The Periodic Reporting online platform for Europe and North America and technical features of the Questionnaire (Section I and II)

Europe and North America Unit
World Heritage Centre

Workshop for World Heritage National Focal Points from the Mediterranean - Europe sub-region in the framework of the Second Cycle of the Periodic Reporting Exercise

Florence, Italy
16 - 19 September 2013

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Purposes of Periodic Reporting?

According to Article 29 of the Convention and para 199 to 210 of the Operational Guideline, Periodic Reporting serves the four following purposes:

1. to provide an assessment of the application of the World Heritage Convention by the State Party
2. to provide an assessment as to whether the Outstanding Universal Value of the properties is being maintained over time
3. to provide up-dated information about the properties to record their state of conservation and the changing circumstances
4. to provide a mechanism for regional co-operation and exchange of information and experiences to ensure effective long term conservation of properties

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The cycles of Periodic Reporting in Europe and North America

First Cycle (2001-2006)

- 50 States Parties
- 275 WH properties:
  all those inscribed until 1998
- A division in two groups:
  - North America
  - Europe

Second Cycle (2012-2015)

- 51 States Parties
- 453 (and more) WH properties:
  all those inscribed until 2013
- A division in two groups:
  - NA, WE, BS
  - CESEE, ME

The revised questionnaire: the origins

After the first cycle of PR, the following flaws were identified in the Section II of the questionnaire:

States Parties

- Request of data already available at the World Heritage Centre
- Difficult access to the sources of information
- Too narrative/descriptive information (time-consuming)

World Heritage Centre

- Comparing results across regions
- Difficult to retrieve data and elaborate statistics
- Reliability of data

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The “philosophy”

The principles of the revision:

- **G**ood practice
- **E**fficiency
- **S**ustainability
- **U**tility

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How the revised questionnaires solve the problems identified by the World Heritage Centre in the old questionnaires

- Comparing results across regions → the same questionnaire
- Difficult to retrieve data and elaborate statistics → electronic tool
- Reliability of data → more qualitative than quantitative approach

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How the revised questionnaires solve the problems identified by States Parties in the old questionnaires

- Request of data already available at the World Heritage Centre → pre-filling
- Difficult access to the sources of information → pre-filling + links
- Too narrative/descriptive information (time-consuming) → yes/no and multiple choice questions + shorter questionnaire

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Pre-filling: the process

The World Heritage Centre gathers baseline data in cooperation with the States Parties concerned

↓

The data gathered by the World Heritage Centre are used to pre-fill the Periodic Reporting questionnaires

↓

Every cycle of Periodic Reporting, the State Party concerned checks the accuracy of those data and if needed updates them

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Pre-filling: the methodology

The methodology of pre-filling is based upon the following principles:

- Only information submitted officially by the State Party is used
- The pre-filling is made on the basis of what is available at the World Heritage Centre, not necessarily of what exists at the national level
- The pre-filling is made in English or French: the choice is based on the language of the State Party (section I) and on the language of the Nomination file (section II)
- For the section II, only data referring to the World Heritage property as inscribed are included
- For the section II, all documents mentioned in the questionnaire (map, management plan, etc.) can be downloaded

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Pre-filling: which sections concerned?

Section I

- Introduction
- Tentative List
- Nominations
- General Policy Development

Section II

- Property data
- Statement of OUV
- Protection and Management
- International assistance

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Pre-filling: the sources

- World Heritage Centre database
- Tentative Lists submitted by the States Parties
- Nomination files
- Questionnaires of the first cycle Periodic Reporting
- Management Plans
- Maps

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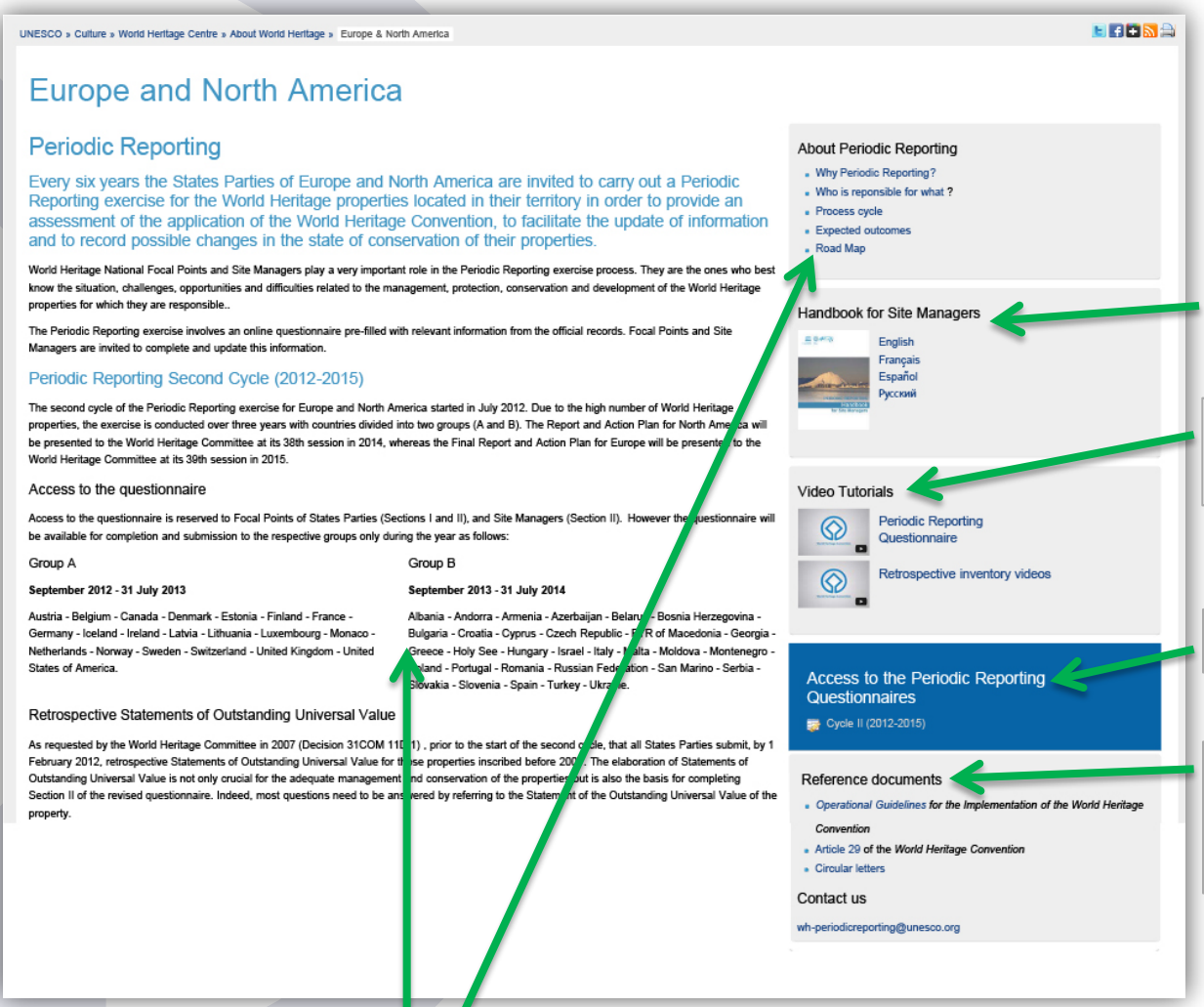
Platform for Focal Points and Site Managers

http://whc.unesco.org/en/eur-na/



The platform helps the Site Managers and Focal Points to find in one place :

Handbook for Site Managers

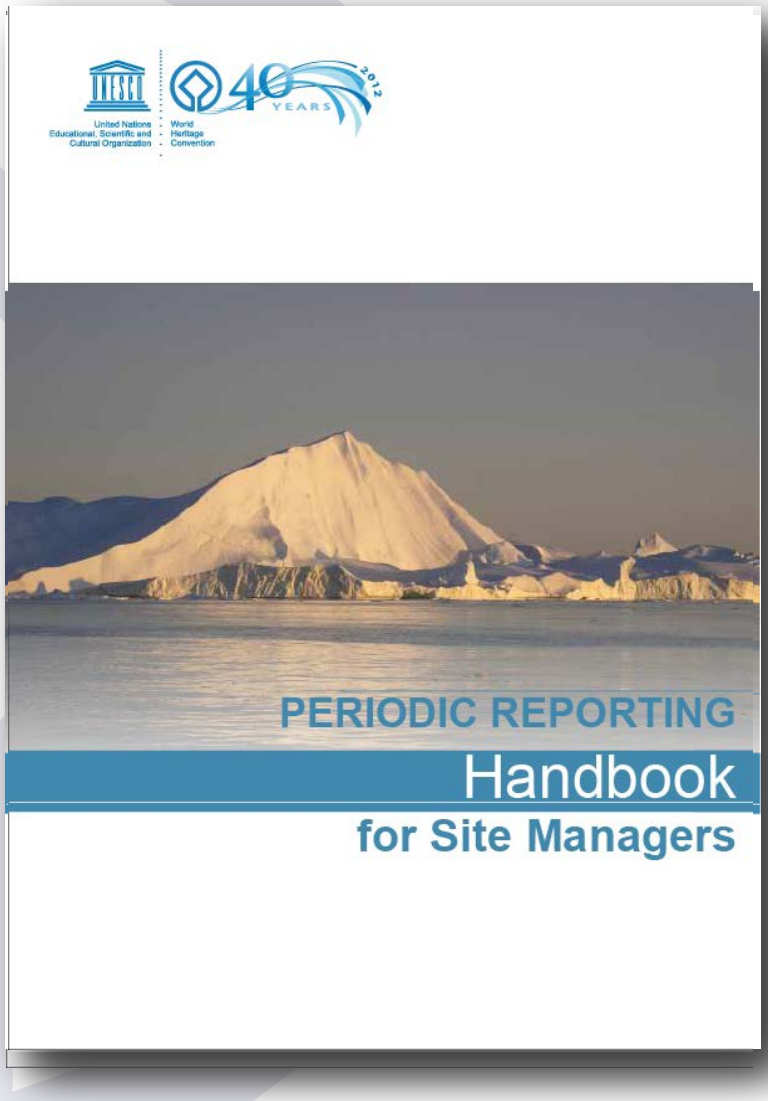
Video tutorials on the PR questionnaires

Access to the PR questionnaire

Also :
reference documents, news, events, contacts etc.

General information concerning the PR exercise (about, process cycle, deadlines, outcomes, road maps etc.)

Periodic Reporting Handbook for Site Managers



A handbook for site managers prepared by the World Heritage Centre with the kind support of the Principality of Monaco and the Nordic World Heritage Foundation (NWHF)

Handbook available in:

- English
- Français
- Español
- Русский

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The revised Periodic Reporting questionnaire

Section I

- concerns the implementation of the *World Heritage Convention* at the national level
- concerns all cultural and natural heritage (World Heritage or not)
- filled-in by the national Focal Point
- 13 chapters

Section II

- concerns each World Heritage property
- filled-in by the Site Manager and then validated by the Focal Point, who submits it to the World Heritage Centre
- 6 chapters
- 170 questions

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Roles and responsibilities

- National Focal Points fill in Section I of the questionnaire and submit it to the World Heritage Centre.
- Site Managers fill in Section II of the questionnaire.
- National Focal Points validate Section II of the questionnaire and submit it to the World Heritage Centre.

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Structure of Section I

- Introduction
- Inventories/lists/registers for cultural and natural heritage
- Tentative List
- Nominations
- General Policy Development
- Status of Services for Protection, Conservation and Presentation
- Scientific and Technical Studies and Research
- Financial Status and Human Resources
- Training
- International Cooperation
- Education, Information and Awareness Building
- Conclusions and Recommended Actions
- Assessment of the Periodic Reporting Exercise

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Structure of Section II

- World Heritage Property Data
- Statement of Outstanding Universal Value
- Factors affecting the Property
- Protection, Management and Monitoring of the Property
- Summary and Conclusions
- Conclusions of the Periodic Reporting Exercise

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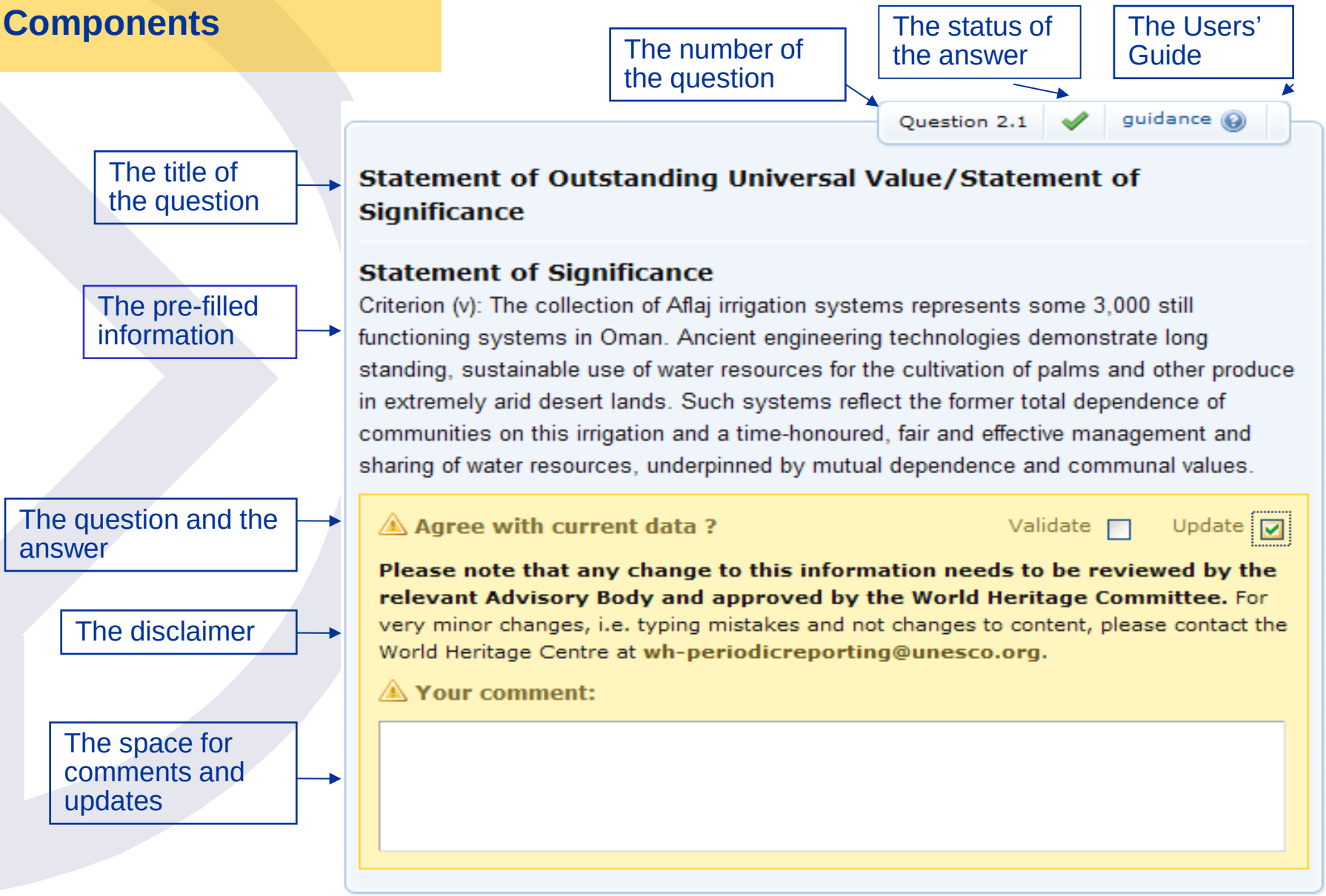
The Periodic Reporting Questionnaire

Components



The Periodic Reporting Questionnaire

The types of questions:
1) **check and up-date**

Question 1.3 | guidance

Geographic information table

Name	Coordinates (longitude / latitude)	Property (ha)	Buffer zone (ha)	Total (ha)	Inscription year
Falaj Al-Katmeen , Nizwa , Dakhiliya , Oman	22.933 / 57.667	135.028	1756.4	1891.428	2006
Falaj Al-Malki , Izki , Interior , Oman	22.733 / 57.767	600	4255.71	4855.71	2006
Falaj Daris , Nizwa , Dakhiliya , Oman	22.983 / 57.533	389.468	3370.1	3759.568	2006
Falaj Al-Jeela , Sur , A''Sharqiya , Oman	22.783 / 59.167	30.952	3839.46	3870.412	2006
Falaj Al-Muyasser , Al Rustaq , Interior , Oman	23.35 / 57.45	300.501	3182.66	3483.161	2006
Total (ha)		**1455.949**	**16404.33**	**17860.279**	

Agree with current data ? Validate ☐ Update ☐

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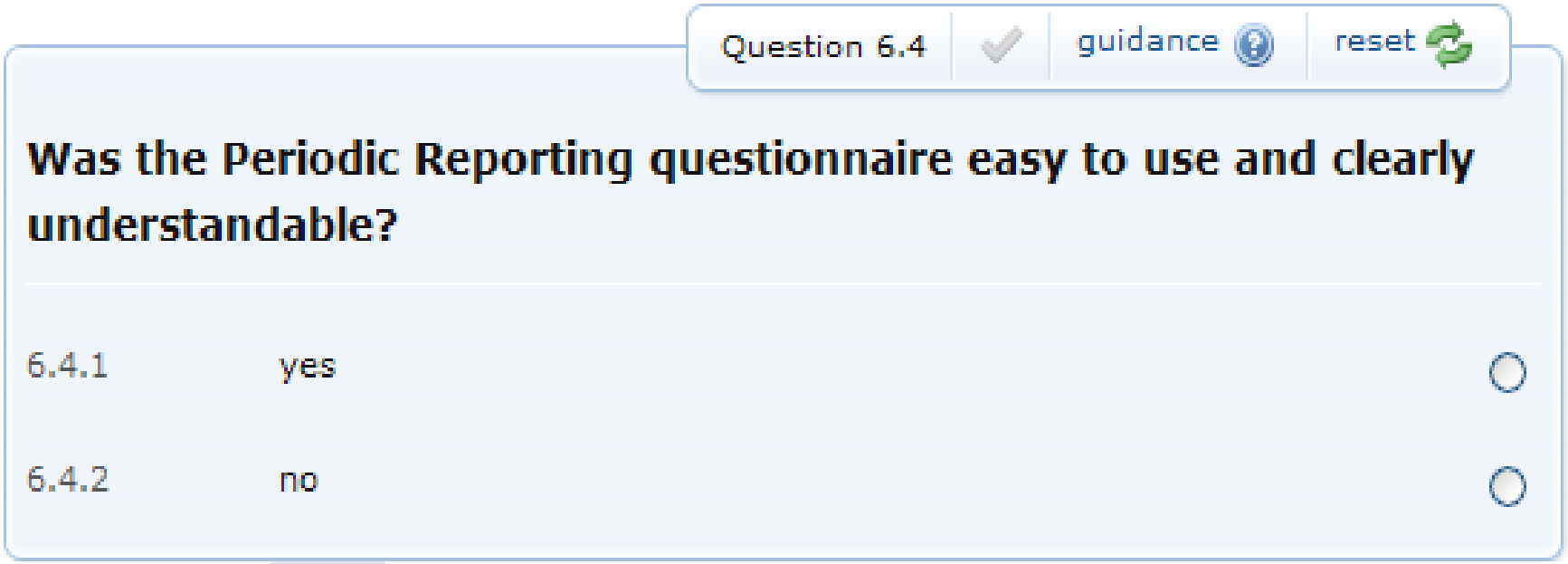
The types of questions:
2) **Yes/No**



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The Periodic Reporting Questionnaire

The types of questions:
3) **Multiple choice**

Question 4.2.5 | guidance

Can the legislative framework (i.e. legislation and/ or regulation) be enforced?

4.2.5.1	There is **no effective capacity/resources** to enforce legislation and/ or regulation in the World Heritage property	○
4.2.5.2	There are **major deficiencies** in capacity/resources to enforce legislation and/ or regulation in the World Heritage property	○
4.2.5.3	There is **acceptable** capacity/resources to enforce legislation and/ or regulation in the World Heritage property but some deficiencies remain	○
4.2.5.4	There is **excellent** capacity/resources to enforce legislation and/ or regulation in the World Heritage property	○

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The types of questions:
4) **Rating**

Question 4.4.13 | guidance

Considering the management needs of the World Heritage property, please rate the avaibility of professionals in the following disciplines

Rating on a 4 point scale	0 Not applicable	1 Non-existent	2 Poor	3 Fair	4 Good

		0	1	2	3	4
4.4.13.1	Research and monitoring	○	○	○	○	○
4.4.13.2	Promotion	○	○	○	○	○
4.4.13.3	Community outreach	○	○	○	○	○
4.4.13.4	Interpretation	○	○	○	○	○
4.4.13.5	Education	○	○	○	○	○
4.4.13.6	Visitor management	○	○	○	○	○
4.4.13.7	Conservation	○	○	○	○	○
4.4.13.8	Administration	○	○	○	○	○
4.4.13.9	Risk preparedness	○	○	○	○	○
4.4.13.10	Tourism	○	○	○	○	○
4.4.13.11	Enforcement (custodians, police)	○	○	○	○	○

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The types of questions:
5) **Percentage**

Question 4.4.9 | guidance

Distribution of employees involved in managing the World Heritage Property (% of total)

4.4.9.1	Full-time	%
4.4.9.2	Part-time	%

N.B. Both cells have to be filled-in. Make sure that, if you write «100» in one of them, you write «0» in the other

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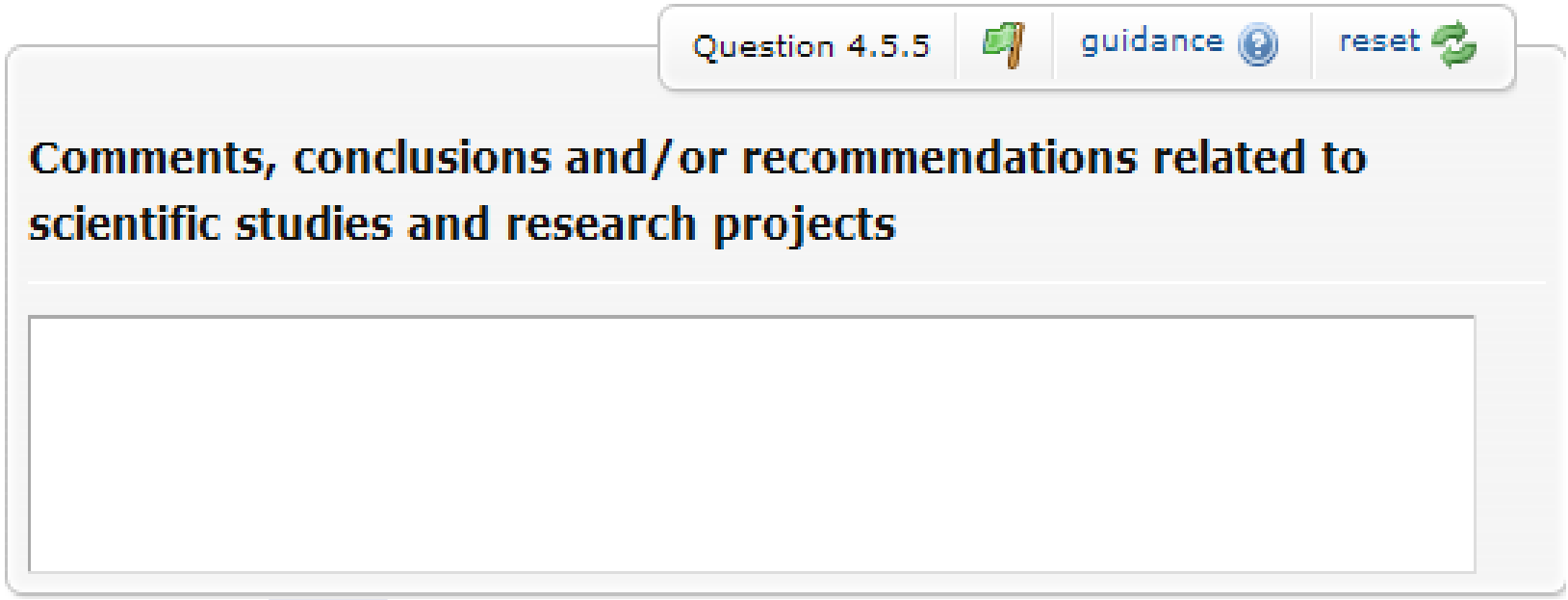
The types of questions:
6) **Open field**



Maximum 500 characters allowed!

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The types of questions:
7) **Assessment**

Question 3.8.6 | reset

Impacts of tourism/visitor/recreation

For example:
Inappropriate/non-existent interpretation (not an impact), High levels of visitation, Increase of vendors inside/outside site, Building community support, sustainable livelihoods

(•) Relevant ( ) Not relevant

Impact		Impact		Origin	
Positive	Negative	Current	Potential	Inside	Outside
☑	☑	☑	☑	☑	☐

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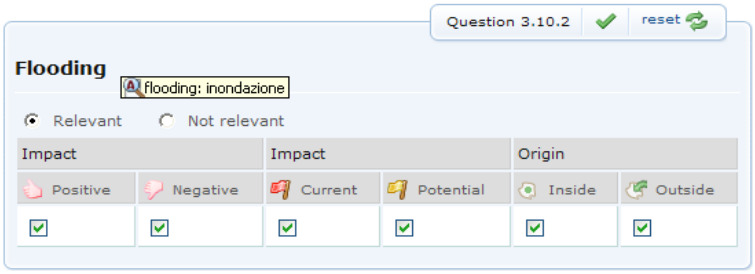
Focus: The Factors Affecting the Property (Section II)

- Buildings and development
- Transportation infrastructures
- Services infrastructures
- Pollution
- Biological resource use/modification
- Physical resource extraction
- Local conditions affecting physical fabric
- Social/cultural uses of heritage
- Other human activities
- Climate change and severe weather events
- Sudden ecological or geological events
- Invasive/alien species or hyper-abundant species
- Management and institutional factors
- Other factor(s)

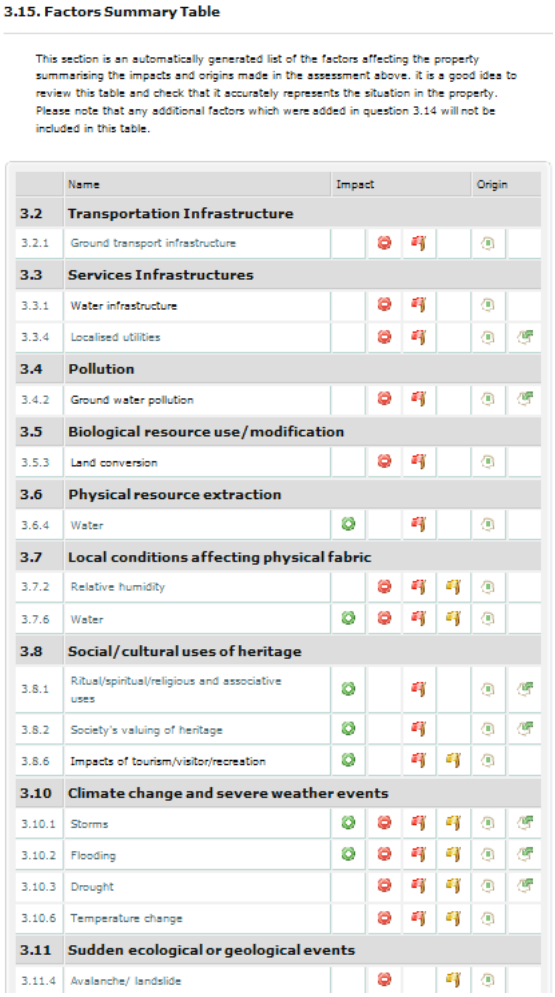
The online Periodic Reporting Questionnaire

Focus: The Factors' Cycle (Section II)

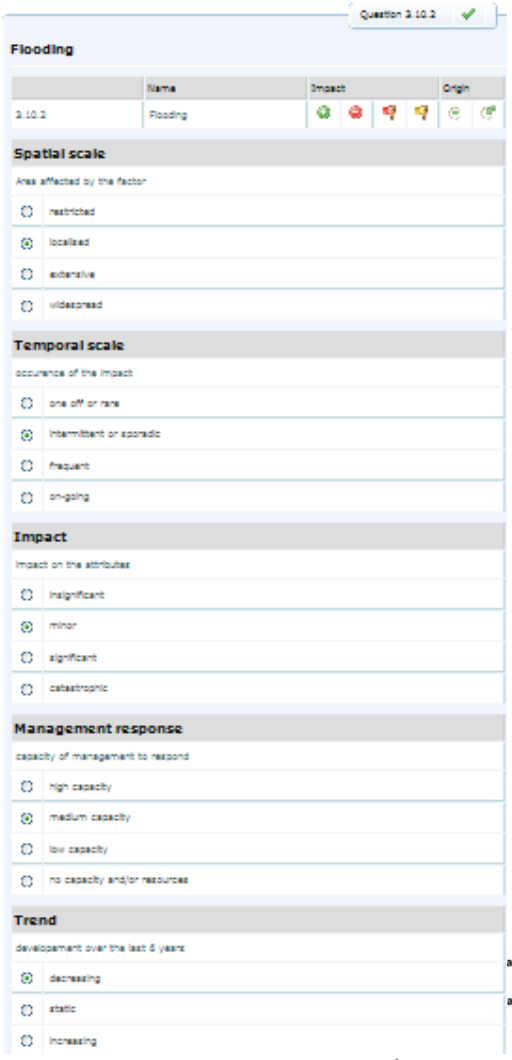
1) Identification



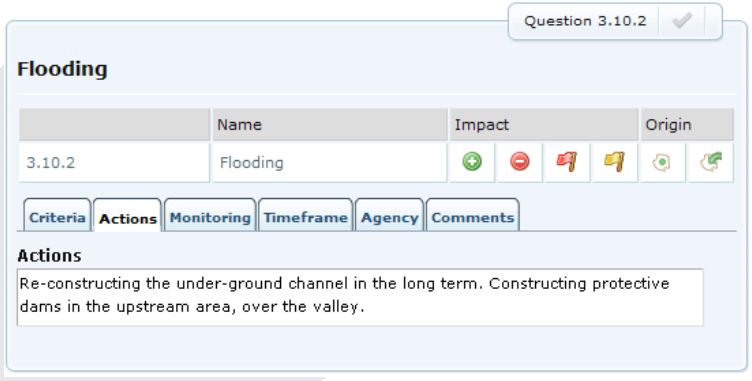
2) Summary table



3) Assessment of the current negative factors



4) The identification of management responses



Focus: The Management Needs' Cycle (Section II)

1) Identification

Question 4.4.6 | guidance

Are available resources such as equipment, facilities and infrastructure sufficient to meet management needs?

4.4.6.1	There are **little or no** equipment or facilities despite an identified need	○
4.4.6.2	There are **some** equipment and facilities but overall these are **inadequate**	◉
4.4.6.3	There are **some** adequate equipment and facilities, but deficiencies in at least one key area **constrain** management at the World Heritage property	○
4.4.6.4	There are **adequate** equipment and facilities	○

2) Selection of 6 key management needs

Question 4.9.1 | guidance | reset

Please select the top 6 managements needs for the property (if more than 6 are listed below)

4.1	Boundaries and Buffer Zones	
4.1.4	The boundaries of the World Heritage property are not known by local residents/communities/landowners	☑
4.1.5	The buffer zones of the World Heritage property are not known by local residents/communities/landowners	☐
4.4	Financial and Human Resources	
4.4.3	The budget is inadequate for management needs	☑
4.4.6	Inadequate equipment and facilities	☑
4.4.7	Ad hoc maintenance of equipment	☐
4.4.12	Human resources inadequate for management needs	☑
4.4.13		☐
4.4.15	Capacity development plan not implemented	☐
4.6	Education, Information and Awareness Building	
4.6.3	There is a limited education and awareness programme	☑
4.6.4	World Heritage status has partially influenced education, information and awareness building activities	☐
4.7	Visitor Management	
4.7.4	Visitor use of the property is not being actively managed	☐
4.7.5	There is little or no contact with the tourism industry	☐
4.8	Monitoring	
4.8.1	Some monitoring, but it is not planned	☑
4.8.2	Little or no information to define key indicators	☐

3) The identification of management responses

Question 4.4.6

Inadequate equipment and facilities

Actions | Timeframe | Agency | Comments

Actions

Creation of a number of facilities (visitor interpretation centre, information point, etc.)

“Special cases”

Serial properties

Transnational properties

Transboundary properties

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Practical aspects

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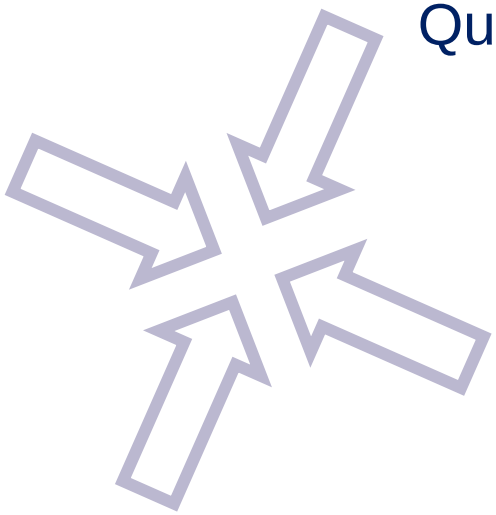
Accesses to the Periodic Reporting questionnaire

Periodic Reporting online platform (EUR/NA)

Questionnaire Section I + II



States Parties

specific sites

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Access to Periodic Reporting activated to Focal Point sand Site Managers

Emails have been sent to Focal Points and Site Managers inviting to :

- To confirm their email
- Choose a password
- Access their Periodic Reporting questionnaire

Message sent

Sent to: v.etowar@unesco.org
Subject: Welcome to the Second Cycle of the Periodic Reporting exercise 2013-2014

Welcome to the Second Cycle of the Periodic Reporting for the Europe and North America region.

Please click on the following link http://whc.unesco.org/en/355/?page=mail_confirm&code=C169893333F5CC83FFD6478336B55E7B&mid=2323 to access the online Periodic Reporting questionnaires with your username and password.

If it is the first time you are using the Periodic Reporting questionnaire, please choose your password by using the box “Choose your password”. You will need to enter your registered email address and then choose your password. Your registered email address is the address at which you are receiving the present message.

If you already know your password, you can log in to the online questionnaire with your username: v.etowar@unesco.org

In case you have any further questions, please do not hesitate to contact us via email:
wh-periodicreporting@unesco.org

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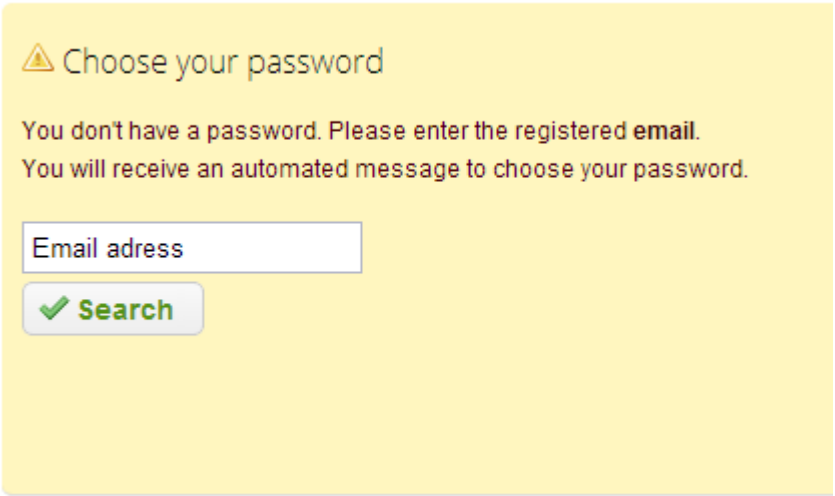
How to choose a password?



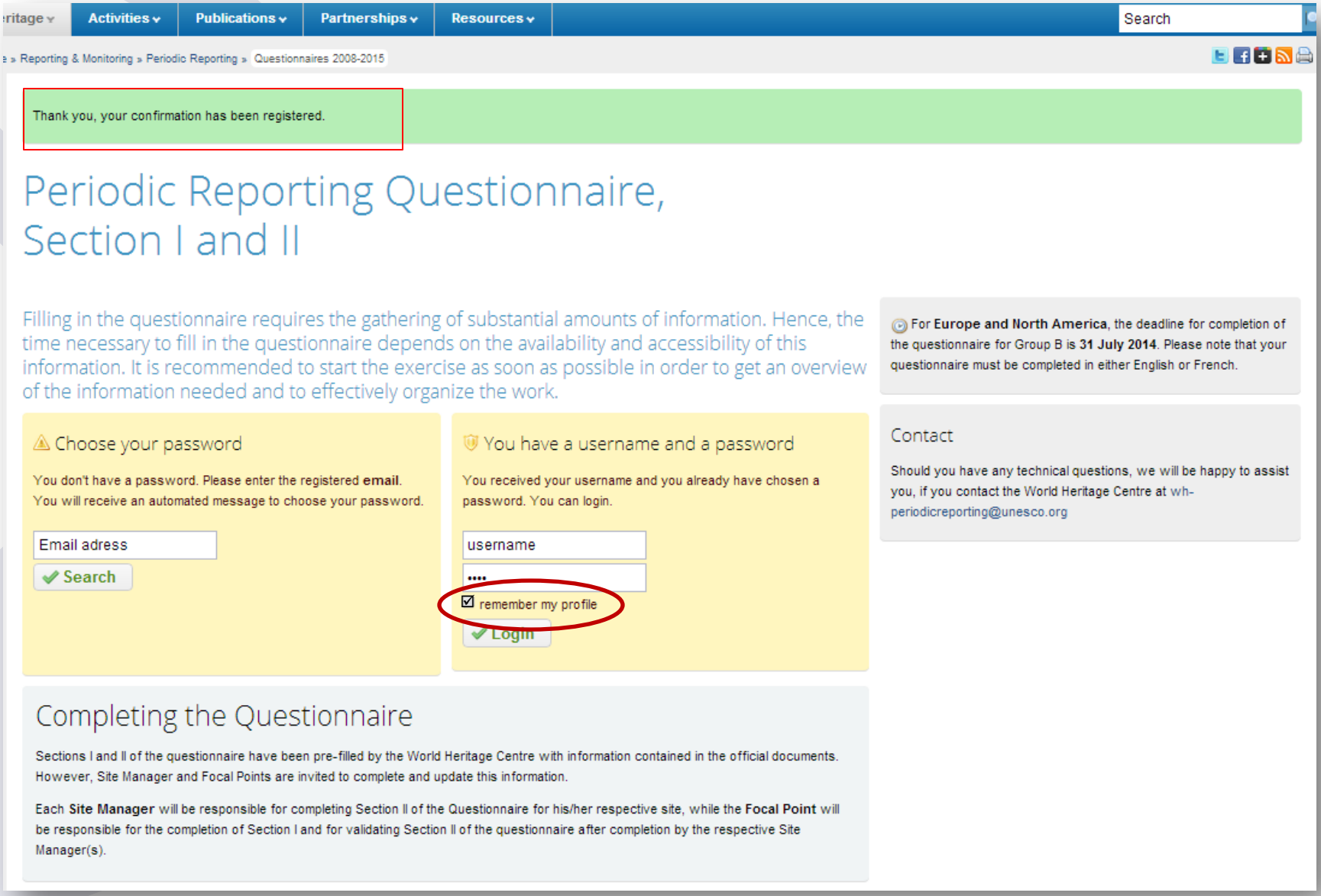
Password policy

Passwords must contain :

- at least 8 characters
- at least one uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
- at least one lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
- at least one base 10 digits (0 through 9)
- at least one nonalphanumeric characters: ~!@#$%^&*_-+=`|\(){}[]:;'"<>,.?/

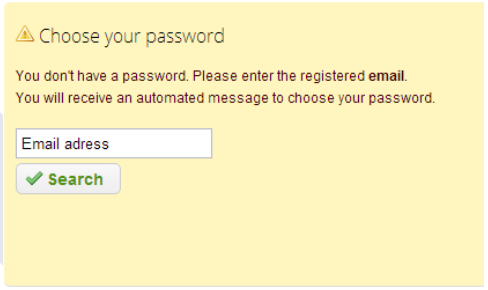
v

Login and remember my password

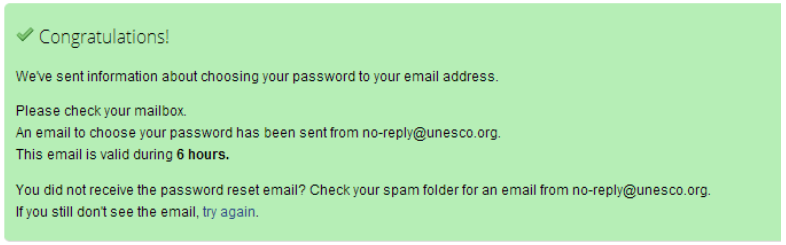


Lost/forget your username or password

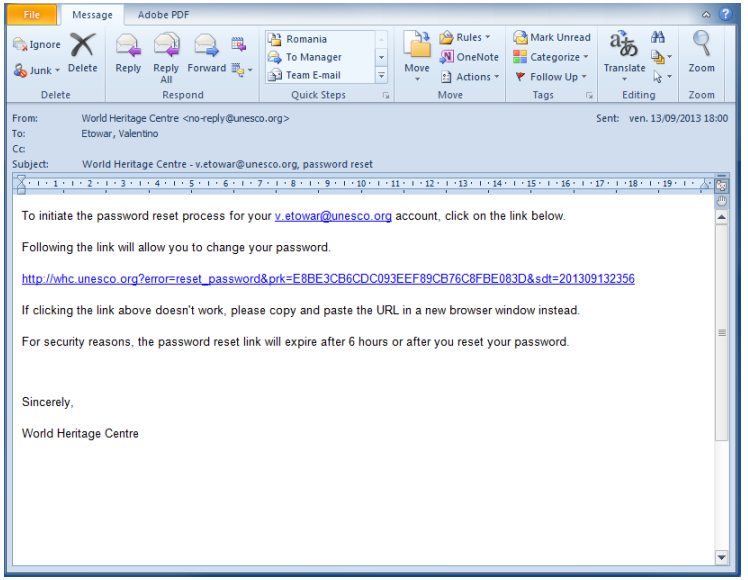
1) Enter your registered mail



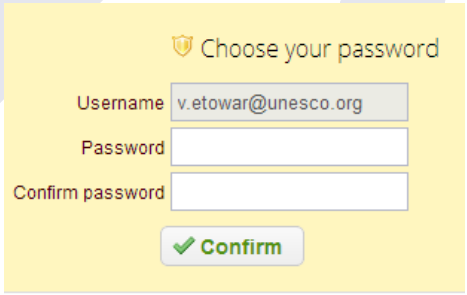
2) Confirmation



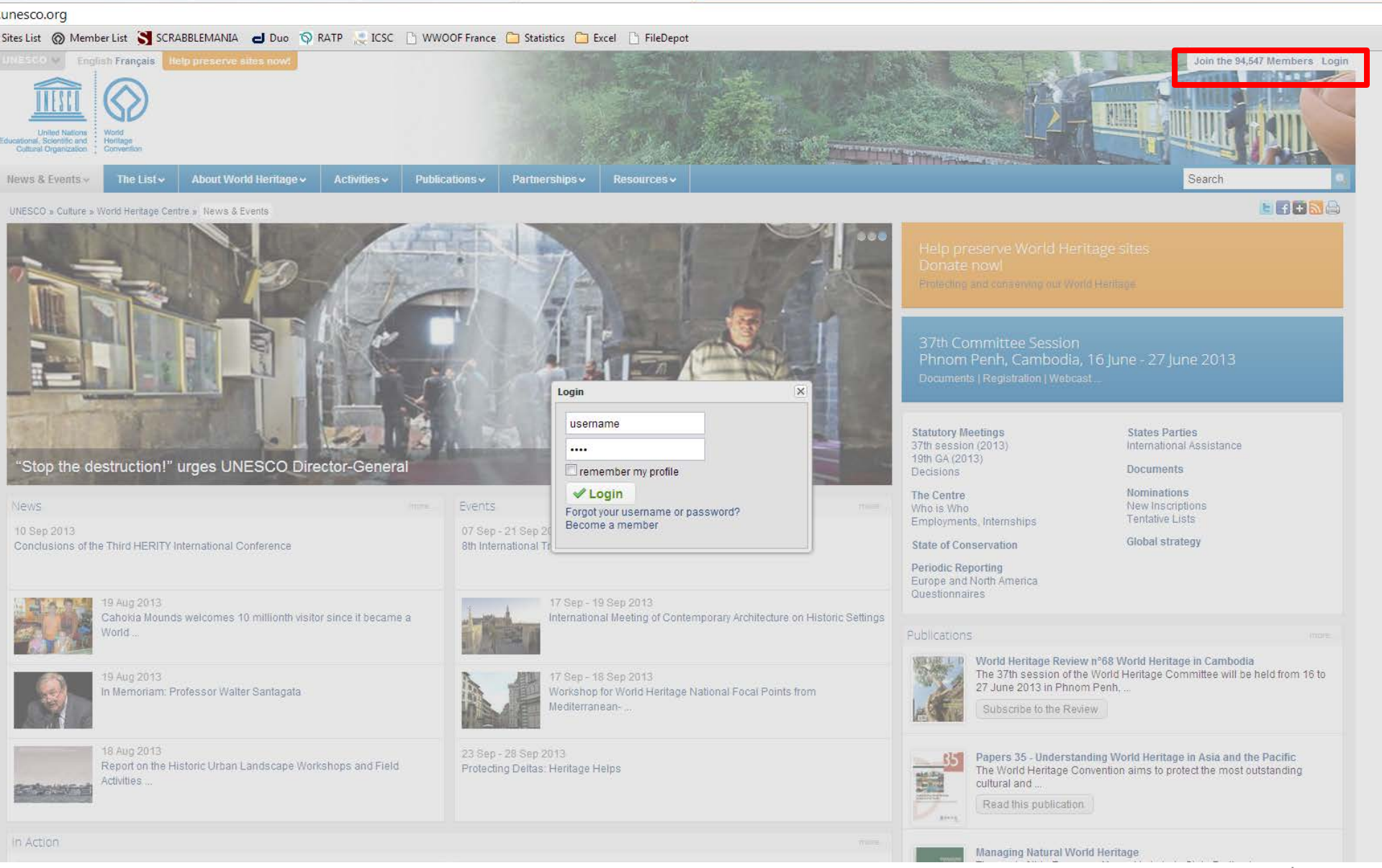
3) You will receive an email with your username and link to rest password



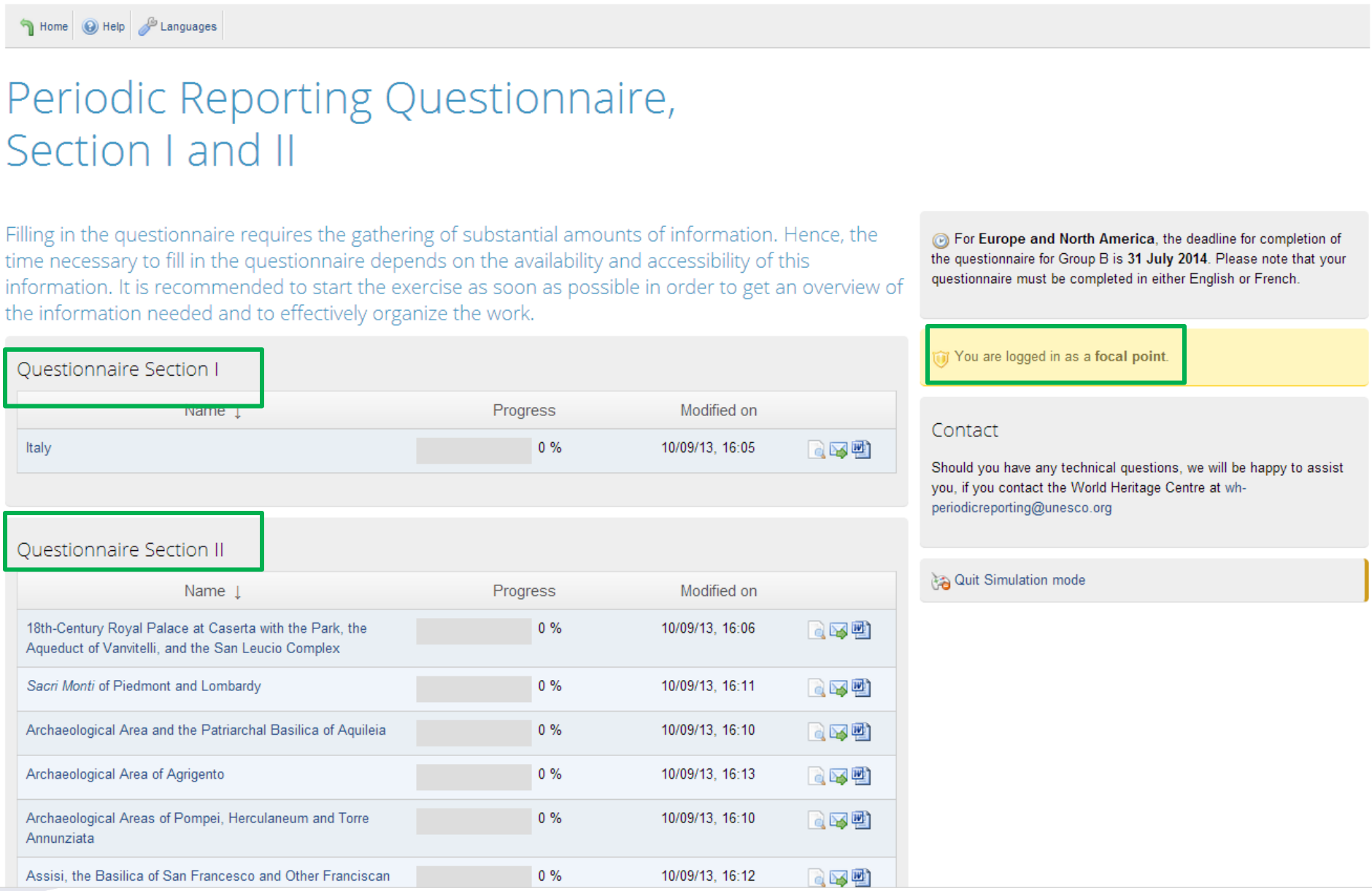
4) Choose a new password



Access to the Periodic Reporting questionnaire



Focal Point's access



Site Manager's access

Home | Help | Languages

Periodic Reporting Questionnaire, Section I and II

Filling in the questionnaire requires the gathering of substantial amounts of information. Hence, the time necessary to fill in the questionnaire depends on the availability and accessibility of this information. It is recommended to start the exercise as soon as possible in order to get an overview of the information needed and to effectively organize the work.

For **Europe and North America**, the deadline for completion of the questionnaire for Group B is **31 July 2014**. Please note that your questionnaire must be completed in either English or French.

You are logged in as a **site manager**.

Questionnaire Section II

Name ↓	Progress	Modified on
Historic Centre of Florence	0 %	10/09/13, 16:10

Contact

Should you have any technical questions, we will be happy to assist you, if you contact the World Heritage Centre at wh-periodicreporting@unesco.org

Quit Simulation mode

Completing the Questionnaire

Sections I and II of the questionnaire have been pre-filled by the World Heritage Centre with information contained in the official documents. However, Site Manager and Focal Points are invited to complete and update this information.

Each **Site Manager** will be responsible for completing Section II of the Questionnaire for his/her respective site, while the **Focal Point** will be responsible for the completion of Section I and for validating Section II of the questionnaire after completion by the respective Site Manager(s).

Handbook for Site Managers

English
Français
Español
Русский

Roles and Responsibilities
How to fill in the Questionnaire?

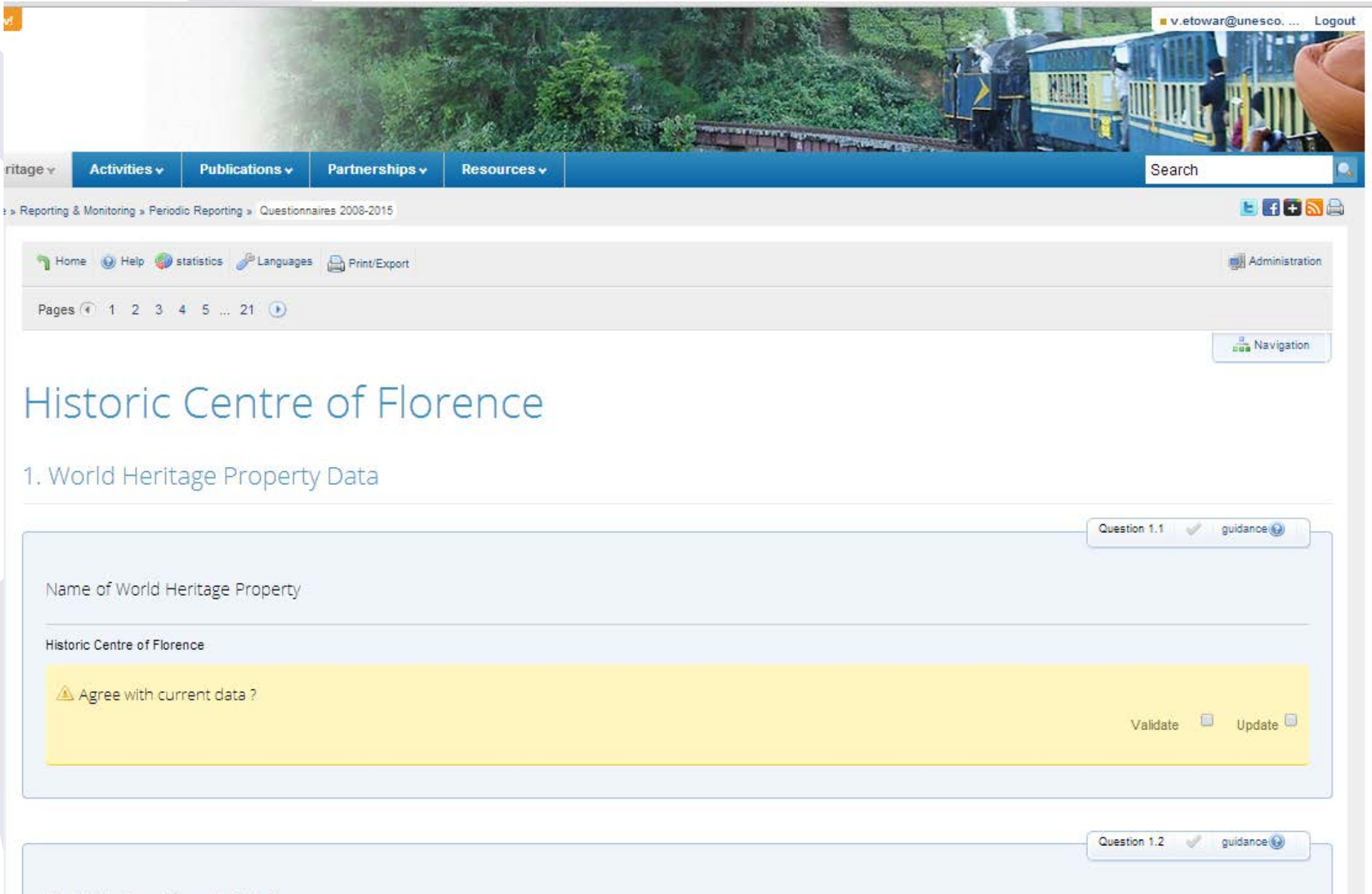
Video Tutorial

Periodic Reporting Questionnaire
Presentation used in this tutorial

Road Map

September 2013	Launch of the online Periodic Reporting Questionnaire exercises for Group B
17-18 September 2013	Periodic Reporting meeting for National Focal Points of Mediterranean Europe subregion (Florence, Italy)
29-31 October 2013	Periodic Reporting workshop for National Focal Points of Central, Eastern and South-Eastern Europe (Baku, Azerbaijan)
22 November 2013	Periodic Reporting Mid-cycle Review

Ready to start the Periodic Reporting exercise !



Online Questionnaire: **Technical features**

1) the language

United Nations Educational, Scientific and Cultural Organization
Organisation des Nations Unies pour l'éducation, la science et la culture
Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura
World Heritage Convention
Convention du patrimoine mondiale
Convención del patrimonio mundial

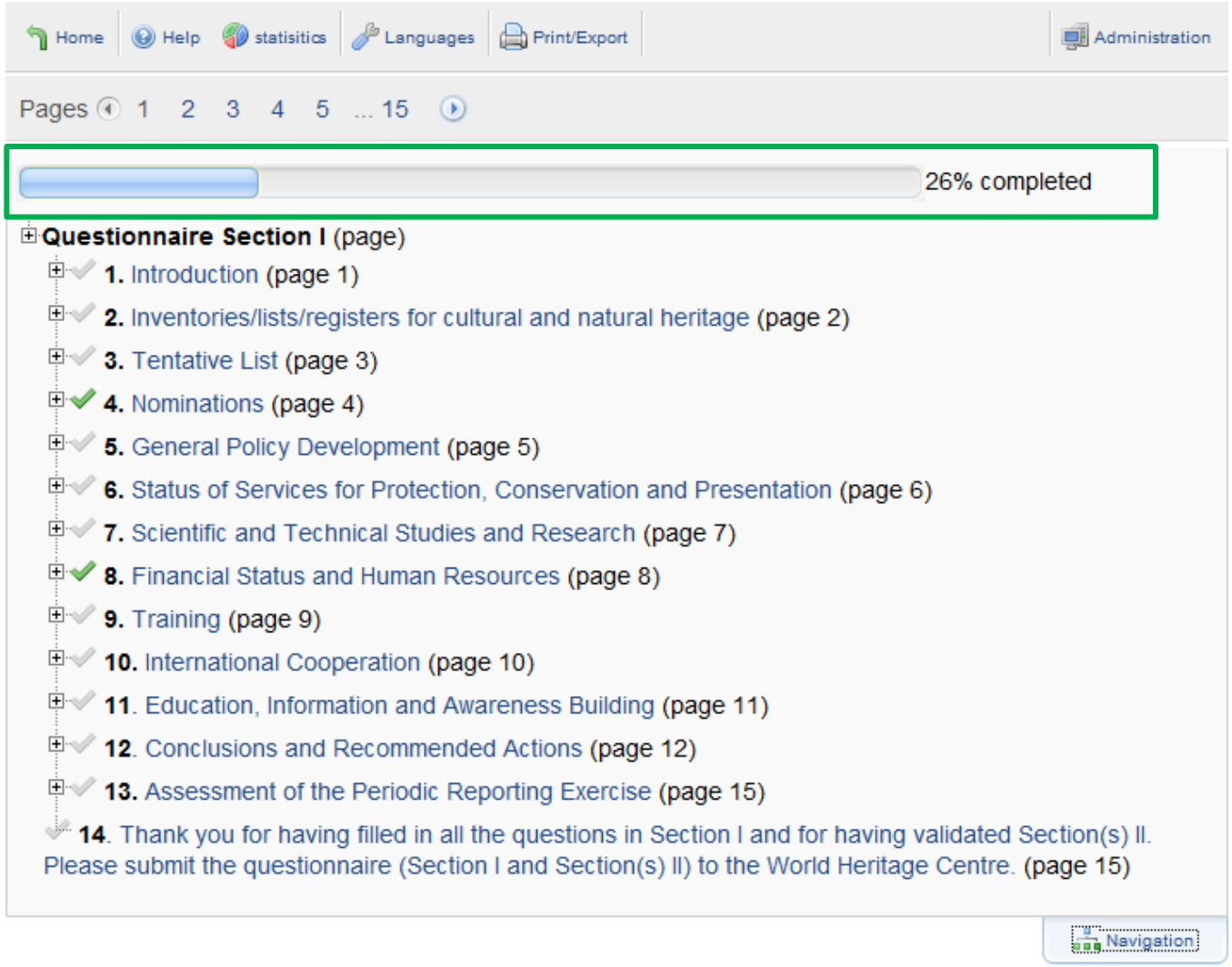
Online Questionnaire: **Technical features**

2) the Navigation button

United Nations Educational, Scientific and Cultural Organization
Organisation des Nations Unies pour l'éducation, la science et la culture
Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura
World Heritage Convention
Convention du patrimoine mondial
Convención del patrimonio mundial

Online Questionnaire: **Technical features**

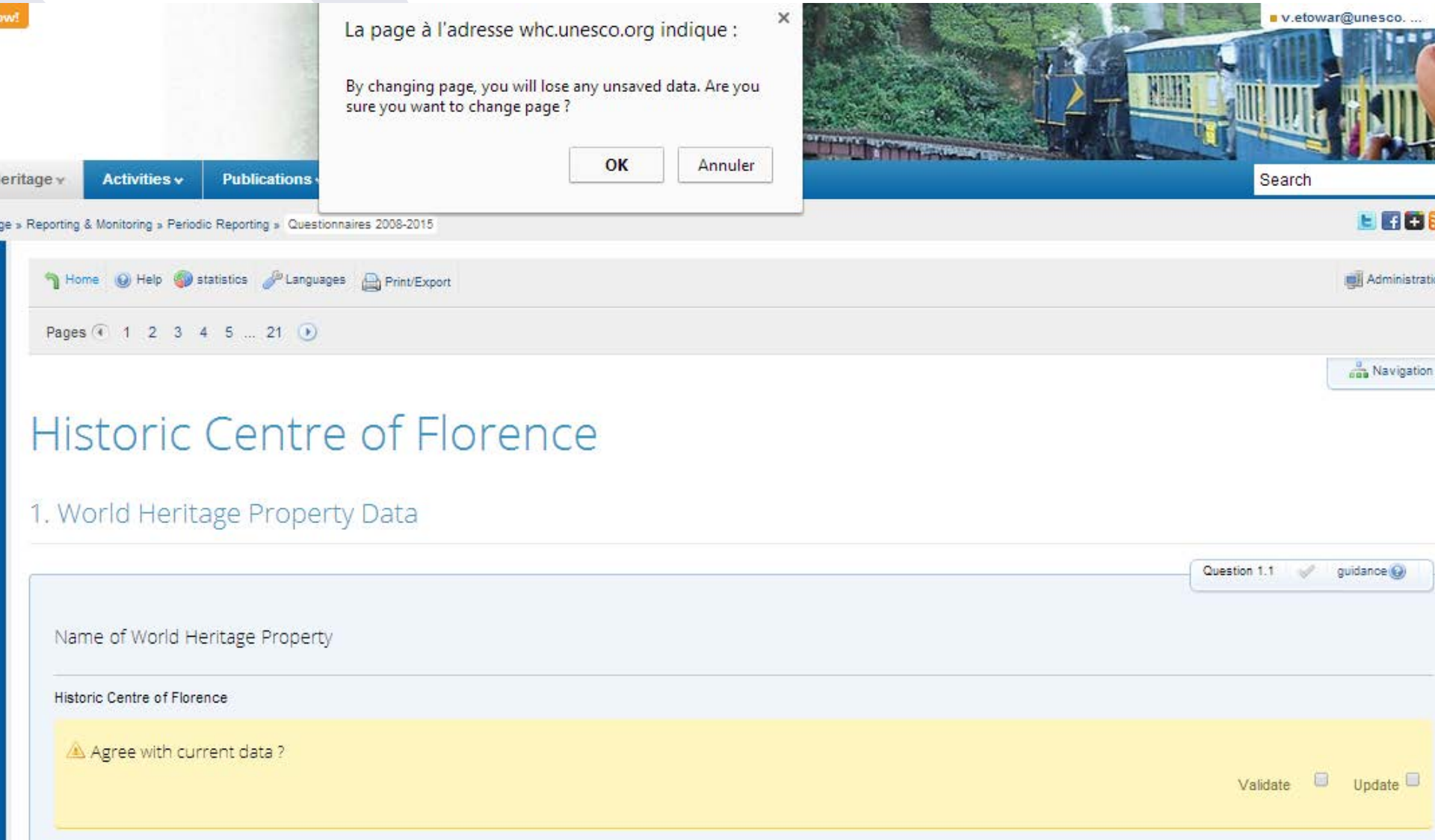
3) Navigation and «thermometer»



United Nations Educational, Scientific and Cultural Organization
Organisation des Nations Unies pour l'éducation, la science et la culture
Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura
World Heritage Convention
Convention du patrimoine mondial
Convención del patrimonio mundial

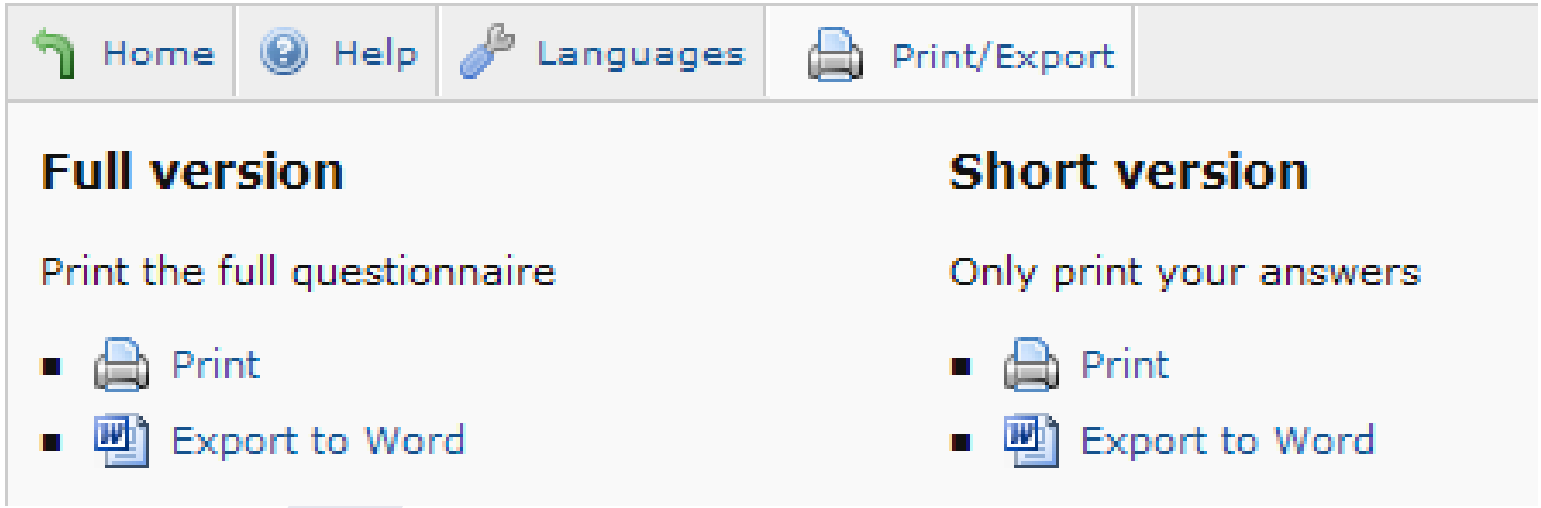
Online Questionnaire: **Technical features**

4) saving and answering at different times



Online Questionnaire: **Technical features**

5) Print/Export



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Convención del patrimonio mundial

Online Questionnaire: **Submission button**

Section II (World Heritage Sites)

463 results

Name	Progress	Modified on	
18th-Century Royal Palace at Caserta with the Park, the Aqueduct of Vanvitelli, and the San Leucio Complex			
Sacri Monti of Piedmont and Lombardy			
Aachen Cathedral		25/09/12, 09:57	
Abbey and Altenmünster of Lorsch		11/09/12, 16:43	

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Contact

wh-periodicreporting@unesco.org

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World Heritage Convention

Convention du patrimoine mondial

Convención del patrimonio mundial