



United Nations
Educational, Scientific and
Cultural Organization

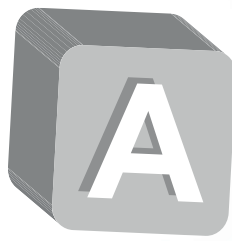
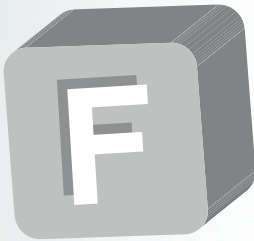


World
Heritage
Convention

Frequently

Questions

Asked



Periodic Reporting Questionnaire



Frequently Asked Questions



How can I access the online Periodic Reporting questionnaire?

To access the online questionnaire for your property go to the UNESCO World Heritage Centre website using a personal username and password.

Before the launch of the Periodic Reporting exercise in your region, the National Focal Point should communicate your contact details to the World Heritage Centre. The Centre will create a username and password for you and will email them to you at the time of the launch of reporting in your region. In case you have not received this information or you cannot access the questionnaire, please contact your National Focal Point.

To access the questionnaire, go to: <http://whc.unesco.org/en/prcycle3/>. You can also access it from the page of your region.

How do I navigate through the questionnaire?

The navigation of the online version of the questionnaire is mainly organized by menu bars located above the questionnaire form.

You will see 2 menu bars. On the first, you will see 'Home', 'Print/Export', 'Options' and 'Manage'.

By clicking on 'Manage' you can change your questionnaire's settings, including the language (for detailed instructions, please see below). At the top and bottom of the page, there is

a page menu bar to help you navigate from page to page. If you click on the 'Navigation' button below the menu bars you will be shown a list of chapters and questions which will help you browse through different parts of questionnaire.

How do I save my answers?

Please remember to save your replies regularly by clicking the 'Save' button at the end of the questionnaire page.

What languages is the questionnaire available in?

The questionnaire is available in English and French and must be answered in one of these two languages. Please note that your National Focal Point should ensure that any information provided by you in another language must be translated into English or French before submitting the questionnaire to the World Heritage Centre.

How do I change the language from English to French?

In order to change the language of the questionnaire, click on the 'English' or 'French' text located on the top left corner of the webpage (just above the UNESCO and World Heritage Convention logos). Please note that this action will change the language of both the questionnaire and the Centre's website.

Can I access my answers from previous cycles?

Yes, if a Periodic Report has previously been filled out for your property, some of this information will be carried forward to your next report. If you wish to see further answers from a previous report please consult your property page on the World Heritage Centre website: whc.unesco.org/en/list (you must be logged in).

Can I increase the character limit in the comment box?

No, for data management purposes the character limit is set at 500 characters, 1500 characters in some cases.

I have been logged out of the questionnaire – what do I do?

If you are inactive for more than 30 minutes you will be automatically logged out of the questionnaire. You should re-enter your login details. To be sure that you are logged in, check that your name is visible on the top right corner of the webpage. To ensure that you are not automatically logged out, click on 'remember my profile' in the login box.

Can a number of people work on the questionnaire simultaneously, with the same password?

Yes, a number of people can work on the questionnaire simultaneously but this is not recommended as the questionnaire will not alert you if somebody else is working on it. Working on the questionnaire at the same time as someone else could lead to confusion and problems when it comes to saving your work, especially if you both try to save the same page. We recommend that you do not work on the same page as someone else at the same time.

Can I print a version of the questionnaire with my answers as I work through it?

Yes, you have the option of printing the questionnaire at any time using the export function in the menu bar. The questionnaire can be exported in either a long version or short version.

Can I work on a word version first and later input my answers?

Yes, a word version of the questionnaire can be generated using the 'export' function. However, some of your answers will generate new questions and this function is only possible when filling the questionnaire online.

How can I know if I missed answers?

You can use the Navigation panel by clicking on the 'Navigation' button located on the top left corner of your questionnaire. You can expand each chapter and see the list of all questions by clicking on '►'. In the navigation panel, each question is preceded by a small pictogram giving the completion status of each question. The following pictograms depict different levels of completion:

- : the question is not yet completed, or not properly, and must be answered;
- ✓ : the question is completed properly;
- 🚩 : the question is optional and is not taken into account in the completion bar. No answer is required for this question.

How do I submit the questionnaire?

The submission procedure is rather simple:

- 1) When you are completing a questionnaire, click on the 'Option' button on the top left of the questionnaire;
- 2) Click 'Yes' when the confirmation window shows up;
- 3) Once you accessed the option page, click on the 'Submit' button on the top left of the page;
- 4) Click again on 'Submit' to confirm the submission;
- 5) The Section of the questionnaire is submitted!

Who can submit the questionnaire?

National Focal Points are the only persons who have the authorized access to submit the Periodic Reporting questionnaire Section I and Section II. When a Site Manager has completed her/his Section II, she/he will have to notify the National Focal Point to validate and submit Section II.

Can I submit the Word document or PDF of the questionnaire?

No, the questionnaire should be submitted through the online platform only.

Can I access the questionnaire once it is submitted?

Yes, the questionnaire will be still accessible to the National Focal Points and Site Managers. However, the questionnaire will be locked and it will be not possible for you to modify its contents.

I am answering for a serial site – and the multiple choice answers only apply to one component, how can I deal with this?

In these cases, your answers should be agreed with the persons responsible for the other components and answers should be qualified in the comment boxes.

My property is part of a serial site – Can I submit more than one report for my property?

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

My property is part of a transboundary/transnational site – Can I submit more than one report for my property?

Only one report per World Heritage property (Section II) should be submitted. For transboundary and transnational properties, only one questionnaire (Section II) shall be submitted and therefore, before reporting begins it should be agreed who will submit the report. 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 and submit Section II of the questionnaire.

What is the National Focal Point entitled to do?

National Focal Points fill in Section I of the questionnaire. They review and submit all Section II questionnaires that have been completed by Site Managers. They can also make any changes to the questionnaires before their submission. National Focal Points are responsible for the final submission of all Section I and II questionnaires for their country.

What is the designated Site Manager entitled to do?

Site Managers fill in Section II of the questionnaire. Site Managers can only access the questionnaire of the property(ies) that they are responsible for.

What if the Site Manager changes during the Periodic Reporting exercise?

If there is a change of Site Manager, the National Focal Point should inform the World Heritage Centre as soon as possible in order to give the new designated Site Manager access to the online questionnaire. The former Site Manager will no longer be able to access the questionnaire.

Who has access to the Periodic Reporting questionnaires?

Access to the questionnaires is restricted to National Focal Points, Site Managers, the Advisory Bodies and the World Heritage Centre, and according to the level of access.

How do I create an account to access the Periodic Reporting questionnaires?

At the beginning of the reporting in a given region, the World Heritage Centre sends an access email to all National Focal Points and all Site Managers officially designated by their respective authorities. The email contains the username (usually registered email address) and a personal link to create the password. Site Managers who do not receive this email from their Focal Points can request the World Heritage Centre (wh-periodicreporting@unesco.org) to resend this email.

How can I change my registered email or password?

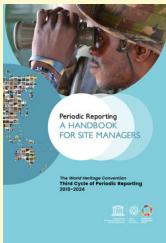
You can change your registered email address and/or password through the World Heritage Centre website.

To change your password: <https://whc.unesco.org/en/174/msg=forgotlogin>

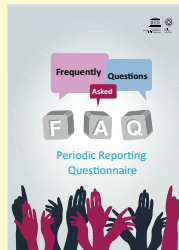
To change your email: you can login and edit your profile on the website or contact the World Heritage Centre (wh-periodicreporting@unesco.org).

Periodic Reporting

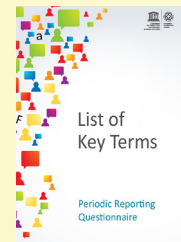
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Handbook



FAQs



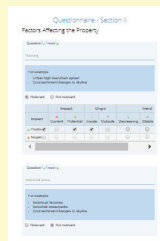
List of key terms



Video tutorials



Learning modules



Questionnaire (Demo version)

Contact us : wh-periodicreporting@unesco.org