

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

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



World Heritage
Convention
Convention du
patrimoine mondiale
Convención del
patrimonio mundial

The 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

Access to the Periodic Reporting questionnaire

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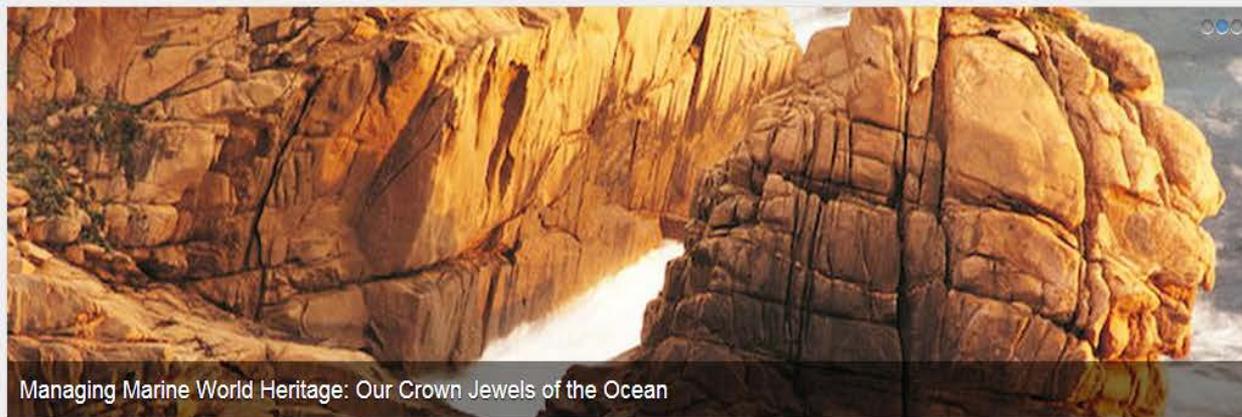
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Phnom Penh, Cambodia, 16 June - 27 June 2013
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Access to the Periodic Reporting questionnaire

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» Reporting & Monitoring » Periodic Reporting » Questionnaires 2008-2015



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.

⚠ 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

Forgot your username or password?

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).

Lost/forget your username or password

1) Enter your registered mail

⚠ 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

2) Confirmation

✔ Congratulations!

We've sent information about choosing your password to your email address.

Please check your mailbox.
An email to choose your password has been sent from no-reply@unesco.org.
This email is valid during **6 hours**.

You did not receive the password reset email? Check your spam folder for an email from no-reply@unesco.org.
If you still don't see the email, try again.

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

4) Choose a new password

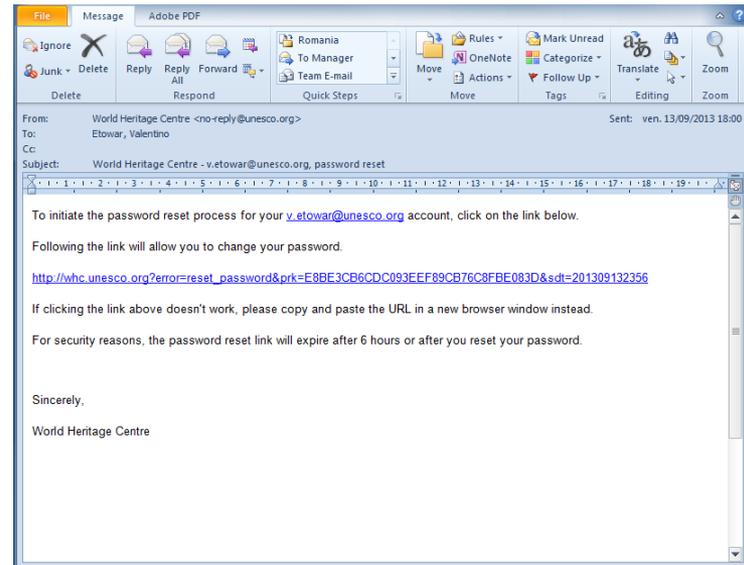
🛡 Choose your password

Username

Password

Confirm password

✔ Confirm



Ready to start the questionnaire



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

1. World Heritage Property Data

Question 1.1 [guidance](#)

Name of World Heritage Property

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

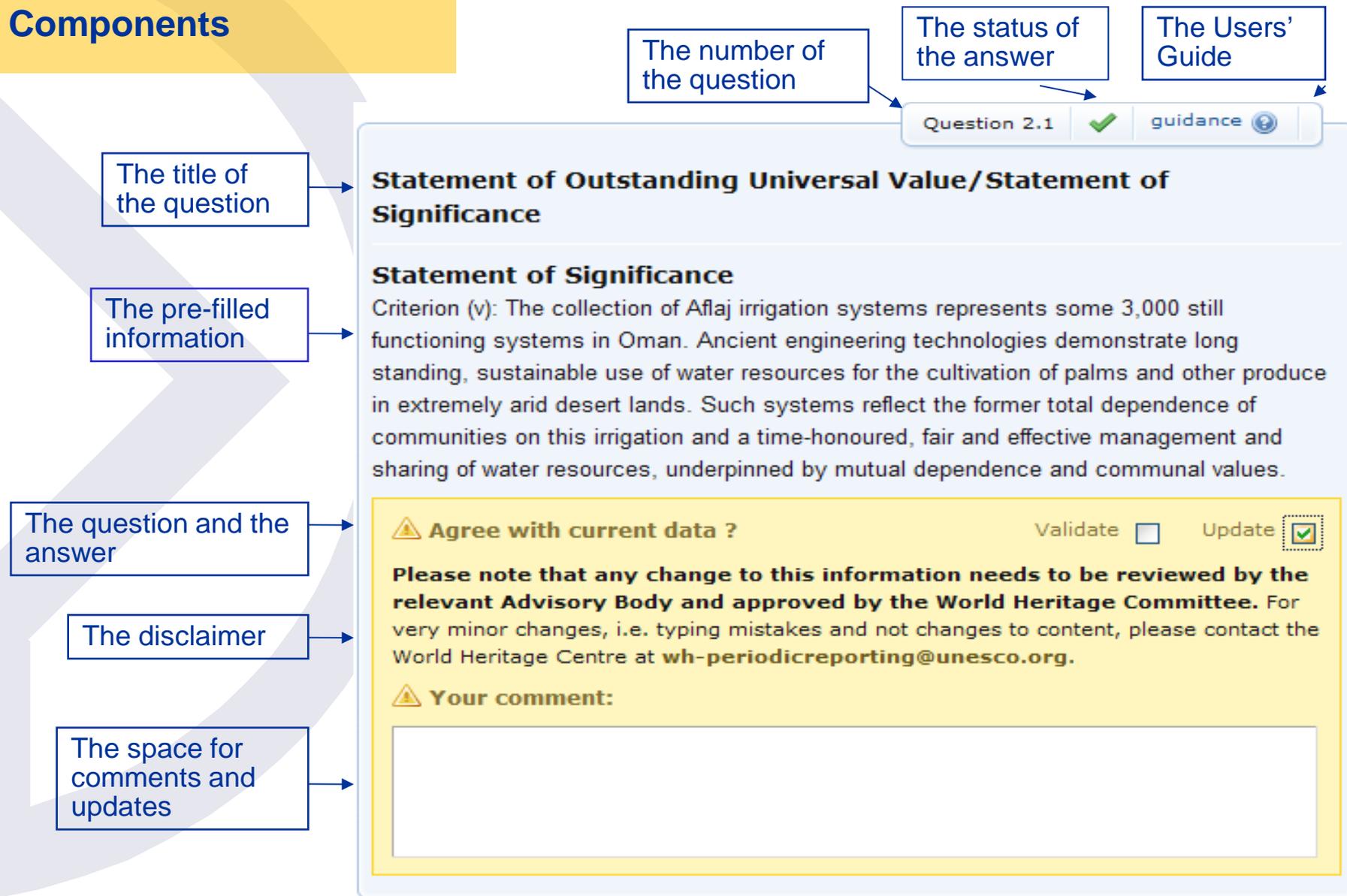
Agree with current data ?

Validate Update

Question 1.2 [guidance](#)

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

The Periodic Reporting Questionnaire

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

Question 6.4



guidance

reset

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

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

The Periodic Reporting Questionnaire

The types of questions: 4) Rating

Question 4.4.13 guidance 

Considering the management needs of the World Heritage property, please rate the availability 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	<input type="radio"/>				
4.4.13.2	Promotion	<input type="radio"/>				
4.4.13.3	Community outreach	<input type="radio"/>				
4.4.13.4	Interpretation	<input type="radio"/>				
4.4.13.5	Education	<input type="radio"/>				
4.4.13.6	Visitor management	<input type="radio"/>				
4.4.13.7	Conservation	<input type="radio"/>				
4.4.13.8	Administration	<input type="radio"/>				
4.4.13.9	Risk preparedness	<input type="radio"/>				
4.4.13.10	Tourism	<input type="radio"/>				
4.4.13.11	Enforcement (custodians, police)	<input type="radio"/>				

The Periodic Reporting Questionnaire

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; 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**

Question 4.5.5



guidance 

reset 

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**

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

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)

Focus: The Factors' Cycle (Section II chapter 3)

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

Question 3.10.2 ✓ reset

Flooding

Relevant Not relevant

Impact		Impact		Origin	
Positive	Negative	Current	Potential	Inside	Outside
<input checked="" type="checkbox"/>					

4) Summary – Factors affecting the Property (5.1) identification of management responses

Question 3.10.2 ✓

Flooding

	Name	Impact	Origin
3.10.2	Flooding	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Criteria **Actions** **Monitoring** **Timeframe** **Agency** **Comments**

Actions

Re-constructing the under-ground channel in the long term. Constructing protective dams in the upstream area, over the valley.

2) Summary table (3.15)

3.15. Factors Summary Table

This section is an automatically generated list of the factors affecting the property summarising the impacts and origins made in the assessment above. It is a good idea to review this table and check that it accurately represents the situation in the property. Please note that any additional factors which were added in question 3.14 will not be included in this table.

	Name	Impact	Origin
3.2	Transportation Infrastructure		
3.2.1	Ground transport infrastructure	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.3	Services Infrastructures		
3.3.1	Water infrastructure	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.3.4	Localised utilities	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.4	Pollution		
3.4.2	Ground water pollution	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.5	Biological resource use/modification		
3.5.3	Land conversion	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.6	Physical resource extraction		
3.6.4	Water	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.7	Local conditions affecting physical fabric		
3.7.2	Relative humidity	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.7.6	Water	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.8	Social/cultural uses of heritage		
3.8.1	Ritual/spiritual/religious and associative uses	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.8.2	Society's valuing of heritage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.8.6	Impacts of tourism/visitor/recreation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.10	Climate change and severe weather events		
3.10.1	Storms	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.10.2	Flooding	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.10.3	Drought	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.10.6	Temperature change	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.11	Sudden ecological or geological events		
3.11.4	Avalanche/ landslide	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Question 3.10.2 ✓

Flooding

	Name	Impact	Origin
3.10.2	Flooding	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Spatial scale

Area affected by the factor

restricted

localised

extensive

widespread

Temporal scale

occurrence of the impact

one off or rare

intermittent or sporadic

frequent

on-going

Impact

Impact on the attributes

insignificant

minor

significant

catastrophic

Management response

capacity of management to respond

high capacity

medium capacity

low capacity

no capacity and/or resources

Trend

development over the last 6 years

decreasing

static

increasing

Focus: The Management Needs' Cycle (Section II chapter 4)

1) Identification (4.1 to 4.8)

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

3) Summary - Management Needs (5.2) Identification of management measures

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.)

2) Identification of 6 priority management needs (4.9)

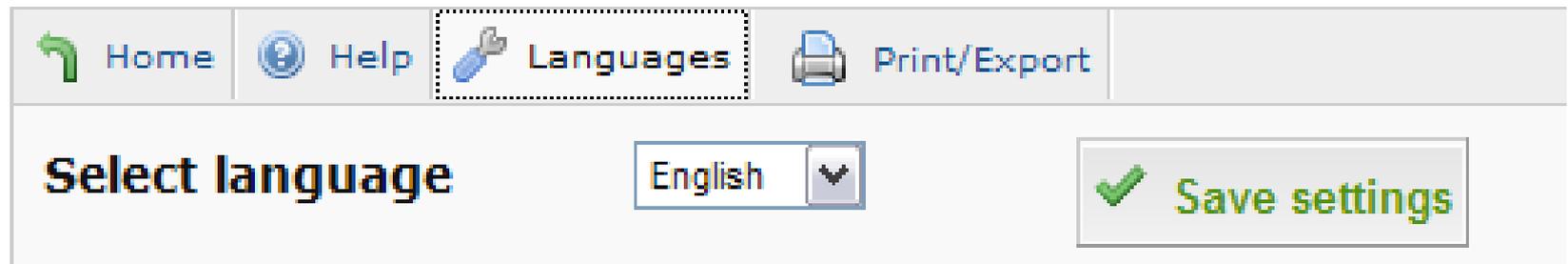
Question 4.9.1 ✓ [guidance](#) [?](#) [reset](#) [↺](#)

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

Technical features of the online Questionnaire

1) the language



The screenshot displays a navigation bar with four items: 'Home' (with a green arrow icon), 'Help' (with a question mark icon), 'Languages' (with a wrench icon and a dashed border), and 'Print/Export' (with a printer icon). Below the navigation bar, the 'Languages' section is expanded, showing the text 'Select language' in bold. To the right of this text is a dropdown menu currently set to 'English' with a downward arrow icon. Further to the right is a button with a green checkmark icon and the text 'Save settings'.

Technical features of the online Questionnaire

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



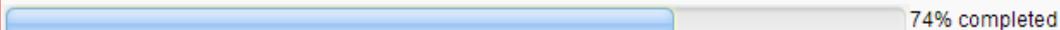
World Heritage
Convention

Convention du
patrimoine mondiale

Convención del
patrimonio mundial

Technical features of the online Questionnaire

3) Navigation progression bar and menu



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

The screenshot displays the UNESCO online questionnaire interface. A warning dialog box is open, stating: "La page à l'adresse whc.unesco.org indique : By changing page, you will lose any unsaved data. Are you sure you want to change page ?" with "OK" and "Annuler" buttons. The background shows the questionnaire form for "Walled City of Baku with the Shirvanshah's Palace and Maiden Tower". The form includes a breadcrumb trail: "Reporting & Monitoring » Periodic Reporting » Questionnaires 2008-2015". A navigation bar contains "Home", "Help", "Languages", and "Print/Export". A page indicator shows "Pages 1 2 3 4 5 ... 21". The main form content includes a "Question 1.1" header with a "guidance" link, a text input field for "Name of World Heritage Property" containing "Walled City of Baku with the Shirvanshah's Palace and Maiden Tower", and a yellow warning box asking "Agree with current data ?". At the bottom right, there are "Validate" and "Update" buttons.

Reporting & Monitoring » Periodic Reporting » Questionnaires 2008-2015

Home Help Languages Print/Export

Pages 1 2 3 4 5 ... 21

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

1. World Heritage Property Data

Question 1.1 guidance

Name of World Heritage Property

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

⚠ Agree with current data ?

Validate Update

Technical features of the online Questionnaire

5) Submission button

Periodic Reporting Questionnaire, Section I and II

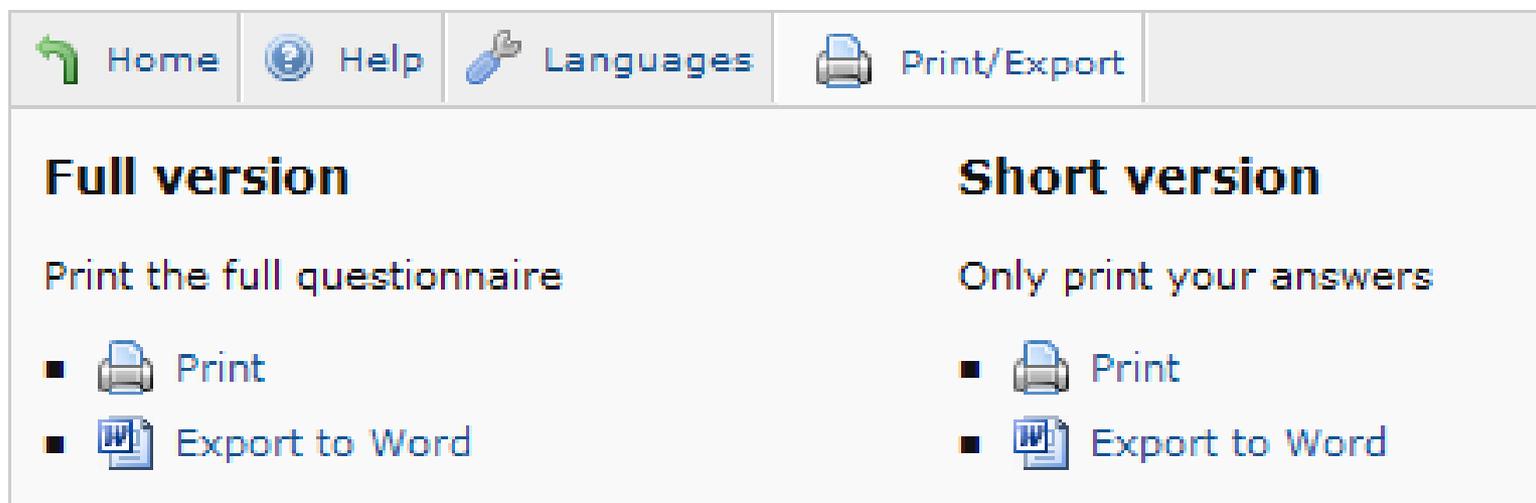
Section I (States Parties)

31 results

Name	Progress ↑	Modified on	
San Marino	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100 %	07/10/13, 17:10	
Holy See	<div style="width: 74%;"><div style="width: 74%;"></div></div> 74 %	08/10/13, 11:32	

Technical features of the online Questionnaire

6) Print/Export



The screenshot shows a navigation bar with five items: Home (with a green arrow icon), Help (with a question mark icon), Languages (with a globe icon), Print/Export (with a printer icon), and an empty grey box. Below the navigation bar, the 'Print/Export' menu is expanded, showing two columns: 'Full version' and 'Short version'. Each column has a heading, a description, and two options: 'Print' (with a printer icon) and 'Export to Word' (with a Word document icon).

Full version	Short version
Print the full questionnaire	Only print your answers
<ul style="list-style-type: none">■  Print■  Export to Word	<ul style="list-style-type: none">■  Print■  Export to Word

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.

UNESCO » Culture » World Heritage Centre » About World Heritage » Europe & North America

Europe and North America

Periodic Reporting

Every six years the States Parties of Europe and North America are invited to carry out a Periodic Reporting exercise for the World Heritage properties located in their territory in order to provide an assessment of the application of the World Heritage Convention, to facilitate the update of information and to record possible changes in the state of conservation of their properties.

World Heritage National Focal Points and Site Managers play a very important role in the Periodic Reporting exercise process. They are the ones who best know the situation, challenges, opportunities and difficulties related to the management, protection, conservation and development of the World Heritage properties for which they are responsible.

The Periodic Reporting exercise involves an online questionnaire pre-filled with relevant information from the official records. Focal Points and Site Managers are invited to complete and update this information.

Periodic Reporting Second Cycle (2012-2015)

The second cycle of the Periodic Reporting exercise for Europe and North America started in July 2012. Due to the high number of World Heritage properties, the exercise is conducted over three years with countries divided into two groups (A and B). The Report and Action Plan for North America will be presented to the World Heritage Committee at its 38th session in 2014, whereas the Final Report and Action Plan for Europe will be presented to the World Heritage Committee at its 39th session in 2015.

Access to the questionnaire

Access to the questionnaire is reserved to Focal Points of States Parties (Sections I and II), and Site Managers (Section II). However the questionnaire will be available for completion and submission to the respective groups only during the year as follows:

Group A	Group B
September 2012 - 31 July 2013	September 2013 - 31 July 2014
Austria - Belgium - Canada - Denmark - Estonia - Finland - France - Germany - Iceland - Ireland - Latvia - Lithuania - Luxembourg - Monaco - Netherlands - Norway - Sweden - Switzerland - United Kingdom - United States of America.	Albania - Andorra - Armenia - Azerbaijan - Belarus - Bosnia Herzegovina - Bulgaria - Croatia - Cyprus - Czech Republic - F.R. of Macedonia - Georgia - Greece - Holy See - Hungary - Israel - Italy - Malta - Moldova - Montenegro - Poland - Portugal - Romania - Russian Federation - San Marino - Serbia - Slovakia - Slovenia - Spain - Turkey - Ukraine.

Retrospective Statements of Outstanding Universal Value

As requested by the World Heritage Committee in 2007 (Decision 31COM 11C.1), prior to the start of the second cycle, that all States Parties submit, by 1 February 2012, retrospective Statements of Outstanding Universal Value for the properties inscribed before 2007. The elaboration of Statements of Outstanding Universal Value is not only crucial for the adequate management and conservation of the properties, but is also the basis for completing Section II of the revised questionnaire. Indeed, most questions need to be answered by referring to the Statement of the Outstanding Universal Value of the property.

About Periodic Reporting

- Why Periodic Reporting?
- Who is responsible for what?
- Process cycle
- Expected outcomes
- Road Map

Handbook for Site Managers

English
Français
Español
Русский

Video Tutorials

- Periodic Reporting Questionnaire
- Retrospective inventory videos

Access to the Periodic Reporting Questionnaires

Cycle II (2012-2015)

Reference documents

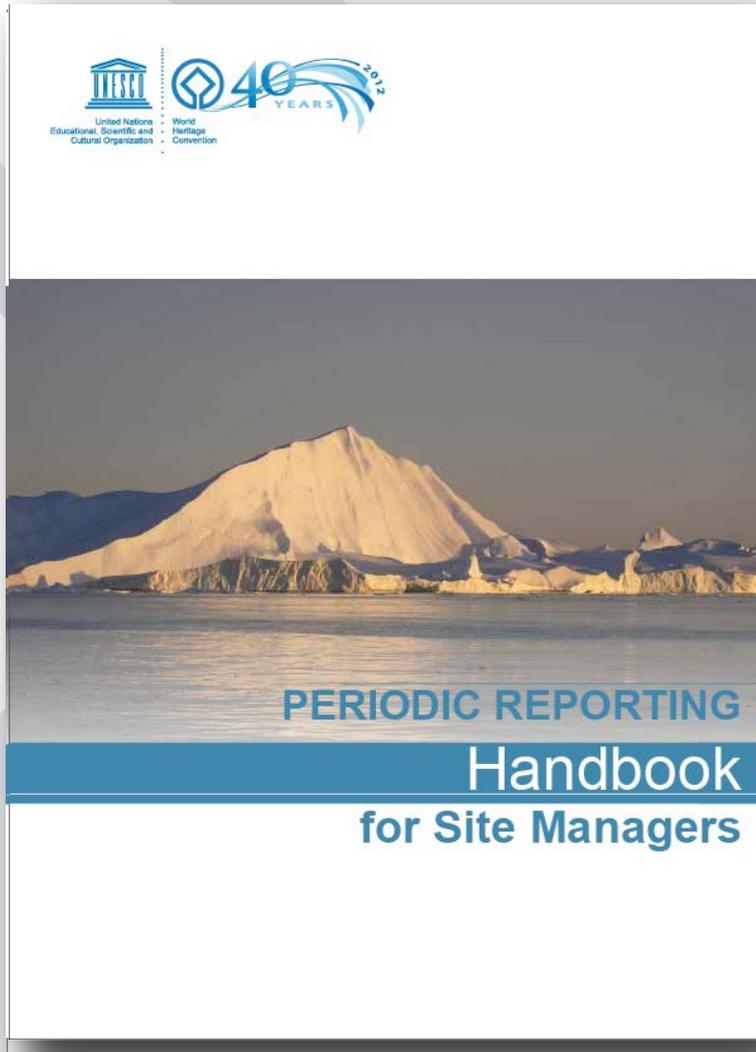
- Operational Guidelines for the Implementation of the World Heritage Convention
- Article 29 of the World Heritage Convention
- Circular letters

Contact us

wh-periodicreporting@unesco.org

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

✉ wh-periodicreporting@unesco.org

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



World Heritage
Convention
Convention du
patrimoine mondiale
Convención del
patrimonio mundial

“Special cases”

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.