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**UNITED NATIONS EDUCATIONAL
SCIENTIFIC AND CULTURAL ORGANIZATION**

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

**Operational Guidelines for the implementation of the
World Heritage Convention**

Table of Contents

	<u>Paragraph Nos.</u>
INTRODUCTION	1-5
I. ESTABLISHMENT OF THE WORLD HERITAGE LIST	
A. General Principles	6
B. Indications to States Parties concerning nominations to the List	7-19
C. Criteria for the inclusion of cultural properties in the World Heritage List	20-31
D. Criteria for the inclusion of natural properties in the World Heritage List	32-34
E. Procedure for the eventual deletion of properties from the World Heritage List	35-43
F. Guidelines for the evaluation and examination of nominations	44-49
G. Format and content of nominations	50-51
H. Procedure and calendar for the processing of nominations	52-53
II. ESTABLISHMENT OF THE LIST OF WORLD HERITAGE IN DANGER	
A. Guidelines for the inclusion of properties in the List of World Heritage in Danger	54-55
B. Criteria for the inclusion of properties in the List of World Heritage in Danger	56-60
C. Procedure for the inclusion of properties in the List of World Heritage in Danger	61-68
III. INTERNATIONAL ASSISTANCE	
A. Different forms of assistance available under the World Heritage Fund	
i) Preparatory assistance	69-70
ii) Emergency assistance	71-72
iii) Fellowships	73-77
iv) Technical co-operation	78-87
v) Regional meetings	88
B. Order of priorities for the granting of international assistance	89-91
C. Agreement to be concluded with States receiving international assistance	92-94
D. Implementation of projects	95

	<u>Paragraph Nos.</u>
IV. WORLD HERITAGE FUND	96-99
V. BALANCE BETWEEN THE CULTURAL AND THE NATURAL HERITAGE IN THE IMPLEMENTATION OF THE CONVENTION	100
VI. OTHER MATTERS	
A. Use of the World Heritage Emblem and the name, symbol or depiction of world heritage sites	101-104
B. Production of plaques to commemorate the inclusion of properties in the World Heritage List	105-107
C. Rules of procedure of the Committee	108
D. Meetings of the World Heritage Committee	109
E. Meetings of the Bureau of the World Heritage Committee	110
F. Publication of the World Heritage List	111-112
G. Action at the national level to promote a greater awareness of the activities undertaken under the Convention	113

INTRODUCTION

1. The cultural heritage and the natural heritage are among the priceless and irreplaceable possessions, not only of each nation, but of mankind as a whole. The loss, through deterioration or disappearance, of any of these most prized possessions constitutes an impoverishment of the heritage of all the peoples in 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.

2. In an attempt to remedy this perilous situation and to ensure, as far as possible, the proper identification, protection, conservation and presentation of the world's irreplaceable heritage, the Member States of Unesco adopted in 1972 the Convention concerning the Protection of the World Cultural and Natural Heritage, hereinafter referred to as "the Convention". The Convention, which complements and in no way competes with heritage conservation programmes at the national level, provides for the establishment of a "World Heritage Committee" and a "World Heritage Fund". Both the Committee and the Fund have been in operation since 1976.

3. The World Heritage Committee, hereinafter referred to as "the Committee" has three essential functions :

- (i) to identify, on the basis of nominations submitted by States Parties, cultural and natural properties of outstanding universal value which are to be protected under the Convention and to list those properties on the "World Heritage List" ;
- (ii) to decide which properties included in the World Heritage List are to be inscribed on the "List of World Heritage in Danger" (only properties which require for their conservation major operations and for which assistance has been requested under the Convention can be considered);
- (iii) to determine in what way and under what conditions the resources in the World Heritage Fund can most advantageously be used to assist States Parties, as far as possible, in the protection of their properties of outstanding universal value.

4. The operational guidelines which are set out below have been prepared for the purpose of informing States Parties to the Convention of the principles which are to guide the work of the Committee in establishing the World Heritage List and the List of World Heritage in Danger and in granting international assistance under the World Heritage Fund. These guidelines also provide details on other questions, mainly of a procedural nature, which relate to the implementation of the Convention.

5. The Committee is fully aware that its decisions must be based on considerations which are as objective and scientific as possible, and that any appraisal made on its behalf must be thoroughly and responsibly carried out. It recognizes that objective and well considered decisions depend upon :

- carefully prepared criteria.
- thorough procedures.
- evaluation by qualified experts and the use of expert referees.

The operational guidelines have been prepared with these objectives in mind.

I. ESTABLISHMENT OF THE WORLD HERITAGE LIST

A. General Principles

6. The Committee agreed that the following general principles would guide its work in establishing the World Heritage List :

- (i) The Convention provides for the protection of those cultural and natural properties⁽¹⁾ deemed to be of outstanding universal value. It is not intended to provide for 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. The outstanding universal value of cultural and natural properties is defined by Articles 1 and 2 of the Convention. These definitions are interpreted by the Committee by using two sets of criteria: one set for cultural property and another set for natural property. The criteria adopted by the Committee for this purpose are set out in paragraphs 21 and 33 below.
- (ii) The criteria for the inclusion of properties in the World Heritage List have been elaborated to enable the Committee to act with full independence in evaluating the intrinsic merit of property, without regard to any other consideration (including the need for technical co-operation support).
- (iii) Efforts will be made to avoid any disproportion between the cultural heritage and the natural heritage properties entered on the List.
- (iv) Cultural and natural properties are included in the World Heritage List according to a gradual process and no formal limit is imposed either on the total number of properties included in the List or on the number of properties any individual State can submit at successive stages for inclusion therein.

(1)

cf. definitions of "cultural heritage" and "natural heritage" in Articles 1 and 2 of the Convention set out in paragraphs 20 and 32 below.

- (v) When a property has deteriorated to the extent that it has lost those characteristics which determined its inclusion in the World Heritage List, the procedure concerning the possible deletion from the List will be applied. This procedure is set out in paragraphs 35 to 43 below.

B. Indications to States Parties concerning nominations to the List

7. To enable the Committee to evaluate within the widest possible context the outstanding universal value of each property nominated to the List, each State Party should, as far as possible, submit to the Committee a tentative list which will constitute the "inventory" provided for in Article 11 of the Convention of cultural and natural properties situated within its territory and which it considers suitable for inclusion in the World Heritage List. This list should contain, for each property, the following information :

- the name of the property ;
- the geographical location of the property ;
- a brief description of the property ;
- a brief justification of the outstanding value of the property in accordance with the criteria set out in paragraphs 21 and 33 below (including a comparative assessment of similar properties inside and outside State boundaries).

Natural properties should be grouped according to biogeographical provinces and cultural properties should be grouped according to cultural periods or areas. This list, which does not need to be exhaustive, should comprise those properties which the State intends to nominate during the following five to ten years.

8. Each State Party is invited to nominate, as far as possible on the basis of the above-mentioned list, cultural and natural properties situated within its territory which it considers to be of outstanding universal value and suitable for inclusion in the World Heritage List.

9. The fundamental principle stipulated in the Convention is that properties nominated must be of outstanding universal value and the properties nominated therefore should be carefully selected. The criteria against which the Committee will evaluate properties are set out in paragraphs 21 and 33 below.

10. Each nomination should be presented in the form of a closely argued case. It should be submitted on the appropriate form (see paragraph 50 below) and should provide all the relevant information to demonstrate that the property nominated is truly of "outstanding universal value". Each nomination should be supported by all the necessary documentation, including suitable slides and maps and other graphic material.

11. In nominating properties to the List, States Parties are invited to keep in mind the desirability of achieving a reasonable balance between cultural heritage and natural heritage properties included in the World Heritage List.

12. The Committee recommends that informal discussions be held between the State Party, the Secretariat and the NGO concerned to advise the State Party on a nomination wherever it seems useful.

13. In cases where a cultural and/or natural property which fulfils the criteria adopted by the Committee extends beyond national borders the States Parties concerned are encouraged to submit a joint nomination.

14. Whenever necessary for the proper conservation of a cultural or natural property nominated, an adequate "buffer zone" around a property should be foreseen and should be afforded the necessary protection. A buffer zone can be defined as an area surrounding the property which has an essential influence on the physical state of the property and/or on the way in which the property is perceived; the area constituting the buffer zone should be determined in each case through technical studies. Details on the size and characteristics of a buffer zone, as well as a map indicating its precise boundaries, should be provided in the nomination file relating to the property in question.

15. In keeping with the spirit of the Convention, States Parties should as far as possible endeavour to include in their submissions properties which derive their outstanding universal value from a particularly significant combination of cultural and natural features.

16. States Parties may propose in a single nomination a series of cultural properties in different geographical locations, provided that they are related because they belong to :

- (i) the same historico-cultural group or
- (ii) the same type of property which is characteristic of the geographical zone

and provided that it is the series as such, and not its components taken individually, which is of outstanding universal value.

17. When a series of cultural properties, as defined in paragraph 16 above, consists of properties situated in the territory of more than one State Party to the Convention, the States Parties concerned may, in agreement, jointly submit a single nomination.

18. States Parties are encouraged to prepare plans appropriate to the capacity of the country concerned, for the management of each natural site nominated and for the safeguarding of each cultural property nominated. All appropriate information concerning these plans should be made available when technical co-operation is requested.

19. Where the intrinsic qualities of a property nominated are threatened by action of man and yet meet the criteria set out in paragraphs 21 and 33, an action plan outlining the corrective measures required should be submitted with the nomination file. Should the corrective measures submitted by the nominating State not be taken within the time proposed by the State, the property will be considered by the Committee for delisting in accordance with the procedure adopted by the Committee.

C. Criteria for the inclusion of cultural properties in the World Heritage List

20. The criteria for the inclusion of cultural properties in the World Heritage List should always be seen in relation to one another and should be considered in the context of the definition set out in Article 1 of the Convention which is reproduced below :

"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."

21. A monument, group of buildings or site - as defined above - which is nominated for inclusion in the World Heritage List will be considered to be of outstanding universal value for the purposes of the Convention when the Committee finds that it meets one or more of the following criteria and the test of authenticity. Each property nominated should therefore :

- a) (i) represent a unique artistic achievement, a masterpiece of the creative genius; or
- (ii) have exerted great influence, over a span of time or within a cultural area of the world, on developments in architecture, monumental arts or town-planning and landscaping ; or
- (iii) bear a unique or ~~a~~ least exceptional testimony to a civilization which has disappeared ;or
- (iv) be an outstanding example of a type of building or architectural ensemble which illustrates a significant stage in history ; or
- (v) be an outstanding example of a traditional human settlement which is representative of a culture and which has become vulnerable under the impact of irreversible change ; or

- (vi) be directly or tangibly associated with events or with ideas or beliefs of outstanding universal significance (the Committee considers that this criterion should justify inclusion in the List only in exceptional circumstances or in conjunction with other criteria);

and

- b) meet the test of authenticity in design, materials, workmanship or setting (the Committee stressed that reconstruction is only acceptable if it is carried out on the basis of complete and detailed documentation on the original and to no extent on conjecture).
22. Nominations of immovable property which are likely to become movable will not be considered.
23. With respect to groups of urban buildings, the Committee has furthermore adopted the following guidelines concerning their inclusion in the World Heritage List.
24. Groups of urban buildings eligible for inclusion in 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.
25. The evaluation of towns that are no longer inhabited does not raise any special difficulties other than those related to archaeological sites in general: the criteria which call for uniqueness or exemplary character has 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 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.

26. 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 inclusion, 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 inclusion of cultural properties in the World Heritage List (see paragraph 21 above). To be eligible for inclusion 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:

- (i) 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;
- (ii) 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;
- (iii) "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;
- (iv) 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.

27. 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.

28. 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 universal significance is located in severely degraded or insufficiently representative urban surroundings, it should, of course, be listed without any special reference to the town.

29. 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 file on these towns should be deferred until all the traditional historic towns, which represent the most vulnerable part of the heritage of mankind, have been entered on the World Heritage List.

30. In conclusion, under present conditions, preference should be given to the inclusion 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 inclusion in their entirety.

31. In view of the effects which the entry of a town in the World Heritage List could have on its future, such entries should be exceptional. Inclusion 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.

D. Criteria for the inclusion of natural properties in the World Heritage List

32. In accordance with Article 2 of the Convention, the following is 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."

33. A natural heritage property - as defined above - which is submitted for inclusion in the World Heritage List will be considered to be of outstanding universal value for the purposes of the Convention when the Committee finds that it meets one or more of the following criteria and fulfils the conditions of integrity set out below. Sites nominated should therefore :

- (i) be outstanding examples representing the major stages of the earth's evolutionary history ; or
- (ii) be outstanding examples representing significant ongoing geological processes, biological evolution and man's interaction with his natural environment ; as distinct from the periods of the earth's development, this focuses upon ongoing processes in the development of communities of plants and animals, landforms and marine areas and fresh water bodies ; or

- (iii) contain superlative natural phenomena, formations or features, for instance, outstanding examples of the most important ecosystems, areas of exceptional natural beauty or exceptional combinations of natural and cultural elements; or
- (iv) contain the most important and significant natural habitats where threatened species of animals or plants of outstanding universal value from the point of view of science or conservation still survive.

34. In addition to the above criteria, the sites should also fulfil the following conditions of integrity :

- (i) the sites described in 33 (i) should contain all or most of the key interrelated and interdependent elements in their natural relationships; for example, an "ice age" area would be expected to include the snow field, the glacier itself and samples of cutting patterns, deposition and colonization (striations, moraines, pioneer stages of plant succession, etc.).
- (ii) The sites described in 33 (ii) should have sufficient size and contain the necessary elements to demonstrate the key aspects of the process and to be self-perpetuating. For example, an area of tropical rain forest may be expected to include some variation in elevation above sea level, changes in topography and soil types, river banks or oxbow lakes, to demonstrate the diversity and complexity of the system.
- (iii) The sites described in 33 (iii) should contain those eco-system components required for the continuity of the species or of the other natural elements or processes to be conserved. This will vary according to individual cases ; for example, the protected area of a waterfall would include all, or as much as possible, of the supporting upstream water shed; or a coral reef area would include the zone necessary to control siltation or pollution through the stream flow or ocean currents which provide its nutrients.
- (iv) The area containing threatened species as described in 33 (iv) should be of sufficient size and contain necessary habitat requirements for the survival of the species.
- (v) In the case of migratory species, reasonable sites necessary for their survival, wherever they are located, should be adequately protected. The Committee must receive assurances that the necessary measures be taken to ensure that the species are adequately protected throughout their full life cycle. Agreements made in this connection, either through adherence to international conventions or in the form of other multilateral or bilateral arrangements would provide this assurance.

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

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

- 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 action of man and where the necessary corrective measures as outlined by the State Party at the time, have not been taken within the time proposed.**

36. 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 of the Committee.

37. 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. The Secretariat will inform the Chairman of the Committee of the results of its investigations and the Chairman will decide whether the information is to be acted upon. If the Chairman decides that the information is not to be acted upon, no action will be taken.

38. In all cases except those on which the Chairman decided that no further action should be taken, the Secretariat will request the competent advisory organization(s), (ICOMOS, IUCN or ICCROM), to forward comments on the information received.

39. The information received, together with the comments of the State Party and the advisory organization (s), will be brought to the attention of the Bureau of the Committee. The Bureau may take one of the following steps :

- a) it may decide that the property has not seriously deteriorated and that no further action should be taken ;**
- b) when the Bureau considers that the property has seriously deteriorated, but not to the extent that its restoration is impossible, it may recommend to the Committee 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 Bureau may also recommend that technical co-operation be provided under the World Heritage Fund for work connected with the restoration of the property, if the State Party so requests ;**
- c) when there is evidence that the property has deteriorated to the point where it has irretrievably lost those characteristics which determined its inclusion in the List, the Bureau may recommend**

that the Committee delete the property from the List ; before any such recommendation is submitted to the Committee, the Secretariat will inform the State Party concerned of the Bureau's recommendation ; any comments which the State Party may make with respect to the recommendation of the Bureau will be brought to the attention of the Committee, together with the Bureau's recommendation ;

- d) when the information available is not sufficient to enable the Bureau to take one of the measures described in a), b) or c) above, the Bureau may recommend to the Committee 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, and to report to the Bureau on the results of its action ; such measures may include the sending of a fact-finding mission or the consultation of specialists. In cases where emergency action is required, the Bureau may itself authorize the financing from the World Heritage Fund of the emergency assistance that is required.

40. The Committee will examine the recommendation of the Bureau and 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.

41. The State Party will be informed of the Committee's decision.

42. 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. The reasons for the deletion of any property from the List will also be given in the publication.

43. In adopting the above procedure, 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. Furthermore, the Committee wishes to draw the attention of States Parties to the stipulations of Article 4 of the Convention which reads as follows :

"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..."

In this connection, the Committee recommends that States Parties co-operate with IUCN which has been asked by the Committee to continue monitoring on its behalf the progress of work undertaken for the preservation of natural heritage properties inscribed on the World Heritage List.

F. Guidelines for the evaluation and examination of nominations

44. The World Heritage List should be as representative as possible of all cultural and natural properties which meet the Convention's requirement of outstanding universal value and the cultural and natural criteria adopted by the Committee (see paragraphs 21 to 33 above).

45. Each cultural property, including its state of preservation, should be evaluated relatively, that is, it should be compared with that of other property of the same type dating from the same period, both inside and outside the State Party's borders.

46. Each natural site should be evaluated relatively, that is, it should be compared with other sites of the same type, both inside and outside the State Party's borders, within a biogeographic province or migratory pattern.

47. Furthermore ICOMOS and IUCN should pay particular attention to the following points which relate to the evaluation and examination of nominations

- a) both NGOs are encouraged to be as strict as possible in their evaluations ;
- b) the manner of the professional evaluation carried out by ICOMOS and IUCN should be fully described when each nomination is presented ;
- c) ICOMOS is requested to make comparative evaluations of properties belonging to the same type of cultural property ;
- d) IUCN is requested to make comments and recommendations on the integrity and future management of each property recommended by the Bureau, during its presentation to the Committee ;
- e) the NGO concerned is encouraged to present slides on the properties recommended for the World Heritage List during the preliminary discussions which take place prior to the examination of individual proposals for inscription on the List.

48. Representatives of a State Party, whether or not a member of the Committee, should not speak to advocate the inclusion in the List of a property nominated by that State, but only to deal with a point of information in answer to a question.

49. The characteristics for which a specific property is included in the World Heritage List will be briefly set out by the Committee in its reports on the basis of texts proposed to this effect by ICOMOS and IUCN.

G. Format and content of nominations

50. The same printed form approved by the Committee, is used for the submission of nominations of cultural and natural properties. The following information and documentation is to be provided : (For the nominations of groups of buildings or sites the specific documentation to be provided is listed in subparagraph (f) below.)

(a) Specific location

Country
State, province or region
Name of property
Maps and plans with indications of location of property
and of geographical co-ordinates

(b) Juridical data

Owner
Legal status :
• category of ownership (public or private)
• details of legal and administrative protective measures,
taken or envisaged for the conservation of the property
• state of occupancy and accessibility to the general public

Responsible administration

(c) Identification

Description and inventory
Photographic and cinematographic documentation (1)
History
Bibliography

(d) State of preservation/conservation

Diagnosis
Agent responsible for preservation/conservation
History of preservation/conservation
Measures for preservation/conservation (including management
plans or proposals for such plans)
Development plans for the region

(1) a selection of original colour slides preferably Kodachrome film for which the non exclusive reproduction rights are granted to Unesco on the form provided for this purpose which is attached to the nomination form.

(e) Justification for Inclusion in the World Heritage List

All relevant information to be provided to demonstrate that the property nominated is of "outstanding universal value" in terms of the criteria adopted by the Committee. Statement is to include a comparative evaluation of properties of the same type or having similar features which are found in other countries.

(f) Specific documentation to be provided with nominations of groups of buildings or sites

If the nomination concerns a group of buildings or site as described in paragraph 20 above ⁽¹⁾ specific documentation and juridical data are to be provided :

(i) Maps and plans

Three maps are to be provided :

- one map which shows the exact location of the property and its immediate natural and built environment (with, if necessary in annex, a series of topographical plans).

Scale : between 1/50.000 and 1/100.000

Date of publication : not more than one year prior to presentation of the nomination

- one map which precisely delimits the perimeter of the nominated area and which clearly indicates the location of each monument listed in the nomination. The nominated property can be one uninterrupted area or composed of several separate areas. In the latter case, the perimeter of each of these areas must be indicated and the nature of protection of the intermediate zones must also be described.

Scale : between 1/5.000 and 1/25.000

- one map indicating the zones of different degrees of legal protection which might exist :
 - inside the perimeter of the nominated property
 - outside the perimeter of the nominated property

Scale : between 1/5.000 and 1/25.000

(1) for example :

- a town centre, a village, a street, a square or other urban or rural architectural ensemble, or an archeological site or
- a series of cultural properties which are geographically dispersed but are representative of a specific type of property as described in paragraph 16 above.

(ii) Photographic documentation ⁽¹⁾

This documentation should include :

- an aerial view
- views of the monuments listed in the nomination (interior and exterior)
- panoramic views taken in different directions from outside the proposed perimeter (skyline)
- views taken inside the proposed perimeter which give an exact idea of the urban landscape (townscape)
- a selection of original colour slides preferably Kodachrome film for which the non-exclusive reproduction rights are granted to Unesco on the form provided for this purpose which is attached to the nomination form

Audio-visual documents, where applicable.

(iii) Supplementary documentation

Information on institutions or associations concerned with the study or safeguard of the site

- within the country
- abroad.

(iv) Legal status

- laws or decrees which govern the protection of monuments and sites (date and text)
- decrees or orders which protect the nominated property (date and text)
- master plan for historic preservation land-use plan, urban development plan, regional development plan or other infrastructure projects
- town planning regulations and orders issued in application of these plans.

Indications should be given as to whether these various juridical provisions prevent :

⁽¹⁾ All photographs must be recent, i.e. taken not more than one year prior to presentation of the nomination file.

- uncontrolled exploitation of the sub-soil
- the demolition and reconstruction of buildings situated within the protected zones
- the raising of the height of buildings
- the transformation of the urban fabric

What are the penalties foreseen in case of a contravention of these juridical provisions ?

What, if any, juridical or other measures exist which encourage the revitalization of the property concerned in full respect of its historic authenticity and its social diversity ?

(v) Administrative framework

- Responsible administration :
 - at the national or federal level
 - at the level of federated States or provinces
 - at the regional level
 - at the local level.

51. Each nomination should be accompanied by a two-page summary which will be translated and reproduced by the Secretariat for distribution to all States Parties to the Convention.

H. Procedure and calendar for the processing of nominations

52. The annual schedule set out below has been fixed for the receipt and processing of nominations to the World Heritage List. It should be emphasized, however, that the process of nominating properties to the World Heritage List is an ongoing one. Nominations to the List can be submitted at any time during the year. Those received by 1 January of a given year will be considered during that year. Those received after 1 January of a given year will be considered during the following year.

1 January

Deadline for receipt by the Secretariat of nominations to be processed during that year.

By 1 April

The Secretariat :

- 1) Registers each nomination and checks on the origin and contents,
- 2) transmits the nominations to the appropriate international organization (ICOMOS, IUCN), which :

- a) examines each dossier to ascertain whether the information and documentation provided are complete and takes the necessary measures, in co-operation with the Secretariat, to obtain complementary data, as necessary; and
 - b) undertakes a professional evaluation of each nomination in terms of the criteria adopted by the Committee and transmits their evaluation to the Secretariat, which in turn transmits it to the members of the Bureau of the Committee.
- 3) translates and reproduces the summaries of nominations into the working languages of the Committee.

During May

The Secretariat transmits the summaries of nominations to members of the Bureau.

June

The Bureau examines the nominations and prepares recommendations thereon to the Committee.

June-July

The summaries of nominations and the recommendations of the Bureau are transmitted by the Secretariat as soon as possible after the Bureau meeting to all States Parties concerned together with the statement on justification on each property recommended for inclusion in the World Heritage List.

August-
September

The Secretariat endeavours to obtain from the States Parties concerned all complementary information on nominations, as requested by the Bureau, and transmits this information to ICOMOS and IUCN and to States members of the Committee.

October-
December

The Committee examines, on the basis of all the information submitted by States Parties, those nominations which :

- a) are recommended by the Bureau for inscription on the World Heritage List ;
 - b) are definitely not recommended for the List ;
 - c) raise problems of application of the criteria ;
- and determines which properties are entered in the List.

It is to be noted that the Committee will not consider nominations when :

- a) the deadline for their submission has not been respected ;
- b) it has not been possible to complete their evaluation ;
- c) It is evident that the supporting documentation is incomplete or inadequate.

November-
December

The Secretariat forwards the report on the Committee meeting, containing all the decisions taken by the Committee, to all States Parties to the Convention.

53. The normal deadlines for the submission and processing of nominations will not apply in the case of properties which, in the opinion of the Bureau, after consultation with the competent non-governmental organization, would unquestionably meet the criteria for inclusion in the World Heritage List and which have suffered damage from disaster caused by natural events or by human activities. Such nominations will be processed on an emergency basis.

II. ESTABLISHMENT OF THE LIST OF WORLD HERITAGE IN DANGER

A. Guidelines for the inclusion of properties in the List of World Heritage in Danger

54. In accordance with Article 11, Paragraph 4 of the Convention

"The Committee shall establish, keep up to date and publish, whenever circumstances shall so require, under the title of "List of World Heritage in Danger", a list of the property appearing in the World Heritage List for the conservation of which major operations are necessary and for which assistance has been requested under this Convention. This list shall contain an estimate of the cost of such operations. The list may include only such property forming part of the cultural and natural heritage as is threatened by serious and specific dangers, such as the threat of disappearance caused by accelerated deterioration, large-scale public or private projects or rapid urban or tourist development projects ; destruction caused by changes in the use or ownership of the land; major alterations due to unknown causes ; abandonment for any reason whatsoever; the outbreak or the threat of an armed conflict; calamities and cataclysms, serious fires, earthquakes, landslides; volcanic eruptions; changes in water level, floods, and tidal waves. The Committee may at any time, in case of urgent need, make a new entry in the List of World Heritage in Danger and publicize such entry immediately."

55. The Committee may include a property in the List of World Heritage in Danger when the following requirements are met :

- (i) the property under consideration is on the World Heritage List;
- (ii) the property is threatened by serious and specific danger;
- (iii) major operations are necessary for the conservation of the property;
- (iv) assistance under the Convention has been requested for the property;
- (v) an estimate of the cost of such operations has been submitted.

B. Criteria for the inclusion of properties in the List of World Heritage in Danger

56. A World Heritage property - as defined in Articles 1 and 2 of the Convention - can be entered 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.

57. In the case of cultural properties :

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

- a) serious deterioration of materials;
- b) serious deterioration of structure and/or ornamental features;
- c) serious deterioration of architectural or town-planning coherence;
- d) serious deterioration of urban or rural space, or the natural environment;
- e) significant loss of historical authenticity;
- f) important loss of cultural significance.

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

- a) modification of juridical status of the property diminishing the degree of its protection;
- b) lack of conservation policy;
- c) threatening effects of regional planning projects;
- d) threatening effects of town planning;
- e) outbreak or threat of armed conflict;
- f) gradual changes due to geological, climatic or other environmental factors.

58. In the case of natural properties :

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

- a) A serious decline in the population of the endangered species or the other species of outstanding universal value which the property was legally established to protect, either by natural factors such as disease or by man-made factors such as poaching.
- b) 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.

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

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

- a) a modification of the legal protective status of the area;
- b) planned resettlement or development projects within the property or so situated that the impacts threaten the property;
- c) outbreak or threat of armed conflict;
- d) the management plan is lacking or inadequate, or not fully implemented.

59. In addition, the factor or factors which are threatening 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 man-made factors may be threatening, while in the case of natural properties, most threats will be man-made and only very rarely will a natural factor (such as an epidemic disease) be threatening to the integrity of the property. In some cases, the factors threatening the integrity of a 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.

60. 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 :
 - the threat should be appraised according to the normal evolution of the social and economic framework in which the property is situated ;
 - it is often impossible to assess certain threats - such as the threat of armed conflict - as to their effect on cultural or natural properties ;
 - 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.

C. Procedure for the inclusion of properties in the List of World Heritage in Danger

61. When considering the inclusion of a property in the List of World Heritage in Danger, the Committee shall develop, and adopt in consultation with the State Party concerned, a programme for corrective measures.

62. In order to develop the programme referred to in the previous paragraph, the Committee shall request the Secretariat to ascertain, in cooperation 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 mission of qualified observers from IUCN, ICOMOS, ICCROM or other organizations to visit the property, evaluate the nature and extent of the threats and propose the measures to be taken.

63. The information received, together with the comments of the State Party and the advisory organization (s) shall be brought to the attention of the Committee by the Secretariat.

64. The Committee shall examine the information available and take a decision. Any such decision shall be taken by a majority of two-thirds of the Committee members present and voting.

65. The State Party concerned shall be informed of the Committee's decision.

66. The Committee shall allocate a specific, significant portion of the World Heritage Fund to meeting funding requests for assistance to World Heritage properties inscribed on the List of World Heritage in Danger.

67. The Committee shall review at regular intervals the state of property 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.

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

- (i) additional measures are required to conserve the property;
- (ii) to delete the property from the List of World Heritage in Danger if the property is no longer under threat;
- (iii) 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 inclusion in the World Heritage List, in accordance with the procedure set out in paragraphs 35 to 43 above.

III. INTERNATIONAL ASSISTANCE

A. Different forms of assistance available under the World Heritage Fund

(i) Preparatory assistance

69. Assistance is available to States Parties for the preparation of:

- a) tentative lists of cultural and/or natural properties suitable for inclusion in the World Heritage List;
- b) nominations of cultural and natural properties to the World Heritage List; and
- c) requests for technical co-operation, including requests relating to the organization of training courses.

This type of assistance, known as "preparatory assistance", can take the form of consultant services, equipment or, in exceptional cases, financial grants. The budgetary ceiling for each preparatory assistance project is fixed at \$ 15,000.

70. Requests for preparatory assistance should be forwarded to the Secretariat which will transmit them to the Chairman, who will decide in consultation with the Director-General on the type and extent of assistance to be granted. Request forms (reference WHC/5) can be obtained from the Secretariat.

(ii) Emergency assistance

71. States Parties may request emergency assistance for work in connection with cultural and natural properties included or suitable for inclusion in the World Heritage List and which have suffered severe damage due to sudden, unexpected phenomena (such as sudden land subsidence, serious fires or explosions, flooding) or are in imminent danger of severe damage. Emergency assistance does not concern cases of damage or deterioration that has been caused by gradual processes such as decay, pollution, erosion, etc. Such assistance may be made available for the following purposes:

- a) to prepare urgent nominations of properties for the World Heritage List;
- b) to draw up an emergency plan to safeguard properties inscribed on or nominated to the World Heritage List;
- c) to undertake emergency measures for the safeguarding of a property inscribed on or nominated to the World Heritage List.

72. Emergency assistance may be made available in the same form as preparatory assistance. Requests will be processed in the same way as preparatory assistance requests (see paragraph 70 above). Request forms (reference WHC/5) can be obtained from the Secretariat.

(iii) Fellowships

73. States Parties may request fellowships for the training of specialized staff at all levels, in the field of identification, protection, conservation and presentation of the cultural and natural heritage. The proposed training must be related to the implementation of the World Heritage Convention.

74. It is to be noted, however, that priority in training activities will be given to group training at the local and regional levels and that the training of individual persons will be essentially limited to short-term refresher programmes.

75. Requests for fellowships should be submitted on the standard "Application for Fellowship" form used for all fellowships administered by Unesco. These forms can be obtained from Unesco National Commissions, Unesco offices and offices of the United Nations Development Programme in Member States, as well as from the Secretariat. Each request should be accompanied by a statement indicating the relationship of the proposed study plan to the implementation of the World Heritage Convention within the State Party submitting the request.

76. Fellowship requests should be transmitted to the Secretariat which will forward them to the Chairman who will decide, in consultation with the Director-General, on the type and duration of the training facilities to be granted.

77. When the fellowship has been approved a complete dossier on the candidate should be forwarded to the Secretariat. Each dossier should consist of:

- Unesco certificate of language knowledge form completed by an official body (British Council, Alliance française, etc.), in triplicate ;
- Unesco completed report of medical examination with thorax Xray of standard size (one copy each);

for academic studies

- certified copies of all academic transcripts and university degrees or diplomas.

N.B. For academic studies in the United States of America, three letters of recommendation are also required.

(iv) Technical co-operation

78. States Parties can request technical co-operation for the following purposes :

- (a) work foreseen in safeguarding projects for properties included in the World Heritage List; and
- (b) support for the training of specialized staff at the national or regional level, in accordance with Article 23 of the Convention.

79. Large-scale technical cooperation requests (that is those exceeding \$ 30.000) should be submitted to the Secretariat as early as possible each year. Those received before 31 August will be dealt with by the Committee the same year. Those received after 31 August will be processed by the Secretariat in the order in which they are received and will be considered by the Committee the same year if it has been possible to complete their processing in time. All large-scale requests will be considered by the Bureau which will make recommendations on them to the Committee.

80. The above schedule does not apply, however, to projects the cost of which does not exceed a ceiling of \$ 30,000 for which the following simplified procedure will be applied. In the case of requests not exceeding \$ 20,000 the Secretariat after examining the dossier and receiving the advice of ICCROM, ICOMOS or IUCN, as appropriate, will forward the request accompanied by all other relevant documents directly to the Chairman, who is authorized to take decisions on the financing of such projects up to the total amount set aside for this purpose in the annual allocation from the World Heritage Fund; the Chairman is not authorized to approve requests submitted by his own country. The Bureau is authorized to approve requests up to a maximum of \$ 30,000 except for requests from States members of the Bureau; in such cases, the Bureau can only make recommendations to the Committee.

81. On receiving the request, the Secretariat :

- registers the request, ensuring that it relates to property included in the World Heritage List, or else that its objective is to assist training centres, in accordance with paragraph 78;
- checks that this request corresponds to one of the forms of international assistance foreseen in Article 22 of the Convention, as follows:
 - (i) studies concerning the artistic, scientific and technical problems raised by the protection, conservation, presentation and rehabilitation of the cultural and natural heritage, as defined in paragraphs 2 and 4 of Article 11 of the Convention;
 - (ii) provision of experts, technicians and skilled labour to ensure that the approved work is correctly carried out;
 - (iii) supply of equipment which the State concerned does not possess or is not in a position to acquire;
 - (iv) low-interest or interest-free loans which might be repayable on a long-term basis;
 - (v) the granting, in exceptional cases and for special reasons, of non-repayable subsidies.

82. If necessary, the Secretariat will request the country concerned to provide further information. This information should be made available to the Secretariat at least two months before the forthcoming session of the Committee. The Secretariat can also ask for expert advice from the appropriate organization (ICCROM, ICOMOS, IUCN).

83. The Secretariat will present the Bureau with a brief description of the technical co-operation requests which exceed \$ 20,000.

84. The Bureau will consider the requests which are presented at its meetings and will make recommendations thereon to the Committee. The Secretariat will forward the Bureau's recommendation to all the States members of the Committee.

85. If a recommendation is positive, the Secretariat will proceed with all the necessary work for implementing the technical co-operation immediately after the Committee has decided to approve the project.

86. At the Committee meeting, the Committee will make a decision on each request for technical co-operation taking account of the Bureau's recommendation. The Committee's decisions will be forwarded to the States Parties and the Secretariat will proceed to implement the project.

87. The following information should be provided in requests for technical co-operation :

a) safeguarding projects for properties included in the World Heritage List

(i) details of property

- date of inscription in the World Heritage List,
- description of property and of dangers to property,
- legal status of property;

(ii) details of request

- scientific and technical information on the work to be undertaken
- detailed description of equipment requested (notably make, type, voltage, etc.) and of required personnel (specialists and workmen), etc.
- if appropriate, details on the "training" component of the project,
- schedule indicating when the project activities will take place;

(iii) Cost of proposed activities

- paid nationally,
- requested under the Convention
- other multilateral or bilateral contributions received or expected, indicating how each contribution will be used;

(iv) national body responsible for the project and details of project administration;

If the request involves

b) support for the training of specialized staff at the national or regional level

- (i) details on the training course concerned (courses offered, level of instruction, teaching staff, number of students and country of origin, etc.);
- (ii) type of assistance requested (details on field of specialization and level of teaching staff requested, duration required, equipment needed, etc.);
- (iii) approximate cost of assistance requested;
- (iv) other contributions : national financing, received or anticipated multilateral or bilateral contributions.

(v) Regional meetings

88. The Committee has furthermore agreed to support the holding of meetings which could:

- 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;
- be a means of exchanging experiences;
- stimulate critical evaluation and comparative assessments prior to the submission of tentative lists and nominations;
- stimulate joint promotional activities.

B. Order of priorities for the granting of international assistance

89. Without prejudicing the provisions of the Convention, which shall always prevail, the Committee agreed on the following order of priorities with respect to the type of activities to be assisted under the Convention:

- emergency measures to save property included, or nominated for inclusion, in the World Heritage List (see paragraph 71 above);
- preparatory assistance for drawing up tentative lists of cultural and/or natural properties suitable for inclusion in the World Heritage List as well as nominations of types of properties underrepresented on the list and requests for technical co-operation;

- projects which are likely to have a multiplier effect ('seed money') because they:
 - stimulate general interest in conservation;
 - contribute to the advancement of scientific research;
 - contribute to the training of specialized personnel;
 - generate contributions from other sources.

90. The Committee also agreed that the following factors would in principle govern its decisions in granting assistance under the Convention:

- (i) the urgency of the work and of the protective measures to be taken;
- (ii) the legislative, administrative and financial commitment of the recipient State to protect and preserve the property;
- (iii) the cost of the project;
- (iv) the interest for, and exemplary value of, the project in respect of scientific research and the development of economic conservation techniques (this would cover, for instance, the proposed use on the project of new methods and techniques in conservation, i.e. "pilot projects" carried out with the most economic means which would have an exemplary value);
- (v) the educational value both for the training of local experts and for the general public, that is, the training opportunities that would arise for local staff and the impact which the project would have on the awareness and appreciation of the general public, not only in the country in which the property is located, but on a world-wide scale;
- (vi) the cultural and ecological benefits accruing from the project, and
- (vii) the consequences from the social and economic points of view.

91. Properties included in the World Heritage List are considered to be equal in value. For this reason, the criteria proposed above make no reference to the relative value of the properties. A balance will be maintained between funds allocated to projects for the preservation of the cultural heritage on the one hand and projects for the conservation of the natural heritage on the other hand.

C. Agreement to be concluded with States receiving international assistance

92. When technical co-operation on a large scale is granted to a State Party, an agreement will be concluded between the Committee and the State concerned in which will be set out :

- a) the scope and nature of the technical co-operation granted;

- b) the obligations of the Government;
- c) the facilities, privileges and immunities to be applied by the Government to the Committee and/or Unesco, to the property, funds and assets allocated to the project as well as to the officials and other persons performing services on behalf of the Committee and/or Unesco in connection with the project.

93. The text of a standard agreement has been adopted by the Committee.

94. The Committee decided to delegate authority to the Chairman to sign such agreements on its behalf. In exceptional circumstances, or when necessary for practical purposes, the Chairman may delegate authority to a member of the Secretariat whom he will designate.

D. Implementation of projects

95. In order to ensure the efficient implementation of a project for which technical co-operation has been granted under the World Heritage Fund, the Committee recommends that a single body - whether national, regional, local, public or private - should be entrusted with the responsibility of executing the project in the State Party concerned.

IV. WORLD HERITAGE FUND

96. The Committee decided that contributions offered to the World Heritage Fund for international assistance campaigns and other Unesco projects of technical co-operation 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.

97. States Parties to the Convention who anticipate making contributions towards international assistance campaigns or other Unesco projects of technical co-operation for any property inscribed on the List are encouraged to make their contributions through the World Heritage Fund.

98. The financial regulations for the Fund are set out in document WHC/7.

99. The Bureau shall function as the financial committee of the World Heritage Committee and shall make recommendations to the Committee on the budget for the following year. (See also paragraphs 79 and 80 for the functions of the Bureau with respect to technical co-operation requests.)

V. BALANCE BETWEEN THE CULTURAL AND THE NATURAL HERITAGE IN THE IMPLEMENTATION OF THE CONVENTION

100. In order to improve the balance between the cultural and natural heritage in the implementation of the Convention, the Committee has recommended that the following measures be taken:

- a) Preparatory assistance to States Parties should be granted on a priority basis for:
- (i) the establishment of tentative lists of cultural and natural properties situated in their territories and suitable for inclusion in the World Heritage List;
 - (ii) the preparation of nominations of types of properties underrepresented in the World Heritage List.
- b) States Parties to the Convention should provide the Secretariat with the name and address of the governmental organization(s) primarily responsible for cultural and natural properties, so that copies of all official correspondence and documents can be sent by the Secretariat to these focal points as appropriate.
- c) States Parties to the Convention should convene at regular intervals at the national level a joint meeting of those persons responsible for natural and cultural heritage in order that they may discuss matters pertaining to the implementation of the Convention. This does not apply to States Parties where one single organization is dealing with both cultural and natural heritage.
- d) The Committee, deeply concerned with maintaining a balance in the number of experts from the natural and cultural fields represented on the Bureau, urges that every effort be made in future elections in order to ensure that:
- (i) the chair is not held by persons with expertise in the same field, either cultural or natural, for more than two succeeding years;
 - (ii) at least two "cultural" and at least two "natural" experts are present at Bureau meetings to ensure balance and credibility in reviewing nominations to the World Heritage List.
- e) States Parties to the Convention should choose as their representatives persons qualified in the field of natural and cultural heritage, thus complying with Article 9, paragraph 3, of the Convention.

VI. OTHER MATTERS

A. Use of the World Heritage Emblem and the name, symbol or depiction of world heritage sites

101. At its second session, the Committee adopted the World Heritage Emblem which had been prepared by M. 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. The Committee decided that the two versions proposed by the artist (see Annex I) could be used, in any colour, depending on the use, the technical possibilities and considerations of an artistic nature.

102. Properties included in the World Heritage List should be marked with the emblem which should, however, be placed in such a way that it does not visually impair the property in question.

103. States Parties to the Convention should take all possible measures to prevent the use of the emblem of the Convention and the use of the name of the Committee and the Convention in their respective countries by any group or for any purpose not explicitly recognized and approved by the Committee. The World Heritage emblem should, in particular, not be used for any commercial purposes unless specific authorization is obtained from the Committee.

104. The name, symbol or depiction of a World Heritage site, or of any element thereof, should not be used for commercial purposes unless written authorization has been obtained from the State concerned on the principles of using the said name, symbol or depiction, and unless the exact text or display has been approved by that State and, as far as possible, by the national authority specifically concerned with the protection of the site. Any such utilization should be in conformity with the reasons for which the property has been placed on the World Heritage List.

B. Production of plaques to commemorate the inclusion of properties in the World Heritage List

105. These plaques are designed to inform the public of the country concerned and foreign visitors, that the site visited has a particular value which has been recognized by the international community. In other words, the site 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.

106. The Committee has adopted the following guidelines for the production of these plaques:

- the plaque should be so placed that it can easily be seen by visitors, without disfiguring the site;
- the World Heritage symbol should appear on the plaque;
- the text should mention the site's exceptional universal value; in this regard it might be useful to give a short description of the site's outstanding characteristics. States 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;
- 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 site was inscribed);
- it may be appropriate to produce the text in several languages for sites which receive many foreign visitors.

107. The Committee proposed the following text as an example :

'(Name of site) 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 exceptional universal value of a cultural or natural site which deserves protection for the benefit of all humanity.'

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

C. Rules of Procedure of the Committee

108. The Rules of Procedure of the Committee, adopted by the Committee at its first session and amended at its second and third sessions, are to be found in document WHC/1.

D. Meetings of the World Heritage Committee

109. In years when the General Assembly of States Parties is held, the ordinary session of the World Heritage Committee will take place as soon as possible after the Assembly.

E. Meetings of the Bureau of the World Heritage Committee

110. The Bureau shall meet twice a year, once in May/June and a second time during the Committee session.

F. Publication of the World Heritage List

111. An up-to-date version of the World Heritage List will be published once every two years. The List of the World Heritage in Danger and the list of properties for which international assistance has been granted (which will include references to properties for which technical assistance has been granted but will not refer to preparatory assistance granted) will be published.

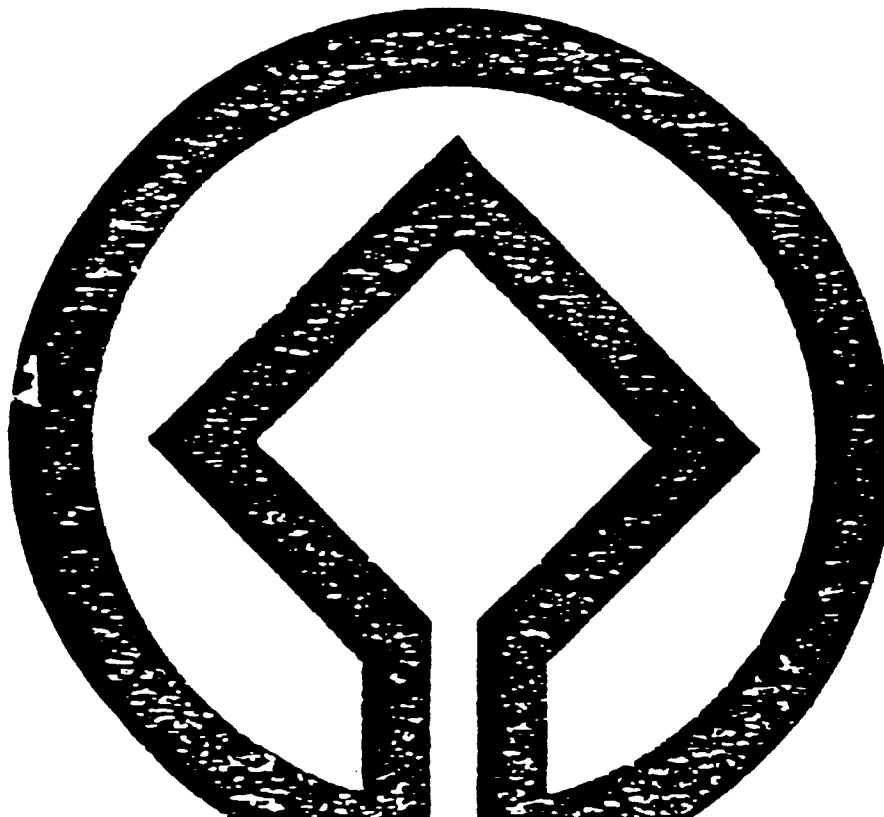
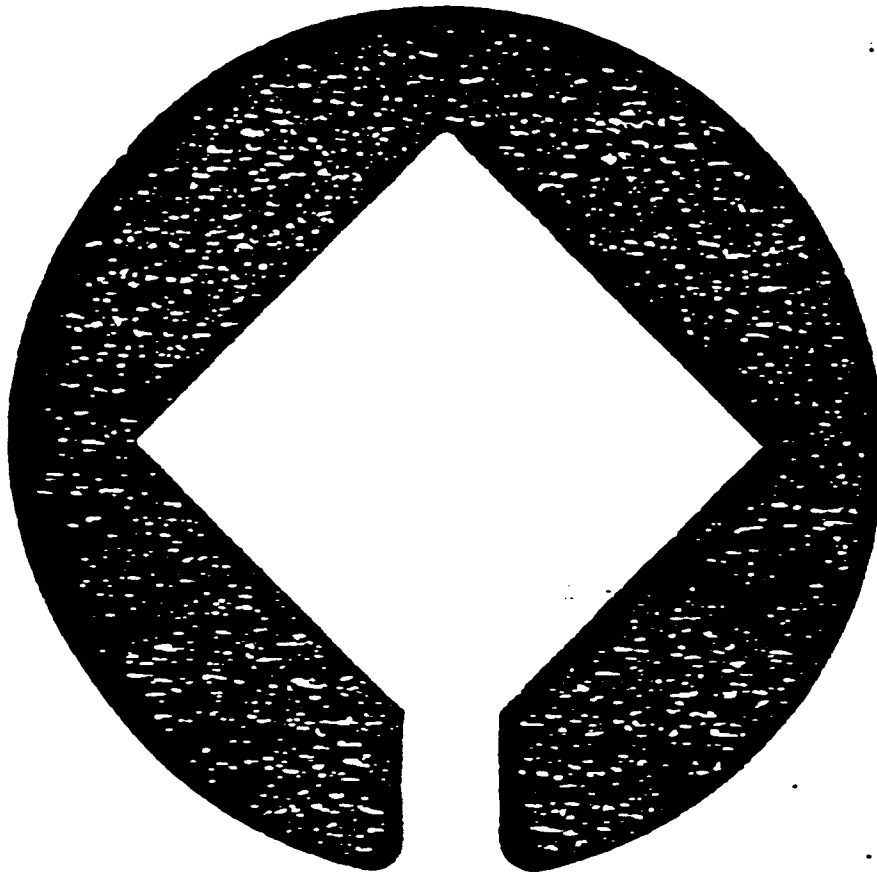
112. The name of the States having nominated the properties inscribed on the World Heritage List will be presented in the published form of the List under the following heading: "Contracting State having submitted the nomination of the property in accordance with the Convention".

G. Action at the national level to promote a greater awareness of the activities undertaken under the Convention

113. States Parties are reminded of Articles 17 and 27 of the Convention concerning the establishment of national, public and private foundations or associations whose purpose is to invite donations for the protection of the world heritage and the organization of educational and information programmes to strengthen appreciation and respect by their peoples of this heritage.

WORLD HERITAGE EMBLEM / EMBLEME DU PATRIMOINE MONDIAL

**(adopted by the World Heritage Committee at its second session /
adopté par le Comité du Patrimoine Mondial lors de sa deuxième session)**



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the undersigned, hereby grant free of charge to Unesco the non-exclusive right for the legal term of copyright to reproduce and use in accordance with the terms of paragraph 2 of the present authorization throughout the world the photographs and/or slides described in paragraph 8.

I understand that the photographs and/or slides described in paragraph 8 of the present authorization will be used by Unesco to disseminate information on the sites protected under the World Heritage Convention by the following means :

- a) Explanatory brochures - to be distributed free of charge;
- b) Diverse publications comporting illustrated descriptions of the World Heritage Sites - to be distributed free of charge and/or eventually sold (profits, if any, will go to the World Heritage Fund);
- c) Postcards - to be sold at the sites protected under the World Heritage Convention through national park services or antiquities services (profits, if any, will be divided between the services in question and the World Heritage Fund);
- d) Slide series - to be sold to schools, libraries, other institutions and eventually at the sites (profits, if any, will go to the World Heritage Fund);
- e) Exhibitions, etc.

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9. All photographs and/or slides will be duly credited. The photographer's moral rights will be respected. Please indicate the exact wording to be used for the photographic credit.

Place

Date

Signature, title or functions of the person duly authorized.