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CONVENTION CONCERNING THE PROTECTION OF THE
WORLD CULTURAL AND NATURAL HERITAGE

WORLD HERITAGE COMMITTEE

Twentieth session
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Draft nomination form and format for Periodic World Heritage
state of conservation reports:

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XIX session of the Bureau as Annex II of WHC-95/CONF.201/4
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States Parties through Circular Letter 3-96 dated 29-2-1996

WORLD HERITAGE CONVENTION

NOMINATION OF PROPERTIES FOR INCLUSION ON THE WORLD HERITAGE LIST

Explanatory Notes

INTRODUCTION

- (i) These notes are intended to provide guidance to those nominating sites for inclusion on the World Heritage List. They relate to the headings under which information is sought, which appear in front of each section of notes. Nomination dossiers should provide information under each of these headings. They should be signed by a responsible official on behalf of the State Party.
- (ii) The nomination dossier is intended to serve two main purposes.

First it is to describe the property in a way which brings out the reasons it is believed to meet the criteria for inscription, and to enable the site to be assessed against those criteria.

Secondly it is to provide basic data about the property, which can be revised and brought up to date in order to record the changing circumstances and state of conservation of the site.
- (iii) In spite of the wide differences between sites, information should be given under each of the categories set out at the head of sections 1 - 7 of these notes.

General Requirements

- (iv) Information should be as precise and specific as possible. It should be quantified where that can be done and fully referenced.
- (v) Documents should be concise. In particular long historical accounts of sites and events which have taken place there should be avoided, especially when they can be found in readily available published sources.
- (vi) Expressions of opinion should be supported by reference to the authority on which they are made and the verifiable facts which support them.

- (vii) Dossiers should be completed on A4 paper (210mm x 297mm) with maps and plans a maximum of A3 paper (297mm x 420mm). States Parties are also encouraged to submit the full text of the nomination on diskette.

1. Identification of the Property

- a. Country (and State Party if different).
- b. State, Province or Region
- c. Name of Property
- d. Exact location on map and indication of geographical coordinates to the nearest second
- e. Maps and/or plans showing boundary of area proposed for inscription and of any buffer zone
- f. Area of site proposed for inscription (ha.) and proposed buffer zone (ha.) if any.

- 1.1 The purpose of this section is to provide the basic data to enable sites to be precisely identified. In the past, sites have been inscribed on the list with inadequate maps, and this has meant that in some cases it is impossible to be certain what is within the World Heritage site and what is outside it. This can cause considerable problems.

- 1.2 Apart from the basic facts at 1a - 1d of the dossier, the most important element in this section of the nomination therefore consists of the maps and plans relating to the nominated site. In all cases, at least two documents are likely to be needed and both must be prepared to professional cartographic standards. One should show the site in its natural or built environment and should be between 1:20,000 and 1:100,000. Depending on the size of the site, another suitable scale may be chosen. The other should clearly show the boundary of the nominated area and of any existing or proposed buffer zone. It should also show the position of any natural features, individual monuments or buildings mentioned in the nomination. Either on this map, or an accompanying one, there should also be a record of the boundaries of zones or special legal protection from which the site benefits.

- 1.3 In considering whether to propose a buffer zone it should be borne in mind that, in order to fulfil the obligations of the World Heritage Convention, sites must be protected from all threats or inconsistent uses. These developments can often take place beyond the boundaries of a site. Intrusive development can harm its setting, or the views from it or of it. Industrial processes can threaten a site by polluting the air or water. The construction of new roads, tourist resorts or airports can bring to a site more visitors than it can absorb in safety.

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2 Justification for Inscription

- a. Statement of significance
- b. Comparative analysis (including state of conservation of similar sites)
- c. Authenticity/Integrity
- d. Criteria under which inscription is proposed (and justification for inscription under these criteria)

3. Description

- a. Description of Property
- b. History and Development
- c. Form and date of most recent records of site
- d. Present state of conservation

4 Management

- a. Ownership
- b. Legal status
- c. Protective measures and means of implementing them
- d. Agency/agencies with management authority
- e. Level at which management is exercised (e.g., on site, regionally) and name and address of responsible person for contact purposes

- f. Agreed plans related to property (e.g., regional, local plan, conservation plan, tourism development plan)
- g. Sources and levels of finance
- h. Sources of expertise and training in conservation and management techniques
- i. Visitor facilities and statistics
- j. Site management plan and statement of objectives (copy to be annexed)
- k. Staffing levels (professional, technical, maintenance)

5 Factors Affecting the Site

- a. Development Pressures (e.g., encroachment, adaptation, agriculture)
- b. Environmental Pressures (e.g., pollution, climate change)
- c. Natural disasters and preparedness (earthquakes, floods, fires, etc.)
- d. Visitor/tourism pressures
- e. Number of inhabitants within site, buffer zone
- f. Other

6. Monitoring/Inspection

- a. Key indicators for measuring state of conservation
- b. Administrative arrangements for monitoring property
- c. Results of previous reporting exercises

7 Documentation

- a. Photographs, slides and, where available, film/video
- b. Copies of site management plans and extracts of other plans relevant to the site
- c. Bibliography
- d. Address where inventory, records and archives are held

8. Signature on behalf of the State Party

In some cases national planning policies or existing protective legislation may provide the powers needed to protect the setting of a site as well as the site itself. In other cases it will be highly desirable to propose a formal buffer zone where special controls will be applied. This should include the immediate setting of the site and important views of it and from it. Where it is considered that existing zones of protection make it unnecessary to inscribe a buffer zone, those zones also should be shown clearly on the map of the site.

2 Justification for Inscription

- a. Statement of significance
- b. Comparative analysis (including state of conservation of similar sites)
- c. Authenticity/Integrity
- d. Criteria under which inscription is proposed (and justification for inscription under these criteria)

2.1 This is the most crucial aspect of the whole nomination dossier. It must make clear to the committee why the site can be accepted as being "of outstanding universal value". The whole of this section of the dossier should be written with careful reference to the criteria for inscription found at paragraphs 24 and 44 of the Operational Guidelines. It should not include detailed descriptive material about the site or its management, which come later, but should concentrate on what the site represents.

2.2 The statement of significance (a) should make clear what are the values embodied by the site. It may be a unique survival of a particular building form or habitat or designed town. It may be a particularly fine or early or rich survival and it may bear witness to a vanished culture, way of life or eco-system. It may comprise assemblages of threatened endemic species, exceptional eco-systems, outstanding landscapes or other natural phenomena.

2.3 The comparative analysis (b) should relate the site to comparable sites, saying why it is more worthy than they are for inscription on the World Heritage list (or, if they are inscribed, what features distinguish it from those sites). This may be because the site is intrinsically better, or possessed of more features, species or habitats.

It may also be because the site is a larger or better preserved or more complete survival or one that has been less prejudiced by later developments. This is the reason for the requirement for an account of the state of conservation of similar sites.

2.4 The section relating to authenticity/integrity (c) should flow from the account of the present state of conservation. In the case of a cultural site it should record whether repairs have been carried out using traditional materials and methods and whether the principles of the Venice Charter and other international standards have been observed. In the case of natural sites it should record any intrusions from exotic species of fauna or flora and any human activities which may have compromised the integrity of the site. This section should demonstrate that the site fulfills the criteria of authenticity/integrity set out in paragraphs 24 (b) (i) or 44 (b) (i) - (iv) of the Operational Guidelines, which describe the criteria in greater detail.

2.5 Section 2 (d) is therefore the culmination of the section, relating the specific site to one or more individual criteria and saying unambiguously why it meets the specific criterion or criteria.

3. Description

- a. Description of Property
- b. History and Development
- c. Form and date of most recent records of site
- d. Present state of conservation

3.1 This section should begin with a description (a) of the property at the date of nomination. It should refer to all the significant features of the property. In the case of a cultural site this will include an account of any building or buildings and their architectural style, date of construction and materials. It should also describe any garden, park or other setting. In the case of an historic town or district it is not necessary to describe each individual building, but important public buildings should be described individually and an account should be given of the planning or layout of the area, its street pattern and so on. In the case of natural sites the account should deal with important physical attributes, habitats, species and other significant ecological features and processes. Species lists should be provided where practicable, and the presence of threatened or endemic taxa should be highlighted.

The extent and methods of exploitation of natural resources should be described. In the case of cultural landscapes it will be necessary to produce a description under all the matters mentioned above.

- 3.2 Under item (b) of this section what is sought is an account of how the property has reached its present form and condition and the significant changes that it has undergone. This should include some account of construction phases in the case of monuments, buildings or groups of buildings. Where there have been major changes, demolitions or rebuilding since completion they should also be described. In the case of natural sites and landscapes the account should cover significant events in history or pre-history which have affected the evolution of the site and give an account of its interaction with humankind. This will include such matters as the development and change in use for hunting, fishing or agriculture, or changes brought about by climatic change, inundation, earthquake or other natural causes. In the case of cultural landscapes all aspects of the history of human activity in the area will need to be covered.
- 3.3 Because of the wide variation in the size and type of properties covered by properties nominated as World Heritage Sites it is not possible to suggest the number of words in which the description and history of properties should be given. The aim, however, should always be to produce the briefest account which can provide the important facts about the property. These are the facts needed to support and give substance to the claim that the property properly comes within the criteria of paragraphs 24 and 44 of the Operational Guidelines. The balance between description and history will change according to the applicable criteria. For example, where a cultural site is nominated under criterion 24 a (i), as a unique artistic achievement, it should not be necessary to say very much about its history and development.
- 3.4 Under section 3 (c) what is required is a straightforward statement giving the form and date of the most recent records or inventory of the site. Only records which are still available should be described.
- 3.5 The account of the present state of conservation of the property [3 (d)] should be related as closely as possible to the records described in the previous paragraph. As well as providing a general impression of the state of conservation dossiers should give statistical or empirical information wherever possible.

For example, in a historic town or area the percentage of buildings needing major or minor repair works, or in a single major building or monument the scale and duration of any recent or forthcoming major repair projects. In the case of natural sites data on species trends or the integrity of eco-systems should be provided. This is important because the nomination dossier will be used in future years for purposes of comparison to trace changes in the condition of the property.

4 Management

- a. Ownership
- b. Legal status
- c. Protective measures and means of implementing them
- d. Agency/agencies with management authority
- e. Level at which management is exercised (e.g., on site, regionally) and name and address of responsible person for contact purposes
- f. Agreed plans related to property (e.g., regional, local plan, conservation plan, tourism development plan)
- g. Sources and levels of finance
- h. Sources of expertise and training in conservation and management techniques
- i. Visitor facilities and statistics
- j. Site management plan and statement of objectives (copy to be annexed)
- k. Staffing levels (professional, technical, maintenance)

4.1 This section of the dossier is intended to provide a clear picture of the protective and management arrangements which are in place to protect and conserve the property as required by the World Heritage Convention. It should deal both with the policy aspects of legal status and protective measures and with the practicalities of day-to-day administration.

4.2 Sections 4 (a) - (c) of the dossier should give the legal position relating to the property. As well as providing the names and addresses of legal owners [4 (a)] and the status of the property [4 (b)], it should describe briefly any legal measures of protection applying to the site or any traditional ways in which custom safeguards it. Legal instruments should be given their title and date. In addition, the dossier should say how in practice these measures are applied and how responsibility for dealing with potential or actual breaches of protection is exercised. For example, it should say whether the police, army or local authorities have the responsibility for enforcement and whether in practice they have the necessary resources to do so.

It is not necessary to set out all the elements of legal protection, but their main provisions should be summarized briefly. In the case of large natural sites or historic towns there may be a multiplicity of legal owners. In these cases it is necessary only to list the major land- or property-owning institutions and any representative body for other owners.

- 4.3 Sections 4 (d) and (e) are intended to identify both the authority or authorities with legal responsibility for managing the property and the individual who is actually responsible for day-to-day control of the site and for the budget relating to its upkeep.
- 4.4 The agreed plans which should be listed at 4 (f) are all those plans which have been adopted by governmental or other agencies and which will have a direct influence on the way in which the site is developed, conserved, used or visited. Either relevant provisions should be summarized in the dossier or extracts or complete plans should be annexed to it.
- 4.5 Sections 4 (g) and (h) should show the funds, skills and training which are available to the site. Information about finance and expertise and training should be related to the earlier information about the state of conservation of the site. In all three cases an estimate should also be given of the adequacy or otherwise of what is available, in particular identifying any gaps or deficiencies or any areas where help may be required.
- 4.6 As well as providing any available statistics or estimates of visitor numbers or patterns over several years, section 4 (i) should describe the facilities available for visitors, for example:
- (i) interpretation/explanation, whether by trails, guides, notices or publications;
 - (ii) site museum, visitor or interpretation centre;
 - (iii) overnight accommodation;
 - (iv) restaurant or refreshment facilities;
 - (v) shops;
 - (vi) car parking;
 - (vii) lavatories;
 - (viii) search and rescue.

- 4.7 Section 4 (j) in the dossier should provide only the briefest details of the management plan relating to the site, which should be annexed in its entirety. If the plan provides details of staffing levels it is not necessary to complete section 4 (k) of the dossier and other sections may also be omitted where the plan provides adequate information (e.g. on finance and training).

5 Factors Affecting the Site

- a. Development Pressures (e.g., encroachment, adaptation, agriculture)
- b. Environmental Pressures (e.g., pollution, climate change)
- c. Natural disasters and preparedness (earthquakes, floods, fires, etc.)
- d. Visitor/tourism pressures
- e. Number of inhabitants within site, buffer zone
- f. Other

- 5.1 This section of the dossier should provide information on all the factors which are likely to affect or threaten a site. It should also relate those threats to measures taken to deal with them, whether by application of the protection described at Section 4 (c) or otherwise.

- 5.2 Section 5 (a) deals with development pressures. Information should be given about pressure for demolitions or rebuilding; the adaptation of existing buildings for new uses which would harm their authenticity or integrity; habitat modification or destruction following encroaching agriculture, forestry or grazing, or through poorly managed tourism or other uses; inappropriate or unsustainable natural resource exploitation; the introduction of exotic species likely to disrupt natural ecological processes, creating new centres of population on or near sites so as to harm them or their settings.

- 5.3 Environmental pressures [5 (b)] can affect all types of site. Air pollution can have a serious effect on stone buildings and monuments as well as on fauna and flora. Desertification can lead to erosion by sand and wind. What is needed in this section of the dossier is an indication of those pressures which are presenting a current threat to the site, or may do so in the future, rather than an historical account of such pressures in the past.

5.4 Section 5 (c) should indicate those disasters which present a foreseeable threat to the site and what steps have been taken to draw up contingency plans for dealing with them, whether by physical protection measures or staff training. (In considering physical measures for the protection of monuments and buildings it is important to respect the integrity of the construction.)

5.5 In completing section 5 (d) what is required is an indication of whether the property can absorb the current or likely number of visitors without adverse effects, i.e. its carrying capacity.

An indication should also be given of the steps taken to manage visitors and tourists. Amongst possible forms of visitor pressure to be considered are:

- (i) Damage by wear on stone, timber, grass or other ground surfaces;
- (ii) Damage by increases in heat or humidity levels;
- (iii) Damage by disturbance to the habitat of living or growing things;
- (iv) Damage by the disruption of traditional cultures or ways of life;
- (v) Damage to visitor experience as a result of over-crowding.

5.6 Section 5 should conclude with the best available statistics or estimate of the number of inhabitants within the nominated site and any buffer zone, any activities they undertake which affect the site and an account of any other factors of any kind not included earlier in the section which have the potential to affect its development or threaten it in any way (e.g. terrorist activity or the potential for armed conflict).

6. Monitoring/Inspection

- a. Key indicators for measuring state of conservation
- b. Administrative arrangements for monitoring property
- c. Results of previous reporting exercises

6.1 This section of the dossier is intended to provide the evidence for the state of conservation of the property which can be reviewed and reported on regularly so as to give an indication of trends over time.

6.2 Section 6 (a) should set out those key indicators which have been chosen as the measure of the state of conservation of the whole site. They should be representative of an important aspect of the site and relate as closely as possible to the statement of significance. Where possible they should be expressed numerically and where this is not possible they should be of a kind which can be repeated, for example by taking a photograph from the same point. Examples of good indicators are:

- (i) the number of species, or population of a keystone species on a natural site;
- (ii) the percentage of buildings requiring major repair in a historic town or district;
- (iii) the number of years estimated to elapse before a major conservation programme is likely to be completed;
- (iv) the stability or degree of movement in a particular building or element of a building;
- (v) the rate at which encroachment of any kind on a site has increased or diminished.

6.3 Section 6 (b) should make clear that there is a regular system of formal inspections of the property, leading to the recording, at least annually, of the conditions of the site. This should result, every five years, in a state of conservation report to the World Heritage Committee.

6.4 Section 6 (c) should summarize briefly earlier reports on the state of conservation of the site and provide extracts and references to published sources.

7 Documentation

- a. Photographs, slides and, where available, film
- b. Copies of site management plans and extracts of other plans relevant to the site
- c. Bibliography
- d. Address where inventory, records and archives are held

7.1 This section of the dossier is simply a check-list of the documentation which should be provided to make up a complete nomination.

- 7 (a) There should be enough photographs, slides and, where possible, film/video to provide a good general picture of the site, including one or more aerial photographs. Where possible, slides should be in 35mm format. This material should be accompanied by a duly signed authorization granting free of charge to UNESCO the non-exclusive right for the legal term of copyright to reproduce and use it in accordance with the terms of the authorization attached.
- 7 (b) Copies of and extracts from plans should be provided.
Management plan.
Legal protection, if necessary summarized.
Maps and plans.
- 7 (c) The Bibliography should include references to all the main published sources and should be compiled to international standards.
- 7 (d) One or more addresses for inventory and site records should be provided.

8. Signature on behalf of the State Party

The dossier should conclude with the signature of the official empowered to sign it on behalf of the State Party.

draft prepared: 10-5-1995

submitted to:

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WORLD HERITAGE CONVENTION
PERIODIC WORLD HERITAGE STATE OF CONSERVATION REPORT
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- f. Area of site inscribed (ha.) and buffer zone (ha.)

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- a. Statement of significance
- b. Comparative analysis
- c. Authenticity/Integrity
- d. Criteria under which site was inscribed

3. Description

- a. Description of Property
- b. History and Development
- c. Form and date of most recent records of site
- d. Present state of conservation

4 Management

- a. Ownership
- b. Legal status
- c. Protective measures and means of implementing them
- d. Agency/agencies with management authority
- e. Level at which management is exercised
- f. Agreed plans relating to property
- g. Sources and levels of finance

- h. Sources of expertise and training in conservation and management techniques
- i. Visitor facilities and statistics
- j. Site management plan and statement of objectives
- k. Staffing levels

5 Factors Affecting the Site

- a. Development Pressures (e.g., encroachment, adaptation, agriculture)
- b. Environmental Pressures (e.g., pollution, climate change)
- c. Natural disasters and preparedness (earthquakes, floods, fires, etc.)
- d. Visitor/tourism pressures
- e. Number of inhabitants within site, buffer zone
- f. Other

6. Monitoring/Inspection

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- b. Administrative arrangements for monitoring property
- c. Results of previous reporting exercises

7 Documentation

- a. Photographs, slides and, where available, film/video
- b. Copies of site management plans and extracts of other plans relevant to the site
- c. Bibliography
- d. Address where inventory, records and archives are held

8. Conclusions and recommended actions

9. Signature on behalf of the State Party

WORLD HERITAGE CONVENTION
PERIODIC WORLD HERITAGE STATE OF CONSERVATION REPORT
Explanatory Notes

INTRODUCTION

- (i) One of the essential functions of the World Heritage Committee is to monitor the state of conservation of properties inscribed on the World Heritage List.

At its eighteenth session, held in Phuket, Thailand from 12 to 17 December 1994, the World Heritage Committee adopted the principles of monitoring, making a distinction between 'systematic monitoring and reporting' and 'reactive monitoring'. These principles are reflected in chapter II of the Operational Guidelines for the Implementation of the World Heritage Convention which reads as follows:

A. Systematic monitoring and reporting

70. Systematic monitoring and reporting is the continuous process of observing the conditions of World Heritage sites with periodic reporting on its state of conservation.

The objectives of systematic monitoring and reporting are:

World Heritage site: Improved site management, advanced planning, reduction of emergency and ad-hoc interventions, and reduction of costs through preventive conservation.

State Party: Improved World Heritage policies, advanced planning, improved site management and preventive conservation.

Region: Regional cooperation, regional World Heritage policies and activities better targeted to the specific needs of the region.

Committee/Secretariat: Better understanding of the conditions of the sites and of the needs on the site, national and regional levels. Improved policy and decision making.

71. It is the prime responsibility of the States Parties to put in place on-site monitoring arrangements as an integral component of day-to-day conservation and management of the sites. States Parties should do so in close collaboration with the

site managers or the agency with management authority. It is necessary that every year the conditions of the site be recorded by the site manager or the agency with management authority.

72. The States Parties are invited to submit to the World Heritage Committee through the World Heritage Centre, every five years, a scientific report on the state of conservation of the World Heritage sites on their territories. To this end, the States Parties may request expert advice from the Secretariat or the advisory bodies. The Secretariat may also commission expert advice with the agreement of the States Parties.

73. To facilitate the work of the Committee and its Secretariat and to achieve greater regionalization and decentralization of World Heritage work, these reports will be examined separately by region as determined by the Committee. The World Heritage Centre will synthesize the national reports by regions. In doing so, full use will be made of the available expertise of the advisory bodies and other organizations.

74. The Committee will decide for which regions state of conservation reports should be presented to its forthcoming sessions. The States Parties concerned will be informed at least one year in advance so as to give them sufficient time to prepare the state of conservation reports.

75. The Secretariat will take the necessary measures for adequate World Heritage information collection and management, making full use, to the extent possible, of the information/documentation services of the advisory bodies and others.

B. Reactive monitoring

76. **Reactive monitoring** is the reporting by the World Heritage Centre, other sectors of UNESCO and the advisory bodies to the Bureau and the Committee on the state of conservation of specific World Heritage sites that are under threat. To this end, the States Parties shall submit to the Committee through the World Heritage Centre, specific reports and impact studies each time exceptional circumstances occur or work is undertaken which may have an effect on the state of conservation of the site. Reactive monitoring is foreseen in the procedures for the eventual deletion of properties from the World Heritage List as set out in paras. 50-58. It is also foreseen in reference to properties inscribed, or to be inscribed, on the List of World Heritage in Danger as set out in paras. 83-90.

The States Parties to the World Heritage Convention are, therefore, invited to put on-site monitoring structures in place and to report, every five years, on the state of conservation of the World Heritage properties on their territories.

- (ii) The purpose of these periodic state of conservation reports is two-fold:

to assist site managers and States Parties to maintain systematic records of the state of conservation of each site, identify problems and solutions;

to enable the World Heritage Centre to maintain a database of information relating to the state of conservation of sites, identifying trends and common issues and brief the Committee accordingly.

- (iii) The primary document in respect of each site is the nomination dossier. The format for the periodic state of conservation reports follows, therefore, the format for the nomination dossier. Consequently, where a periodic state of conservation report is being prepared for the first time a complete dossier should be prepared in accordance with the new nomination format that was adopted by the Committee at its nineteenth session in 1995. These notes are intended to be read in conjunction with the notes prepared for the nomination dossier, which should be consulted by those preparing periodic state of conservation reports.

- (iv) The preparation of periodic state of conservation reports should involve those who are responsible for the day-to-day management of the site. It could also include external expert advice if and when the State Party concerned so wishes.

- (v) The format for periodic state of conservation reports repeats the headings under which information is required for a nomination dossier, indicating the extent to which each should be considered in respect of state of conservation reports. The nomination dossier and/or any previous state of conservation report is the basic reference material for the preparation of a state of conservation report. The executive summary and the conclusions and recommended actions are specific requirements for the state of conservation reports.

General Requirements

- (vi) Information should be as precise and specific as possible. It should be quantified where that can be done and fully referenced.
- (vii) Documents should be concise. In particular long historical accounts of sites and events which have taken place there should be avoided, especially when they can be found in readily available published sources.
- (viii) Expressions of opinion should be supported by reference to the authority on which they are made and the verifiable facts which support them.
- (ix) Dossiers should be completed on A4 paper (210mm x 297mm) with maps and plans a maximum of A3 paper (297mm x 420mm). States Parties are also encouraged to submit the full text of the state of conservation reports on diskette.

0. Executive Summary

A summary with a maximum length of one page should precede the state of conservation report.

1. Identification of the Property

- a. Country (and State Party if different).
- b. State, Province or Region
- c. Name of Property
- d. Exact location on map and indication of geographical coordinates to the nearest second
- e. Maps and/or plans showing boundary of area inscribed and of any buffer zone
- f. Area of site inscribed (ha.) and buffer zone (ha.)

1.1 The information under 1(a)-1(d) should be verified and repeated in all state of conservation reports because it provides the basic information from which sites can be identified.

1.2 Particular attention should be paid to the existence and accuracy of maps and plans showing the boundary of the site and any buffer zone (1(e)). Where the monitoring process has led to a proposal that the boundary of the site and/or buffer zone should be altered, this should be stated clearly and the existing and proposed boundaries should both be marked clearly on the map.

2 Justification for Inscription

- a. Statement of significance
- b. Comparative analysis
- c. Authenticity/Integrity
- d. Criteria under which site was inscribed

- 2.1 In this section it is necessary to review under item 2(a) if the values on the basis of which the site was inscribed are retained. Under 2(b) and 2(c) it is only necessary to record significant changes since inscription or since the previous state of conservation report. Examples might include further deterioration of similar sites not on the list (under 2(b)) or a programme of repair which has improved the authenticity of the site by removing work using unauthentic techniques and materials and replacing it with traditional ones (under 2(c)).

3. Description

- a. Description of Property
- b. History and Development
- c. Form and date of most recent records of site
- d. Present state of conservation

- 3.1 In each state of conservation report information should be provided under 3(a) and 3(b) about any new significant data on the site or major events that have occurred since the nomination or previous report such as new archaeological excavations, scientific discoveries, natural disasters etc. Information under 3(c) and 3(d) should relate back to the nomination dossier or previous report. When the records described at 3(c) are the same as those previously mentioned this should be made clear. In the case of the state of conservation (3(d)) comparisons should be made with the nomination dossier or previous report. (This subject will also be illuminated by the information provided under section 6 below).

4. Management

- a. Ownership
- b. Legal status
- c. Protective measures and means of implementing them
- d. Agency/agencies with management authority
- e. Level at which management is exercised
- f. Agreed plans relating to property
- g. Sources and levels of finance

- h. Sources of expertise and training in conservation and management techniques
- i. Visitor facilities and statistics
- j. Site management plan and statement of objectives
- k. Staffing levels

4.1 In the case of headings 4(a) - 4(e) it is only necessary to record information which has changed since nomination or the previous report.

4.2 State of conservation reports should review the information about management provided in nomination dossiers or previous reports and draw attention to any significant changes which have taken place. Information should always be provided under headings 4(f) - 4(k) so that trends in levels of finance and staffing and training can be established and up-to-date copies of plans relating to the site will always be provided.

4.3 In analyzing the sources of expertise and training under heading 4(h) an assessment should be provided of short and long term training needs of site-staff on all levels.

4.4 In the case of all statistics which are available on an annual basis (e.g. income, visitor numbers, staff numbers) information should be provided for each year since nomination or the previous report, so that complete runs of figures can be maintained.

5. Factors Affecting the Site

- a. Development Pressures
- b. Environmental Pressures
- c. Natural disasters and preparedness
- d. Visitor/tourism pressure
- e. Number of inhabitants within site/buffer zone
- f. Other

5.1 Each state of conservation report should provide up-to-date information under each of the headings 5(a) - 5(f), as indicated in the nomination document. This section of the dossier should provide information on all the factors which are likely to affect or threaten a site. It should also relate those threats to measures taken to deal with them, whether by application of the protection described at Section 4(c) or otherwise. Once again, where it is possible to do so figures should be provided over a number of years so that trends can be established as accurately as possible.

- 5.2 Section 5(a) deals with development pressures. Information should be given about pressure for demolitions or rebuilding; the adaptation of existing buildings for new uses which would harm their authenticity or integrity; habitat modification or destruction following encroaching agriculture, forestry or grazing, or through poorly managed tourism or other uses; inappropriate or unsustainable natural resource exploitation; the introduction of exotic species likely to disrupt natural ecological processes, creating new centres of population on or near sites so as to harm them or their settings.
- 5.3 Environmental pressures [5(b)] can affect all types of site. Air pollution can have a serious effect on stone buildings and monuments as well as on fauna and flora. Desertification can lead to erosion by sand and wind. What is needed in this section of the dossier is an indication of those pressures which are presenting a current threat to the site, or may do so in the future, rather than an historical account of such pressures in the past.
- 5.4 Section 5(c) should indicate those disasters which present a foreseeable threat to the site and what steps have been taken to draw up contingency plans for dealing with them, whether by physical protection measures or staff training. (In considering physical measures for the protection of monuments and buildings it is important to respect the integrity of the construction.)
- 5.5 In completing section 5(d) what is required is an indication of whether the property can absorb the current or likely number of visitors without adverse effects, i.e. its carrying capacity.

An indication should also be given of the steps taken to manage visitors and tourists. Amongst possible forms of visitor pressure to be considered are:

- (i) Damage by wear on stone, timber, grass or other ground surfaces;
 - (ii) Damage by increases in heat or humidity levels;
 - (iii) Damage by disturbance to the habitat of living or growing things;
 - (iv) Damage by the disruption of traditional cultures or ways of life;
 - (v) Damage to visitor experience as a result of over-crowding.
- 5.6 Section 5 should conclude with the best available statistics or estimate of the number of inhabitants within the nominated site and any buffer zone, any activities they undertake which affect the site and an

account of any other factors of any kind not included earlier in the section which have the potential to affect its development or threaten it in any way (e.g. terrorist activity or the potential for armed conflict).

6. Monitoring/Inspection

- a. Key indicators for measuring state of conservation
- b. Administrative arrangements for monitoring property
- c. Results of previous reporting exercises and follow-up to recommendations made by the advisory bodies and/or the World heritage Committee at the time of inscription

6.1 This section is one of the keys to the report, because it should provide the scientific basis for measuring the state of conservation of the property over time. Up-to-date information should be provided in respect of each of the key indicators identified under heading 6(a) in the nomination dossier. Care should be taken to ensure that this information is as accurate and reliable as possible, for example by carrying out observations in the same way, using similar equipment and at the same time of the year and day. This should minimize such factors as the different impression given by photographs taken with different light levels or lengths of shadow.

6.2 It is also important for the reporting process to question the validity of the indicators, especially at the early stages in the monitoring and reporting cycle. The robustness and reliability of the data should be examined, as should its suitability as an indicator of the general state of conservation of the site. If there are doubts on these points the possibility of adopting alternatives should be considered.

6.3 As well as reviewing the data, reports should under heading 6(b) review the administrative management in place for regularly monitoring the state of conservation of the property, proposing amendments if that appears desirable.

6.4 Section 6(c) reviews the results of previous monitoring exercises and should, over time, provide the account of the steps taken to improve the state of conservation of the property. It should also review if any action has been taken in response to the recommendations made by the advisory bodies and/or the World Heritage Committee at the time of inscription.

In the first report provided according to the format, this section should include a list of all the issues identified in the monitoring and reporting process.

7. Documentation

- a. Photographs, slides and, where available, film/video
- b. Copies of site management plans and extracts from the plans relevant to the site
- c. Bibliography
- d. Address where inventory, records and archives are held

- 7.1 The documentation which is provided with state of conservation reports should include all plans revised or completed since inscription or the previous report and any other new material of relevance: photographic records or new references for the bibliography, for example. The audio-visual material should be accompanied by a duly signed authorization granting free of charge to UNESCO the non-exclusive right for the legal term of copyright to reproduce and use it in accordance with the terms of the authorization attached.

8. Conclusions and recommended actions

- 8.1. The main conclusions under each of the sections of the report, should be summarized and tabulated together with the proposed action to be taken, the agencies responsible for taking the action and the time within which the action should be taken. A column should be left to record the outcome. Once successful action has been recorded in a report, the recommendation can be deleted from the subsequent reports.

9. Signature on behalf of the State Party

- 9.1. The report should conclude with the names and signatures of all those who have been responsible for compiling it.

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