

## Appendix 1: WORKSHOP SCHEDULE

### PLANNING FOR THE CONSERVATION AND DEVELOPMENT OF HISTORIC TOWNS AND URBAN AREAS

L = lecture ; E = exercise (yellow); S = seminar

First Week <b>Training Module 1: Fundamentals of Heritage Conservation</b> (2 days) <b>Training Module 2: Urban Conservation Planning and Management</b> (2 days); <b>Site visit and field work</b> (1 day)					
Hours	Day 1	Day 2	Day 3	Day 4	Day 5
8:30 am	<b>Registration</b>				
9:00 am	<b>Opening Ceremony</b> Welcome Addresses and Speeches  Introduction to the training programme (aim, objectives, content and structure)	<b>L2</b> (continued)  <b>L3:</b> Urban conservation history and theory	Introduction to Module 2: <b><u>Urban Conservation Planning &amp; Management</u></b>  <b>L7:</b> Understanding and planning the historic towns and urban areas  <b>L8:</b> From <i>Planning to Management</i> , conservation plans and management plans	<b>L12:</b> Inventory as a tool for urban conservation   <b>L13:</b> Setting-up the information database.	Introduction to Day 5 <b>Site visit</b> in Suva downtown area. Assessment of the site values, condition and management.  <b>E1b: Testing the survey form for Suva's Inventory</b> (field work on a selected group of buildings)
10:45 am	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea
11:00 am	Introduction to Module 1: <b><u>Fundamentals of Heritage Conservation</u></b>  <b>L1:</b> Cultural heritage conservation: main concepts and principles	<b>L3</b> (continued)  <b>L4:</b> International guidance (UNESCO, ICCROM, ICOMOS)	<b>L9:</b> Conservation planning methodology  <b>L 10:</b> Identifying the Planning Team and a Stakeholders Group.	<b>L14:</b> Carrying out the field survey and implementing the database.  Presentation on <b><i>Levuka WHS and current conservation efforts</i></b> (45' by local expert)	<b>E2: Collecting field data</b> (field work on a selected group of buildings)
12:30 am	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
14:00 am	<b>L2:</b> Conservation history and theory – an overview	<b>L5:</b> Contemporary trends in urban conservation.	<b>L11:</b> Documentation and description of the historic town.	Presentation on <b><i>The heritage of Suva and current conservation efforts</i></b> (45' by local expert)	<b>S1:</b> Presentations by each team of the results of the field and class work
15:30 am	After-noon Tea	After-noon Tea	After-noon Tea	After-noon Tea	After-noon Tea
15:45 am 17:00 am	<b>L2</b> (continued)	<b>L6:</b> Conservation process	<b>L11</b> (continued)	<b>E1a: Drafting a survey form for Suva's Inventory</b> (class work)	<b>S1:</b> Lessons learned from Exercises 1&2 and from site visit

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Second Week <b>Training Module 2: Urban Conservation Planning and Management (2 days)</b>					
<b>Training Module 3: Development and design for Listed Buildings and Conservation Areas (3 days)</b>					
Hours	Day 6	Day 7	Day 8	Day 9	Day 10
09:00 am	<b>L15:</b> Evaluating the data according to relevant criteria  <b>E3:</b> <b>Classifying the buildings and open spaces</b> (class work)	<b>L17:</b> Management planning of historic towns and urban areas. The management process  <b>L18:</b> Assessing Significance	Introduction to Module 3: <b><u>Development and Design for Listed Buildings and Conservation Areas</u></b>  <b>L23:</b> Conservation and development as integral parts of the same planning process	<b>L27:</b> Evaluation of development proposals within protected areas and their setting; Assessment methodology  <b>L28:</b> Identifying development capacity thresholds	<b>L 30:</b> Cultural Heritage as Guiding Principle for Sustainability in City Planning and Design illustrated by 3 case-studies  <b>E6:</b> <b>Why and how the above case-studies reflect the idea of sustainable city planning and design</b> (class work)
10:45 am	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea
11:00 am	<b>S 2:</b> Presentations and lessons learned from Exercise 3.  <b>L16:</b> Drafting Regulations and Guidelines	<b>L19:</b> Assessing Condition  <b>L20:</b> Assessing the Management context	<b>L24:</b> The UNESCO Recommendation on <i>Historic Urban Landscape</i>	<b>L29:</b> Heritage Impact Assessment (HIA) as a tool for urban conservation	<b>E6</b> (continued)  <b>S5:</b> Presentations and lessons learned from Exercise 6.
12:30 am	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
14:00 am	<b>E4:</b> <b>Outlining criteria for planning regulations and design guidelines for new development in Conservation Areas</b> (class work)	<b>L21:</b> Decision-Making: management policies, objectives and strategies for conservation, development and maintenance of historical cities  <b>L22:</b> Implementation, Monitoring and Review.	<b>L25:</b> Design methodology for infill and multiple-lot development in heritage-sensitive areas; case-studies.	<b>E5:</b> <b>Assess impact of development on adjacent listed building(s) and propose mitigation strategies to avoid, eliminate or minimize harm</b> (class work)	<b>L31:</b> Sustainable tourism and urban conservation; case-studies  <b>Conclusions</b>  <b>Evaluation of the training programme by the participants</b>
15:30 am	<b>After-noon Tea</b>	<b>After-noon Tea</b>	<b>After-noon Tea</b>	<b>After-noon Tea</b>	<b>After-noon Tea</b>
15:45 am 17:00 am	<b>S3:</b> Presentations and lessons learned from Exercise 4.	<b>L22</b> (continued): The “Heritage Office” and the “Heritage House”	<b>L26:</b> Design principles and criteria	<b>S4:</b> Presentations and lessons learned from Exercise 5.	<b>Granting of Certificates</b> <b>Closing ceremony</b>