



United Nations
Educational, Scientific and
Cultural Organization



World
Heritage
Convention



PERIODIC REPORTING

Handbook

for Site Managers

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This handbook has been prepared with the kind support of the Principality of Monaco and the Nordic World Heritage Foundation.

Dear Site Manager,

You have been invited to participate in the process of Periodic Reporting of the 1972 *Convention concerning the Protection of the World Cultural and Natural Heritage*. The Periodic Reporting exercise provides an assessment of the application of the *World Heritage Convention* by the States Parties, facilitates the update of information on the World Heritage properties and records possible changes in their state of conservation. This process enables the formulation of strategies for reinforcing the capacities of States Parties and developing more sustainable conservation mechanisms for their World Heritage properties.

Although most World Heritage properties carry out their own research, monitoring and evaluation of their state of conservation, there is also a need to review the World Heritage portfolio as a whole. Every six years, on a rotating basis by region, all World Heritage properties must submit reports to UNESCO. These reports allow the World Heritage Committee to assess the conditions at the properties and, eventually, to decide on the necessity of adopting specific measures to resolve challenges and recurrent problems.

Your involvement in this process is very important. Site Managers are those who know best the situation, the challenges, opportunities and difficulties related to management, protection, conservation and development of the World Heritage properties they are in charge of.

We have developed this handbook to explain and facilitate your participation in the Periodic Reporting exercise. Nevertheless, any further comment or question you may have is always welcome. Please do not hesitate to communicate it to us.

We expect and anticipate you will find the Periodic Reporting exercise useful for your daily work, and at the same time we would like to thank you for your support in the development of this process.

Periodic Reporting platform

All useful information concerning the Periodic Reporting exercise can be found in our Periodic Reporting platform, available on the website of the World Heritage Centre at <http://whc.unesco.org/en/153>.

On this platform you will be able to consult (directly or through the corresponding links):

- information regarding all World Heritage properties;
- state of conservation reports;
- World Heritage Committee decisions;
- results of the First Cycle of Periodic Reporting;
- tutorials;
- and other information pertaining to Periodic Reporting.

All Site Managers can have access to this platform by logging onto the World Heritage Centre website with the username and password they will be provided with after the launching of the exercise.

The First Cycle of Periodic Reporting

The First Cycle of Periodic Reporting for North America was carried out between 2001 and 2005, and its results and Action Plan were presented and adopted at the 29th session of the World Heritage Committee in 2005.

For Europe, the First Cycle was developed between 2005 and 2006, and the results and the Action Plan were presented and adopted at the 30th session of the World Heritage Committee in 2006.

In both cases, only the properties inscribed up to 1998 were involved in the process.

The Second Cycle of Periodic Reporting for Europe and North America starts in 2012, and its results and Action Plan will be presented to the World Heritage Committee in 2014 (North America) and 2015 (Europe), respectively.

What are the expected outcomes?

The information you will provide during the Periodic Reporting exercise will contribute to:

- assessing the state of conservation of World Heritage properties;
- determining whether the Outstanding Universal Value (OUV*) of all World Heritage properties has been maintained over time;
- helping to solve outstanding problems and issues through an informed decision-making process;
- sharing experiences, good practices, knowledge and lessons learnt between States Parties, Site Managers and other World Heritage practitioners;
- encouraging cooperation and establishment of networks between partners;
- providing a decision-making tool for States Parties, national institutions, the World Heritage Committee and the World Heritage Centre;
- raising awareness about the *World Heritage Convention*: in particular the importance of OUV and the concepts of authenticity/integrity.

From the information collected through the Periodic Reporting exercise, a final report will be prepared in consultation with National Focal Points, for presentation to the World Heritage Committee. The final report will form the baseline for the development of targeted Action Plans at national and regional levels which will respond to the needs, challenges, threats, strengths and opportunities identified and presented as a result of the Periodic Reporting exercise.

Outstanding Universal Value

** The term ‘Outstanding Universal Value’ (OUV) is the cornerstone of World Heritage processes (including nominations, Periodic Reporting, etc.) and is the basis for the protection and management of a property. OUV is defined as the “cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations of all humanity. As such, the permanent protection of this heritage is of the highest importance to the international community as a whole” (para. 49 of the Operational Guidelines). Interpreting OUV and conveying it is often difficult, but it remains at the heart of the implementation of the World Heritage Convention.*

The Periodic Reporting questionnaire

The Periodic Reporting exercise is based on an online questionnaire which contains two parts:

- Section I refers to the legislative and administrative provisions which the State Party has adopted and other actions which it has developed for the application of the *Convention*, together with details of the experience acquired in this field. This section is completed by the **National Focal Point** of each State Party.
- Section II of the questionnaire refers to the state of conservation of each World Heritage property. You, as a **Site Manager**, will participate in filling in Section II. In practice, this section includes reporting on a wide range of issues relating to the conservation, protection and management of a World Heritage property.

Who is involved? – Roles and responsibilities

Section I of the questionnaire

- The World Heritage Centre pre-fills parts of Section I with data which is available at the World Heritage Centre.
- National Focal Points fill in Section I of the questionnaire and submit it to the World Heritage Centre. This includes confirming pre-filled data, answering multiple choice questions and providing comments when necessary.

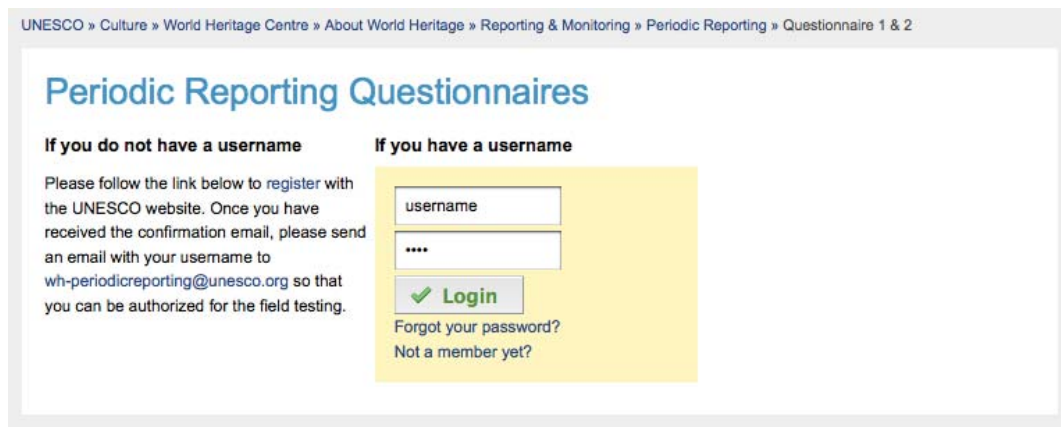
Section II of the questionnaire

- The World Heritage Centre pre-fills parts of Section II with data which is available at the World Heritage Centre.
- Site Managers fill in Section II of the questionnaire. This includes confirming pre-filled data, answering multiple choice questions, providing comments when necessary and assessing in detail the factors affecting the World Heritage property.
- National Focal Points validate Section II of the questionnaire and submit it to the World Heritage Centre. Validation consists of verifying that all questions have been responded to appropriately and thoroughly.

How to do it?

Access to the Periodic Reporting questionnaire

You will have access to the online questionnaire through the UNESCO-World Heritage Centre website using a personal username and password. Before the launching of the Second Cycle of the Periodic Reporting exercise begins, the National Focal Point should communicate your contact details to the World Heritage Centre, which will create a username and password for you and will transmit them to you by email by 1 September 2012, after the launching. In case you have not received this information or you cannot access the questionnaire, please contact your National Focal Point.



UNESCO » Culture » World Heritage Centre » About World Heritage » Reporting & Monitoring » Periodic Reporting » Questionnaire 1 & 2


Periodic Reporting Questionnaires

If you do not have a username

Please follow the link below to register with the UNESCO website. Once you have received the confirmation email, please send an email with your username to wh-periodicreporting@unesco.org so that you can be authorized for the field testing.

If you have a username

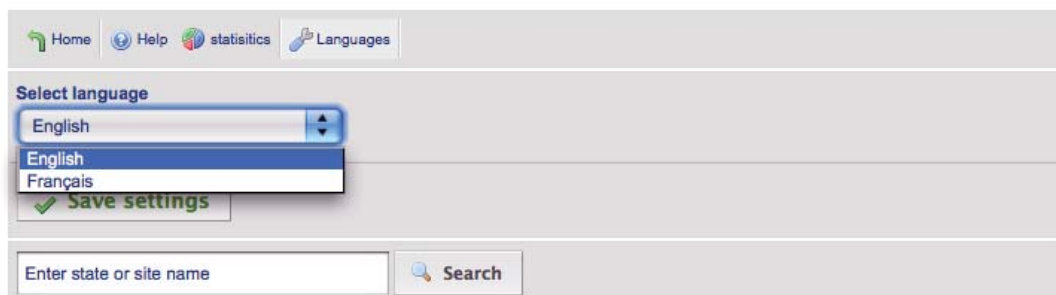
username

 
[Forgot your password?](#)
[Not a member yet?](#)

The questionnaire can be accessed at <http://whc.unesco.org/en/pr-questionnaire>. It can also be accessed from the Europe and North America Periodic Reporting platform at <http://whc.unesco.org/en/153>.

Language


The questionnaire has English and French versions, and must be answered in one of these two languages. If, for working purposes, you prefer to use another language, please consult your National Focal Point. Please note that the National Focal Point should ensure that any information provided by you in another language will be translated into English or French before submitting the questionnaire to the World Heritage Centre.



Home Help statistics Languages

Select language

English
English
Français



Enter state or site name

Online questionnaire features

Home page

The homepage includes various features, such as:

New report: You can create a new report at your first login by pressing the “New report” button. Please note that only one questionnaire may exist per property.

Tracking progress: The online questionnaires will automatically track the completion progress of the questionnaire whenever the “Save” button is pressed. The next time the user accesses the online questionnaire, a direct link to the last consulted page will appear.

More information: Clicking on “Guidance” provides additional information about an item.

Locking/unlocking: National Focal Points can lock/unlock a questionnaire. When a questionnaire is locked, it cannot be modified by the Site Manager. If the questionnaire concerning your property is locked, please consult your National Focal Point.

Submitting: Only Focal Points can submit a questionnaire to the World Heritage Centre when it has been completed (i.e. the progress bar has reached 100%). Once a questionnaire is submitted to the World Heritage Centre, it cannot be further modified by the Focal Point or Site Manager.

Report page

The report page contains five main areas:

The top navigation bar: The buttons on the top navigation bar allow the user quick access to the home page, help topics/guidance notes, language selection, print/export functions at any part of the questionnaire.



The pages bar: This bar appears on the top navigation bar only when consulting a Periodic Reporting questionnaire, and provides internal navigation within the questionnaire. It provides four different ways to navigate within the report:

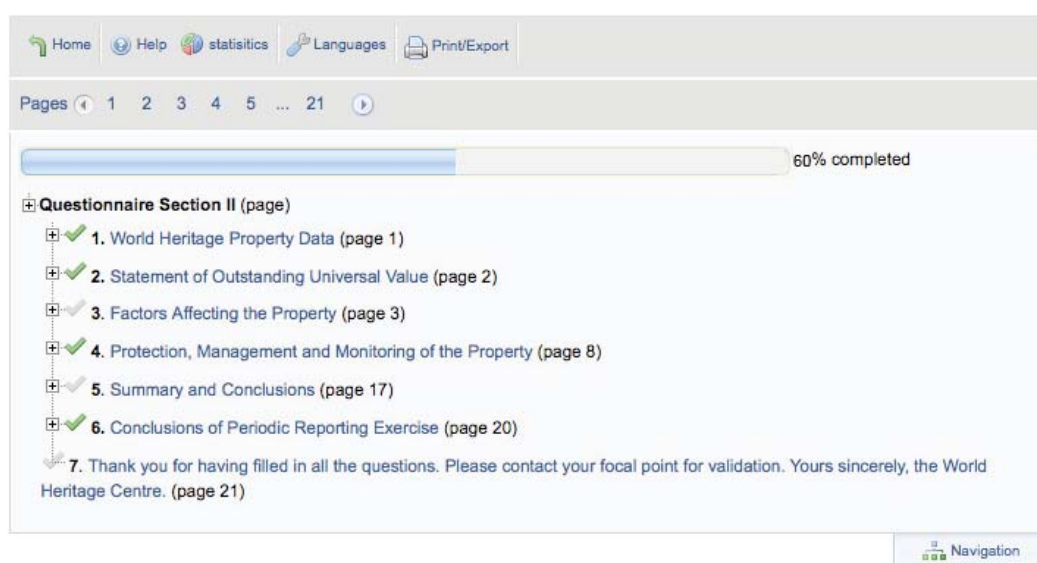


- Clicking on the arrows on each side of the bar will take the user to the previous or next page.
- Clicking on a page number will take the user directly to that page.
- Clicking the “Navigation” button will open the navigation panel, showing all the chapters of the questionnaire.
- Clicking the “+” button expands the questionnaire tree, and directly clicking on a chapter or a specific sub-page/questions leads directly to that page/question.

Tick marks indicate mandatory questions. Questions with a grey tick mark still need to be filled in. Those with a green tick have been completed. Green flags indicate optional questions.

Please observe that when navigating in the questionnaire, contents must be saved by pressing the “Save” button (see below) before changing page to avoid losing data.

Tracking progress: The online tool will automatically track the completion progress of the questionnaire whenever the “Save” button is pressed. The next time the user accesses the online questionnaire, a direct link to the last consulted page will appear.



The questionnaire content: Guidance texts are available for all questions and may be accessed by clicking on “Guidance”.

Question 1.1 ✓ guidance ⓘ

Name of World Heritage Property

Please note that any change to this information needs to be reviewed by the relevant Advisory Body and approved by the World Heritage Committee. The procedure and the deadline to submit this change is indicated in par. 167 of the Operational Guidelines for the Implementation of the World Heritage Convention: "A State Party may request that the Committee authorize a modification to the name of a property already inscribed on the World Heritage List. A request for a modification to the name shall be received by the Secretariat at least three months prior to the meeting of the Committee". For very minor changes, i.e. typing mistakes and not changes to content, please contact the World Heritage Centre at wh-periodicreporting@unesco.org.

The “Save” button: The “Save” button at the bottom of the page allows the user to save the questionnaire (without leaving the page). Once the questionnaire is saved, a confirmation message appears. Please observe that contents must be saved before changing page to avoid losing data. Data can be changed after saving.

11.2.4.1 Courses for teachers for the use of the *World Heritage in Young Hands Kit*

11.2.4.2 Courses/activities for students within the school programmes

11.2.4.3 Youth Forums

11.2.4.4 Skills-training courses for students

11.2.4.5 Organized school visits to World Heritage properties/cultural and natural sites

11.2.4.6 Activities linked to heritage within the framework of UNESCO Clubs/Associations

11.2.4.7 Other (comment by ...)

By changing page, you will lose any unsaved data. Are you sure you want to change page?

OK Cancel

guidance ⓘ reset

Comments, descriptions, recommendations and conclusions and/or findings (Questions 11.2.1 to 11.2.4)

✓ Save

Pages 1 9 10 11 12 13 15

Structure of Section II of the Periodic Reporting questionnaire

1. World Heritage Property Data (page 1)
2. Statement of Outstanding Universal Value (page 2)
3. Factors Affecting the Property (page 3)
4. Protection, Management and Monitoring of the Property (page 8)
5. Summary and Conclusions (page 17)
6. Conclusions of Periodic Reporting Exercise (page 20)

The Periodic Reporting questionnaire is designed to be as self-explanatory and easy to use as possible. Guidance is provided for each question in case anything is unclear. Nevertheless, there are still certain issues, explained below, which you may want to take note of.

In Chapter 2 of the questionnaire, you may find that the Statement of Outstanding Universal Value is not pre-filled, even though a draft Statement has been submitted to the World Heritage Centre. The pre-filling of information in the questionnaire might have been completed before the World Heritage Committee had officially adopted the Statement. Therefore, the World Heritage Centre cannot add the Statement as part of the pre-filled information. It is not necessary or possible to upload the Statement in the questionnaire, but you may provide further information in this regard, if necessary, in the comment field.

In Chapter 4, question 4.4.1, you are asked to provide the relative percentage of various funding sources towards conservation costs. To allow for analysis of these data, please ensure that the reported relative percentages add up to 100%.

4.4. Financial and Human Resources

Question 4.4.1 [guidance](#) [reset](#)

Costs related to conservation, based on the average of last five years (Do not provide monetary figures but the relative percentage of the funding sources)


4.4.1.1	Multilateral funding (GEF, World Bank, etc)	<input type="text"/>	%
4.4.1.2	International donations (NGO's, foundations, etc)	<input type="text"/>	%
4.4.1.3	Governmental (National/Federal)	100	%
4.4.1.4	Governmental (Regional/Provincial/State)	<input type="text"/>	%
4.4.1.5	Governmental (Local/Municipal)	<input type="text"/>	%
4.4.1.6	In country donations (NGO's, foundations, etc)	<input type="text"/>	%
4.4.1.7	Individual visitor charges (e.g. entry, parking, camping fees, etc.)	<input type="text"/>	%
4.4.1.8	Commercial operator payments (e.g. filming permit, concessions, etc.)	<input type="text"/>	%
4.4.1.9	Other grants	<input type="text"/>	%

Chapter 5 will provide various summary tables and preliminary conclusions, based on the information you provide in the preceding chapters. You will be asked to explain in further detail the issues which you rate as most pertinent concerning factors affecting the property (see below) and management needs. Question 5.2 specifically asks you to highlight the main management needs identified in chapter 4, and describe the corrective measures currently used to address these needs, potential future actions, timeframes, responsible agencies etc. This assessment is crucial for the analysis of the most pertinent management needs at your World Heritage property.

5.2. Summary - Management Needs

Section 5.2 will help you highlight the main management needs that you identified in Part 4. It will allow for corrective measures that you are currently using to address these management needs to be discussed and will record the proposed future action(s) you intend to take to address these issues.

4.2 Protective Measures


Question 4.2.3 

The legal framework in the buffer zone is inadequate

Actions Timeframe Agency Comments

Actions

4.3 Management System / Management Plan


Question 4.3.10 

There is little or no contact with industry regarding management

Actions Timeframe Agency Comments

Actions

4.6 Education, Information and Awareness Building

Question 4.6.3 

There is a limited education and awareness programme

Actions Timeframe Agency Comments

Actions

Short explanation about factors affecting the property (items 3.1-3.17 and 5.1 of the questionnaire)

Under item 3 of the questionnaire, you will be asked to provide information on a range of factors affecting the property. You will be asked to indicate whether the factors have, or could have, relevant impacts on the property, and to specify whether those impacts are positive or negative. You will also be asked to specify the origin of the impact. The factors are grouped into 13 headings, which are briefly explained. Beneath each heading, a list of factors appears. This generic list has been developed to identify factors which could affect any type of World Heritage property. Therefore, you may find that not all factors are relevant for your property.

The first stage in the assessment is therefore to click the box below each factor to indicate whether the factor is relevant or not relevant to the property. Please note that this assessment is not only about negative impacts, but also positive. Furthermore, the factors may currently have an impact or are likely to affect the property in near future – if either is the case you should click the relevant box.

If the factor is considered not relevant, please move on to the next factor. If the factor is marked as relevant, a second line of assessment questions will appear.

Question 3.1.1 ✔ reset

Housing

For example
Urban high rise/urban sprawl, Encroachment/changes to skyline, etc

Relevant Not relevant

Question 3.1.2 ✔ reset

Commercial development

For example
Skyscrapers, Large shopping malls, Encroachment/changes to skyline etc

Relevant Not relevant

Impact		Impact		Origin	
👉 Positive	👈 Negative	📅 Current	📅 Potential	📍 Inside	📍 Outside
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 3.1.3 ✔ reset

Industrial areas

For example
Individual factories, Industrial areas/parks, Encroachment/changes to skyline etc

Relevant Not relevant

This assessment will also ask you about the impact and origin of the factor. The impact may be considered as positive, negative or both; the impact may be considered current, potential or both; and finally the origin of the factor may be considered to be inside the property, outside or both. In each of these three subsections at least one box must be clicked.

At the end of the list of factors you have the opportunity (question 3.14) to add any additional factors which affect the property not addressed in the generic list.

Question 3.14.1
 [reset](#)

Other factor(s)

At the end of the factors section of the questionnaire, a summary table (item 3.15 in the questionnaire) will be automatically generated. You might want to review the table and check whether it actually reflects the current situation at the property.

3.15. Factors Summary Table

This section is an automatically generated list of the factors affecting the property summarising the impacts and origins made in the assessment above. It is a good idea to review this table and check that it accurately represents the situation in the property. Please note that any additional factors which were added in question 3.14 will not be included in this table.

	Name	Impact	Origin
3.1	Buildings and Development		
3.1.5	Interpretative and visitation facilities		
3.7	Local conditions affecting physical fabric		
3.7.1	Wind		
3.7.3	Temperature		
3.7.4	Radiation/light		
3.7.5	Dust		
3.10	Climate change and severe weather events		
3.10.3	Drought		
3.10.6	Temperature change		
3.11	Sudden ecological or geological events		
3.11.2	Earthquake		
3.11.5	Erosion and siltation/ deposition		

Legend Current Potential Negative Positive Inside Outside

Another auto-generated table will allow you to assess the current negative factors impacting on the property (item 3.16 of the questionnaire). For each current negative factor, you will be asked to provide details on five different aspects:

- The **spatial scale** of the impact (specifying whether the area affected by the factor is restricted, localized, extensive or widespread)
- The **temporal scale** of the impact (specifying the occurrence of the factor as one-off/rare, intermittent/sporadic, frequent or on-going)
- The **impact** on the attributes conveying the OUV (cf. question 2.3 of the questionnaire and specify whether the impact is insignificant, minor, significant, catastrophic)
- The **management response/capacity** of management to respond (high capacity, medium, low, no capacity and/or resources)
- **Trend** over the last six years (decreasing, static, increasing)

In question 5.1 you will be asked to highlight the six most important current negative factors, and further asked to describe the management responses, timeframes, responsible agencies etc. This assessment is crucial for the analysis of the most pertinent factors affecting your World Heritage property.

5.1. Summary - Factors affecting the Property

Section 5.1 will help you highlight the six most important negative factors you identify in Section 3 and detail management responses to these negative factors.

3.1 Buildings and Development

Question 3.1.2 ✔

Commercial development

Name	Impact	Origin
3.1.2 Commercial development	✔ ✖ ⚠ ⚠ 🔄	✔ ✖ ⚠ ⚠ 🔄
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Criteria Actions Monitoring Timeframe Agency Comments </div>		
<p>World Heritage criteria and attributes affected</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

3.2 Transportation Infrastructure

Question 3.2.3 ✔

Marine transport infrastructure

Name	Impact	Origin
3.2.3 Marine transport infrastructure	✔ ✖ ⚠ ⚠ 🔄	✔ ✖ ⚠ ⚠ 🔄
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Criteria Actions Monitoring Timeframe Agency Comments </div>		
<p>World Heritage criteria and attributes affected</p>		

Important issues to consider

Only one report per World Heritage property (Section II) should be submitted.

Saving the information: Changing pages does not save the answers. You must manually save the data before leaving each page.

Serial properties: For serial properties, only one questionnaire (Section II) per property shall be submitted, which should be answered in consultation with all relevant Site Managers and stakeholders.

Transboundary and transnational properties: For transboundary and transnational properties, only one questionnaire (Section II) shall be submitted. It should be prepared jointly by, or in close collaboration between the States Parties concerned. The States Parties decide on one Focal Point per transboundary and transnational property to validate Section II of the questionnaire.

In the case of properties located in States Parties from different Periodic Reporting groups¹ (2012/2013 and 2013/2014), the States Parties concerned had been asked to decide whether the questionnaire will be submitted by the end of the first year (31 July 2013) or the second year (31 July 2014). The information was transmitted to the World Heritage Centre in writing. Please contact your National Focal Point to confirm this information.

Time management: Filling in the questionnaire requires the gathering of substantial amounts of information about each World Heritage property. Hence, the time necessary to fill in the questionnaire depends on the availability of this information and its accessibility. Please consider starting the work with the questionnaire as soon as possible in order to get an overview of the information needed and to effectively organize your work in different web sessions, if necessary.

¹ *The 2nd Cycle of the Periodic Reporting exercise for Europe and North America is launched on 6 July 2012. However, due to the high number of World Heritage properties, the exercise will be conducted over three years with countries divided into two groups (A and B). The questionnaire will be available to the respective groups only during one year (see group distribution page 17).*

Road map

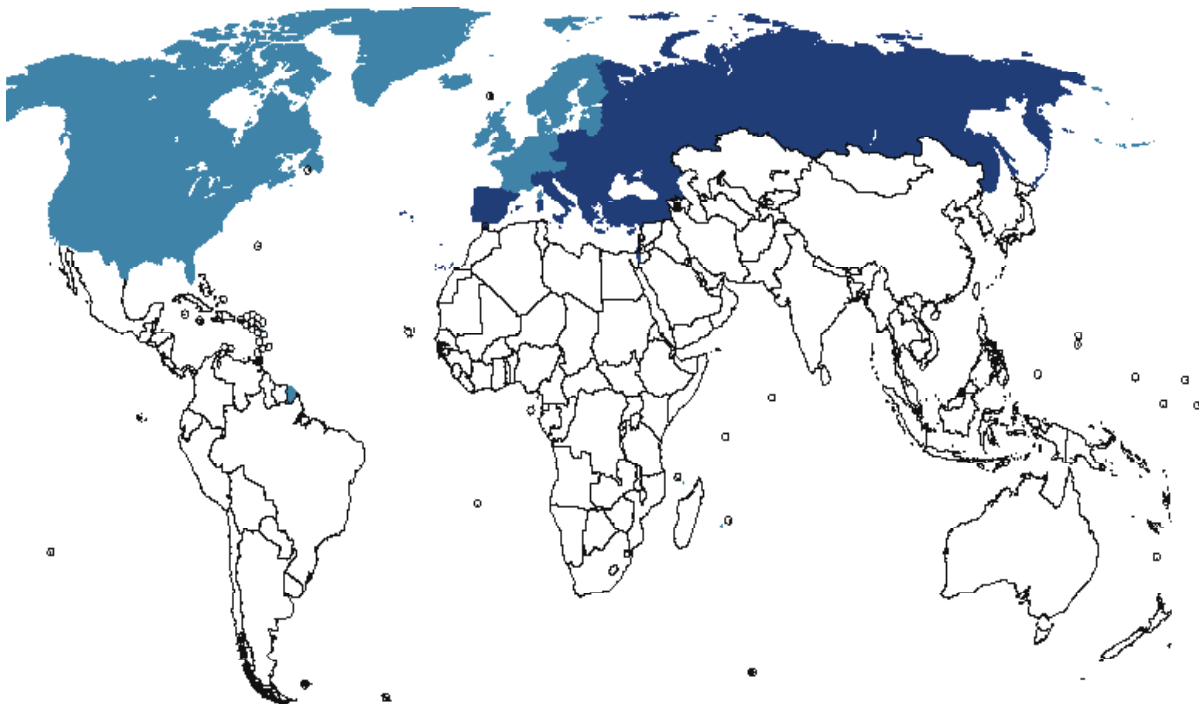
Group A 2012/2013	6 July 2012	Launching of the Periodic Reporting exercise
	1 September 2012	Questionnaires will be available for Group A
	Fall/Winter 2012-2013	Site Managers fill in Section II of the questionnaire
	31 July 2013	Deadline for submission of questionnaires of Group A (Sections I and II) to the World Heritage Centre by National Focal Points
Group B 2013/2014	1 September 2013	Questionnaires will be available for Group B
	Fall/Winter 2013-2014	Site Managers fill in Section II of the questionnaire
	31 July 2014	Deadline for submission of questionnaires of Group B (Sections I and II) to the World Heritage Centre by National Focal Points

Group A (July 2012 - July 2013):

Austria - Belgium - Canada - Denmark - Estonia - Finland - France - Germany - Iceland - Ireland - Latvia - Lithuania - Luxembourg - Monaco - Netherlands - Norway - Sweden - Switzerland - United Kingdom - United States of America

Group B (July 2013 - July 2014):

Albania - Andorra - Armenia - Azerbaijan - Belarus - Bosnia Herzegovina - Bulgaria - Croatia - Cyprus - Czech Republic - FYR of Macedonia - Georgia - Greece - Holy See - Hungary - Israel - Italy - Malta - Moldova - Montenegro - Poland - Portugal - Romania - Russian Federation - San Marino - Serbia - Slovakia - Slovenia - Spain - Turkey - Ukraine



Contacts

In case of further questions, please do not hesitate to contact us via
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