

Report on the Workshop of National Focal Points of Central, South-East and Eastern European Countries on the Preparation of Periodical Monitoring Reports on the Implementation of the World Heritage Convention

Prague, 2011

INTRODUCTION¹

The Workshop of National Focal Points of Central, South-East and Eastern European Countries took place from 26-27 May 2011 at the Nostic Palace in Mala Straná in Prague, Czech Republic. The meeting was attended by 38 participants from 20 countries (Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Georgia, Hungary, FYR of Macedonia, Moldova, Montenegro, Poland, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Ukraine, Czech Republic), as well as by Representatives of IUCN, ICOMOS, ICCROM, the UNESCO World Heritage Centre and international experts. The list of participants, the agenda of the meeting and working groups are attached as Annexes I, II and III. Copies of the presentations are available at <http://whc.unesco.org/en/events/745>.

The meeting was opened by Mrs Anna Matoušková, Deputy Minister of Culture of the Czech Republic and Mrs Naděžda Goryczková, Managing Director of the National Heritage Institute, who welcomed all the participants of the meeting.

This sub-regional working meeting was focused on the Second Cycle of Periodic Reporting of the cultural and natural World Heritage properties for the European and North American Region, which will be launched in region in 2012. The primary purpose of the meeting was to train national focal points

- to prepare retrospective Statements of Outstanding Universal Value, an essential prerequisite of the Second Cycle of Periodic Reporting
- to submit boundary clarifications as an answer to the Retrospective Inventory
- to become familiar with the Part I Questionnaire on their state party's legislative and administrative provisions for implementation of the World Heritage Convention, and the Part II Questionnaire on individual properties
- to prepare site managers to complete the Part II Questionnaire for individual sites

The meeting was structured around the three major pillars of the process of the Second Cycle of Periodic Reporting. These are:

1. The Retrospective Inventory for properties inscribed up to 1998
2. Retrospective Statements of Outstanding Universal Value (SOUV) for properties inscribed up to 2006
3. The Questionnaire: Part I, which has to be filled for all states parties and Part II which has to be completed for each property inscribed up to 2012

The primary focus for training was on the preparation of retrospective Statements of Outstanding Universal Value (SOUV), while the other sessions were more focused on briefing. The training was based on four working groups, each preparing the SOUV for a specific property: Each section of the Statement

¹ This report has been prepared by Mr Christopher Young, Rapporteur, with the support of Pavla Hlušíčková

was the subject of a keynote presentation by international experts, followed by a working session on that part of the SOUV. Each working group session was followed by a short discussion in plenary. The four properties were:

- The Historical Complex of Split with the Palace of Diocletian
- Natural and Cultural Heritage of the Ohrid Region
- Upper Svaneti
- Lednice-Valtice Cultural Landscape

INTRODUCTION TO THE 2ND CYCLE OF THE PERIODIC REPORTING EXERCISE: PRINCIPLES, OBJECTIVES AND TIMETABLE

Mrs Petya Totcharova, Head of Europe and North America, World Heritage Centre, first set the context for the meeting. Submission of periodic reports on implementation of the 1972 UNESCO Convention for the Protection of World Cultural and Natural Heritage is one of the obligations of States Parties to the Convention. One of the essential processes of the Convention, it provides basic information for its future implementation and also plays a key role in the development of professional preparedness and mutual awareness among all stakeholders.

She outlined the process for the Second Cycle of Periodic Reporting. In the European and North American Region, all sites inscribed on the World Heritage right up till 2012 will be covered in the exercise. Part I and II reports for each State Party will be presented at the same time, rather than in successive years as happened in the first cycle. States Parties will be divided into two groups, based on sub-regions. Group 1 will submit its reports by July 2013, and Group 2 by July 2014. The decision on which sub-regions should be in Group I and which in Group II will be made at the 35th session of the Committee in June 2011². Part of the questionnaires of the Periodic Reporting will be prefilled – it is important to check this information before sending it on. The exercise will be entirely online.

There will be two levels of reporting:

1/ Section I by national Focal Point(s) (All States Parties) on legislative, administrative and other measures taken by each State Party to implement the Convention. Focal Points will need to check and validate prefilled information and to provide the remaining information required

2/ Section II for each property should be completed by the Site Manager. Prefilled information will need to be checked and validated for properties covered in the first cycle and remaining questions should be answered by the Site Manager. Section II Questionnaires must be validated by national Focal Points before they are finally submitted to UNESCO

The Centre recommended that national Focal Points should organise training workshops for site managers since the better informed they are, the better the results will be. A toolkit for the site managers is expected by the end of the year 2011. The questionnaires will be useful for different audiences like Site Managers, States Parties, WH Committee, WH Centre and the Advisory Bodies.

² At the 35th session, it was decided that North America, with the Western, Nordic and Baltic Europe sub-regions would be Group I and **submit reports in 2013**, while the Mediterranean, Central, and Eastern and South-Eastern Europe sub-regional groups would **submit reports in 2014**.

The World Heritage Centre will present the periodic report for North America to the World Heritage Committee at its 38th session in 2014 and for Europe at its 39th session in 2015. (WHC 35 COM Decision 10C.2)

Second cycle deadlines:

- 1 December 2011: answer to the Retrospective Inventory (properties inscribed between 1978 and 1998) (cf. Decision 35 COM 8 D)
- 1 February 2012: Deadline for submission of draft retrospective Statements of Outstanding Universal Value (properties inscribed between 1978 and 2006) (cf. Decision 34 COM 10 B.3)
- June–July 2012: Formal launching of the 2nd cycle of the Periodic Reporting Exercise in Europe and North America (properties inscribed between 1978 and 2012) at the 36th session of the World Heritage Committee
- 31 July 2013: submission of the filled-in Section I and Section II questionnaires by the States Parties Group 1
- June-July 2014: presentation of the final report for North America to the World Heritage Committee
- 31 July 2014: submission of the filled-in Section I and Section II questionnaires by the States Parties Group 2
- February 2015: Compilation of Report for Europe for submission to UNESCO-WHC
- June-July 2015: Examination by the World Heritage Committee of the report for Europe

Specific results should include preparation of statements of Outstanding Universal Value, clarification of boundaries of the properties, improvement and preparation of management plans, harmonization of Tentative Lists, enhancement of regional cooperation programmes and achievement of new partnerships and funding.

CLARIFYING BOUNDARIES, PROPOSALS OF MINOR BOUNDARY MODIFICATIONS AND ESTABLISHMENT OF BUFFER ZONES

Ms Alessandra Borchì, World Heritage Centre, then explained the purpose and requirements of the Retrospective Inventory. This is a tool for the clarification of boundaries of the sites inscribed on World Heritage List. The project was launched by the World Heritage Committee in 2004 (Decision 7 EXT.COM 7.1). The objective of the Retrospective Inventory is to work in cooperation with States Parties in order to clarify the delimitation of WH properties at the time of the inscription and to ensure that the Centre's records are as complete as possible, and are inventoried. This covers nominations inscribed on the World Heritage List between 1978 and 1998. Preparing Inventories of the content of Nomination files started in 1999. Clarification of the boundaries is a retrospective exercise, defining the boundaries of properties at the time of inscription.

The Retrospective Inventory process recognises three possible situations:

1. properties with a clear delimitation but not a good map,
2. properties without clear delimitation
3. properties without delimitation.

The technical requirements for complete maps were stated to be:

- the appropriate typology of map,
- clear delineation of the property as inscribed (it needs to be understandable to someone who is not a specialist),
- a bar scale,
- references to geographical coordinates (coordinate grid or at least points on the map),
- the orientation (i.e. north point),
- key identifying clearly the boundary of the WH property and its buffer zone,
- language (either English or French)
- the area in hectares.

All these points must be checked by focal points before the map is submitted to the World Heritage Centre.

Among other important elements of the map are the date, the name of the authority which produced the map and the identification of the legal text protecting the inscribed property and (if relevant) its buffer zone. Submission of the relevant information to the WHC should include an official letter, 2 printed copies of the map(s) (3 for mixed properties) and 2 CDs of the maps (the electronic version of the maps should be in .jpg, .pdf or .tiff formats). (see Annex 4 for detailed requirements for maps for the Retrospective Inventory)

The differences between boundary clarifications and minor boundary modifications were described. Boundary clarification, like the retrospective submission of Statements of Outstanding Universal Value, is a retrospective exercise: its objective is to identify the delimitation of the Outstanding Universal Value of a property **at the time of its inscription on the World Heritage List**. Minor boundary modifications are changes to the boundaries which do not affect the Outstanding Universal Value of the property, and require the approval of the World Heritage Committee. A significant boundary modification is one which is judged by the Advisory Bodies to affect the definition of Outstanding Universal Value. This, in effect, requires a re-nomination. The minor boundary modifications do not affect the annual quota of nominations permitted to States Parties, while significant modifications do, except for the two Committee cycles after the submission of the Periodic report. The deadline for the boundary clarifications is 1 December 2011, for the minor modifications is 1 February each year. The documentation which needs to be submitted for the boundary clarifications is a map, while for minor modifications it is a map, description and reason for the modification, and an indication of how such a change contributes to the maintenance of the Outstanding Universal Value of the property (see Annex 5 for latest text from Operational Guidelines on minor boundary modifications).

RETROSPECTIVE STATEMENT OF OUTSTANDING UNIVERSAL VALUE: FORMAT, PROCESS, SOURCES

Mrs Anna Sidorenko, World Heritage Centre, presented an overview of retrospective Statements of Outstanding Universal Value. These will be the key reference for the future effective protection and management of the property. A retrospective Statement of OUV is a Statement of OUV (SOUV) created for properties that were inscribed on the World Heritage List before the requirement for a Statement of OUV was introduced into the Operational Guidelines in 2005. The format of the SOUV should be very short, very precise and clear, not longer than one or two A4 pages. It has five sections:

- a) brief synthesis,
- b) criteria,
- c) integrity,
- d) authenticity
- e) management and protection requirements.

The brief synthesis should summarize factual information and the qualities of the property. It should be a statement that can be used to describe the property where a short explanation is needed, and should set out (a) a summary of factual information that includes its location, scale and what type of property it is and (b) why it has been inscribed on the World Heritage List. This is thus the overall statement for the property that encapsulates what it is, why it has OUV, and the main attributes that reflect OUV.

The section on justification must check whether criteria statements were adopted at the moment of inscription, and must use the criteria definitions in force at the moment of inscription. It should provide justification for why the property meets each of the criteria under which it has been inscribed. The statement for each criterion should be made in the context of the overall OUV of the property, noting the relevant attributes in each case.

Both sections (a) and (b) must be based on the documentation considered by the Committee at the time of inscription. The order to be followed is: Decision of the World Heritage Committee, Advisory Body Evaluation and Nomination text.

An important concept in the preparation of a Statement of OUV is the recognition of attributes. Properties convey their OUV through certain attributes. Attributes include the physical elements of the property, and may include the relationships between physical elements, essence, meaning, and at times related processes, that need to be protected and managed in order to sustain OUV.

Integrity applies to both natural and cultural properties, but has only been considered for cultural properties since 2005. Integrity is a measure of the wholeness and intactness of the natural and/or cultural heritage and its attributes. Examining the conditions of integrity therefore requires assessment of the extent to which the property:

- a) includes all elements necessary to express its outstanding universal value
- b) is of adequate size to ensure the complete representation of the features and processes which convey the property's significance
- c) [does not] suffer from adverse effects of development and/or neglect.

As integrity was only introduced for cultural properties in 2005, this will not have been considered explicitly for many properties at the time of inscription. The statement will thus normally need to be written as of today. For natural properties, an assessment of integrity should consider the definitions provided in the Operational Guidelines (paragraphs 90 and 91-94). For natural properties, integrity should wherever possible be considered as of the time of inscription. Any vulnerabilities should be mentioned along with any known changes in integrity since inscription. If these are negative, it may be necessary under management to set out how the situation might be mitigated.

Authenticity relates to the ability of the attributes of a property to express adequately its OUV, truthfully and credibly. Authenticity is only considered for cultural and mixed properties, inscribed under criteria (i) to (vi). The statement should say whether the attributes well reflect the OUV, if restorations undertaken have affected the OUV of the property, if the materials used for the restorations were the same as the original ones and if the property still plays its original function.

The section on protection and management should set out how these requirements are being met to ensure that the OUV of the property is maintained over time. It should include both details of an overall framework for protection and management, and the identification of specific long term expectations for the protection of the property. This section should always be written to reflect the current position and also for its future management.

Relevant information for the SOUV may be found in WH Committee Decisions, in the Advisory Body Evaluation Text and in the Nomination Text. The first draft must be prepared by the State Party and it is recommended to involve the site managers in the process. Once the draft is submitted to UNESCO, there should be discussions with the Advisory Bodies to agree a final text for approval by the Committee. It was noted that a serial property must have one common SOUV. In the case of transboundary sites the focal point would very much appreciate further guidance from the World Heritage Centre.

The next part of the meeting was a series of presentations, practical exercises and discussions on the preparation of each section of the SOUV. Participants were split up into 4 working groups. Each group worked on the same property throughout. There was approximately an hour for each exercise. Each group generally proceeded from the existing documents, reviewed them and wrote a text for each section of the SOUV. Each group was supported by a member of the World Heritage Centre and an international expert.

RETROSPECTIVE STATEMENT OF OUTSTANDING UNIVERSAL VALUE: BRIEF SYNTHESIS

Ms Katri Lisitzin (ICCROM) said that the brief synthesis is a short description about what the property is and why it has been inscribed on the WH List. It is a clear, overall statement with an overarching description – a summary of factual information that includes the location and scale and what type of property it is. It must be based on the documentation - WH Committee decision, AB evaluation, Nomination, but should also reflect the present image of the property. It must convey the message of the OUV to others - politicians, to academics and to the general public.

Practical exercise: How to write a brief synthesis

In discussion following the first exercise, participants reported difficulties in the documentation – generally the older the nomination, the less information it contains. Other contradictions were seen in the site of Upper Svaneti where the name of the whole region differed from the name of the site.

RETROSPECTIVE STATEMENT OF OUTSTANDING UNIVERSAL VALUE: JUSTIFICATION FOR CRITERIA

Ms Barbara Engels (IUCN) and Mr Christopher Young (international expert) introduced this exercise. Regarding criteria the SOUV must contain justification for why the property was inscribed under each of the ten criteria used for that particular place. There are three possible scenarios in addition to existing definitions of criteria:

1. significant discoveries since description which relate to original justification for inscription can be referred to in SOUV;
2. significant discoveries relevant to, but broader than current justification for inscription, should be referred to the relevant Advisory Body for advice;
3. significant discoveries relating to criteria which are not used in inscription, would require a re-nomination.

New criteria can only be added through a new nomination. In writing criteria it is necessary to be as brief as possible, to explain why each criterion applies by reference to attributes of the property, to be descriptive and factual about attributes since these are key to future management of the property. Text must derive from documentation available to the Committee. It is not possible to delete something that is already in the definition, only to add something new and relevant. It is essential to use the definition of each criterion in force at time of inscription. **The wording that was adopted in Committee decisions must be respected.**

If the Evaluation and the Nomination Dossier differ, the Evaluation of the Advisory Body should be followed. It was recommended to make a comparison between the Evaluation and Nomination Dossier. If the State Party wants to add some new attributes, it has to refer this to the Advisory Body.

Practical exercise: How to justify the fulfilment of criteria

In this topic participants noted that Committee often adopted very brief syntheses. For very early nominations, criteria had been allocated retrospectively at a later time and the natural criteria were often missing altogether. The evaluation of the Advisory Bodies sometimes did not really correspond with the decision of the Committee. In writing the definitions an interdisciplinary approach is needed.

RETROSPECTIVE STATEMENT OF OUTSTANDING UNIVERSAL VALUE: AUTHENTICITY AND INTEGRITY

Ms Barbara Engels and Mr Christopher Young (on behalf of Mrs Susan Denyer (ICOMOS) whose flight had been cancelled) introduced these topics. For many properties, it was noted that we do not have information about authenticity and integrity at the time of inscription; whenever information on the time of the inscription is not available, those statements can be written as of today.

Authenticity

Authenticity is a link between attributes and OUV. The 1994 Nara Declaration said that each society has its own heritage values. The authenticity of a particular place depends on the whole culture in which it exists. In different parts of the world the authenticity can be different, depending on what the culture values (for example fabric can change, but the function is the same). The conditions of authenticity have to be truthfully and credibly expressed through a variety of attributes such as form and design, materials and substance, use and function, traditions, techniques, management system, location and setting, language and other forms of intangible heritage, spirit and feeling. Statements need to say briefly whether the attributes that carry OUV are thriving and convey their message credibly and truthfully. In the case of larger sites (e.g. group of buildings) the whole site should be described with regard to its special characteristics and different elements.

Integrity

Integrity is completeness or intactness of the attributes needed to carry OUV. For cultural sites the statement will normally need to be written as of today, although it may include implicit recognition of issues related to integrity (such as the condition of attributes) in the contemporary documentation from the time of inscription. For natural properties, integrity should wherever possible be considered as of the time of inscription. For all properties any vulnerabilities should be mentioned. If there have been known changes in integrity since inscription these should be indicated. If these are negative, it may be necessary under management to set out how the situation might be mitigated. The section on integrity needs to say whether the collection of attributes that convey OUV are all contained within the boundaries, that the property does not have parts that have lost these attributes, and that the attributes are not threatened.

Practical exercise: How to prepare the paragraphs on authenticity and integrity

The groups checked whether there were paragraphs on authenticity and integrity in the documentation. If there were, their task was to look at the problematic from different perspective. If there were not, the group tried to write a new one. In the case of "Natural and Cultural Heritage in Ohrid Region" the Advisory Body recommended that the property should not be inscribed because of the lack of integrity – what to do with this aspect?

RETROSPECTIVE STATEMENT OF OUTSTANDING UNIVERSAL VALUE: PROTECTION AND MANAGEMENT REQUIREMENTS

Ms Katri Lisitzin said that protection and management is the last pillar of OUV, and that all three pillars must stand. The role of protection and management in the SOUV is very strong. It is important to develop a management mechanism that works, particularly in the local context. The management has to set out a process that involves all stakeholders who deal with multiple interests directly or indirectly affecting the OUV of the property. The management section should always be written to be relevant to the property at the present date, and also for its future management.

The SOUV must be clear to decision makers. It has to state how the WH property is protected on a local protection level (clearly say what this or that law provides), and to express whether the management plan is adopted; there must be a clear timeframe/s (for example in the UK short term for 2 years and middle term for 6 years). The SOUV has to have a future vision, it must recognize the future threats and state preparedness for them. There must be a trained staff or capacity to implement the management

mechanism, and the SOUV should list the legal tools in place and also how they react in different situation. It should state who is in charge and the policy framework (now + future challenges + responsibilities + next update). The management section must be very clear, precise (without doubts about what it really means) and transparent. It is necessary to offer clear indicators, otherwise objectives will not be reached. There must be a balance between the vision and the current management system. Every management plan has to work with its legal/ administrative system. It should reflect all relevant Committee decisions as well.

Two IUCN publications – “The Essential Elements” and “Enhancing our Heritage” could be very helpful in writing management plans. The Czech Republic has developed its own annual monitoring system.

Practical exercise: How to prepare the paragraph on Protection and Management Requirements

Working groups concentrated on the ownership situation, concern about the population, the general state of each property, inappropriate development in the region, administrative responsibilities, requirements for long term conservation, legal background, strategies to the local community and potential threats. When speaking about potential future problems, it is recommended to use a future tense.

AN OVERALL PRESENTATION OF THE REVISED PERIODIC REPORTING SECTION I AND SECTION II QUESTIONNAIRES

Mr Christopher Young said that the periodic reporting procedure was adopted by Committee in 1997 and the first round began in 1999. The questionnaire for the first round changed for each region. Europe was the first region to use an electronic questionnaire. Work on the first round began with expert meeting of all states parties in 2003 in Nicosia. The second round of Periodic Reporting will be entirely based on an online tool with various functionalities. Part I will cover states parties' general response to the Convention and part II will cover individual properties (there are also guidance notes). This time the report will cover all properties inscribed up to 2012. The deadline of the Periodic Reporting Questionnaires is 31st July 2013 for Group 1, and 31 July, 2014, for Group 2 states parties. Part I has 29 pages, part II has 42 pages. Parts I and II will have to be submitted at same time. Part I should be completed by the focal point. Part II should be completed by site manager and validated by focal point. It is recommended to study the questionnaires, become familiar with them, discuss them with the site managers and others who will have to fill them in. He suggested that a sub-regional meeting for training on the questionnaire would be necessary in 2012.

In discussion it was noted that the State party can translate the questionnaire into the national language for working purposes, but it must be submitted to the World Heritage Centre in English or French. Participants noted more language problems for transnational sites.

It is also good to think in advance on how the Advisory Body could help the State Parties. The access to the Periodic Reporting Questionnaires as on online tools (the version circulated to participants is not exactly the online tool) will be for section I given to the focal points, and for Section II to nominated site managers and to the national focal points. In the online Questionnaire it will be possible to go back and change the information which has already been written until it is submitted to the World Heritage Centre, after which further change is not possible. In cases where there is no Site Manager, the Focal Point has the responsibility to choose the right person to complete the Questionnaire (part II).

It was noted that the next meeting on the questionnaires will be held in 2012, but it is not yet sure where the meeting will take place.

A NATIONAL HERITAGE LAW AND WORLD HERITAGE PROPERTIES PROTECTION AND MANAGEMENT

Mr Tamás Fejérdy (international expert) introduced the new Hungarian national law on World Heritage. He noted that the Charter of Commitment for the management of World Heritage sites in France could serve as an inspiration for other States Parties to the World Heritage Convention. The Hungarian world heritage law will probably enter into force in January 2012. The Law aims to put on a solid legal and institutional basis the efficient implementation of the World Heritage Convention in Hungary. Its purpose is to ensure the efficient management of Hungarian World Heritage sites, and the protection of their Outstanding Universal Value in line with the principles of sustainable development. In its definitions, the Law defines “World Heritage territory” as composed of the “World Heritage site” and its “Buffer zone”. World Heritage territories – so defined – have to have national protection either as cultural heritage or as natural heritage or both. The same logic is followed with regard to Tentative List items. The Law also incorporates in its definitions other elements of the terminology of the World Heritage Convention such as “World Heritage List” and “Outstanding Universal Value”. The Law declares that the protection and sustainable use of World Heritage territories is a common interest and its realisation requires the cooperation of the state, municipalities, churches, civil and other organisations, as well as individuals in line with their obligations deriving from national regulations with regard to the protection of cultural and natural heritage.

CONCLUSION

The participants agreed that the meeting successfully fulfilled its purpose, both professionally and also in terms of organization. The meeting also demonstrated the importance of personal contact and exchange of information between the various stakeholders as well as briefing them on the immediate and precise requirements of the information that the state parties will now have to compile. The participants thanked the Czech Ministry of Culture and National Heritage Institute for hosting and organising the meeting. A particular vote of thanks was given to Czech colleagues who had done all the work. The international experts and the staff of the World Heritage Centre were thanked for their contribution and guidance.

ANNEXES

1. Agenda of the meeting
2. List of participants
3. Working groups
4. Requirements for maps
5. Format for proposals of minor boundary modifications

ANNEX 1

Agenda of the meeting

Day 1

Morning

- 8.30 **Registration of participants**
(30 minutes)
- 9.00 **Opening and introductory speeches**
- Mrs Anna Matoušková, Deputy Minister of Culture of the Czech Republic (10 minutes)
 - Mrs Naděžda Goryczková, Managing Director of the National Heritage Institute (10 minutes)
- 9.20 Keynote: **Introduction to the 2nd Cycle of the Periodic Reporting Exercise: principles, objectives and timetable**
- Mrs Petya Totcharova, Chief of Europe and North America Section, World Heritage Centre (30 minutes)
- 9.50 Coffee break
(15 minutes)
- 10.05 Keynote: **Clarifying boundaries, proposals of minor boundary modifications and establishment of buffer zones**
- Ms Alessandra Borchì, Representative of the World Heritage Centre (30 minutes)
- 10.35 Discussion/Q&A
(20 minutes)
- 10.55 Keynote: **Retrospective Statement of Outstanding Universal Value: format, process, sources**
- Mrs Anna Sidorenko, Focal Point for Central, Eastern and South-Eastern Europe, World Heritage Centre (25 minutes)
- 11.20 Discussion/Q&A
(15 minutes)
- 11.35 Keynote: **Retrospective Statement of Outstanding Universal Value: Brief synthesis**
- Ms Katri Lisitzin, ICCROM (15 minutes)
- 11.50 Discussion/Q&A
(15 minutes)
- 12.05 Practical exercise: **How to write a brief synthesis** – the exercise will be done in working groups. The groups will be formed on the basis of the language and heritage typology (cultural/natural). Each group, assisted by one World Heritage Centre representative or an Advisory Body representative or international resource persons, will work on one case. There will be a maximum of six Focal Points per group.
(60 minutes)

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13.05 Discussion/Q&A
(15 minutes)

13.20 Lunch (60 minutes)

Afternoon

14.20 Keynote: **Retrospective Statement of Outstanding Universal Value: justification for criteria**
- Mr Christopher Young, international expert/Ms Barbara Engels, IUCN
(60 minutes; 30 minutes each)

15.20 Discussion
(30 minutes)

15.50 Coffee break
(10 minutes)

16.00 Practical exercise: **How to justify the fulfilment of criteria** – the exercise will be done in working groups. The groups will be formed on the basis of the language and heritage typology (cultural/natural).
Each group, assisted by one World Heritage Centre representative or an Advisory Body representative or international resource persons, will work on one case. There will be a maximum of six Focal Points per group.
(90 minutes)

17.30 Discussion/Q&A
(30 minutes)

18.00 **Guided tour of the historic centre of Prague (property on the World Heritage List)**

Day 2

Morning

9.00 Keynote: **Retrospective Statement of Outstanding Universal Value: authenticity and integrity**
- Mrs Susan Denyer, ICOMOS/Ms Barbara Engels, IUCN
(60 minutes; 30 minutes each)

10.00 Discussion/Q&A (30 minutes)

10.30 Coffee break
(15 minutes)

10.45 Practical exercise: **How to prepare the paragraphs on authenticity and integrity.** The exercise will be done in working groups. The groups will be formed on the basis of the language and heritage typology (cultural/natural).
Each group, assisted by one World Heritage Centre representative or an Advisory Body representative or international resource persons, will work on one case. There will be a maximum of six Focal Points per group.
(90 minutes)

12.15 Discussion/Q&A (30 minutes)

12.45 Lunch

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(60 minutes)

Afternoon

- 13.45 Keynote: **Retrospective Statement of Outstanding Universal Value: Protection and Management Requirements**
- Mrs Katri Lisitzin, ICCROM (30 minutes)
- 14.15 Discussion/Q&A
(30 minutes)
- 14.45 Practical exercise: **How to prepare the paragraph on Protection and Management Requirements** – the exercise will be done in working groups. The groups will be formed on the basis of the language and heritage typology (cultural/natural). Each group, assisted by one World Heritage Centre representative or an Advisory Body representative or international resource persons, will work on one case. There will be a maximum of six Focal Points per group.
(60 minutes)
- 15.45 Discussion/Q&A
(30 minutes)
- 16.15 Coffee break
(15 minutes)
- 16.30 Keynote: **An overall presentation of the revised Periodic Reporting Section I and Section II Questionnaires**
- Mr Christopher Young, international expert
(45 minutes)
- 17.15 Discussion/Q&A
(30 minutes)
- 17.45 Keynote: **A National Heritage Law and World Heritage Properties Protection and Management**
- Tamás Fejérdy, international expert
(30 minutes)
- 18.15 **Closing**
- 19.00 **Cocktail hosted by the Managing Director of the National Heritage Institute**

ANNEX 2

List of participants

Experts WHC	
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ANNEX 3

PROPOSED GROUPING FOR THE PRAGUE MEETING REV 10.5.

Group 1: Historical Complex of Split with the Palace of Diocletian (Croatia)

Facilitators: Mr. C. Young (International Expert)
Ms. Petya Totcharova (WHC)

Participants: Albania
Bosnia-Herzegovina
Croatia
Hungary
Azerbaijan
+ 2 Czech participants – Gája, Chupík

Group 2: Natural and Cultural Heritage of the Ohrid Region (the Former Yugoslav Republic of Macedonia)

Facilitators: Ms. S. Denyer (ICOMOS)
Ms. Barbara Engels (IUCN)

Participants: Bulgaria
the Former Yugoslav Republic of Macedonia
Montenegro
Russian Federation
Slovenia
+ 2 Czech participants – Kaščáková, Křesadlová

Group 3: Upper Svaneti (Georgia)

Facilitators: Ms. Katri Lisitzin (ICCROM)
Ms. Anna Sidorenko (WHC)

Participants: Armenia
Belarus
Georgia
Moldova
Ukraine
+ 2 Czech participants – Matuszková, Mrázek

Group 4: Lednice-Valtice Cultural Landscape (Czech Republic)

Facilitators: Mr. Tamás Fejérdy (International Expert)
Ms. A. Borchhi (WHC)

Participants: Czech Republic
Poland
Romania
Serbia
Slovakia
+ 2 Czech participants – Racková, Šnejd

ANNEX 4

**REQUIREMENTS FOR MAPS TO BE SUBMITTED IN RESPONSE TO THE
RETROSPECTIVE INVENTORY**

Maps need to meet the following **requirements**:

- a) **appropriate typology**: be cadastral or topographic maps, according to the size of the property to display;
- b) **clear delimitation of the property as inscribed**: display the boundary (not the location) of the World Heritage property. Please make sure the boundary refers to the property as inscribed. Any modification to the site perimeter adopted at the national level after inscription has to be presented to the World Heritage Committee through the boundary modifications process (please refer to par. 163-165 of the *Operational Guidelines for the Implementation of the World Heritage Convention*);
- c) **bar scale**: the mere mention “scale 1:10000” is not enough, a bar scale is needed;
- d) **clearly labeled coordinate grid**: a coordinate grid can be replaced by the indication of the coordinates of at least four points on the map. The coordinate system (WGS84, UTM, etc.) needs to be indicated;
- e) **orientation**: the North must be indicated;
- f) **legend**: the legend needs to refer to the “boundary of the World Heritage property” and, if relevant, “buffer zone of the World Heritage property”. Any other definition, such as “protected zone” or “Zone A, Zone B, Zone C”, can be confusing;
- g) **language**: the title and the legend of the map must be written in English or French;
- h) **area in hectares**: of the inscribed property and of its buffer zone (if relevant).

Please note that all the maps must be submitted by official letter, in two printed copies and two CDs (three for mixed properties): the electronic version of the maps is needed in .jpg, .tiff or .pdf formats.

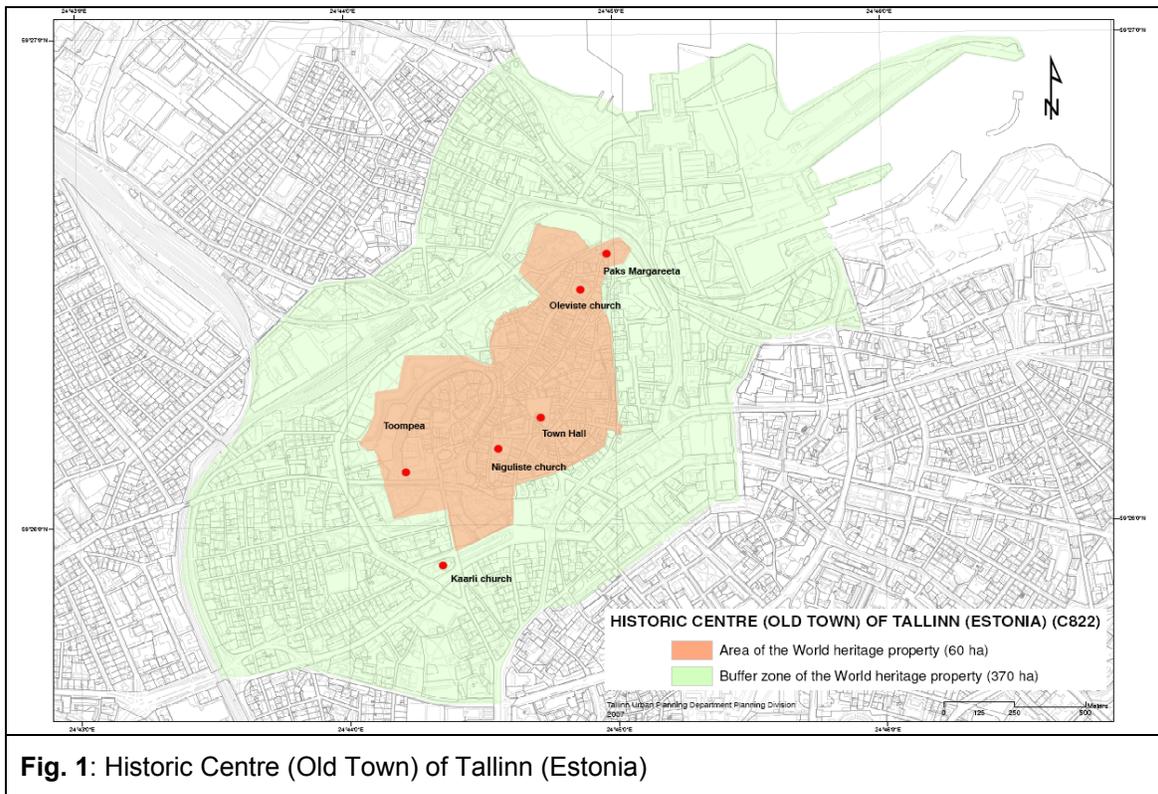


Fig. 1: Historic Centre (Old Town) of Tallinn (Estonia)

ANNEX 5

Requirements for minor boundary modifications from the Operational Guidelines (2012)

ANNEX 11: MODIFICATIONS TO WORLD HERITAGE PROPERTIES

MINOR MODIFICATIONS TO THE BOUNDARIES OF WORLD HERITAGE PROPERTIES

Boundary modifications should serve better identification of World Heritage properties and enhance protection of their Outstanding Universal Value

A proposal for a minor boundary modification, submitted by the State Party concerned, is subject to the review of the relevant Advisory Body(ies) and to the approval of the World Heritage Committee.

A proposal for a minor boundary modification can be approved, not approved, or referred by the World Heritage Committee.

Documentation requested

- 1) **Area of the property (in hectares):** please indicate a) the area of the property as inscribed and b) the area of the property as proposed to be modified (or the area of the proposed buffer zone). (Note that reductions can be considered as minor modifications only under exceptional circumstances).
- 2) **Description of the modification:** please provide a written description of the proposed change to the boundary of the property (or a written description of the proposed buffer zone).
- 3) **Justification for the modification:** please provide a brief summary of the reasons why the boundaries of the property should be modified (or why a buffer zone is needed), with particular emphasis on how such modification will improve the conservation and/or protection of the property.
- 4) **Contribution to the maintenance of the Outstanding Universal Value:** please indicate how the proposed change (or the proposed buffer zone) will contribute to the maintenance of the Outstanding Universal Value of the property.
- 5) **Implications for legal protection:** please indicate the implications of the proposed change for the legal protection of the property. In the case of a proposed addition, or of the creation of a buffer zone, please provide information on the legal protection in place for the area to be added and a copy of relevant laws and regulations.
- 6) **Implications for management arrangements:** please indicate the implications of the proposed change for the management arrangements of the property. In the case of a proposed addition, or of the creation of a buffer zone, please provide information on the management arrangements in place

7) **Maps:** please submit two maps, one clearly showing both delimitations of the property (original and proposed revision) and the other showing only the proposed revision. In the case of the creation of a buffer zone, please submit a map showing both the inscribed property and the proposed buffer zone. Please make sure that the maps:

- are either topographic or cadastral;
- are presented at a scale which is appropriate to the size in hectares of the property and sufficient to clearly show the detail of the current boundary and the proposed changes (and, in any case, the largest available and practical scale);
- have the title and the legend/key in English or French (if this is not possible, please attach a translation);
- mark the boundaries of the property (current and proposed revision) through a clearly visible line that can be distinguished from other features on the maps;
- bear a clearly labeled coordinate grid (or coordinate ticks);
- clearly refer (in the title and in the legend) to the boundary of the World Heritage property (and to the buffer zone of the World Heritage property, if applicable). Please clearly distinguish the boundary of the World Heritage property from any other protected area boundaries.

8) **Additional information:** In the case of a proposed addition, please submit some photographs of the area to be added that provide information on its key values and conditions of authenticity/integrity.

Any other relevant document can be submitted such as thematic maps (e.g. vegetation maps), summaries of scientific information concerning the values of the area to be added (e.g. species lists), and supporting bibliographies.

The above-mentioned documentation should be submitted in English or French in two identical copies (three for mixed properties). An electronic version (the maps in formats such as .jpg, .tif, .pdf) should also be submitted.

Deadline

1 February of the year in which the approval of the Committee is requested (see footnote²)