.

List significant scientific and technical studies or research projects of a generic nature that would benefit World Heritage properties, initiated or completed since the last periodic report. Areas where improvement would be desirable, and towards which the State Party is working should be indicated.

Site specific scientific studies or research projects should be reported upon under Section II.4 of this Format.

(iv) Measures for identification, protection, conservation, presentation and rehabilitation

Indicate appropriate legal and administrative measures that the State Party or relevant authorities have taken for the identification, protection, conservation, presentation and rehabilitation of cultural and natural heritage. Particular attention should be given to measures concerning visitor management and development in the region. The State Party is also encouraged to indicate if, on the basis of the experiences gained, policy and/or legal reform is considered necessary. It is also relevant to note which other international conventions for the protection of cultural or natural heritage have been signed or ratified by the State Party and if so, how the application of these different legal instruments is co-ordinated and integrated in national policies and planning.

Indicate relevant scientific, and technical measures that the State Party or relevant institutions within the State have taken for the identification, protection, conservation, presentation and rehabilitation of cultural and natural heritage.

Indicate relevant financial measures that the State Party or relevant authorities have taken for the identification, protection, conservation, presentation and rehabilitation of cultural and natural heritage.

Information on the presentation of the heritage can refer to publications, internet web-pages, films, stamps, postcards, books etc.

Areas where improvement would be desirable, and towards which the State Party is working should be indicated.

(v) Training

Additional guidance on training can be found in Paragraphs 213-214 of the *Operational Guidelines*.

Provide information on the training and educational strategies that have been implemented within the State Party for professional capacity building, as well as on the establishment or development of national or regional centres for training and education in the protection, conservation, and presentation of the cultural and natural heritage, and the degree to which such training has been integrated within existing university and educational systems.

Indicate the steps that the State Party has taken to encourage scientific research as a support to training and educational activities.

Areas where improvement would be desirable, and towards which the State Party is working should be indicated.

I.4 International co-operation and fund raising

This item refers particularly to Articles 4, 6, 17 and 18 of the *Convention.* Additional guidance on this issue can be found in Paragraphs 227-231 of the *Operational Guidelines*.

Provide information on the co-operation with other States Parties for the identification, protection, conservation and preservation of the World Heritage located on their territories.

Also indicate which measures have been taken to avoid damage directly or indirectly to the World Heritage on the territory of other States Parties.

Have national, public and private foundations or associations been established for, and has the State Party given assistance to, raising funds and donations for the protection of the World Heritage?

I.5 Education, information and awareness building

This item refers particularly to Articles 27 and 28 of the *Convention* on educational programmes. Additional guidance on these matters can be found in Chapter IX of the *Operational Guidelines*.

Indicate steps that the State Party has taken to raise the awareness of decision-makers, property owners, and the general public about the protection and conservation of cultural and natural heritage.

Provide information on education (primary, secondary and tertiary) and information programmes that have been undertaken or are planned to strengthen appreciation and respect by the population, to keep the public broadly informed of the dangers threatening the heritage and of activities carried out in pursuance of the *Convention*. Does the State Party participate in the UNESCO Special Project *Young People's Participation in World Heritage Preservation and Promotion*?

Information on site-specific activities and programmes should be provided under item II.4 concerning management, below.

I.6 Conclusions and recommended action

The main conclusions under each of the items of Section I of the report should be summarized and tabulated together with the proposed action(s) to be taken, the agency(ies) responsible for taking the action(s) and the timeframe for its execution:

i) Main conclusions
ii) Proposed future action(s)
iii) Responsible implementing agency(ies)
iv) Timeframe for implementation
v) Needs for international assistance

States Parties are also encouraged to provide in their first periodic report an analysis of the process by which they ratified the *Convention,* the motivation, obstacles and difficulties encountered in that process and perceived benefits and lessons learnt.

SECTION II: STATE OF CONSERVATION OF SPECIFIC WORLD HERITAGE PROPERTIES

The preparation of periodic state of conservation reports should involve those who are responsible for the day-to-day management of the property. For transboundary properties it is recommended that reports be prepared jointly by or in close collaboration between the agencies concerned.

The first periodic report should update the information provided in the original nomination dossier. Subsequent reports will then focus on any changes that may have occurred since the previous report was submitted.

This section of the periodic report follows, therefore, the format for the nomination dossier.

The state of properties included on the List of World Heritage in Danger are reviewed by the World Heritage Committee at regular intervals, in general once every year. This review concentrates on the specific factors and considerations that led to the inscription of the property on the List of World Heritage in Danger. It will still be necessary to prepare a complete periodic report on the state of conservation of these properties.

This section should be completed for each individual World Heritage property.

II.1 Introduction

i) State Party
ii) Name of the World Heritage property
iii) Geographical coordinates to the nearest second
iv) Date of inscription on the World Heritage List
v) Organization(s) or entity(ies) responsible for the preparation of the report
vi) Date of the report

vii) Signature on behalf of the State Party

II.2 Statement of Outstanding Universal Value

At the time of inscription of a property on the World Heritage List, the World Heritage Committee indicates its Outstanding Universal Value by deciding on the criteria for inscription. Please indicate the justification for inscription provided by the State Party, and the criteria under which the Committee inscribed the property on the World Heritage List.

In the view of the State Party, does the Statement of Outstanding Universal Value adequately reflect the Outstanding Universal Value of the property or is a re-submission necessary? This could be considered, for example, to recognise cultural values of a World Heritage property inscribed for its outstanding natural value, or vice-versa. This may become necessary either due to the substantive revision of the criteria by the World Heritage Committee or due to better identification or knowledge of specific Outstanding Universal Value of the property.

Another issue that might be reviewed here is whether the delimitation of the World Heritage property, and its buffer zone if appropriate, is adequate to ensure the protection and conservation of the Outstanding Universal Value embodied in it. A revision or extension of the boundaries might be considered in response to such a review.

If a Statement of Outstanding Universal Value is not available or incomplete, it will be necessary, in the first periodic report, for the State Party to propose such a statement. The Statement of Outstanding Universal Value should reflect the criterion (criteria) on the basis of which the Committee inscribed the property on the World Heritage List. It should also address questions such as: What does the property represent, what makes the property outstanding, what are the specific values that distinguish the property, what is the relationship of the property with its setting, etc.? Such Statement of Outstanding Universal Value will be examined by the Advisory Body(ies) concerned and transmitted to the World Heritage Committee for approval, if appropriate.

II.3 Statement of authenticity and/or integrity

Under this item it is necessary to review whether the value on the basis of which the property was inscribed on the World Heritage List, and reflected in the Statement of Outstanding Universal Value under item II.2 above, are being maintained.

This should also include the issue of authenticity and/or integrity in relation to the property. What was the evaluation of the authenticity and/or integrity of the property at the time of inscription? What is the authenticity and/or integrity of the property at present?

Please note that a more detailed analysis of the conditions of the property is required under item II.6 on the basis of key indicators for measuring its state of conservation.

II.4 Management

Under this item, it is necessary to report on the implementation and effectiveness of protective legislation at the national, provincial or municipal level and/or contractual or traditional protection as well as of management and/or planning control for the property concerned, as well as on actions that are foreseen for the future, to preserve the value described in the Statement of Outstanding Universal Value under item II.2. Additional guidance on this issue can be found in Section III.D of the *Operational Guidelines.*

The State Party should also report on significant changes in the ownership, legal status and/or contractual or traditional protective measures, management arrangements and management plans as compared to the situation at the time of inscription or the previous periodic report. In such case, the State Party is requested to attach to the periodic report all relevant documentation, in particular legal texts, management plans and/or (annual) work plans for the management and maintenance of the

property. Full name and address of the agency or person directly responsible for the property should also be provided.

The State Party could also provide an assessment of the human and financial resources that are available and required for the management of the property, as well as an assessment of the training needs for its staff.

The State Party is also invited to provide information on scientific studies, research projects, education, information and awareness building activities directly related to the property and to comment on the degree to which heritage values of the property are effectively communicated to residents, visitors and the public. Matters that could be addressed are, among other things: is there a plaque at the property indicating that the property is a World Heritage property? Are there educational programmes for schools? Are there special events and exhibitions? What facilities, visitor centre, site museum, trails, guides, information material etc. are made available to visitors? What role does the World Heritage designation play in all these programmes and activities?

Furthermore, the State Party is invited to provide statistical information, if possible on an annual basis, on income, visitor numbers, staff and other items if appropriate.

On the basis of the review of the management of the property, the State Party may wish to consider if a substantive revision of the legislative and administrative provisions for the conservation of the property is required.

II.5 Factors affecting the property

Please comment on the degree to which the property is threatened by particular problems and risks. Factors that could be considered under this item are those that are listed in the nomination format, e.g. development pressure, environmental pressure, natural disasters and preparedness, visitor/tourism pressure, number of inhabitants.

Considering the importance of forward planning and risk preparedness, provide relevant information on operating methods that will make the State Party capable of counteracting dangers that threaten or may endanger its cultural or natural heritage. Problems and risks to be considered could include earthquakes, floods, land-slides, vibrations, industrial pollution, vandalism, theft, looting, changes in the physical context of properties, mining, deforestation, poaching, as well as changes in land-use, agriculture, road building, construction activities, tourism. Areas where improvement would be desirable, and towards which the State Party is working should be indicated.

This item should provide up-to-date information on all factors which are likely to affect or threaten the property. It should also relate those threats to measures taken to deal with them.

An assessment should also be given if the impact of these factors on the property is increasing or decreasing and what actions to address them have been effectively taken or are planned for the future.

II.6 Monitoring

Whereas item II.3 of the periodic report provides an overall assessment of the maintenance of the Outstanding Universal Value of the property, this item analyses in more detail the conditions of the property on the basis of key indicators for measuring its state of conservation.

If no indicators were identified at the time of inscription of the property on the World Heritage List, this should be done in the first periodic report. The preparation of a periodic report can also be an opportunity to evaluate the validity of earlier identified indicators and to revise them, if necessary.

Up-to-date information should be provided in respect to each of the key indicators. Care should be taken to ensure that this information is as accurate and reliable as possible, for example by carrying out

observations in the same way, using similar equipment and methods at the same time of the year and day.

Indicate which partners if any are involved in monitoring and describe what improvement the State Party foresees or would consider desirable in improving the monitoring system.

In specific cases, the World Heritage Committee and/or its Bureau may have already examined the state of conservation of the property and made recommendations to the State Party, either at the time of inscription or afterwards. In such cases the State Party is requested to report on the actions that have been taken in response to the observations or recommendations made by the Bureau or Committee.

II.7 Summary of conclusions and recommended actions

The main conclusions under each of the items of the state of conservation report, in particular, whether the Outstanding Universal Value of the property are maintained, should be summarized and tabulated together with:

i) Main conclusions regarding the state of the Outstanding Universal Value of the property (see items II.2. and II.3. above)
ii) Main conclusions regarding the management and factors affecting the property (see Items II.4 and II.5. above)
iii) Proposed future action(s)
iv) Responsible implementing agency(ies)
v) Timeframe for implementation
vi) Needs for international assistance

The State Party is also requested to indicate what experience the State Party has obtained that could be relevant to others dealing with similar problems or issues. Please provide names and contact details of organizations or specialists who could be contacted for this purpose.

United Nations Educational, Scientific and Cultural Organization

World Heritage Convention

INTERNATIONAL ASSISTANCE REQUEST FORM

- The International Assistance request form is available at the following Web address: http://whc.unesco.org/en/intassistance , and can be filled at the same address.
- Further guidance on International Assistance can be found in Section VII of the *Operational Guidelines*
- See attached Explanatory Notes on completing this Request form
- The original signed version of the completed International Assistance request form should be sent in English or French to:
  UNESCO World Heritage Centre
  7, place de Fontenoy
  75352 Paris 07 SP
  France
  Telephone: +33 (0)1 45 68 12 76
  Fax: +33 (0)1 45 68 55 70
  E-mail: wh-intassistance@unesco.org

1. STATE PARTY

_____

2. TITLE OF PROJECT

_____

_____

_____

3. TYPE OF ASSISTANCE

	Emergency Assistance	*Preparatory Assistance*	*Conservation and management*
Culture			
Nature			
Mixed			

4. PROJECT LOCATION:

a) Will the project be implemented at a World Heritage property?

□ - yes □ - no

If yes, give the name of the property

_____

_____

b) Will the project include a field component?

□ - yes □ - no

If yes, where and how?

_____

_____

c) If the project is being implemented at a World Heritage property, indicate whether it will also benefit other World Heritage properties, and if so, which ones and how?

_____

_____

5. TIMEFRAME FOR THE IMPLEMENTATION OF THE PROJECT (indicate whether estimated or fixed)

Dates:_____

Duration: _____

6. THE PROJECT IS:

□ - local

□ - national

□ - sub-regional involving a few States Parties from a region

□ - regional involving most States Parties from a region

□ - international involving States Parties from different regions

If the project is national, sub-regional, regional or international, please indicate the countries/properties which will participate/benefit from the project:

_____

_____

_____

_____

7. JUSTIFICATION OF THE PROJECT

a) Explain why this project is needed
(for Emergency Assistance, please fill in item 8 below instead).

_____

_____

_____

_____

b) List all supporting documents submitted, if applicable.

_____

_____

8. FOR EMERGENCY ASSISTANCE ONLY

a) Describe the actual or potential threat/danger affecting the property

_____

_____

b) Indicate how it might affect the property's Outstanding Universal Value

_____

_____

c) Explain how the proposed project will address the threat/danger

_____

_____

9. OBJECTIVES OF THE PROJECT

Clearly set out the specific objectives of the project

10. EXPECTED RESULTS

a) Clearly state the results expected from the project

_____

_____

b) Define the indicators and means of verification which can be used to assess the achievements of these results:

Expected Results	*Indicators*	*Means of verification*

11. WORK PLAN
(including specific activities and timetable)

Activities	*Timeframe (in months)*						
Activity							
Activity							
Activity							
Activity							

12. EVALUATION AND REPORTING
(to be submitted to the World Heritage Centre <u>within three months</u> after the project is completed)

13. PROFILES OF SPECIALISTS, TRAINERS, TECHNICIANS AND/OR SKILLED LABOUR, IF THE PROJECT FORESEES THE PARTICIPATION OF SUCH PEOPLE
(if the identity of the specialists, trainers, technicians, and/or skilled labourers is already known, please state their names and include a brief CV if possible)

_____

_____

14. KEY TARGET AUDIENCES, INCLUDING PROFILES OF TRAINEES / PARTICIPANTS, IF THE PROJECT FORESEES THE PARTICIPATION OF SUCH PEOPLE

_____

_____

15. BUDGET BREAKDOWN

a) Provide, in the following table (in United States dollars), a detailed breakdown of costs of the individual elements of the project including, if possible, unit costs and show how these will be shared between the different funding sources.

Items (choose items as applicable to the project)	**Detail US$ (for applicable items)**	**State Party Funds US$**	**Amount requested to the World Heritage Fund US$**	**Other sources US$**	**Total US$**
Organization • venue • office expenses • secretarial assistance • translation • simultaneous interpretation • audio-visual equipment • other	 US$ __ / day for __ days = US$ __ US$ __ US$ __/ day for __ days - US$ __ US$ __ / page for __ pages = US$ US$ __ / hour for __ hours = US$ US$ __ / day for __ days = US$ __ US$ __				
Personnel / consultancy service (fees) • international expert • national expert • coordinator • other	 US$ __ / week for __ weeks = US$ _ US$ __ / week for __ weeks = US$ _ US$ __ / week for __ weeks = US$ _ US$ __ / week for __ weeks = US$ _				
Travel • international travel cost • domestic travel costs • other	 US$ __ US$ __ US$ __				
Daily subsistence allowance • accommodation • board	 US$ __ / day for __ persons = US$ __ US$ __ / day for __ persons = US$ __				
Equipment • ……. • …….	 US$ __ / unit for __ units = US$ __ / unit for __ units =				
Evaluation, Reporting and Publication • evaluation • reporting • editing, layout • printing • distribution • other	 US$ __ US$ __ US$ __ US$ __ US$ __ US$ __				
Miscellaneous • visas • other	 US$ __ for __ participants = US$ __ US$ __				
TOTAL					

b) Specify whether or not resources from the State Party or other sources are already available or when they are likely to become available.

_____

_____

16. <u>IN KIND</u> CONTRIBUTIONS FROM THE STATE PARTY AND OTHER AGENCIES

a) National agency(ies)

_____

_____

b) Other bi/multi-lateral organizations, donors, etc

_____

_____

17. AGENCY(IES) RESPONSIBLE FOR THE IMPLEMENTATION OF THE PROJECT

_____

_____

18. SIGNATURE ON BEHALF OF STATE PARTY

Full name _____

Title _____

Date _____

19. ANNEXES

_____ (number of annexes attached to the request)

EXPLANATORY NOTES

<table>
<tr><th></th><th>INTERNATIONAL ASSISTANCE APPLICATION FORM</th><th>EXPLANATORY NOTES</th></tr>
<tr><td>1.</td><td>STATE PARTY</td><td>Name of the State Party presenting the International Assistance request</td></tr>
<tr><td>2.</td><td>TITLE OF THE PROJECT</td><td></td></tr>
<tr><td>3.</td><td>TYPE OF ASSISTANCE
<table>
<tr><th></th><th>Emergency Assistance</th><th>Preparatory Assistance</th><th>Conservation and Management*</th></tr>
<tr><td>Culture</td><td></td><td></td><td></td></tr>
<tr><td>Nature</td><td></td><td></td><td></td></tr>
<tr><td>Mixed</td><td></td><td></td><td></td></tr>
</table>
* Please note that « Conservation and Management » now includes the previous categories :
- Training, Research Assistance
- Technical Cooperation
- Assistance for education, information and awareness raising</td><td>See Paragraph 241 of the Operational Guidelines for details.

Indicate the type of assistance you are requesting, as well as the type of heritage covered by the project.

Please, tick only one box in the table.

For example:

- Training project on rock paintings:
<table>
<tr><th></th><th>Emergency Assistance</th><th>Preparatory Assistance</th><th>Conservation and Management</th></tr>
<tr><td>Culture</td><td></td><td></td><td>X</td></tr>
<tr><td>Nature</td><td></td><td></td><td></td></tr>
<tr><td>Mixed</td><td></td><td></td><td></td></tr>
</table>
- Preparation of a nomination file for a mixed property:
<table>
<tr><th></th><th>Emergency Assistance</th><th>Preparatory Assistance</th><th>Conservation and Management</th></tr>
<tr><td>Culture</td><td></td><td></td><td></td></tr>
<tr><td>Nature</td><td></td><td></td><td></td></tr>
<tr><td>Mixed</td><td></td><td>X</td><td></td></tr>
</table>
- Emergency assistance request following a tropical storm which affected a protected forest area:
<table>
<tr><th></th><th>Emergency Assistance</th><th>Preparatory Assistance</th><th>Conservation and Management</th></tr>
<tr><td>Culture</td><td></td><td></td><td></td></tr>
<tr><td>Nature</td><td>X</td><td></td><td></td></tr>
<tr><td>Mixed</td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>4.</td><td>PROJECT LOCATION</td><td></td></tr>
</table>

	a) Will the project be implemented at a World Heritage property? □ - yes □ - no If yes, give the name of the property b) Will the project include a field component? □ - yes □ - no If yes, where and how? c) If the project is being implemented at a World Heritage property, indicate whether it will also benefit other World Heritage properties, and if so which ones and how?	
5.	**TIMEFRAME FOR THE IMPLEMENTATION OF THE PROJECT (indicate whether estimated or fixed)**	Indicate the proposed starting date for the project as well as its duration.
6.	**THE PROJECT IS:** □ local □ national □ sub-regional involving a few States Parties from a region □ regional involving most States Parties from a region □ international involving States Parties from different regions If the project is national, sub-regional, regional or international, please indicate the countries/properties which will participate/benefit from the project.	If other countries benefit from the project, please state whether their support for the project has been obtained. Also note if a transboundary property is involved.
7.	**JUSTIFICATION OF THE PROJECT**	
	a) Explain why the project is needed (for Emergency Assistance, please fill in item 8 below instead)	Set out the problems or issues to be discussed/addressed. This should include, where appropriate, the degree of urgency of the activities to be undertaken where appropriate. If relevant, give details, in no more than 2 pages, of ascertained or potential threat to the property(ies). Explain how the project contributes to the implementation of:

		- decisions of the World Heritage Committee; - recommendations of international expert missions undertaken at the request of the Committee, Chairperson or UNESCO; - recommendations of the Advisory Bodies; - recommendations of UNESCO World Heritage Centre or other UNESCO Divisions; - management plans for the property; - recommendations from previous activities supported by the World Heritage Fund. Clearly indicate which documents you are referring to (World Heritage Committee's decision number, Mission dates, etc…)
	b) List all supporting documents submitted, if applicable.	Whenever possible, support the justification with documentary evidence, such as reports, photographs, slides, maps, etc...
8.	**FOR EMERGENCY ASSISTANCE ONLY**	
	a) Describe the actual or potential threat/danger affecting the property	Emergency Assistance funds will not be automatically granted after a major disaster has occurred. This type of assistance will be provided only in cases when an <u>imminent</u> danger related to a <u>natural or human-made</u> disaster is threatening the overall Outstanding Universal Value of a World Heritage property and its authenticity and/or integrity, to prevent or at least significantly mitigate its possible negative impact on the property. Emergency Assistance may also be provided to assess whether or not imminent danger is present, for example as a result of a major disaster. When, on the contrary, due to a disaster, a certain loss of heritage has already taken place, but there is no more imminent threat or risk that needs to be addressed as a matter of urgency, other forms of assistance would appear to be more appropriate (e.g. conservation and management assistance).
	b) Indicate how it might affect the property's Outstanding Universal Value	In establishing priorities for granting Emergency Assistance, consideration will be given to whether the threat/danger to be addressed has the potential, if not mitigated, to affect the Outstanding Universal Value of the World Heritage property and its authenticity

<table>
<tr><td></td><td></td><td>and/or integrity.</td></tr>
<tr><td></td><td>c) Explain how the proposed project will address the threat/danger</td><td>Proposals for funding under the Emergency Assistance programme should set out how the scope of the project and its activities will assess the threat/danger to the World Heritage property and show how it will be effectively mitigated.</td></tr>
<tr><td>9.</td><td>OBJECTIVE(S) OF THE PROJECT

Clearly set out the specific objectives of the project</td><td>What are the objectives you want to achieve through the implementation of this particular project?</td></tr>
<tr><td>10.</td><td>EXPECTED RESULTS</td><td></td></tr>
<tr><td></td><td>a) Clearly state the results expected from the project proposed.</td><td>The expected results should be concrete and measurable. Each expected result will be measured by a set of indicators (see Paragraph 10b).</td></tr>
<tr><td></td><td>b) Define the indicators and means of verification which can be used to assess the achievements of these results:

<table><tr><th>Expected Results</th><th>Indicators</th><th>Means of verification</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table></td><td>Indicators are used to measure the results achieved and to determine the progress towards the objective of the project. They are based on the expected results defined in Paragraph 10, and will serve as the base for the evaluation of the project after its completion.

These indicators should be objective, measurable and expressed in quantifiable terms such as numeric values, or percentages.

For example:

Preparatory Assistance

Objective:

To prepare a complete nomination file for submission to the World Heritage Centre.

<table><tr><th>Expected Results</th><th>Indicators</th><th>Means of Verification</th></tr><tr><td>The completed nomination file submitted to the World Heritage Centre by 1 February 200x.</td><td>• Nomination submitted by the deadline</td><td>• Postal record of sending the file
• Report from the WHC/POL to the State Party</td></tr><tr><td>The completed management plan to be submitted along with the nomination file</td><td>• Management plan submitted by the deadline</td><td>• Postal record of sending the file
• Report from the WHC/POL to the State Party</td></tr></table></td></tr>
</table>

The nomination file is judged complete by the World Heritage Centre and Advisory Bodies	• Successful examination by the World Heritage Centre and Advisory Bodies for completeness	• Letter from the World Heritage Centre to the State Party informing them the file is considered complete

Emergency Assistance

Objective:

To stabilize the structure of a building that has just been damaged due to flooding or an earthquake.

Expected Results	Indicators	Means of Verification
The structure of the building would have been stabilized	• Emergency structural problems identified • Plans for emergency works finalized • Temporary stabilization measures carried out	• Report of a structural engineer on the emergency state of the structure • Costed proposal for emergency works to be carried out • Final report of the stabilization work implemented
Plans for further conservation work would have been developed for future implementation	• Overall structural analysis carried out • Costed plans for further necessary conservation work prepared	• Report of a structural engineer on the overall state of conservation of the structure • Costed proposal for necessary conservation works to be carried out

Conservation and Management Assistance

Objective:

To improve management at a property inscribed on the World Heritage List with special attention to community involvement

Expected	Indicators	Means of

		Results		Verification
		An integrated management plan for the property	• Setting up of a management planning team for the development of the management plan with participants from the necessary sectors including the local community • Completion of a Statement of Outstanding Universal Value for the property • Analysis of the conservation and management problems affecting the property • Existence of clear objectives and strategies for achieving them	• Monthly reports of the management planning team meetings • Discussion papers produced by team members of each of the key issues faced in the management of the property • Final management plan document
		A management committee including some members of the local community	• Appointment of members of the management committee including at least two members of the local community • At least 3 regular monthly meetings of the Management Committee	• Statutes and rules of procedure for the Management Committee approved by appropriate authorities • Monthly reports of the Management Committee
		Management plan approved with appropriate legal status	• Approval by the local government authority	• Decree placed in the "National Gazette" establishing the management plan as a local regulation.

11. **WORK PLAN**
(including specific activities and timetable)

Activities	*Timeframe (in months)*						
Activity							
Activity							
Activity							
Activity							

Describe the work plan of the activity(ies) to be undertaken with specific reference to the expected results mentioned in Paragraph 10 above. Indicate dates, duration of each activity. For meetings and training activities, tentative programmes should be provided including the themes, issues and problems to be discussed.

For example:

For Expected Result No. 1:

Activities	*Timeframe (in months)*						
Activity	■	■	■	■	■		
Activity				■	■	■	■
Activity		■	■	■			
Activity				■	■		

For Expected Result No. 2:

Activities	*Timeframe (in months)*						
Activity	■	■	■				
Activity					■	■	■
Activity	■	■	■	■	■	■	■
Activity			■	■	■		

12. **EVALUATION AND REPORTING**
(to be submitted to the World Heritage Centre within three months after the implementation of the project is completed)

Final Report:

The final report should be prepared by the authority/person in charge of the implementation of the project.

The final report should be structured according to the expected results defined in Paragraph 10.

Evaluation:

The evaluation should focus on the results achieved and their impact on (for example):

- the inscription of a property on the World Heritage List following a preparatory assistance,

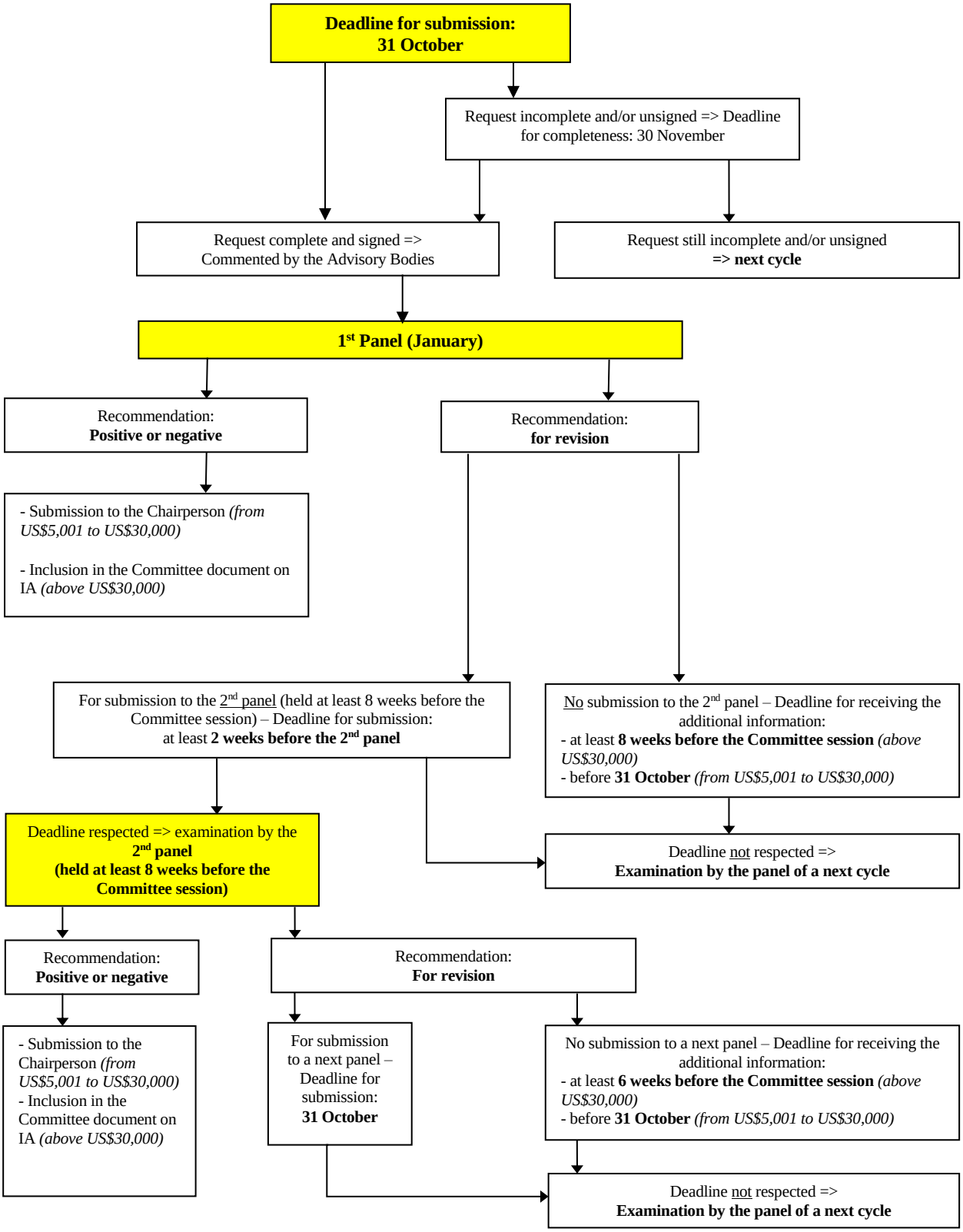
- the Periodic Report and the State of

		conservation, - the removal of a property from the List of World Heritage in danger following an emergency assistance, - the implementation of the *World Heritage Convention*, including its Strategic Objectives ("4Cs") and other strategies (e.g. Global Strategy, …), - the national and/or local institutions, - the capacity building of local staff, - the awareness raising of the general public, - the participants to the project, - attracting other resources, - etc… Indicate who will be responsible for the evaluation of the project.
13.	**PROFILES OF SPECIALISTS, TRAINERS, TECHNICIANS AND/OR SKILLED LABOUR, IF THE PROJECT FORESEES THE PARTICIPATION OF SUCH PEOPLE** **(if the identity of the specialists, trainers, technicians, and/or skilled labourers is already known, please state their names and include a brief CV if possible)**	Indicate the precise field of specialization and the work to be undertaken by each specialist as well as the duration required. The World Heritage Centre and the Advisory Bodies are available to recommend resource persons / trainers, should the State(s) Party(ies) concerned so request. Please include the names of any specialists, if already known, who will be taking part in the project and send a short CV if possible as an annex to the request form.
14.	**KEY TARGET AUDIENCES, INCLUDING PROFILES OF TRAINEES / PARTICIPANTS, IF THE PROJECT FORESEES THE PARTICIPATION OF SUCH PEOPLE**	Indicate the target groups and beneficiaries of the project, their professions, institutions, or field(s) of specialization.
15.	**BUDGET BREAKDOWN**	
	a) Provide, in the following table (in United States dollars), a detailed breakdown of costs of the individual elements of the project including, if possible, unit costs and show how these will be shared between the different funding sources:	Indicate in the table the breakdown of all expenses related to the project, also indicating the cost-sharing between the various donors (State Party, World Heritage Fund, others).
	(i) Organization	Items within this section could include the cost of a venue, office expenses, secretarial assistance, translation, simultaneous interpretation, audio-visual equipment, or other organizational costs necessary for the

		successful implementation of the project.
	(ii) Personnel and Consultancy Services	Items within this section could include the cost of international experts, national experts, a local or international coordinator, or other personnel necessary for the successful implementation of the project.
	(iii) Travel	Items within this section could include the cost of international or domestic travel necessary for the successful implementation of the project.
	(iv) Daily Subsistence Allowance	Items within this section could include the cost of accommodation, meals, and incidentals necessary for the successful implementation of the project.
	(v) Equipment	Items within this section could include any equipment necessary for the successful implementation of the project.
	(vi) Evaluation, Reporting and Publication	Items within this section could include the cost of evaluation, reporting, editing and layout, printing, distribution, and other costs necessary for the successful implementation of the project.
	(vii) Miscellaneous	Items within this section could include the cost of visas or other small costs that are necessary for the successful implementation of the project.
	b) Specify whether or not resources from the State Party or other sources are already available or when they are likely to become available	If the resources are not already available, indicate whether they will be before the beginning of the project.
16.	**IN KIND CONTRIBUTIONS FROM THE STATE PARTY AND OTHER AGENCIES**	
	a) National agency(ies)	Specify in detail
	b) Other bi/multi-lateral organizations, donors, etc	Specify in detail
17.	**AGENCY(IES) RESPONSIBLE FOR THE IMPLEMENTATION OF THE PROJECT**	Please provide the name, title, address and all contact details of the person/agency(ies) who will be responsible for the implementation of the project as well as those of any other participating agencies. Please, indicate whether the legislative and administrative commitment of the State Party is available for the project (see Paragraph 239d of the *Operational Guidelines*).

18.	**SIGNATURE ON BEHALF OF STATE PARTY**	Full name Title Date
19.	**ANNEXES**	In this section, list the number of annexes attached to the request and titles of each annex.

Process of submission for International Assistance requests for Conservation & Management Assistance and Preparatory Assistance above US$5,000



United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

EVALUATION CRITERIA OF THE ADVISORY BODIES FOR INTERNATIONAL ASSISTANCE REQUESTS

The following considerations are to be taken into account by the Advisory Bodies, World Heritage Centre, and the relevant Decision-maker (the Chairperson of the World Heritage Committee, the World Heritage Committee or the Director of the World Heritage Centre) when assessing International Assistance requests.

These items do not constitute a checklist, and not every item will be applicable to every International Assistance Request. Rather the appropriate items are to be considered together in an integrated manner in making balanced judgments concerning the appropriateness of allocating the limited financial support available through the World Heritage Fund.

A. Eligibility requirements

1. Is the State Party in arrears for payment of its contribution to the World Heritage Fund?
2. Is the request coming from an authorized organization/institution of the State Party?

B. Priority considerations

3. Is the request from a State Party on the list of the Least Developed Countries (LDCs), Low Income Economies (LIEs), Small Island Developing States (SIDS) or post-conflict countries?
4. Is the property on the List of World Heritage in Danger?
5. Does the request further one or more of the Strategic Objectives of the World Heritage Committee (Credibility, Conservation, Capacity building, and Communication)?
6. Does the request respond to needs identified through the Periodic Reporting process at the property and/or regional levels?
7. Is the request linked to a regional or sub-regional capacity building programme?
8. Is there a capacity building aspect to the activity (no matter what type of assistance sought)?
9. Will the lessons learned from the activity provide benefits to the larger World Heritage system?

C. Considerations linked to the specific content of the proposed activity

10. Are the objectives of the request clearly stated and achievable?
11. Is there a clear work plan for achieving the results, including a timeline for its implementation? Is the work plan reasonable?
12. Does the agency/organization responsible for implementing the proposal have the capacity to do so, and is there a responsible person identified for ongoing contacts?
13. Are the professionals proposed to be used (whether national or international) qualified to carry out the work being requested? Are there clear terms of reference for them, including adequate period of their involvement?
14. Is the involvement of all relevant parties taken into account in the proposal (for example stakeholders, other institutions, etc.)?
15. Are the technical requirements clearly expressed and are they reasonable?

16. Is there a clear plan for reporting the results and for continued monitoring, including appropriate indicators for success?

17. Is there a commitment of the State Party for appropriate follow-up after the activity is completed?

D. Budgetary / Financial considerations

18. Is the overall budget reasonable for the work that is proposed to be carried out?

19. Is the budget detailed sufficiently to ensure that the unit costs are reasonable and in line with local costs and/or UNESCO norms and rules as appropriate?

20. Does the request act as a catalyst (multiplier) for other funding (are other sources of funding, either cash or in-kind clearly specified)?

E. Considerations for specific types of International Assistance

a) Emergency Assistance Requests

21. Does the threat or disaster covered by the request conform to the definition of an emergency within the *Operational Guidelines* (unexpected phenomena)?

22. Can the proposed intervention be carried out with reasonable safety for those involved with its implementation?

23. Does the intervention respond to the most critical issues related to the protection/conservation of the property?

b) Preparatory Assistance Requests

<u>For requests for preparation of nomination files</u>

24. Is the property on the State Party's Tentative List?

25. Does the State Party already have properties inscribed on the World Heritage List? If yes, how many?

26. Is the type of property proposed for World Heritage listing un-represented or under-represented in the World Heritage List?

27. Is sufficient attention paid to necessary elements, such as the preparation of the management plan, comparative analysis, Statement of Outstanding Universal Value, mapping, etc.?

28. Is sufficient attention given to community involvement?

<u>For requests for preparation of Tentative Lists</u>

29. Is the process designed to include all the necessary stakeholders and points of view?

30. Are both natural and cultural heritage professionals proposed to be involved?

31. Is the State Party new to the *World Heritage Convention*?

32. If the request is for harmonization of Tentative Lists, are representatives from all the necessary States Parties in the region or sub-region involved?

<u>For requests for preparation of other types of assistance</u>

33. If the request is for the preparation of a request for other assistance, is the need for the eventual request well documented?

c) Conservation and Management Assistance Requests

For requests for conservation work or the preparation of a management plan

34. Is the property on the World Heritage List?
35. Is the work being proposed a priority for protecting or safeguarding the property?
36. Does the work being proposed conform to best practice?

For requests for training activities

37. Is it clearly related to the implementation of the *World Heritage Convention*?
38. Does it take place on a World Heritage property or involve a visit/case study of a World Heritage property?
39. Does it involve those responsible for conservation at a World Heritage property as trainees or resource persons?
40. Does it respond to well-defined training needs?
41. Are the training methods appropriate to ensure that the learning objectives will be met?
42. Does it strengthen a local and/or regional training institution?
43. Is it linked with practical applications in the field?
44. Is there a provision for disseminating results and related training materials to other organizations in the World Heritage system?

For requests related to scientific research

45. Can it be demonstrated that the subject matter is of a priority nature for better protection and safeguarding of World Heritage properties?
46. Can it be demonstrated that the results will be concrete and applicable widely within the World Heritage system?

For requests for educational or awareness activities

47. Will it help make the *World Heritage Convention* better known or create a stronger interest in it amongst the target audience?
48. Will it create a greater awareness of the different issues related to the implementation of the *World Heritage Convention*?
49. Will it promote more involvement in *World Heritage Convention* related activities?
50. Will it be a means of exchanging experiences or stimulate joint educational and information programmes, especially amongst school children?
51. Will it produce appropriate awareness materials for the promotion of the *World Heritage Convention* for use by the target audience?

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

STATEMENT OF OUTSTANDING UNIVERSAL VALUE

Format of a Statement of Outstanding Universal Value, and of a retrospective Statement of Outstanding Universal Value.

The retrospective Statement of Outstanding Universal Value should be submitted either in English or in French. An electronic version (Word or .pdf format) should also be submitted.

A Statement of Outstanding Universal Value should respect the following format (2 A4 pages max):

a) Brief synthesis
b) Justification for Criteria
c) Statement of integrity (for all sites)
d) Statement of Authenticity (for sites under criteria i-vi)
e) Requirements for protection and management

Deadline

1 February[27] of the year preceding the one in which the approval of the Committee is requested.

[27] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

MODIFICATIONS TO WORLD HERITAGE PROPERTIES

MINOR MODIFICATIONS TO THE BOUNDARIES OF WORLD HERITAGE PROPERTIES

Boundary modifications should serve better identification of World Heritage properties and enhance protection of their Outstanding Universal Value.

A proposal for a minor boundary modification, submitted by the State Party concerned, is subject to the review of the relevant Advisory Body(ies) and to the approval of the World Heritage Committee.

A proposal for a minor boundary modification can be approved, not approved, or referred by the World Heritage Committee.

Documentation requested

1) **Area of the property (in hectares)**: please indicate a) the area of the property as inscribed and b) the area of the property as proposed to be modified (or the area of the proposed buffer zone). (Note that reductions can be considered as minor modifications only under exceptional circumstances).

2) **Description of the modification**: please provide a written description of the proposed change to the boundary of the property (or a written description of the proposed buffer zone).

3) **Justification for the modification**: please provide a brief summary of the reasons why the boundaries of the property should be modified (or why a buffer zone is needed), with particular emphasis on how such modification will improve the conservation and/or protection of the property.

4) **Contribution to the maintenance of the Outstanding Universal Value**: please indicate how the proposed change (or the proposed buffer zone) will contribute to the maintenance of the Outstanding Universal Value of the property.

5) **Implications for legal protection**: please indicate the implications of the proposed change for the legal protection of the property. In the case of a proposed addition, or of the creation of a buffer zone, please provide information on the legal protection in place for the area to be added and a copy of relevant laws and regulations.

6) **Implications for management arrangements**: please indicate the implications of the proposed change for the management arrangements of the property. In the case of a proposed addition, or of the creation of a buffer zone, please provide information on the management arrangements in place for the area to be added.

7) **Maps**: please submit two maps, one clearly showing both delimitations of the property (original and proposed revision) and the other showing only the proposed revision. In the case of the creation of a buffer zone, please submit a map showing both the inscribed property and the proposed buffer zone.

   Please make sure that the maps:

   - are either topographic or cadastral;

   - are presented at a scale which is appropriate to the size in hectares of the property and sufficient to clearly show the detail of the current boundary and the proposed changes (and, in any case, the largest available and practical scale);

- have the title and the legend/key in English or French (if this is not possible, please attach a translation);
- mark the boundaries of the property (current and proposed revision) through a clearly visible line that can be distinguished from other features on the maps;
- bear a clearly labeled coordinate grid (or coordinate ticks);
- clearly refer (in the title and in the legend) to the boundary of the World Heritage property (and to the buffer zone of the World Heritage property, if applicable). Please clearly distinguish the boundary of the World Heritage property from any other protected area boundaries.

8) **Additional information**: In the case of a proposed addition, please submit some photographs of the area to be added that provide information on its key values and conditions of authenticity/integrity.

Any other relevant document can be submitted such as thematic maps (e.g. vegetation maps), summaries of scientific information concerning the values of the area to be added (e.g. species lists), and supporting bibliographies.

The above-mentioned documentation should be submitted in English or French in two identical copies (three for mixed properties). An electronic version (the maps in formats such as .jpg, .tif, .pdf) should also be submitted.

Deadline

1 February[28] of the year in which the approval of the Committee is requested.

[28] If 1 February falls on a weekend, the nomination must be received by 17h00 GMT the preceding Friday

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

FORM FOR THE SUBMISSION OF FACTUAL ERRORS IN THE ADVISORY BODIES EVALUATIONS

(in compliance with Paragraph 150 of the *Operational Guidelines*)

STATE(S) PARTY(IES):

EVALUATION OF THE NOMINATION OF THE SITE:

RELEVANT ADVISORY BODY'S EVALUATION[29]:

Page, column, line of the Advisory Body Evaluation	**Sentence including the factual error** **(the factual error should be highlighted in bold)**	**Proposed correction by the State Party**	**Comment (if any) by the Advisory Body and/or the World Heritage Centre**

- The Factual Errors submission form, as well as an example of such a completed form, are available from the UNESCO World Heritage Centre and at the following Web address: http://whc.unesco.org/en/factualerrors.
- Further guidance on the submission of Factual Errors can be found in Paragraph 150 of the *Operational Guidelines.*
- States Parties are requested to immediately submit this information in electronic format or by e-mail to wh-nominations@unesco.org.

The original signed version of the completed Factual Errors submission form should be received in English or French by the UNESCO World Heritage Centre, at the following address: 7 place de Fontenoy, 75352 Paris 07 SP, France, no later than 14 days before the opening of the session of the Committee.

[29] For nominations of mixed sites, if there are errors in both the Evaluations of the Advisory Bodies, separate forms should be submitted for each Advisory Body indicating which Advisory Body's Evaluation each submission is referring to.

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

FORMAT FOR THE SUBMISSION OF STATE OF CONSERVATION REPORTS BY THE STATES PARTIES

(in compliance with Paragraph 169 of the Operational Guidelines)

Name of World Heritage property (State(s) Party(ies)) (Identification number)

1. Executive Summary of the report

   [Note: each of the sections described below should be summarized. The maximum length of the executive summary is 1 page.]

2. Response to the Decision of the World Heritage Committee

   [Note: The State(s) Party(ies) is/are requested to address the most recent Decision of the World Heritage Committee for this property, paragraph by paragraph.]

   If the property is inscribed on the List of World Heritage in Danger

   Please also provide detailed information on the following:

   a) Progress achieved in implementing the corrective measures adopted by the World Heritage Committee

      [Note: please address each corrective measure individually, providing factual information, including exact dates, figures, etc.]

      If needed, please describe the success factors or difficulties in implementing each of the corrective measures identified

   b) Is the timeframe for implementing the corrective measures suitable? If not, please propose an alternative timeframe and an explanation why this alternative timeframe is required.

   c) Progress achieved towards the Desired state of conservation for the removal of the property from the List of World Heritage in Danger (DSOCR)

3. Other current conservation issues identified by the State(s) Party(ies) which may have an impact on the property's Outstanding Universal Value

   [Note: this includes conservation issues which are not mentioned in the Decision of the World Heritage Committee or in any information request from the World Heritage Centre]

4. In conformity with Paragraph 172 of the *Operational Guidelines*, describe any potential major restorations, alterations and/or new construction(s) intended within the property, the buffer zone(s) and/or corridors or other areas, where such developments may affect the Outstanding Universal Value of the property, including authenticity and integrity.

5. Public access to the state of conservation report

   [Note: this report will be uploaded for public access on the World Heritage Centre's State of conservation Information System (http://whc.unesco.org/en/soc). Should your State Party request that the full report should not be uploaded, only the 1-page executive summary provided in point (1.) above will be uploaded for public access].

6. Signature of the Authority

United Nations Educational, Scientific and Cultural Organization · World Heritage Convention

TABLE OF USES OF THE WORLD HERITAGE EMBLEM

This table was prepared on the basis of Chapter VIII of the *Operational Guidelines* of the World Heritage Convention and *the Directives Concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO* (Resolution 34C/86).

Reminder concerning the authority and delegation of authority for the use of the World Heritage Emblem according to Chapter VIII of the *Operational Guidelines*:

Para. 262:

"The World Heritage Committee is responsible for determining the use of the World Heritage Emblem and for making policy prescriptions regarding how it may be used."

Para. 276:

"National authorities may grant the use of the Emblem to a national entity, provided that the project, whether national or international, involves only World Heritage properties located on the same national territory. National authorities' decision should be guided by the Guidelines and Principles."

Para. 278:

Any other request must be adressed to the Director of the World Heritage Centre, who has the authority to grant the use of the Emblem in accordance with the Guidelines and Principles.

For cases not covered, or not sufficiently covered, by the Guidelines and Principles and by the Table of Uses, the Director refers the matter to the Chairperson who, in the most difficult cases, might wish to refer the matter to the Committee for final decision.

Reminder concerning the use of the linked logo and of the stand alone Emblem:

Para. 262:

Since the adoption by the UNESCO General Conference in October 2007 of the *Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO*, it is strongly encouraged to use the World Heritage Emblem as part of a linked logo block accompanied by UNESCO's logo, whenever feasible. The use of the World Heritage Emblem alone remains however possible, in line with the present Guidelines and with the Table of Uses (Annex 14 of the Guidelines).

Reminder concerning the graphic charter:

The graphic charter of the UNESCO logo is available here:
http://www.unesco.org/new/en/name-and-logo/graphics/

According to the Preamble of Chapter VIII of the *Operational Guidelines*, the stand alone World Heritage Emblem can be used in any colour or size.

The logos are provided by the authorizing entities (as detailed in the following table) in digital format which cannot be modified by the users in any way.

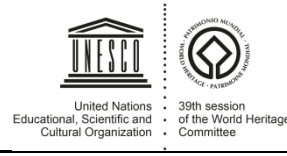
It is obligatory to submit the draft layout of the intended use to the authorizing entity for validation before production.

Definition of commercial use:

The sale of goods or services bearing the name, acronym, logo and/or Internet domain name of UNESCO combined with the World Heritage Emblem chiefly for profit shall be regarded as "commercial use" for the purpose of the Operational Guidelines. *Such use must be expressly authorized by the Director-General, under a specific contractual arrangement* (definition adapted from UNESCO Logo Directives 2007. Art III.2.1.3)

WORLD HERITAGE CENTRE

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
World Heritage Centre - WHC (for international content)	**Type of Logo the WHC can use**	**Use of the Logo by the WHC is authorized by**	**WHC can authorize the Logo for**	**Type of Logo the WHC can authorize**	**Logo to be used and/or authorized by the WHC**
1) Publications 2) Communication materials 3) Website, social media, apps, etc. 4) Working documents 5) Communication products (such as T-shirts, bags, umbrellas), for special events 6) Stationery	UNESCO/World Heritage Convention logo	Statutory use	State Party hosting a Committee	UNESCO/World Heritage Convention logo	
1) Publications 2) Communication materials 3) Website, social media, apps, etc. 4) Working documents 5) Communication products (such as T-shirts, bags, umbrellas), for special events 6) Stationery	UNESCO/World Heritage Centre logo	Statutory use			

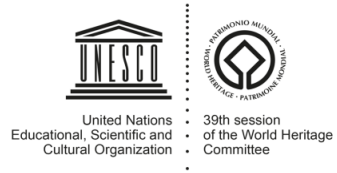
Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
World Heritage Centre (continued)	**Type of Logo the WHC can use**	**Use of the Logo by the WHC is authorized by**	**WHC can authorize the Logo for**	**Type of Logo the WHC can authorize**	**Logo to be used and/or authorized by the WHC**
1) Publications 2) Communication materials 3) Website, social media, apps, etc. 4) Small-size communication products (such as pens, key-rings etc), for special events 5) Stationery	World Heritage Emblem	Statutory use	1) World Heritage Site Management Authority 2) State Party hosting a Committee	World Heritage Emblem	
Committee session	UNESCO/World Heritage logo + "XXth/st/rd/nd World Heritage Committee session"	Statutory use	State Party hosting a Committee	UNESCO/World Heritage logo + "XXth/st/rd/nd World Heritage Committee session"	
Partnership with external entities (private and public sector)	UNESCO/World Heritage Centre logo with text "With the support of", "In cooperation with", or "In partnership with"	Statutory use	Entities in the framework of contractual arrangements	UNESCO/World Heritage Centre logo with text "With the support of", "In cooperation with", or "In partnership with"	
	UNESCO/World Heritage Centre or Convention logo + Partner's logo and/or text			UNESCO/World Heritage Centre or Convention logo + Partner's logo and/or text	

NATIONAL COMMISSIONS OR AGENCIES

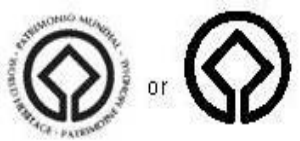
Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
1 - National Commission (for national content)	**Type of Logo the NatCom can use**	**Use of the Logo by the NatCom is authorized by**	**NatCom can authorize the use of the Logo for**	**Type of Logo the NatCom can authorize**	**Logo to be used and/or authorized by the NatCom**
1) Non-commercial publications 2) Communication materials 3) Website, social media, apps, etc. 4) Communication products such as T-shirts, bags, umbrellas (non-merchandising, exceptionally for special events) 5) Stationery	UNESCO/World Heritage logo with text “World Heritage in… [Country name]”	Statutory use	Local government authorities and site managing authorities.	UNESCO/World Heritage logo with text "World Heritage in +country"	United Nations Educational, Scientific and Cultural Organization · World Heritage in Switzerland

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
1 - National Commission (continued)	**Type of Logo the NatCom can use**	**Use of the Logo by the NatCom is authorized by**	**NatCom can authorize the use of the Logo for**	**Type of Logo the NatCom can authorize**	**Logo to be used and/or authorized by the NatCom**
1) Website, social media, apps, etc. when space is limited 2) Communication products as a graphic element or when space is limited 3) Stationery 4) Any other applicable case according to the *Operational Guidelines*	World Heritage Emblem	Statutory use	World Heritage site management authority	World Heritage Emblem	

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
1 - National Commission (continued)	**Type of Logo the NatCom can use**	**Use of the Logo by the NatCom is authorized by**	**NatCom can authorize the use of the Logo for**	**Type of Logo the NatCom can authorize**	**Logo to be used and/or authorized by the NatCom**
Road signs, highway signs	Choice of the logo according to the kind of sign and its location: UNESCO/World Heritage logo in full or simplified with site's name underneath	Statutory use	World Heritage site management authority	UNESCO/World Heritage logo in full or simplified with site's name underneath	  Text under the name of the site is optional. Possibility to replace “inscribed on the World Heritage List in” by “World Heritage since”
	World Heritage Emblem	Statutory use	World Heritage site management authority	World Heritage Emblem	
Commercial use	UNESCO/World Heritage logo with text “World Heritage in... [Country name]”	Director-General of UNESCO			

	World Heritage Emblem	Statutory use	National entity	World Heritage Emblem	
Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
1 - National Commission (continued)	**Type of Logo the NatCom can use**	**Use of the Logo by the NatCom is authorized by**	**NatCom can authorize the use of the Logo for**	**Type of Logo the NatCom can authorize**	**Logo to be used and/or authorized by the NatCom**
Committee session	UNESCO/World Heritage + "XXth/st/rd/nd World Heritage Committee Session"	World Heritage Centre	Organizing authority	UNESCO/World Heritage + "XXth/st/rd/nd World Heritage Committee session"	
Patronage for World Heritage related one-off events (ex: conferences, publications or audio-visual production activity on national or local level)			Organizing entities	UNESCO/World Heritage logo with text “Under the patronage of the National Commission of xxx for UNESCO”	

World Heritage related partnership with national organisations			National organisation having established a partnership with the National Commission	UNESCO/World Heritage logo with text “With the support of the xxx National Commission for UNESCO”, or “In cooperation with the xxx National Commission for UNESCO”, or “In partnership with the xxx National Commission for UNESCO”	
Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
2 - Agency - designated national authority (for national content)	**Type of Logo the agency can use**	**Use of the Logo by the agency is authorized by**	**Agency can authorize the use of the Logo to**	**Type of Logo the agency can authorize**	**Logo to be used and/or authorised by the agency**
1) Non-commercial publications 2) Communication materials 3) Website, social media, apps, etc. 4) Communication products (such as T-shirts, bags, umbrellas) non-merchandising, for special events 5) Stationery	UNESCO/World Heritage logo with text “World Heritage in... [Country name]”	National Commission or World Heritage Centre			

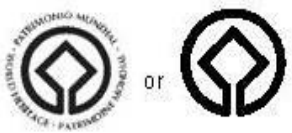
1) Non-commercial publications 2) Communication materials 3) Website, social media, apps, etc. when space is limited 4) Communication products (such as T-shirts, bags, umbrellas) non-merchandising, for special events 5) Stationery	World Heritage Emblem	Statutory use	World Heritage site management authority	World Heritage Emblem	

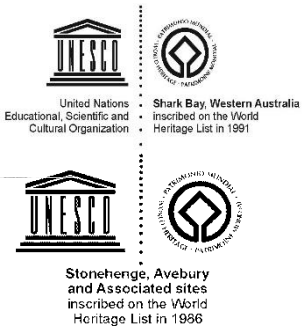
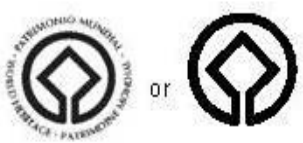
Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
2 - Agency - designated national authority (continued)	**Type of Logo the agency can use**	**Use of the Logo by the agency is authorized by**	**Agency can authorize the use of the Logo to**	**Type of Logo the agency can authorize**	**Logo to be used and/or authorised by the agency**
Road signs, highway signs	Choice of the logo according to the kind of sign and its location: UNESCO/World Heritage logo in full or simplified with site's name underneath	National Commission or World Heritage Centre	World Heritage site management authority	UNESCO/World Heritage logo in full or simplified with site's name underneath	  Text under the name of the site is optional. Possibility to replace “inscribed on the World Heritage List in” by “World Heritage since”
	World Heritage Emblem	Statutory use	World Heritage site management authority	World Heritage Emblem	

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
2 - Agency - designated national authority (continued)	**Type of Logo the agency can use**	**Use of the Logo by the agency is authorized by**	**Agency can authorize the use of the Logo to**	**Type of Logo the agency can authorize**	**Logo to be used and/or authorised by the agency**
Commercial use	UNESCO/World Heritage logo with text "World Heritage in... [Country name]"	Director-General of UNESCO			United Nations Educational, Scientific and Cultural Organization · World Heritage in Switzerland
	World Heritage Emblem	Statutory use			or

WORLD HERITAGE SITE MANAGEMENT AUTHORITY

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
World Heritage site management authority (for site-related content)	**Type of Logo the WH site can use**	**Use of the Logo by the WH site is authorized by**	**WH Site can authorize the Logo for**	**Type of Logo the WH Site can authorize**	**Logo to be used and/or authorized by the WH site**
1) Non-commercial publications 2) Communication materials 3) Website, social media, apps, etc. 4) Communication products (such as T-shirts, bags, umbrellas) non-merchandising, for special events 5) Stationery 6) Plaque, flag, banner	UNESCO/World Heritage site-specific logo	National Commission or World Heritage Centre			 Possibility to replace “Inscribed on the World Heritage List in” by “World Heritage since”

Uses and purposes	Uses		Authorization		Graphic illustrations
World Heritage site management authority (continued)	**Type of Logo the WH site can use**	**Use of the Logo by the WH site is authorized by**	**WH site can authorize the Logo for**	**Type of Logo the WH site can authorize**	**Logo to be used and/or authorized by the WH site**
1) Non-commercial publications 2) Communication materials 3) Website, social media, apps, etc. when space is limited 4) Communication products (T-shirts, bags, umbrellas, key-rings, pens etc.) non-merchandising, for special events 5) Plaque, flag, banner	World Heritage Emblem	National Commission or agency or World Heritage Centre			

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
World Heritage site Management Authority (continued)	**Type of Logo the WH site can use**	**Use of the Logo by the WH site is authorized by**	**WH site can authorize the Logo for**	**Type of Logo the WH site can authorize**	**Logo to be used and/or authorized by the WH site**
Road signs, highway signs	Choice of the logo according to the kind of sign and its location: UNESCO/World Heritage logo in full or simplified with site's name underneath	National Commission or World Heritage Centre			 Text under the name of the site is optional. Possibility to replace "inscribed on the World Heritage List in" by "World Heritage since"
	World Heritage Emblem	National Commission or World Heritage Centre			

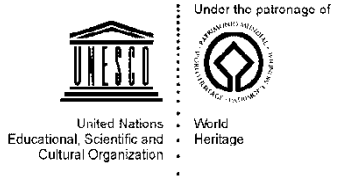
Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
World Heritage site Management Authority (continued)	**Type of Logo the WH site can use**	**Use of the Logo by the WH site is authorized by**	**WH site can authorize the Logo for**	**Type of Logo the WH site can authorize**	**Logo to be used and/or authorized by the WH site**
Commercial use	UNESCO/World Heritage site-specific logo	Director-General of UNESCO			 Possibility to replace: "inscribed on the World Heritage List in" by "World Heritage since"
	World Heritage Emblem	National Commission			

Specific case: serial sites or very large sites including several/various elements/monuments/places					
Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
World Heritage site management authority (continued)	**Type of Logo the WH site can use**	**Use of the Logo by the WH site is authorized by**	**WH site can authorize the Logo for**	**Type of Logo the WH site can authorize**	**Logo to be used and/or authorized by the WH site**
1) Non-commercial publications 2) Communication materials 3) Website, social media, apps, etc. 4) Communication products (T-shirts, bags, umbrellas, key-rings, pens etc.) non-merchandising, for special events 5) Stationery 6) Plaque, flag, banner	UNESCO/World Heritage site-specific logo, preceded by the mention "Xxxx [name of the element/monument/place], part of"	National Commission or World Heritage Centre			Xxxx part of United Nations Educational, Scientific and Cultural Organization **Route of Santiago de Compostela** inscribed on the World Heritage List in 1993

WORLD HERITAGE ADVISORY BODIES

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
Advisory Bodies	**Type of Logo the Advisory Bodies can use**	**Use of the Logo by Advisory Bodies is authorized by**	**Advisory Bodies can authorize the Logo for**	**Type of Logo the Advisory Bodies can authorize**	**Logo to be used by the Advisory Bodies**
1) Non-commercial publications 2) Non-commercial communication materials 3) Website 4) Non-commercial stationery	UNESCO/World Heritage Convention logo	World Heritage Centre			United Nations Educational, Scientific and Cultural Organization · World Heritage Convention
1) Publications 2) Communication materials 3) Website 4) Stationery	World Heritage Emblem	World Heritage Centre			or

PATRONAGE

Uses and purposes	**Uses**		**Authorization**		**Graphic illustrations**
Patronage			**UNESCO Director-General can authorize**	**Type of Logo Director-General can authorize**	**Logo to be authorized**
One-off activities (conferences, exhibitions, festivals, publications or audio-visual productions)			Organizing authorities	UNESCO/World Heritage logo with text "Under the patronage of"	

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World Heritage is a quarterly review produced in English, French and Spanish by the UNESCO World Heritage Centre, featuring in-depth articles on world heritage-related issues and inscribed sites. 76 issues published since 1996.

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