

United Nations Educational, Scientific and Cultural Organization

> Organisation des Nations Unies pour l'éducation, la science et la culture

World Heritage

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UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

CONVENTION CONCERNING THE PROTECTION OF THE WORLD CULTURAL AND NATURAL HERITAGE

WORLD HERITAGE COMMITTEE

Fortieth Session

Istanbul, Turkey 10 - 20 July 2016

GENERAL INFORMATION

This document provides important information concerning registration, compulsory visa requirements, travel advice, recommended hotels, on site transfers and tourist information.

Further information on the 40th session of the World Heritage Committee is available at the following webpage:

http://www.40whc2016.istanbul/

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1. INTRODUCTION

Turkey warmly welcomes you to Istanbul for the 40th session of the World Heritage Committee to be held between 10 and 20 July 2016.

You are kindly invited to read the present document carefully. It contains useful information to ensure smooth travel and a pleasant stay in Turkey. It is also important regarding the logistical set-up and services provided during the session.

2. PURPOSE

The **World Heritage Committee** comprises representatives from 21 States Parties to the *Convention concerning the Protection of the World Cultural and Natural Heritage* elected by the General Assembly of States Parties to the Convention.

The current composition of the Committee is as follows:

Angola, Azerbaijan, Burkina Faso, Croatia, Cuba, Finland, Indonesia, Jamaica, Kazakhstan, Kuwait, Lebanon, Peru, Philippines, Poland, Portugal, Republic of Korea, Tunisia, Turkey, United Republic of Tanzania, Viet Nam, Zimbabwe.

For further information, please see: http://whc.unesco.org/en/committee/

The essential functions of the Committee are:

- 1. To identify, on the basis of nominations submitted by States Parties, cultural and natural properties of Outstanding Universal Value which are to be protected under the Convention, and to inscribe those properties on the World Heritage List;
- 2. To monitor the state of conservation of properties inscribed on the World Heritage List, in liaison with States Parties; decide which properties included in the World Heritage List are to be inscribed on or removed from the List of World Heritage in Danger; decide whether a property may be deleted from the World Heritage List;
- 3. To examine requests for International Assistance financed by the World Heritage Fund.

The 40th session of the World Heritage Committee will be held in Istanbul from 10 to 20 July 2016 at the Istanbul Congress Centre (ICC). All useful information is available on the Internet site of the meeting: http://www.40whc2016.istanbul/

3. SESSION ORGANIZERS

The 40th session is being organized by UNESCO and the Republic of Turkey, namely the Ministry of Foreign Affairs, in cooperation with the Ministry of Culture and Tourism, the Turkish National Commission for UNESCO, the Istanbul Metropolitan Municipality, the Istanbul Sites Management Directorate and the Governorship of Istanbul.

For general logistical and organizational information regarding the 40th session of the World Heritage Committee, please contact the organizers at the following email address:

info@40whc2016.istanbul

3.1 Contact Details of the Organizers

For specific requests to the organizers, please find below a list of relevant contacts:

Ministry of Foreign Affairs (Ankara) Coordinator for the 40th Session:

Mr Cem Kahyaoğlu Head of Department for Cultural Diplomacy

Mobile: +90 533 028 00 62 Email: ckahyaoglu@mfa.gov.tr

Ministry of Foreign Affairs (Ankara)

Mr Muhammed Çelikkaya Second Secretary

Mobile: +90 505 638 91 94

Email: muhammed.celikkaya@mfa.gov.tr

Permanent Delegation of Turkey to UNESCO (Paris)

Ms Emriye Ormancı

Deputy Permanent Delegate Landline: +33 (0) 1 45 68 27 15 Email: eormanci@mfa.gov.tr

Permanent Delegation of Turkey to UNESCO (Paris)

Mr Murat Soğangöz First Secretary

Landline: +33 (0) 1 45 68 27 15 Email: murat.sogangoz@mfa.gov.tr

3.2 Contact details for other services

Hotel Bookings

As a major tourist destination, Istanbul offers a vast variety of hotels. The overall number of hotels with certification from the Ministry of Culture and Tourism is 705. Their total bed capacity exceeds 140.000. 171 of them have 4 stars, while the number of 5 star hotels is 123. Participants of the 40th session have therefore a multitude of options for accommodation.

Nevertheless, a selection of hotel rooms for the period covering the 40th session has been reserved in several hotels that are near to the venue of the session. This selection is guaranteed with negotiated and preferential rates. The organizers recommend that participants book accommodation as soon as possible via the following link:

http://40whcistanbul2016.bookingmaster.travel

More detailed information is given in the chapter 6 of this document.

For any question concerning hotel bookings please contact:

Ms Benan Büncü

Landline: +90 850 300 09 09

Email: accommodation@40whc.istanbul

Side Events and Exhibitions, including Catering Requests

For Side Events, please submit your requests to the UNESCO focal point: <u>d.martel@unesco.org</u>, <u>by 24 June 2016 at the latest</u>.

You will then receive a form to fill in with details regarding the type of event or exhibition your country would like to organize, indicating the characteristics of the required venue as well as catering and technical needs.

Further to the review of your request, we shall put you in contact with the host country organizers for any relevant information and details concerning the organization of the event (date, technical assistance, catering, etc.)

For logistical queries, you may contact the organizers of the session via the focal point whose contact information is given below:

Mr Christopher Tonna GSM: +90 534 713 61 42

Emails: sideevents@40whc2016.istanbul

Tours and Excursions

Guided visits in and around Istanbul as well as fee-based day trips and post-Committee tours are being organized in cooperation with professional tour operators. Detailed information is provided on the relevant section of the webpage of the 40th session: http://www.40whc2016.istanbul/

You are kindly requested to register at the registration desk located at the session venue.

Media

Accreditation is mandatory for all media representatives. Please refer to chapter 11 of this document and to the media section of the webpage for instructions: http://www.40whc2016.istanbul/

4. PARTICIPANTS AND REGISTRATION

4.1. Participants

The main participants of the 40th session of the World Heritage Committee are the **21** *members of the Committee*.

The **States Parties** to the Convention, which are not members of the Committee, may attend the sessions of the Committee and its Bureau as observers.

Non States Parties to the Convention who are Member States of UNESCO or of the United Nations may also be permitted by the Committee, upon written request, to attend the sessions of the Committee and its Bureau as observers.

Representatives of the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), the International Council on Monuments and Sites (ICOMOS), and the International Union for Conservation of Nature (IUCN) will attend the sessions of the Committee in an advisory capacity.

The United Nations and organizations of the United Nations system, upon written request, and at least 15 days prior to the date of the session of the Committee, as well as other international governmental and non-governmental organizations, permanent observer missions to UNESCO and non-profit-making institutions having activities in the fields covered by the Convention, according to criteria defined by the World Heritage Committee, may be authorised by the Committee to participate in the sessions of the Committee as observers.

4.2. Registration

Please note that all requests to participate in the 40th session of the Committee **must be submitted online** at the following address http://www.40whc2016.istanbul. Online registration will be open following the dispatch of the official invitation letters by the World Heritage Centre.

All delegates and those who wish to attend the 40th session as observers are kindly requested to register as soon as possible and preferably **before 15 June 2016**. This will allow the session organizers sufficient time to process the information and make the necessary arrangements.

To register, please use the **registration code** provided in the invitation letter addressed to the Permanent Delegation, National Commission or organization to which you belong.

If you have not received the registration code, please contact the Permanent Delegation or the National Commission that you represent. Contacts are available online at the following address: http://www.unesco.org/new/en/unesco/worldwide.

Once you have registered online and your accreditation has been granted, you will receive an email confirming your registration.

Should you require any assistance or encounter any problems with the online registration, please send an email to:

registration@40whc2016.istanbul or call Ms. Nihan Artan, mobile: + 90 543 931 42 65

5. PROTOCOL

The host country is in charge of all matters relating to protocol and the reception of VIPs.

6. ACCOMMODATION

The Hilton Istanbul Bosphorus has been selected as the main hotel for the conference. From door to door, the distance between the hotel and the session venue is 230 metres. More information about the hotel can be found at the following page:

http://www3.hilton.com/en/hotels/turkey/hilton-istanbul-bosphorus-ISTHITW/index.html

At the Hilton, priority will be given to bookings made by representatives of Committee Member Delegations.

Both for the Hilton and other hotels in the area, please refer to the reservation link: http://40whcistanbul2016.bookingmaster.travel

The link provides you with more than 20 hotels situated near the session venue. Although you are kindly advised to book via this link for security and financial reasons, you may also reserve your accommodation elsewhere. If you choose to do so, please note that due to the

size of the city and its traffic no shuttle services will be provided between the hotels and the session venue.

The session venue is well served by public transport and easily accessible from most of the hotels of Istanbul. A free travel card for public transport will be given to each participant and shuttle busses will serve the physically disabled persons in need of assistance.

Participants of the 40th session shall be responsible for all expenses incurred during their stay.

Most hotels are equipped with complimentary Wi-Fi connection.

Hotels request a credit card number for all reservations.

7. PASSPORT, VISA AND OTHER TRAVEL INFORMATION

7.1. Passport Requirements

Participants are required to present a valid national passport to enter Turkey. Its validity has to extend the duration of their stay by at least sixty days.

7.2. Visa Requirements

Participants are first invited to visit the website of the Ministry of Foreign Affairs of Turkey to check whether a visa is required or not depending on their country of origin and the type of passport:

http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa

For participants who need a visa to enter Turkey, please note that visas will be processed **free of charge** for all accredited participants to the 40th session of the World Heritage Committee.

To ensure that visas are issued on time, participants should file their applications only once they have successfully completed their online registration and have been accredited by the UNESCO World Heritage Centre and no later than four weeks before the meeting is due to commence.

Please note that, depending on the country of residence, specific deadlines may apply for visa requests.

The confirmation email received upon online registration and accreditation (see chapter 4 in this document) must be presented to support the visa request, together with:

- a copy of the official UNESCO invitation letter;
- a passport;
- a visa application form;
- two colour passport-size photographs;
- proof of medical insurance;
- a confirmation of the hotel booking; and
- a flight reservation.

In 131 of 190 States Parties other than Turkey, there is a Turkish Embassy.

The address and other contact information for each Embassy can be found via the following web address:

http://www.mfa.gov.tr/turkish-representations.en.mfa

All the Turkish Embassies and Consulates General will be duly informed by the Ministry of Foreign Affairs in advance regarding the organization of the 40th session of the Committee. They will thus be instructed to issue visas to the participants provided that documents required are presented.

If, due to force majeure, a participant is not able to contact the nearest Turkish Diplomatic or Consular Mission, she or he can obtain visa at the border gate upon arrival by presenting the aforementioned documents. The visas at the border gate will also be issued free of charge. However, this procedure may take a long time depending on the arrival hour at Istanbul airports.

Alternatively, participants can also obtain an electronic visa from the following official website: https://www.evisa.gov.tr/en/.

Nevertheless, the participants should be aware that an electronic visa is subject to certain charges. In other words, an electronic visa requires the payment of a visa fee for which a reimbursement will not be possible.

IMPORTANT: All Turkish Embassies will be notified by the organizers of all participants who have successfully registered through the online registration system.

Please note that the UNESCO World Heritage Centre will be unable to intervene regarding decisions taken on visa applications by the Turkish authorities.

If you have any questions, please refer directly to the following web address:

http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa or contact:

Mr Muhammed Çelikkaya Second Secretary

Mobile: +90 505 638 91 94

Email: muhammed.celikkaya@mfa.gov.tr

7.3. Travel to Turkey and Istanbul

Once you have received an email confirming your accreditation, you are strongly advised to organize your trip to Istanbul as soon as possible.

Flying to Istanbul

The city of Istanbul has two international airports: Istanbul Atatürk (IST) and Istanbul Sabiha Gökçen (SAW). Being one of the major hubs of the world air traffic, the former offers a much higher frequency of flights from all over the world. However, the latter may occasionally receive flights with discounted fares (depending on the date of purchase of the ticket).

Both airports are connected to the city centre by regular shuttles.

In case you are planning to book a post-Committee tour, please also check the final stop of the tour. Some tours will end in a different city in which case you may require a multidestination flight or additional travel arrangements within Turkey.

IMPORTANT: Turkish legislation strictly prohibits the export of antiquities. Export restrictions are enforced at all Turkish airports, ports and border crossings. The appropriation of an antiquity and its unlawful disposal will be severely punished. Beware of fake objects when shopping.

7.4. Medical Insurance

A first aid service and an ambulance will be available in case of need at the session venue, but no other medical service will be provided. Participants are expected to cover the costs of any medical expenses incurred in Turkey. Therefore, it is recommended that participants take out a medical insurance policy in their home country in order to be covered while in Turkey and elsewhere during their travels.

Medical emergency call number is 112.

8. THE MEETING

8.1. Conference Venue

The 40th session of the World Heritage Committee will be held from 10 to 20 July 2016 at the Istanbul Congress Centre (http://www.iccistanbul.com/).

Built in 2009, the Istanbul Congress Centre is one of the most recent and modern multipurpose complexes of the city. It covers a surface of 120.000m² over a total of five floors.

The Centre is located in Istanbul's epicentre called Taksim / Harbiye.

Please note that the venue is equipped for people with disabilities and special needs.

8.2. Local Transportation and Transfers to the Conference Venue

Participants will be provided with a free travel card for local public transport in Istanbul.

Taxis can be ordered at any time at the participants' own expense from the hotel reception and the registration desk at the Congress Centre.

8.3. Registration Desk and Distribution of Badges at the Meeting Place

As of Saturday 9 July 2016, 2.00 pm, the onsite registration desk will be opened. From 10 to 20 July 2016, the registration desk will be open between 8.00 am and 8.00 pm. Participants should follow the registration procedure and receive their badges at the registration desk situated at the entrance of the Congress Centre. All participants are encouraged to present themselves at the onsite reception desk before the opening of the session of the World Heritage Committee on 10 July. An information and welcome dossier on the 40th session will be provided.

Please note that registration is mandatory for all participants.

8.4. Badges

Subject to approval and accreditation through the online registration process, you can collect your badge once you have been identified by means of your passport, upon arrival at the venue.

It is **important** that participants check in at the onsite registration desk upon arrival, so as to allow sufficient time for the badges to be printed and collected.

The identification badge is non-transferable. For security reasons, the badge must be visible at all times to gain entry into the Congress Centre and to be able to participate in meetings and other activities. Entry will be refused to all persons not officially accredited or who use their badge in an inappropriate manner.

8.5. Service Area for Participants

Free wireless Internet connection will be provided in the whole Congress Centre at all times.

A post office and a bank office will be at the disposal of the participants.

An area equipped with a limited number of computers with internet access, as well as docking stations for your own portable devices will be available for all participants. Service staff will be available to assist participants at all times of the meeting.

Only one printed set of the documents related to the 40th session will be available for each Committee Member Delegation.

All other delegates are kindly asked to bring their own copies.

Documents will be made available online from six weeks prior to the opening of the session.

8.6. Meals and Refreshments

During the 40th session, coffee, tea and water will be offered outside the main meeting room free of charge.

During lunch time, several fee-based meal options will be provided in the restaurant area of the Istanbul Congress Centre.

8.7 Prayer and Meditation Room

At the Congress Centre a Prayer and Meditation Room will be at the participants' disposal during the entire Committee session.

9. INFORMATION ON THE REPUBLIC OF TURKEY

9.1. The Republic of Turkey

Turkey is a parliamentary republic founded by Mustafa Kemal Atatürk in 1923. Located at the junction where continents and regions meet, Turkey has been a cradle and bridge for many civilisations, inherited traditions and cultures of earlier civilisations and created its own culture with a diverse heritage. Inhabited since the paleolithic age, Turkey hosted many empires ranging from the Sumerians to the Hittites, the Lydians to the Byzantines and the Seljuks to the Ottomans.

Turkey lies between Europe and Asia, the Black Sea, the Mediterranean Sea and the Aegean Sea and the Caucasus. It is surrounded by eight neighbouring countries. It is one of the most populous nations of Europe with 78 million inhabitants. The most populated cities are Istanbul (15 million), the capital Ankara (5.3 million) and Izmir (2.9 million).

With its deep-rooted tradition of statehood and democracy, Turkey is a member of the UN, NATO, OECD, OSCE, Council of Europe, OIC and the G-20. Turkey became an associate member of the EEC in 1963, joined the EU Customs Union in 1995 and started full membership negotiations with the European Union in 2005.

Turkey joined UNESCO on 4 November 1946. Established in 1949, its National Commission for UNESCO is one of the oldest of such institutions.

Turkey ratified the UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage on 16 March 1983. It has fifteen cultural and natural properties inscribed on the World Heritage List.

It is the second time that Turkey is member of the World Heritage Committee, with the first term between 1983 and 1989.

This is the first time Turkey hosts a session of the Committee.

9.2. The City of Istanbul

Istanbul is Turkey's economic, cultural and historic centre. It is straddling the Bosporus between the Sea of Marmara and the Black Sea. Its commercial and historical centre lies on the European side while about a third of its population lives on the Asian side.

Istanbul is one of the world's most populous cities and ranks as the world's sixth largest city and the largest European city.

Istanbul is the world's fifth most popular tourist destination. The city's biggest attraction is its historic peninsula inscribed on the UNESCO World Heritage List in 1985 as the first ever Turkish cultural site.

However, the city's entertainment hub can be found across the Taksim / Beyoğlu area.

9.3. Climate

Due to its size, diverse topography, maritime location and most importantly having a coastline on two different bodies of water one to the north and one to the south, Istanbul exhibits several microclimates. During summer months, the temperatures are high and humidity is persistent. Rainfall is uncommon.

9.4. Currency

The official currency in Turkey is the Turkish Lira (TL) and is available in the following denominations:

Banknotes: 5, 10, 20, 50, 100 and 200 TL; coins: 5, 10, 25, 50 *kuruş* and 1 TL. Cash can usually be exchanged without commission at currency exchange offices, banks and hotels. Exchange rates can be found in the web site of the Central Bank of Turkey at: http://www.tcmb.gov.tr/wps/wcm/connect/tcmb+en/tcmb+en

Cash machines (ATMs) are available throughout Turkey, accepting major credit and bank cards. Instructions are available in English, French and German as well.

9.5. Gratuities

It is customary to leave a small tip in restaurants (10% of the bill).

9.6. Electricity Supply

The electricity supply in Turkey is 220 volts AC 50 cycles. Electric appliances must have European plugs (i.e. round-tipped, two-pinned). An international adapter is recommended.

9.7. Smoking

In Turkey, smoking is prohibited in public spaces including hotels. Certain restaurants and cafeterias have a designated area for smokers. At the Congress Centre, an outdoor section will be reserved to smokers.

9.8. Time Zone

As of 27 March 2016, Turkey will be in the Eastern European Time (EET) Zone (GMT/UTC + 3 hours).

9.9. Drinking Water

Although Istanbul's tap water is potable, bottles of mineral water are widely available in shops and hotels at a reasonable price.

10. RECEPTION PROGRAMME AND RELATED EVENTS

As a registered participant, you are cordially invited to attend the receptions and events that will be held during the 40th session of the World Heritage Committee. The programme will be made available on the webpage.

The **opening reception** of the 40th session will be held on **10 July 2016 at 7.00 pm** at the Istanbul Congress Centre and will be open to all participants.

Detailed information about the **closing ceremony** of the 40th session will be provided on the webpage: http://www.40whc2016.istanbul/

10.1. Guided Tours and Day Trips

Detailed information on the guided visits and day trips will be available on the website of the 40th session.

Participants will have free access to the state museums of Istanbul upon presentation of their badge.

10.2. Post-Committee Tours

Tailor-made tours of one to several days to World Heritage sites in Turkey will be available after the Committee session.

Please note that availability for each tour is limited and that a minimum number of participants is required.

For any question concerning guided tours and day trips in Istanbul and postcommittee tours in and around Istanbul and elsewhere in Turkey, participants are kindly requested to contact:

Ms Benan Büncü

Landline: +90 850 300 09 09

Email: accommodation@40whc.istanbul

11. MEDIA

Turkey welcomes media representatives from around the world. The session is open to media representatives at all times. The session will also be livestreamed on the session webpage as well as on the World Heritage Centre's webpage. For further information, please read the following sections carefully.

11.1. Accreditation

Accreditation is mandatory for journalists wishing to cover the 40th session of the World Heritage Committee. To be accredited, please register online at the media section of the following address: http://www.40whc2016.istanbul/

11.2. Media Registration and Security Measures

As of Saturday 9 July 2016, 2.00 pm, a special reception desk will be reserved onsite for media representatives. Please note that your online registration and accreditation must be done before you present yourself at the onsite reception desk.

Once you have registered online, you are asked to upload your information. Subject to approval and accreditation through the online registration process, an identification badge will be ready to be printed and collected when you identify yourself upon arrival at the venue.

It is imperative that media representatives identify and present themselves at the reception desk upon arrival to allow sufficient time for the badges to be printed and collected.

Identification badges must be worn visibly at all times to gain access to the venue, and must be presented to the security staff upon request.

Identification badges are non-transferable. Access to the Plenary or meeting rooms will be denied to any individual who uses the badge improperly.

Please be advised that the security staff may examine and verify equipment and personal effects taken into the Media Centre. Please allow for sufficient time in your schedule to pass the security checks.

11.3. Media Centre

A Media Centre will be available to journalists covering the 40th session of the World Heritage Committee. It can be used as a work station and will be equipped with a Wi-Fi connection. Journalists who wish to organize interviews with Committee Members will be required to submit their requests to the Media Centre.

11.4. Press Conferences

Press conferences will take place in a designated area within the Conference centre for accredited media. The programme of events planned for the media will be provided at the time of registration as well as on the webpage.

11.5. Press Material

Press material including photos, press releases or interviews will be posted on the session's webpage.

The webpage will also contain links to the Committee's working documents and to the livestream of the session.

11.6. Media Access to the 40th Session

A media relations team will be present at the Media Centre during the 40th session. Information meetings on World Heritage Committee decisions will be held as required, and press releases will be published throughout the session.

The World Heritage Committee session will be held with an online and on-screen broadcast of debates at the Istanbul Congress Centre.

For any questions regarding media accreditation and facilities, please contact the session organizers at the following address: media@40whc2016.istanbul

For any media questions regarding the World Heritage Committee, please contact: UNESCO's Media Relations Section of the Department of Public Information +33145681741.

12. YOUTH FORUM OF THE 40TH SESSION OF THE WORLD HERITAGE COMMITTEE

As part of the 40th session of the World Heritage Committee and in the framework of the UNESCO World Heritage Education Programme, the Turkish National Commission for UNESCO and the Istanbul Sites Management Directorate are organizing the World Heritage Youth Forum 2016: "At the Crossroads of Multi-Layered Heritage" from 29 June to 12 July 2016.

The Istanbul Metropolitan Municipality will cover all costs related to international travel, accommodation and transportation.

Young representatives, **aged from 22 to 28, from 35 countries**, will have the opportunity to exchange ideas, contribute to the discussions and immerse themselves in topics within the scope of multi-layered heritage.

The Forum seeks to deepen youth's knowledge and understanding of the importance of:

- 1. the implementation of the World Heritage Convention,
- 2. the working methods of the World Heritage Committee,
- 3. the challenges and opportunities of the protection of multi-layered World Heritage sites.

Scheduled activities include: visits to World Heritage sites, including Bursa and Cumalıkızık, with the international heritage experts; workshops on different aspects emerging from the multi-layered sites; practical hands-on activities with timber and stone work for the protection and maintenance of the World Heritage site in Istanbul; experts and young representatives' presentations; participation in discussions on the state of conservation of properties and practicing the Youth Model simulation.

The young representatives will prepare the final report of the Forum to be presented during the Opening Ceremony of the 40th World Heritage Committee session. They will also attend the first plenary day of the World Heritage Committee to observe how the Committee works.

For further information please contact: yf@40whc2016.istanbul

13. ADDITIONAL INFORMATION

For further information about the World Heritage Committee and the World Heritage Convention, please see the UNESCO World Heritage Centre's website at the following link: http://whc.unesco.org

For all questions of an organizational nature concerning the 40th session of the World Heritage Committee, please do not hesitate to contact the session organizers:

info@40whc2016.istanbul

Thank you for your attention and have a good trip!