Concept Note and Agenda

**3rd Annual Meeting**

**of the UNESCO World Heritage related**

**Category 2 Institutes and Centres,**

**Oslo, Norway, 5-8 March 2013**

NWHF, 24 January 2013

**Introduction and background**

The third annual meeting of the UNESCO World Heritage related Category 2 (C2) Institutes and Centres will take place in Oslo, Norway, 5-8 March 2013. The Nordic World Heritage Foundation (NWHF), supported by the Norwegian Ministry of the Environment (MoE), will host the meeting. The meeting was announced during the informal meeting of the C2 Institutes and Centres during the World Heritage Committee meeting in Saint Petersburg (36COM) 2012.

The meeting follows Resolution **17 GA 9**, adopted by the General Assembly of States Parties in 2009; the first annual meeting hosted by the Ministry of Culture of the Kingdom of Bahrain in Manama 19-20 December 2010, and the second meeting hosted by the Research Centre on the Economics of Culture and World Heritage Studies (Turin Centre) and the IULM University in Milan 21 – 23 January 2012.

The concept note outlining objective, outcome and agenda of the meeting has been shared among all the established C2 Institutes and Centres for their input.

**Objective of the meeting**

The overall objective of the 3rd annual meeting of the C2 Institutes and Centres is to, through capacity building, collaboration and coordination of efforts, ensure contribution towards the objectives of UNESCO and the World Heritage Centre and regional relevance. The meeting will specifically build institutional capacity through focusing on Results Based Management as a practical tool for the C2 Institutes and Centres.

Relevant frameworks for the meeting include the *Strategic Action Plan for the Implementation of the Convention 2012-2022* (document WHC-10/34.COM/5D), the *World Heritage Capacity Building Strategy* (document *WHC-11/35.COM/9B*), and the *Implementation of the Guidelines and Criteria for Category 2 Institutes and Centres* (document *35C/22*).

The meeting will also follow up on UNESCO Internal Oversight Services *Review of the Management Framework for UNESCO Category 2 Institutes/Centres* (*IOS/AUD/EVS/2011/14 Rev.)* and recent recommendations made by the Executive Board (190th Session) concerning Category 2 Institutes and Centres which specifically emphasise strategic cooperation, coordination and reporting.

**Outcome of the meeting**

The meeting will follow up on the two previous annual meetings by producing a report and recommendations that will be presented to the World Heritage Committee (at its 37th Session in 2013) and to the General Assembly of the States Parties to the Convention (at its 19th Session in 2013).

**The Agenda**

The meeting will be used to follow up on recommendations made in the previous annual C2 meetings and coordinate relevant efforts prioritised by the World Heritage Committee.

Proposed focus of the meeting will be to follow up on the call to develop coordinated strategies and develop Results Based Management Systems (RBM) as applied by UNESCO (*BSP/RBM/2010/.Rev.6 Paris 2011*), (recommendation 1 and 2 from the Milano meeting and 17 from the Bahrain meeting).

The meeting will specifically focus on how RBM can be a tool promoting informed decision-making and management for results. Technical assistance will be provided by Mme. Othilie du Souich, Programme Planning Officer (RBM and SISTER) from UNESCO Bureau of Strategic Planning. She will introduce us to the basics of RBM and demonstrate benefits through anecdotes and guide us through practical working sessions using Periodic Reporting as a case study.

In October 2013 the General Assembly will make a decision concerning the use of RBM, and it is most likely that it in the future will be a requirement for C2 Institutes and Centres. While this may be a scenario, we want to focus on the benefits of this tool regardless of the nature and resources of our organisations.

Time on the agenda will also be dedicated to discuss the Culture Sector Strategy for Category 2 Institutes and Centres, with specific regard to World Heritage, identify gaps and propose inputs to this strategy.

Preparations ahead of the meeting

The meeting will be organised as a workshop. With a recent update on activities during the C2 meeting during 36COM in St.Petersburg we will ask each institute and centre to, in advance, update the fact sheet on the organisation and its activities to be posted on the UNESCO-WHC web-portal (whc.unesco.org/en/category2centres/). Deadline 15 February 2013. This effort will be coordinated by Giovanni Boccardi (WHC).

The following documents will form basis for the meeting discussions:

1. Category 2 Institutes and Centres (190 EX/18 Part I)
2. Review of the Management Framework for UNESCO Category 2 Institutes/Centres (IOS/AUD/EVS/2011/14.Rev)
3. Culture Sector Strategy for Category 2 Institutes and Centres
4. Improving UNESCOs Category 2 Centre network, United Kingdom National Commission for UNESCO, July 2012
5. UNESCOs Comprehensive Partnership Strategy (190 EX/21 Part II)
6. Relations with Non-Governmental Partners (190 EX/36)

Language of the meeting

The meeting will be conducted in English.

While the possibility for providing Spanish translation will be explored, suggestions from the concerned C2 Institutes/Centres will be welcomed.

For questions and input relating to the programme you may contact **Cecilie Smith-Christensen** on email csc@nwhf.no or mobile +47 976 99 468

For questions relating to practical arrangements, please contact **Beate Strøm** on email beate.strom@nwhf.no or mobile +47 940 36 595.

**Timetable**

Tuesday 5 March (Day 0)

Arrival and check in

19.30 Dinner – Joint dinner with NWHF Board of Directors

Wednesday 6 March (Day 1)

09.00 – 10.15 Opening and introduction to the meeting

Welcome by Kristen Grieg Bjerke, Chair NWHF

Opening by the Norwegian Minister of the Environment

Following up on the recommendations from the 2nd C2 institute/centre meeting and the World Heritage Committee by Giovanni Boccardi, WHC, and Cecilie Smith-Christensen, NWHF.

10.15 – 11.45 Introduction of the participants and short presentation of each centre’s progress on the decisions that were made during the 2nd annual meeting (MAX 10 min per centre)

11.45 – 12.30 Information and update on the World Heritage Capacity Building Strategy by ICCROM

12.30 – 13.30 Lunch

13.30 – 14.30 Guided walk around the venue

14.30 – 16.00 Strengthening of the institutional processes (Session 1):

Introduction to the Results Based Management (RBM) system by Mme. Othilie du Souich, Programme Planning Officer (RBM and SISTER) from UNESCO Bureau of Strategic Planning focusing on strategy development and the use and benefits of RBM and reporting

16.00 – 16.15 Coffee

16.15 – 17.30 RBM working session 1

19.30 Dinner

Thursday 7 March (Day 2)

09.00 – 12.00 Strengthening of the institutional processes (Session 2):

 RBM Working session 2

12.00 – 13.00 Lunch

13.00 – 15.00 Cooperation among C2 Institutes and Centres (Session 3):

Culture Sector Strategy for Category 2 Institutes and Centres, with specific regard to World Heritage,

Identification of gaps and inputs to the strategy.

15.00 – 15.15 Coffee

15.15 – 17.30 Cooperation among C2 Institutes and Centres (Session 4)

Follow up on current and discuss new areas for collaboration

Provide input to the final recommendations

19.30 Dinner

8 March (Day 3)

09.00 – 11.45 Presentation of Draft Recommendations

 Discussion and conclusions

11.45 – 12.00 Coffee

12.00 – 12.30 Closing of meeting

12.30 - 13.00 Lunch

13.00 – 17.00 Guided bus tour of Oslo (eventually taking the participants to OSL)

Departure

Saturday 9 – Sunday 10 (weekend)

If there is interest in spending more time in Oslo / Norway we would be very happy to suggest alternatives and point you in the right directions for booking and other arrangements.

The official travel and tourism portal: [www.visitnorway.com](http://www.visitnorway.com)