



United Nations  
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**World Heritage**

**15 EXT.COM**

**WHC/21/15EXT.COM/3**

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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**

**Fifteenth Extraordinary Session  
Online meeting**

**29 March 2021, 12.00.-3.00 p.m.**

**Item 3 of the Provisional Agenda: Dates and modalities for the holding of the extended 44th session of the World Heritage Committee**

**SUMMARY**

This Document is presented in view of the discussions to be held during the 15th Extraordinary session of the World Heritage Committee regarding the holding of the extended 44th session of the World Heritage Committee.

**Draft Decision: 15 EXT.COM 3, see Point IV.**

## I. BACKGROUND

1. By Decision **14 EXT.COM 4** taken at its 14th Extraordinary session in November 2020, the World Heritage Committee has decided “to hold an extended 44th session in June/July 2021 in Fuzhou (China)”.
2. This document presents notably possible formats of the extended 44th session, including corresponding modalities of conduct of business and timetables (Part III and Annexes 1, 2, 3 et 4).

## II. DATES OF THE 44TH EXTENDED SESSION

3. The 44th session of the World Heritage Committee was initially scheduled from 29 June to 9 July 2020. The Committee will have now to determine the exact dates of the session, in conformity with Decision **14 EXT.COM 4**.

## III. POSSIBLE FORMATS FOR THE HOLDING OF THE EXTENDED 44TH SESSION

4. It is suggested that the Committee decide at its 15th Extraordinary session on the format to be retained for the holding of the extended 44th session to ensure that the invitation letters for the said session are sent in conformity with Rule 3.2 (“not less than sixty days in advance”).

### A. Session in Fuzhou (China)

5. The session would be held *in presentia* in Fuzhou. In order to exercise their rights, all Committee members would need to have at least one representative physically present in the room. Limitations to physical attendance will be enforced in order to fully comply with standards of physical distancing. All observers<sup>1</sup>, including States Parties, as well as public or private organizations or individuals invited to participate in the session for consultation on particular problems will be able to participate online via a platform accessible to all participants.
6. The modalities for participation will be as follows, on the understanding that the physical presence of at least one representative will constitute a condition for a Committee member to exercise its rights under the Rules of Procedure of the World Heritage Committee, including voting rights. Representatives of the members of the Committee present in the room will be able to share the floor with their colleagues actively attending online.

#### ➤ Participation *in presentia*

- **Up to 3 representatives** per Delegation member of the Committee
- Chairperson and Rapporteur
- **Up to 3 representatives** per Advisory Body
- **Limited** physical presence of the Secretariat (interpreters and UNESCO staff)

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<sup>1</sup> **Rule 8** of the Rules of Procedure of the Committee foresees the right for States Parties to the Convention which are not members of the Committee to attend as observers, as well as the possibility, upon authorization by the Committee, for Non States Parties to the Convention who are Member States of UNESCO or of the United Nations, the United Nations and organizations of the United Nations system, other international governmental and nongovernmental organizations, permanent observer missions to UNESCO and non profit-making institutions having activities in the fields covered by the Convention, to attend the session as observers. **Rule 7** also provides for the possibility for the Committee to invite “public or private organizations or individuals to participate in its sessions for consultation on particular problems”.

- Participation online<sup>2</sup>
  - **Up to 2 active online connections** per Delegation member of the Committee (see also Paragraph 6 above)
  - **Up to 2 active online connections** per Observer State Party non-member of the Committee
  - **1 active online connection** for each other Observer (see footnote 1)
  - **2 active online connections** per Advisory Body
  
- Conduct of business
  - **Normal duration of daily work sessions** (10 am-1pm / 3pm-6pm). The duration of the session will be **12 days** in total;
  - Consequently, in order to allow for a smooth running of the session the introduction of items should be as concise as possible and limited to providing clarification and/or additional information. A Timetable is included in Annex 2. The examination of **Item 7** (States of Conservation) **Item 8** (Nomination), **Item 10** (Periodic Reporting) among others, will be conducted by **region** to accommodate time differences and to facilitate the active participation of all stakeholders;
  - **Bureau meetings** and **Working Groups** would be held entirely online in order to ensure equality of treatment of all participants;
  - The **Young Heritage Professionals Forum** and the **World Heritage Site Managers Forum** would be organized in an online format prior to the session;
  - A reduced number of **online side events** could be organized.

7. Should the worldwide sanitary situation not allow for the above described *in presentia* session in Fuzhou with all Committee members represented, the following format B presented below will have to be envisaged:

#### **B. Online session**

8. For this format, the duration of the session would be longer than 12 days and therefore dates of the session as indicated in Part II above will have to be adapted consequently.
9. This format entails online participation **of all stakeholders** via a platform accessible to all States Parties.

- Participation online (see footnote 2)
  - Chairperson (with **limited** presence of the Secretariat)
  - Rapporteur
  - **3 active online connections** per Delegation member of the Committee
  - **1 active online connection** per Observer State Party non-member of the Committee
  - **1 active online connection** for each other Observer (see footnote 1)
  - **3 active online connections** per Advisory Body
  
- Conduct of business
  - **Limitation of the duration of daily work sessions to 4h (11.30am-3.30pm)** due to the time zone difference between some members of the Committee (Guatemala and Australia, for example), resulting in an **extension of the number of session days** (15 days in total instead of 12 days *in presentia* with a normal agenda);
  - Consequently, in order to allow for a smooth running of the session and as it is the practice for the Executive Board sessions, it would be suggested to consider as many items on the agenda as possible **without debate**. Furthermore, the introduction of items by the Secretariat should only take place if requested by the Chairperson and

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<sup>2</sup> The number of active connections will depend of the capacity of the online platform used

- should be as concise as possible and limited to providing clarification and/or additional information. The examination of **Item 7** (States of Conservation) **Item 8** (Nomination), **Item 10** (Periodic Reporting) among others, will be conducted by **region** to accommodate time difference and to facilitate the active participation of all stakeholders. An adapted Timetable with proposed items that could be considered without debate as well as specific hours of work is presented in Annex 3;
- **Bureau meetings** and **Working Groups** would be held entirely online;
  - The **Young Heritage Professionals Forum** and the **World Heritage Site Managers Forum** would be organized in an **online format**.
  - A reduced number of online side events could be organized.
10. In the above-mentioned formats, and notably for format B, it is recommended that the Committee adopts its methods of works taking into consideration the relevant General recommendations adopted by the Executive Board in its Decision [209 EX/ 30](#) in June 2020. In particular, and considering that the technological means currently available to the Secretariat do not allow for an online secret ballot, the World Heritage Committee could decide on practical arrangements for casting of the vote should it become necessary to hold a secret ballot during an online session. Proposals for methods of work are included in Annex 4 of the present document.

#### **IV. DRAFT DECISION: 15 EXT.COM 3**

*The World Heritage Committee,*

1. *Having examined Document WHC/21/15.EXT.COM/3,*
2. *Recalling the extreme exceptional circumstances that prevailed in 2020 due to the COVID-19 pandemic worldwide and that still prevail in 2021,*
3. *Also recalling Decision **14 EXT.COM 4** by which it decided to hold an extended 44th session in June/July 2021 in Fuzhou (China),*
4. *Decides that the extended 44th session will be held from [x] to [x] 2021;*
5. *Also decides that the extended 44th session will be held according to [format to be decided] and adopts the corresponding timetable contained in Annex [...] of the present document;*
6. *Adopts the Methods of work for the 44th session of the World Heritage Committee, as described in Annex 4 of the present document.*

# Annex 1

## Synthetic table of formats A and B for the holding of the extended 44th session

Key:



**Physical attendance** (the number of persons representing each delegation is based on a maximum physical attendance of 500 people in the Plenary room). It will be limited to 2-3 representatives per delegation at the same time in the room



**Active online connections** (possibility to take the floor - the number of active connections attributed to each delegation is based on the capacity of the platform used (e.g. ZOOM at UNESCO HQs = 500 active connections max.))



**Webcast** (no possibility to take the floor)

	Format A Session in Fuzhou (China)	Format B Fully online session
<b>Committee members</b> (for each delegation)	 Up to 3 persons +  Up to 2 active connections +  webcast	 3 active connections +  webcast
<b>Observer States Parties non-member of the Committee</b> (for each delegation)	 Up to 2 active connections +  Webcast	 1 active connection +  webcast
<b>All other observers</b> (see footnote 1 above) (for each)	 1 active connection +  Webcast	 1 active connection +  webcast
<b>Chairperson</b>		 1 active connection
<b>Rapporteur</b>		 1 active connection
<b>Secretariat</b>		 limited presence with the Chairperson

	Format A Session in Fuzhou (China)	Format B Fully online session
<b>Advisory Bodies</b>	 Up to 3 persons +  2 active connections +  webcast	 3 active connections +  webcast
<b>Length of the session</b>	<b>12</b> working days	<b>15</b> working days
<b>Opening Ceremony</b>	in Fuzhou + webcast	in Fuzhou + webcast
<b>Length of daily meetings</b>	<b>6 hours</b> per day (10am-1pm/3pm-6pm)	<b>4 hours</b> per day (due to time zone differences)
<b>Agenda</b>	Normal	Several items to be proposed without debate
<b>Working languages</b>	English/French + other if financed	English/French only
<b>Bureau meetings</b>	entirely online	entirely online
<b>Working groups</b>	entirely online	entirely online
<b>Side events</b>	 Reduced number of online events	 Reduced number of online events

## Annex 2

### Tentative timetable for the holding of the extended 44th session in Fuzhou (China) (Format A)

DAY 1		DAY 2	DAY 3	DAY 4
			<b>09.30 – 10.00</b> BUREAU MEETING	<b>09.30 – 10.00</b> BUREAU MEETING
<b>REGISTRATION</b> <b>8.00 – 19.00</b>	<b>10.00</b> - <b>13.00</b>	<b>10.00 Item 2</b> Admission of Observers <b>10.15 Item 3</b> Adoption of the Agenda and Timetable <b>10.30 Item 4</b> Report of the Rapporteur of the 43rd session of the World Heritage Committee (Baku, 2019) <b>11.00 Item 14</b> Presentation of the final accounts of the World Heritage Fund for 2018-2019, Report on the execution of the budget for the biennium 2020-2021, Budget proposal of the World Heritage Fund under the biennium 2022-2023 and follow-up to Decision <b>43 COM 14</b> [ <i>Constitution of consultative body</i> ] <b>11.15 Item 11</b> Follow-up to Recommendations of Evaluations and Audits on Working Methods and outcomes of the ad-hoc working group [ <i>Opening of the item</i> ] <b>11.30 Item 12</b> Revision of the <i>Operational Guidelines</i> [ <i>Constitution of consultative body</i> ] <b>11.45 Item 5A</b> Report of the World Heritage Centre on its activities and the implementation of the World Heritage Committee's Decisions <b>12.45</b> Message from the Young Heritage Professionals Forum 2021	<b>10.00 Item 7</b> State of conservation of World Heritage properties [ <i>Opening of the item and message from the Site Managers Forum</i> ] <b>11.30 Item 7A</b> State of conservation of World Heritage properties inscribed on the List of World Heritage in Danger	<b>10.00 Item 7A</b> (Cont'd)
	<b>13.00</b> - <b>15.00</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>14.00 – 15.00</b> Bureau Meeting  <b>15.00 – 17.30</b> Orientation Session	<b>15.00</b> - <b>18.00</b>	<b>15.00 Item 5B</b> Reports of the Advisory Bodies <b>15.45 Item 5C</b> Progress report on Priority Africa, Sustainable Development and World Heritage <b>16.30 Item 5D</b> World Heritage Convention and Sustainable Development <b>17.15 Item 6</b> Follow-up to the World Heritage Capacity-building Strategy and Progress Report on the World Heritage-related category 2 centres	<b>15.00 Item 7A</b> (Cont'd)	<b>15.00 Item 7B</b> State of conservation of World Heritage properties inscribed on the World Heritage List
<b>19.00</b> <b>Item 1 – Opening ceremony in Fuzhou</b>				

	<b>DAY 5</b>	<b>DAY 6</b>	<b>DAY 7</b>
	<b>09.30 – 10.00</b> BUREAU MEETING	<b>09.30 – 10.00</b> BUREAU MEETING	<b>09.30 – 10.00</b> BUREAU MEETING
<b>10.00</b> - <b>13.00</b>	<b>10.00 Item 7B</b> (Cont'd)	<b>10.00 Item 7B</b> (Cont'd)	<b>10.00 Item 8</b> Nomination process <i>[Opening of the item]</i> <b>12.00 Item 8B</b> Nominations to the World Heritage List
<b>13.00</b> - <b>15.00</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>15.00</b> - <b>18.00</b>	<b>15.00 Item 7B</b> (Cont'd)	<b>15.00 Item 7C</b> Draft Updated Policy Document on the impacts of Climate Change on World Heritage properties <b>17.30 Item 8A</b> Tentative Lists submitted by States Parties	<b>15.00 Item 8B</b> (Cont'd)

	<b>DAY 8</b>	<b>DAY 9</b>	<b>DAY 10</b>
	<b>09.30 – 10.00</b> BUREAU MEETING	<b>09.30 – 10.00</b> BUREAU MEETING	<b>09.30 – 10.00</b> BUREAU MEETING
<b>10.00</b> - <b>13.00</b>	<b>10.00 Item 8B</b> (Cont'd)	<b>10.00 Item 8B</b> (Cont'd)	<b>10.00 Item 8D</b> Clarifications of property boundaries and areas by States Parties <b>10.15 Item 8E</b> Review and approval of retrospective Statements of Outstanding Universal Value <b>10.30 Item 8C</b> Update of the World Heritage List and the List of World Heritage in Danger <b>10.45 Item 9A</b> Upstream Process <b>11.15 Item 10A</b> Report on the results of the Third Cycle of the Periodic Reporting exercise in the Arab States
<b>13.00</b> - <b>15.00</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>15.00</b> - <b>18.00</b>	<b>15.00 Item 8B</b> (Cont'd)	<b>15.00 Item 8B</b> (Cont'd)	<b>15.00 Item 10B.</b> Report on the results of the Third cycle of the Periodic Reporting exercise in Africa <b>16.30 Item 10C.</b> Progress report on the implementation of the Action Plan(s) for the 2nd Cycle of Periodic Reporting in the other regions <b>17.30 Item 10D</b> Progress report on the Third cycle of Periodic Reporting in the other regions

	DAY 11	DAY 12
	09.30 – 10.00 BUREAU MEETING	
10.00 - 13.00	<p><b>10.00 Item 7</b> State of conservation of World Heritage properties <i>[Closing of the item]</i></p> <p><b>11.00 Item 11</b> Follow-up to Recommendations of Evaluations and Audits on Working Methods and outcomes of the ad-hoc working group <i>[Closing of the item]</i></p> <p><b>12.00 Item 12</b> Revision of the <i>Operational Guidelines [Report of the consultative body]</i></p> <p><b>12.30 Item 8</b> Nomination process <i>[Closing of the item]</i></p>	Report preparation by the Secretariat and the Rapporteur
13.00 - 15.00	Lunch	
15.00 - 18.00	<p><b>15.00 Item 13</b> International Assistance</p> <p><b>15.30 Item 14</b> Presentation of the final accounts of the World Heritage Fund for 2018-2019, Report on the execution of the budget for the biennium 2020-2021, Budget proposal of the World Heritage Fund under the biennium 2022-2023 and follow-up to Decision <b>43 COM 14</b> <i>[Report of the consultative body]</i></p> <p><b>16.30 Item 15</b> Other Business</p> <p><b>16.45 Item 16</b> Election of the Chairperson, Vice-Chairpersons and Rapporteur of the 45th session of the World Heritage Committee</p> <p><b>17.30 Item 17</b> Provisional Agenda of the 45th session of the World Heritage Committee</p>	<p><b>16.00 Item 18</b> Adoption of Decisions and</p> <p><b>Item 19</b> Closing session</p>

## Annex 3

### Tentative timetable for the holding of the extended 44th session fully online (Format B)

Key:

Agenda items highlighted in grey: Adoption without debate (items 4, 5A, 5B, 5C, 5D, 6, 8A, 8C, 8D, 8E, 9A, 10C, 10D)

DAY 1		DAY 2	DAY 3	DAY 4
		11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING
<b>REGISTRATION</b> 9.00 – 18.00	11.30 - 15.30	<p>11.30 <b>Item 2</b> Admission of Observers</p> <p>11.45 <b>Item 3</b> Adoption of the Agenda and Timetable</p> <p>12.00 <b>Item 4</b> Report of the Rapporteur of the 43rd session of the World Heritage Committee (Baku, 2019)</p> <p>12.15 <b>Item 14</b> Presentation of the final accounts of the World Heritage Fund for 2018-2019, Report on the execution of the budget for the biennium 2020-2021, Budget proposal of the World Heritage Fund under the biennium 2022-2023 and follow-up to Decision <b>43 COM 14</b> [Constitution of consultative body]</p> <p>12.20 <b>Item 11</b> Follow-up to Recommendations of Evaluations and Audits on Working Methods and outcomes of the ad-hoc working group [Opening of the item]</p> <p>12.25 <b>Item 12</b> Revision of the Operational Guidelines [Constitution of consultative body]</p> <p>12.30 <b>Item 5A</b> Report of the World Heritage Centre on its activities and the implementation of the World Heritage Committee's Decisions</p> <p>13.00 <b>Item 5B</b> Reports of the Advisory Bodies</p> <p>13.30 <b>Item 5C</b> Progress report on Priority Africa, Sustainable Development and World Heritage</p> <p>14.00 <b>Item 5D</b> World Heritage Convention and Sustainable Development</p> <p>14.30 <b>Item 6</b> Follow-up to the World Heritage Capacity-building Strategy and Progress Report on the World Heritage-related category 2 centres</p> <p>15.00 Video message from the Young Heritage Professionals (Virtual) Forum 2021</p> <p>15.15 <b>Item 7</b> State of conservation of World Heritage properties [Opening of the item and message from the Site Managers Forum]</p>	<p>11.30 <b>Item 7</b> (Cont'd)</p> <p>12.00 <b>Item 7C</b> Draft Updated Policy Document on the impacts of Climate Change on World Heritage properties</p> <p>13.00 <b>Item 7A</b> State of conservation of World Heritage properties inscribed on the List of World Heritage in Danger</p>	11.30 <b>Item 7A</b> (Cont'd)
<b>Item 1</b> <b>Opening of the session – Opening Ceremony in Fuzhou</b>  13.00-15.00				

	DAY 5	DAY 6	DAY 7
	11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING
11.30 - 15.30	11.30 <b>Item 7A</b> (Cont'd) 12.00 <b>Item 7B</b> State of conservation of World Heritage properties inscribed on the World Heritage List	11.30 <b>Item 7B</b> (Cont'd)	11.30 <b>Item 7B</b> (Cont'd)

	DAY 8	DAY 9	DAY 10
	11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING
11.30 - 15.30	11.30 <b>Item 8</b> Nomination process <i>[Opening of the item]</i> 12.30 <b>Item 8A</b> Tentative Lists submitted by States Parties 12.45 <b>Item 8B</b> Nominations to the World Heritage List	11.30 <b>Item 8B</b> (Cont'd)	11.30 <b>Item 8B</b> (Cont'd)

	DAY 11	DAY 12	DAY 13
	11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING	11.00 – 11.30 BUREAU MEETING
11.30 - 15.30	11.30 <b>Item 8B</b> (Cont'd)	11.30 <b>Item 8B</b> (Cont'd) 14.15 <b>Item 8D</b> Clarifications of property boundaries and areas by States Parties 14.30 <b>Item 8E</b> Review and approval of retrospective Statements of Outstanding Universal Value 14.45 <b>Item 8C</b> Update of the World Heritage List and the List of World Heritage in Danger 15.00 <b>Item 9A</b> Upstream Process	11.30 <b>Item 10A</b> Report on the results of the Third Cycle of the Periodic Reporting exercise in the Arab States 12.30 <b>Item 10B.</b> Report on the results of the Third cycle of the Periodic Reporting exercise in Africa 13.30 <b>Item 10C.</b> Progress report on the implementation of the Action Plan(s) for the 2nd Cycle of Periodic Reporting in the other regions 14.00 <b>Item 10D</b> Progress report on the Third Cycle of Periodic Reporting in the other regions 14.30 <b>Item 7</b> State of conservation of World Heritage properties <i>[Closing of the item]</i>

	DAY 14	DAY 15
	11.00 – 11.30 BUREAU MEETING	
11.30 - 15.30	<p><b>11.30 Item 11</b> Follow-up to Recommendations of Evaluations and Audits on Working Methods and outcomes of the ad-hoc working group <i>[closing of the item]</i></p> <p><b>12.30 Item 12</b> Revision of the <i>Operational Guidelines [Report of the consultative body]</i></p> <p><b>13.15 Item 8</b> Nomination process <i>[Closing of the item]</i></p> <p><b>13.45 Item 13</b> International Assistance</p> <p><b>14.00 Item 14</b> Presentation of the final accounts of the World Heritage Fund for 2018-2019, Report on the execution of the budget for the biennium 2020-2021, Budget proposal of the World Heritage Fund under the biennium 2022-2023 and follow-up to Decision <b>43 COM 14</b> <i>[Report of the consultative body]</i></p> <p><b>14.30 Item 15</b> Other Business</p> <p><b>14.45 Item 16</b> Election of the Chairperson, Vice-Chairpersons and Rapporteur of the 45th session of the World Heritage Committee</p> <p><b>15.15 Item 17</b> Provisional Agenda of the 45th session of the World Heritage Committee</p>	<p><b>11.30 Item 18</b> Adoption of Decisions</p> <p>and</p> <p><b>Item 19</b> Closing session</p>

NB. Report preparation by the Secretariat and the Rapporteur will be done offline.

### Methods of work for the 44th session of the World Heritage Committee

#### Introduction

1. It should be noted that, prior to the COVID-19 pandemic, the World Heritage Committee had never held any ordinary session other than *in presentia*.
2. In 2020, a meeting of the Bureau as well as the 14th Extraordinary session of the Committee have been organized thanks to the technological means available to the Organization, which have allowed for such online sessions. An information meeting has also been organized in the framework of the preparation of the extended 44th session of the Committee.
3. It is recalled that the current Rules of Procedure of the World Heritage Committee were originally adopted in 1977 and have been drafted in a manner that presupposes the conduct of sessions with the physical presence of participants. Nevertheless, the Rules of Procedure do not explicitly impose the holding of a session *in presentia*, nor do they forbid the convening of an online session.
4. Therefore, the World Heritage Committee may wish to consider, in exceptional circumstances such as those of the COVID-19 pandemic, holding an ordinary session, *in presentia* with a limited physical presence of the members of the Committee (as described in Part III.A of Document WHC/21/15EXT.COM/3) or entirely online (as described in Part III.B of Document WHC/21/15EXT.COM/3), provided that proceedings are conducted in a manner that respects the Rules of Procedure. The World Heritage Committee has the authority, if needed, to decide to suspend the application of any of its Rules of Procedure, subject to the conditions provided for in Rule 52.<sup>3</sup>
5. Hereafter, the Secretariat describes working arrangements that would make it possible to hold an ordinary session, entirely online or *in presentia* with limited physical presence of the members of the Committee, in conformity with the Rules of Procedure.

#### Attendance

6. If exceptional circumstances make it impossible to hold a physical meeting of the Committee with all participants referred to in Rules 5, 6, 7 and 8, the session can be held either entirely online or *in presentia* with limited physical participation of the Committee members. In this latter case, in order to exercise their rights, all Committee members would need to have at least one representative physically present in the room. Modalities for participation for a session *in presentia* with limited physical presence of the members of the Committee would be as described in paragraphs 5 and 6 of Document WHC/21/15EXT.COM/3, while modalities for participation for an entirely online session will be as specified in Paragraphs 8 and 9 this same document.
7. Irrespective of the format of the session, and in order to ensure their attendance at the session, Members of the Committee shall communicate the names, email addresses, designation and qualification of their representatives, alternates, advisers and experts (Rule 5.1) to the Secretariat of the Convention (World Heritage Centre) in advance of the said session (email address to be confirmed at a later stage). The other participants

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<sup>3</sup> Rule 52 reads as follows: "The Committee may suspend the application of any of these Rules, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting."

referred to in Rules 6, 7 and 8 of the Rules of Procedures shall communicate the names and email address of their designated representative(s).

### **Working languages, records and documents**

8. The working languages of the Committee are, pursuant to Rule 44.1 of the Rules of Procedure, English and French. Members of the Committee may take the floor in any of its formal meetings and the Secretariat shall provide interpretation into all working languages. Furthermore, documents of the World Heritage Committee are to be circulated in its two working languages (Rule 44.4). Documents (Rule 44.4), proposals (Rule 23.1) and amendments (Rule 23.3) would also be made available on the website of the World Heritage Centre (<https://whc.unesco.org>), via a webpage dedicated to the said session.
9. Currently, the Secretariat is able to support a maximum of six languages through the Zoom remote conferencing system.
10. The decisions report and summary records, as well as the verbatim records and recordings, shall be made available, in conformity with Rules 46 and 47.

### **Conduct of business**

11. Several conditions apply for the holding of meetings at a session of the Committee, pursuant to the Rules of Procedure.
12. In accordance with Rule 17, the quorum for a meeting consists of a majority of the Members. In the case of an entirely online session, the quorum would be determined by verifying the online presence of representatives of Members of the Committee accredited as per paragraphs 6 and 7 above. In the event that the quorum is lost, for example due to connectivity issues being experienced by a number of representatives, the meeting could be suspended until such time as a quorum has been re-established. Should the Committee decide that only Committee Members meet *in presentia* for the session, the quorum would be determined by the Members physically present in the room, and not based on their online representatives.
13. Meetings of the Committee are held in public, unless the Committee decides otherwise (Rule 18). In order to ensure the publicity required by this provision, the online platform will provide 'viewer' access to the public meetings, via webcast, as it has already been the case for all Committee sessions since 2012<sup>4</sup>.
14. Pursuant to Rule 19, the Committee may also decide to hold private meetings. The technological means available would allow the holding of an online private open only to participants authorized to attend.
15. Whether the 44th extended session is held entirely online or *in presentia* with limited physical presence of the members of the Committee, Bureau meetings will be held entirely online.
16. It is recalled that the Committee can establish the consultative or subsidiary bodies, as it deems necessary for the performance of its functions (Rules 20 and 21). The practice of the Committee has been for meetings of consultative and subsidiary bodies not to take place simultaneously to allow smaller delegations to attend them all. Whether the 44th extended session is held entirely online or *in presentia* with a limited physical presence of the members of the Committee the meetings of the consultative or subsidiary bodies would be held entirely online.
17. To ensure the respect of the Rules of Procedure, several practical arrangements must be made to ensure that all those who are entitled to attend the session of the Committee and take the floor will be able to do so from a remote location by means of teleconferencing or

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<sup>4</sup> By Decision **35 COM 12B** (UNESCO, 2011), the World Heritage Committee decided that World Heritage Committee meetings should be live-streamed over the web.

any other electronic means available. The necessary arrangements will be made to ensure that all participants can duly exercise their rights.

18. It is recalled that the persons who may address the Committee include, in addition to representatives of the Members of the Committee, members of the Secretariat and of the Advisory Bodies, all participants referred to in Rules 7 and 8. Subject to Rule 22, such participants can join the meeting as “speakers” and provide their title and organization. In case of *in presentia* session with physical presence of Committee members only, Representatives of the members of the Committee present in the room will be able to share the floor with their colleagues actively attending online, as long as their request for the floor is made by the members present in the room. Furthermore, the participants referred to in Rules 7 and 8 joining the meeting as ‘speakers’ would be able to signify their wish to speak (Rule 22) by clicking a “raise-hand” button. For an entirely online session, all participants joining the meeting as ‘speakers’ would be able to signify their wish to speak (Rule 22) by clicking a “raise-hand” button. To grant the floor to a ‘speaker’, the Chairperson would be assisted by a member of the Secretariat in unmuting the participant, allowing him or her to speak.
19. In case of a fully online session and given the complexity of having the 21 Members of the Committee join the meetings across different time zones, the Committee may wish to consider the option of limiting the duration of the daily meetings, as other organizations in the United Nations system and other UNESCO Culture conventions have done. This could be necessary, particularly when international travel is hindered and the participation of representatives from capitals is considered. In this case, it is recommended that the duration of the meetings be reduced to a maximum of three to four hours per day. Given the limited time available for consideration of agenda items at a fully online session, the Committee could consider examining as many items on the agenda as possible without debate. Furthermore, the introduction of items by the Secretariat should only take place if requested by the Chairperson and should be as concise as possible and limited to providing clarification and/or additional information. The examination of the agenda items related to States of conservation, Nominations, Periodic Reporting, among others, could be conducted by region to accommodate the different time zones and to facilitate the active participation of all stakeholders. Should the Committee decide that only representatives of the Members of the Committee meet *in presentia*, it could also consider that the agenda items related to States of conservation, Nominations, Periodic Reporting, among others, could be conducted on a regional basis to accommodate the different time zones and to facilitate the active participation of all online participants.
20. It is essential that meetings start on time and that all participants follow the instructions below.
21. The Secretariat needs to be able to verify the identity of all participants whatever the format chosen for the session. For this purpose, all participants would be requested to access the meeting’s online waiting room approximately 15 to 30 minutes before the scheduled start time. The Secretariat of the Committee would grant access to the meeting after validating the identity of the representatives and alternates, as well as of the additional participants. To expedite this process, representatives would be requested to abide by a naming convention that would be determined by the Secretariat.
22. Speakers should be encouraged to be succinct and speak at a moderate pace.
23. In order to participate actively in the meeting, participants, being responsible for the quality of their connection at their end, would need a computer with a reliable Internet connection or a smartphone. Participants will thus be provided with connection details.
24. Participants should also follow a number of practices in the course of the meeting in order to ensure the smooth conduct of business. They should connect from a quiet location in order to avoid background noise. They should preferably use a headset with a microphone, to avoid any problems with the audio function of their device and improve sound quality. All participants who are not taking the floor should mute their microphones and turn off their

video. All unnecessary applications in each participant's computer should be closed, as these may drain bandwidth and cause connectivity issues.

25. In case of an *in presentia* session with a limited physical presence of the members of the Committee, requests regarding the Text of proposals (Rule 23), the Division of proposals (Rule 24), the Voting on proposals (Rule 26) as well as the Withdrawal of proposals (Rule 27), Points of order (Rule 28) and Procedural motions shall only be made by/through the representative of the Committee member present in the room.

### **Voting**

26. The practice of the Committee is to take its decisions by consensus, which may also be achieved in an online session.
27. The Rules of Procedure impose detailed and rigorous conditions on voting at sessions of the Committee, which remain applicable in the case of an *in presentia* session or an online session.
28. In case of an *in presentia* session with limited physical presence of the members of the Committee, Voting rights (Rule 35), requests for roll-call (Rule 40.3) and secret ballot (Rule 41), shall only be made by/through the members present in the room.
29. Should the ordinary session be held entirely online, practical arrangements will be adopted to ensure the conduct of votes by show of hands or roll-call.
30. The Rules also provide for the possibility of a secret ballot (Rules 41-42). In case of an entirely online session, the technological means currently available to the Secretariat do not allow for an online secret ballot. Consequently, the Members of the Committee could consider the possibility of abstaining from any secret ballots during a fully online session, or, if they wish, adopting special rules that would apply in that scenario.