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 Central, Eastern and South-Eastern Europe sub-region in the framework of the Second Cycle of the Periodic Reporting Exercise

Baku, Azerbaijan
29 to 31 October 2013
Purposes of Periodic Reporting?

According to Article 29 of the *Convention* and paragraphs 199 to 210 of the *Operational Guidelines*, Periodic Reporting serves the following four 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
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
- 476 WH properties: all those inscribed until 2013
- A division in two groups:
  - Group A: NA, WE, BS
  - Group B: CESEE, ME
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
The “philosophy”

The principles of the revision:

- **Good practice**
- **Efficiency**
- **Sustainability**
- **Utility**
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
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
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.
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.
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
Pre-filling: the sources

• World Heritage Centre database
• Tentative Lists submitted by the States Parties
• Nomination files
• Questionnaires of the First Cycle of Periodic Reporting
• Management Plans
• Maps
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 (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
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
- then reviewed by the Focal Point
- Focal Point then submits to the World Heritage Centre
- 6 chapters
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 and inform the Focal Point once questionnaire completed.

- National Focal Points review Section II of the questionnaire and submit it to the World Heritage Centre.
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
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
The Periodic Reporting Questionnaire

Components

- The title of the question
- The pre-filled information
- The question and the answer
- The disclaimer
- The space for comments and updates
- The number of the question
- The status of the answer
- The Users’ Guide

Statement of Outstanding Universal Value/Statement of Significance

Statement of Significance
Criterion (v): The collection of Aflaj irrigation systems represents some 3,000 still functioning systems in Oman. Ancient engineering technologies demonstrate long standing, sustainable use of water resources for the cultivation of palms and other produce in extremely arid desert lands. Such systems reflect the former total dependence of communities on this irrigation and a time-honoured, fair and effective management and sharing of water resources, underpinned by mutual dependence and communal values.

⚠️ Agree with current data? Validate □ Update ✔

Please note that any change to this information needs to be reviewed by the relevant Advisory Body and approved by the World Heritage 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.

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

### Geographic Information Table

<table>
<thead>
<tr>
<th>Name</th>
<th>Coordinates (longitude / latitude)</th>
<th>Property (ha)</th>
<th>Buffer zone (ha)</th>
<th>Total (ha)</th>
<th>Inscription year</th>
</tr>
</thead>
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<td>22.933 / 57.667</td>
<td>135.028</td>
<td>1756.4</td>
<td>1891.428</td>
<td>2006</td>
</tr>
<tr>
<td>Falaj Al-Malki, Izki, Interior, Oman</td>
<td>22.733 / 57.767</td>
<td>600</td>
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<td>4855.71</td>
<td>2006</td>
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<tr>
<td>Falaj Daris, Nizwa, Dakhiliya, Oman</td>
<td>22.983 / 57.533</td>
<td>389.468</td>
<td>3370.1</td>
<td>3759.568</td>
<td>2006</td>
</tr>
<tr>
<td>Falaj Al-Muyasser, Al Rustaq, Interior, Oman</td>
<td>23.35 / 57.45</td>
<td>300.501</td>
<td>3182.66</td>
<td>3483.161</td>
<td>2006</td>
</tr>
</tbody>
</table>

**Total (ha)**

- 1455.949
- 16404.33
- 17860.279

⚠️ Agree with current data? [Validate] [Update]
Was the Periodic Reporting questionnaire easy to use and clearly understandable?

6.4.1 yes

6.4.2 no
The Periodic Reporting Questionnaire

The types of questions:
3) Multiple choice

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
The Periodic Reporting Questionnaire

The types of questions:

4) Rating

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

<table>
<thead>
<tr>
<th>Rating on a 4 point scale</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
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<tbody>
<tr>
<td>Not applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-existent</td>
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<tr>
<td>Poor</td>
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<tr>
<td>Fair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Status</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4.9.1</td>
<td>Full-time</td>
<td></td>
</tr>
<tr>
<td>4.4.9.2</td>
<td>Part-time</td>
<td></td>
</tr>
</tbody>
</table>

N.B. Both cells have to be filled in; e.g. if you enter «100» in one cell, please enter «0» in the other.
The Periodic Reporting Questionnaire

The types of questions:
6) Open field

Comments, conclusions and/or recommendations related to scientific studies and research projects

Maximum 500 characters allowed!
The Periodic Reporting Questionnaire

The types of questions:
7) Assessment

<table>
<thead>
<tr>
<th>Impact</th>
<th>Impact</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive</td>
<td>Negative</td>
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<td></td>
<td></td>
<td>Potential</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inside</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outside</td>
</tr>
</tbody>
</table>

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
The online Periodic Reporting Questionnaire

Focus: The Factors Affecting the Property (Section II.3)

- 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)
1) Identification of factors affecting the property (3.1 to 3.14)

2) Summary table (3.15)

3) Assessment of the current & negative factors (3.16)

4) Summary – Factors affecting the Property (5.1) identification of management responses
1) Identification (4.1 to 4.8)

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) Identification of 6 priority management needs (4.9)

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

- Financial and Human Resources
  - 4.4.3 The budget is inadequate for management needs
  - 4.4.6 Inadequate equipment and facilities

3) Summary - Management Needs (5.2)

Identification of management measures
Transnational / transboundary properties

Site Manager:
All relevant States Parties will jointly designate one site manager (usually one of the national site managers) for the purpose of filling out the questionnaire in close consultation with the other national site managers and other relevant stakeholder concerned.

Focal Points:
The designated national Focal Points of the concerned States Parties have all access to the relevant questionnaire to review the questionnaire. The States Parties decide among each other who will be the one designated Focal Point that validates the questionnaire.
Practical aspects
Access to Periodic Reporting email notification

Emails with a special link have been sent to Focal Points and Site Managers to:
• Choose a password
• Access the 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=C16989333F5CC83FFD6478336B55E7B&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

Europe and North America Unit
UNESCO World Heritage Centre
Login and remember my password

Thank you, your confirmation has been registered.

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.

Choose your password

You don’t have a password. Please enter the registered email. You will receive an automated message to choose your password.

Email address

Search

You have a username and a password

You received your username and you already have chosen a password. You can login.

username

....

remember my profile

Login

Contact

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.

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

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).
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: ~!@#$%^&*_+-=\(){};:'"<>.,/?
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
Access to the Periodic Reporting questionnaire

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.

⚠️ Choose your password
You don't have a password. Please enter the registered email. You will receive an automated message to choose your password.

Email adress

✔️ Search

⚠️ You have a username and a password
You received your username and you already have chosen a password. You can login.

username

password

I remember my profile

Login

Forgot your username or password?

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).
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.

**Questionnaire Section I**

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<thead>
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</thead>
<tbody>
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**Questionnaire Section II**

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</thead>
<tbody>
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<tr>
<td>Walled City of Baku with the Shirvanshah’s Palace and Maiden Tower</td>
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<td>10/09/13, 16:07</td>
</tr>
</tbody>
</table>
Site Manager’s access

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.

Questionnaire Section II

<table>
<thead>
<tr>
<th>Name</th>
<th>Progress</th>
<th>Modified on</th>
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</thead>
<tbody>
<tr>
<td>Walled City of Baku with the Shivanshah’s Palace and Maiden Tower</td>
<td>0 %</td>
<td>10/09/13, 15:07</td>
</tr>
</tbody>
</table>

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.

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

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).
Technical features of the online Questionnaire

1) the language
Technical features of the online Questionnaire

2) the Navigation button
Technical features of the online Questionnaire

3) Navigation menu and the progression bar

[Image of a navigation menu and progression bar]

- **Technical features** of the online Questionnaire
- **3) Navigation menu and the progression bar**

- **Home**
- **Help**
- **statistics**
- **Languages**
- **Print/Export**

**Progression Bar**: 74% completed

**Questionnaire Section I (page)**

- **1. Introduction** (page 1)
- **2. Inventories/lists/registers for cultural and natural heritage** (page 2)
- **3. Tentative List** (page 3)
  - **3.1.** In reference to your Tentative List, please indicate, as far as possible, the potential timetable for future nominations to the World Heritage List within the next six years.
  - **3.2.** In the process of preparation of your Tentative List, did you use any of the following tools to make a preliminary assessment of the potential Outstanding Universal Value?
  - **3.3.** Please rate level of involvement of the following (if applicable) in the preparation of the Tentative List.
  - **3.4.** Was the authority(ies) listed in question 1.4 responsible for the approval and submission of the Tentative List?
  - **3.5.** If not, what authority(ies) is responsible for the approval and submission of the Tentative List?
  - **3.6.** Do you intend to update your Tentative List within the next six years?
  - **3.7.** Comments, conclusions and/or recommendations related to Tentative List (Questions 3.1 to 3.7)

- **4. Nominations** (page 4)
  - **4.1. Property**
  - **4.2.** Please rate level of involvement of the following (if applicable) in the preparation of the most recent nomination dossiers.
  - **4.3.** Please rate the perceived benefits in your country of inscribing properties on the World Heritage List.
  - **4.4.** Comments, conclusions and/or recommendations related to Nominations of properties (questions 4.1 to 4.3)

- **5. General Policy Development** (page 5)
- **6. Status of Services for Protection, Conservation and Presentation** (page 6)
- **7. Scientific and Technical Studies and Research** (page 7)
- **8. Financial Status and Human Resources** (page 8)
- **9. Training** (page 9)
Technical features of the online Questionnaire

4) Saving your questionnaire

Walled City of Baku with the Shirvanshah's Palace and Maiden Tower

1. World Heritage Property Data

Name of World Heritage Property

Walled City of Baku with the Shirvanshah's Palace and Maiden Tower

⚠ Agree with current data?
Technical features of the online Questionnaire

5) Submission button

Periodic Reporting Questionnaire, Section I and II

Section I (States Parties)

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>San Marino</td>
<td>100 %</td>
<td>07/10/13, 17:10</td>
</tr>
<tr>
<td>Holy See</td>
<td>74 %</td>
<td>08/10/13, 11:32</td>
</tr>
</tbody>
</table>
Technical features of the online Questionnaire

6) Print/Export

Full version
Print the full questionnaire
- Print
- Export to Word

Short version
Only print your answers
- Print
- Export to Word
Ready to start the Periodic Reporting questionnaire

Walled City of Baku with the Shirvanshah's Palace and Maiden Tower

1. World Heritage Property Data

Name of World Heritage Property

Walled City of Baku with the Shirvanshah's Palace and Maiden Tower

⚠ Agree with current data ?
wh-periodicreporting@unesco.org