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

Europe and North America Unit
World Heritage Centre
According to Article 29 of the Convention and para 199 to 210 of the Operational Guideline, Periodic Reporting serves the four following purposes:

1. to provide an assessment of the application of the World Heritage Convention by the State Party

2. to provide an assessment as to whether the Outstanding Universal Value of the properties is being maintained over time

3. to provide up-dated information about the properties to record their state of conservation and the changing circumstances

4. to provide a mechanism for regional co-operation and exchange of information and experiences to ensure effective long term conservation of properties
The cycles of Periodic Reporting in Europe and North America

**First Cycle** (2001-2006)
- 50 States Parties
- 275 WH properties: all those inscribed until 1998
- A division in two groups:
  - North America
  - Europe

**Second Cycle** (2012-2015)
- 51 States Parties
- 453 (and more) WH properties: all those inscribed until 2013
- A division in two groups:
  - NA, WE, BS
  - CESEE, ME
The revised questionnaire: the origins

After the first cycle of PR, the following flaws were identified in the Section II of the questionnaire:

**States Parties**
- Request of data already available at the World Heritage Centre
- Difficult access to the sources of information
- Too narrative/descriptive information (time-consuming)

**World Heritage Centre**
- Comparing results across regions
- Difficult to retrieve data and elaborate statistics
- Reliability of data
The principles of the revision:

- **Good practice**
- **Efficiency**
- **Sustainability**
- **Utility**
How the revised questionnaires solve the problems identified by the World Heritage Centre in the old questionnaires

- Comparing results across regions → the same questionnaire
- Difficult to retrieve data and elaborate statistics → electronic tool
- Reliability of data → more qualitative than quantitative approach
How the revised questionnaires solve the problems identified by States Parties in the old questionnaires

• Request of data already available at the World Heritage Centre → pre-filling

• Difficult access to the sources of information → pre-filling + links

• Too narrative/descriptive information (time-consuming) → yes/no and multiple choice questions + shorter questionnaire
The World Heritage Centre gathers baseline data in cooperation with the States Parties concerned.

The data gathered by the World Heritage Centre are used to pre-fill the Periodic Reporting questionnaires.

Every cycle of Periodic Reporting, the State Party concerned checks the accuracy of those data and if needed updates them.
Pre-filling: the methodology

The methodology of pre-filling is based upon the following principles:

- Only information submitted officially by the State Party is used.
- The pre-filling is made on the basis of what is available at the World Heritage Centre, not necessarily of what exists at the national level.
- The pre-filling is made in English or French: the choice is based on the language of the State Party (section I) and on the language of the Nomination file (section II).
- For the section II, only data referring to the World Heritage property as inscribed are included.
- For the section II, all documents mentioned in the questionnaire (map, management plan, etc.) can be downloaded.
Pre-filling: which sections concerned?

Section I
- Introduction
- Tentative List
- Nominations
- General Policy Development

Section II
- Property data
- Statement of OUV
- Protection and Management
- International assistance
Pre-filling: the sources

- World Heritage Centre database
- Tentative Lists submitted by the States Parties
- Nomination files
- Questionnaires of the first cycle Periodic Reporting
- Management Plans
- Maps
The platform helps the Site Managers and Focal Points to find in one place:

- **Handbook** for Site Managers
- **Video tutorials** on the PR questionnaires
- **Access to the PR questionnaire**
- **Reference documents, news, events, contacts etc.**

**General information concerning the PR exercise** (about, process cycle, deadlines, outcomes, road maps etc.)
Periodic Reporting Handbook for Site Managers

A handbook for site managers prepared by the World Heritage Centre with the kind support of the Principality of Monaco and the Nordic World Heritage Foundation (NWHF)

Handbook available in:

- English
- Français
- Español
- Русский
The revised Periodic Reporting questionnaire

Section I

• concerns the implementation of the World Heritage Convention at the national level
• concerns all cultural and natural heritage (World Heritage or not)
• filled-in by the national Focal Point
• 13 chapters

Section II

• concerns each World Heritage property
• filled-in by the Site Manager and then validated by the Focal Point, who submits it to the World Heritage Centre
• 6 chapters
• 170 questions
Roles and responsibilities

- National Focal Points fill in Section I of the questionnaire and submit it to the World Heritage Centre.

- Site Managers fill in Section II of the questionnaire.

- National Focal Points validate Section II of the questionnaire and submit it to the World Heritage Centre.
Structure of Section I

- Introduction
- Inventories/lists/registers for cultural and natural heritage
- Tentative List
- Nominations
- General Policy Development
- Status of Services for Protection, Conservation and Presentation
- Scientific and Technical Studies and Research
- Financial Status and Human Resources
- Training
- International Cooperation
- Education, Information and Awareness Building
- Conclusions and Recommended Actions
- Assessment of the Periodic Reporting Exercise
Structure of Section II

- World Heritage Property Data
- Statement of Outstanding Universal Value
- Factors affecting the Property
- Protection, Management and Monitoring of the Property
- Summary and Conclusions
- Conclusions of the Periodic Reporting Exercise
**The Periodic Reporting Questionnaire**

**Components**
- The title of the question
- The pre-filled information
- The question and the answer
- The disclaimer
- The space for comments and updates

---

**Statement of Outstanding Universal Value/Statement of Significance**

**Statement of Significance**
Criterion (v): The collection of Aflaj irrigation systems represents some 3,000 still functioning systems in Oman. Ancient engineering technologies demonstrate long standing, sustainable use of water resources for the cultivation of palms and other produce in extremely arid desert lands. Such systems reflect the former total dependence of communities on this irrigation and a time-honoured, fair and effective management and sharing of water resources, underpinned by mutual dependence and communal values.

---

**Agree with current data?**

Please note that any change to this information needs to be reviewed by the relevant Advisory Body and approved by the World Heritage Committee. For very minor changes, i.e. typing mistakes and not changes to content, please contact the World Heritage Centre at wh-periodicreporting@unesco.org.

---

**Your comment:**
The types of questions:
1) check and up-date

<table>
<thead>
<tr>
<th>Name</th>
<th>Coordinates (longitude / latitude)</th>
<th>Property (ha)</th>
<th>Buffer zone (ha)</th>
<th>Total (ha)</th>
<th>Inscription year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falaj Al-Katmeen, Nizwa, Dakhiliya, Oman</td>
<td>22.933 / 57.667</td>
<td>135.028</td>
<td>1756.4</td>
<td>1891.428</td>
<td>2006</td>
</tr>
<tr>
<td>Falaj Al-Malki, Izki, Interior, Oman</td>
<td>22.733 / 57.767</td>
<td>600</td>
<td>4255.71</td>
<td>4855.71</td>
<td>2006</td>
</tr>
<tr>
<td>Falaj Daris, Nizwa, Dakhiliya, Oman</td>
<td>22.983 / 57.533</td>
<td>389.468</td>
<td>3370.1</td>
<td>3759.568</td>
<td>2006</td>
</tr>
<tr>
<td>Falaj Al-Muyasser, Al Rustaq, Interior, Oman</td>
<td>23.35 / 57.45</td>
<td>300.501</td>
<td>3182.66</td>
<td>3483.161</td>
<td>2006</td>
</tr>
</tbody>
</table>

Total (ha) 1455.949 16404.33 17860.279

Agree with current data? Validate  Update
The Periodic Reporting Questionnaire

The types of questions:
2) Yes/No

Was the Periodic Reporting questionnaire easy to use and clearly understandable?

6.4.1 yes
6.4.2 no
The Periodic Reporting Questionnaire

The types of questions:
3) **Multiple choice**

---

**Can the legislative framework (i.e. legislation and/ or regulation) be enforced?**

- **4.2.5.1** There is **no effective capacity/resources** to enforce legislation and/ or regulation in the World Heritage property

- **4.2.5.2** There are **major deficiencies** in capacity/resources to enforce legislation and/ or regulation in the World Heritage property

- **4.2.5.3** There is **acceptable** capacity/resources to enforce legislation and/ or regulation in the World Heritage property but some deficiencies remain

- **4.2.5.4** There is **excellent** capacity/resources to enforce legislation and/ or regulation in the World Heritage property
### The Periodic Reporting Questionnaire

**The types of questions:**

4) **Rating**

---

**Considering the management needs of the World Heritage property, please rate the availability of professionals in the following disciplines**

<table>
<thead>
<tr>
<th>Rating on a 4 point scale</th>
<th>Not applicable</th>
<th>Non-existent</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.4.13.1</strong> Research and monitoring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.2</strong> Promotion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.3</strong> Community outreach</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.4</strong> Interpretation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.5</strong> Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.6</strong> Visitor management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.7</strong> Conservation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.8</strong> Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.9</strong> Risk preparedness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.10</strong> Tourism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.13.11</strong> Enforcement (custodians, police)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Periodic Reporting Questionnaire

The types of questions:
5) **Percentage**

Distribution of employees involved in managing the World Heritage Property (% of total)

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4.9.1</td>
<td>Full-time</td>
<td></td>
</tr>
<tr>
<td>4.4.9.2</td>
<td>Part-time</td>
<td></td>
</tr>
</tbody>
</table>

N.B. Both cells have to be filled-in. Make sure that, if you write «100» in one of them, you write «0» in the other
The Periodic Reporting Questionnaire

The types of questions:
6) **Open field**

Comments, conclusions and/or recommendations related to scientific studies and research projects

Maximum 500 characters allowed!
The Periodic Reporting Questionnaire

The types of questions:
7) Assessment

**Impacts of tourism/visitor/recreation**

For example:
Inappropriate/non-existent interpretation (not an impact), High levels of visitation, Increase of vendors inside/outside site, Building community support, sustainable livelihoods

- Relevant
- Not relevant

<table>
<thead>
<tr>
<th>Impact</th>
<th>Impact</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive</td>
<td>Current</td>
<td>Inside</td>
</tr>
<tr>
<td>Negative</td>
<td>Potential</td>
<td>Outside</td>
</tr>
</tbody>
</table>
The online Periodic Reporting Questionnaire

Focus: The Factors Affecting the Property (Section II)

- Buildings and development
- Transportation infrastructures
- Services infrastructures
- Pollution
- Biological resource use/modification
- Physical resource extraction
- Local conditions affecting physical fabric
- Social/cultural uses of heritage
- Other human activities
- Climate change and severe weather events
- Sudden ecological or geological events
- Invasive/alien species or hyper-abundant species
- Management and institutional factors
- Other factor(s)
The online Periodic Reporting Questionnaire
Focus: The Factors’ Cycle (Section II)

1) Identification

2) Summary table

3) Assessment of the current negative factors

4) The identification of management responses

Flooding

<table>
<thead>
<tr>
<th>Name</th>
<th>Impact</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.10.2 Flooding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Actions

Reconstructing the underground channel in the long term. Constructing protective dams in the upstream area, over the valley.
1) Identification

Are available resources such as equipment, facilities and infrastructure sufficient to meet management needs?

- 4.4.6.1 There are little or no equipment or facilities despite an identified need
- 4.4.6.2 There are some equipment and facilities but overall these are inadequate
- 4.4.6.3 There are some adequate equipment and facilities, but deficiencies in at least one key area constrain management at the World Heritage property
- 4.4.6.4 There are adequate equipment and facilities

2) Selection of 6 key management needs

Please select the top 6 managements needs for the property (if more than 6 are listed below)

- 4.1 Boundaries and Buffer Zones
  - 4.1.4 The boundaries of the World Heritage property are not known by local residents/communities/landowners
  - 4.1.5 The buffer zones of the World Heritage property are not known by local residents/communities/landowners
- 4.4 Financial and Human Resources
  - 4.4.7 Ad hoc maintenance of equipment
- 4.4.12 Human resources inadequate for management needs
- 4.6.14 Visitor use of the property is not being actively managed
- 4.8.1 Little or no information to define key indicators

3) The identification of management responses

Inadequate equipment and facilities

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of a number of facilities (visitor interpretation centre, information point, etc.)</td>
</tr>
</tbody>
</table>

- Actions
- Timeframe
- Agency
- Comments
“Special cases”

Serial properties

Transnational properties

Transboundary properties
Practical aspects
Accesses to the Periodic Reporting questionnaire

Periodic Reporting online platform (EUR/NA)

Specific sites

Questionnaire Section I + II

States Parties
Access to Periodic Reporting activated to Focal Point and Site Managers

Emails have been sent to Focal Points and Site Managers inviting to:
• To confirm their email
• Choose a password
• Access their Periodic Reporting questionnaire

Message sent

Sent to: v.etowar@unesco.org
Subject: Welcome to the Second Cycle of the Periodic Reporting exercise 2013-2014

Welcome to the Second Cycle of the Periodic Reporting for the Europe and North America region.

Please click on the following link http://whc.unesco.org/en/355/?page=mail_confirm&code=C169893333F5CC83FFD6478336B55E7B&mid=2323 to access the online Periodic Reporting questionnaires with your username and password.

If it is the first time you are using the Periodic Reporting questionnaire, please choose your password by using the box "Choose your password". You will need to enter your registered email address and then choose your password. Your registered email address is the address at which you are receiving the present message.

If you already know your password, you can log in to the online questionnaire with your username: v.etowar@unesco.org

In case you have any further questions, please do not hesitate to contact us via email: wh-periodicreporting@unesco.org

Europe and North America Unit
UNESCO World Heritage Centre
How to choose a password?

Password policy

Passwords must contain:
- at least 8 characters
- at least one uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
- at least one lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
- at least one base 10 digits (0 through 9)
- at least one nonalphanumeric characters: ~!@#$%^&*_-+=`|(){}[]:;"'<>,.?/
Login and remember my password

Periodic Reporting Questionnaire, Section I and II

Filling in the questionnaire requires the gathering of substantial amounts of information. Hence, the time necessary to fill in the questionnaire depends on the availability and accessibility of this information. It is recommended to start the exercise as soon as possible in order to get an overview of the information needed and to effectively organize the work.

Choose your password

You don't have a password. Please enter the registered email. You will receive an automated message to choose your password.

Email address

Search

You have a username and a password

You received your username and you already have chosen a password. You can login.

username

remember my profile

Login

Completing the Questionnaire

Sections I and II of the questionnaire have been pre-filled by the World Heritage Centre with information contained in the official documents. However, Site Manager and Focal Points are invited to complete and update this information.

Each Site Manager will be responsible for completing Section II of the Questionnaire for his/her respective site, while the Focal Point will be responsible for the completion of Section I and for validating Section II of the questionnaire after completion by the respective Site Manager(s).

For Europe and North America, the deadline for completion of the questionnaire for Group II is 31 July 2014. Please note that your questionnaire must be completed in either English or French.

Contact

Should you have any technical questions, we will be happy to assist you, if you contact the World Heritage Centre at wh-periodicreporting@unesco.org
Lost/forget your username or password

1) Enter your registered mail

Enter your registered email. You will receive an automated message to choose your password.

2) Confirmation

Congratulations!

We've sent information about choosing your password to your email address. Please check your mailbox. An email to choose your password has been sent from no-reply@unesco.org. This email is valid for 6 hours.

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

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

4) Choose a new password

Choose a new password.
Access to the Periodic Reporting questionnaire

Join the UNESCO Members. Login...
Filling in the questionnaire requires the gathering of substantial amounts of information. Hence, the time necessary to fill in the questionnaire depends on the availability and accessibility of this information. It is recommended to start the exercise as soon as possible in order to get an overview of the information needed and to effectively organize the work.

<table>
<thead>
<tr>
<th>Questionnaire Section I</th>
<th>Name</th>
<th>Progress</th>
<th>Modified on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Italy</td>
<td>0 %</td>
<td>10/09/13, 16:05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Questionnaire Section II</th>
<th>Name</th>
<th>Progress</th>
<th>Modified on</th>
</tr>
</thead>
<tbody>
<tr>
<td>18th-Century Royal Palace at Caserta with the Park, the Aqueduct of Vanvitelli, and the San Leucio Complex</td>
<td></td>
<td>0 %</td>
<td>10/09/13, 16:06</td>
</tr>
<tr>
<td>Sacri Monti of Piedmont and Lombardy</td>
<td></td>
<td>0 %</td>
<td>10/09/13, 16:11</td>
</tr>
<tr>
<td>Archaeological Area and the Patriarchal Basilica of Aquileia</td>
<td></td>
<td>0 %</td>
<td>10/09/13, 16:10</td>
</tr>
<tr>
<td>Archaeological Area of Agrigento</td>
<td></td>
<td>0 %</td>
<td>10/09/13, 16:13</td>
</tr>
<tr>
<td>Archaeological Areas of Pompeii, Herculaneum and Torre Annunziata</td>
<td></td>
<td>0 %</td>
<td>10/09/13, 16:10</td>
</tr>
<tr>
<td>Assisi, the Basilica of San Francesco and Other Franciscan</td>
<td></td>
<td>0 %</td>
<td>10/09/13, 16:12</td>
</tr>
</tbody>
</table>

For Europe and North America, the deadline for completion of the questionnaire for Group B is 31 July 2014. Please note that your questionnaire must be completed in either English or French.

You are logged in as a focal point.

Contact
Should you have any technical questions, we will be happy to assist you. If you contact the World Heritage Centre at wh-periodicreporting@unesco.org

Quit Simulation mode
Site Manager’s access

Periodic Reporting Questionnaire, Section I and II

Filling in the questionnaire requires the gathering of substantial amounts of information. Hence, the time necessary to fill in the questionnaire depends on the availability and accessibility of this information. It is recommended to start the exercise as soon as possible in order to get an overview of the information needed and to effectively organize the work.

Questionnaire Section II

<table>
<thead>
<tr>
<th>Name</th>
<th>Progress</th>
<th>Modified on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic Centre of Florence</td>
<td>0 %</td>
<td>10/09/13, 16:10</td>
</tr>
</tbody>
</table>

Completing the Questionnaire

Sections I and II of the questionnaire have been pre-filled by the World Heritage Centre with information contained in the official documents. However, Site Manager and Focal Points are invited to complete and update this information.

Each Site Manager will be responsible for completing Section II of the Questionnaire for his/her respective site, while the Focal Point will be responsible for the completion of Section I and for validating Section II of the questionnaire after completion by the respective Site Manager(s).

Handbook for Site Managers

- English
- Français
- Español
- Русский
  - Roles and Responsibilities
  - How to fill in the Questionnaire?

Road Map

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2013</td>
<td>Launch of the online Periodic Reporting Questionnaire exercises for Group B</td>
</tr>
<tr>
<td>17-18 September 2013</td>
<td>Periodic Reporting meeting for National Focal Points of Mediterranean Europe subregion (Florence, Italy)</td>
</tr>
<tr>
<td>29-31 October 2013</td>
<td>Periodic Reporting workshop for National Focal Points of Central, Eastern and South-Eastern Europe (Baku, Azerbaijan)</td>
</tr>
<tr>
<td>22 November 2013</td>
<td>Periodic Reporting Mid-cycle Review</td>
</tr>
</tbody>
</table>

For Europe and North America, the deadline for completion of the questionnaire for Group B is 31 July 2014. Please note that your questionnaire must be completed in either English or French.

You are logged in as a site manager.

Contact

Should you have any technical questions, we will be happy to assist you, if you contact the World Heritage Centre at wh-periodicreporting@unesco.org.

Quit Simulation mode
Ready to start the Periodic Reporting exercise!

Historic Centre of Florence

1. World Heritage Property Data

Name of World Heritage Property

Historic Centre of Florence

⚠️ Agree with current data?

Validate  Update
Online Questionnaire: Technical features

1) the language
Online Questionnaire: **Technical features**

2) the Navigation button
Online Questionnaire: Technical features

3) Navigation and «thermometer»

Questionnaire Section I (page)

1. Introduction (page 1)
2. Inventories/lists/registers for cultural and natural heritage (page 2)
3. Tentative List (page 3)
4. Nominations (page 4)
5. General Policy Development (page 5)
6. Status of Services for Protection, Conservation and Presentation (page 6)
7. Scientific and Technical Studies and Research (page 7)
8. Financial Status and Human Resources (page 8)
9. Training (page 9)
10. International Cooperation (page 10)
11. Education, Information and Awareness Building (page 11)
12. Conclusions and Recommended Actions (page 12)
13. Assessment of the Periodic Reporting Exercise (page 15)

14. Thank you for having filled in all the questions in Section I and for having validated Section(s) II. Please submit the questionnaire (Section I and Section(s) II) to the World Heritage Centre. (page 15)
Online Questionnaire: Technical features

4) saving and answering at different times

La page à l'adresse whc.unesco.org indique :

By changing page, you will lose any unsaved data. Are you sure you want to change page?

OK Annuler

Historic Centre of Florence

1. World Heritage Property Data

Name of World Heritage Property

Historic Centre of Florence

⚠ Agree with current data ?
Online Questionnaire: **Technical features**

5) **Print/Export**

- **Full version**
  - Print the full questionnaire
    - Print
    - Export to Word

- **Short version**
  - Only print your answers
    - Print
    - Export to Word
### Section II (World Heritage Sites)

<table>
<thead>
<tr>
<th>Name</th>
<th>Progress</th>
<th>Modified on</th>
</tr>
</thead>
<tbody>
<tr>
<td>18th-Century Royal Palace at Caserta with the Park, the Aqueduct of Vanvitelli, and the San Leucio Complex</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Sacri Monti</em> of Piedmont and Lombardy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aachen Cathedral</td>
<td></td>
<td>25/09/12, 09:57</td>
</tr>
<tr>
<td>Abbey and Altenmünster of Lorsch</td>
<td></td>
<td>11/09/12, 16:43</td>
</tr>
</tbody>
</table>
wh-periodicreporting@unesco.org