



**FORMAT FOR THE PERIODIC REPORTING  
ON THE APPLICATION OF  
THE WORLD HERITAGE CONVENTION**



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- 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**  
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## 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.