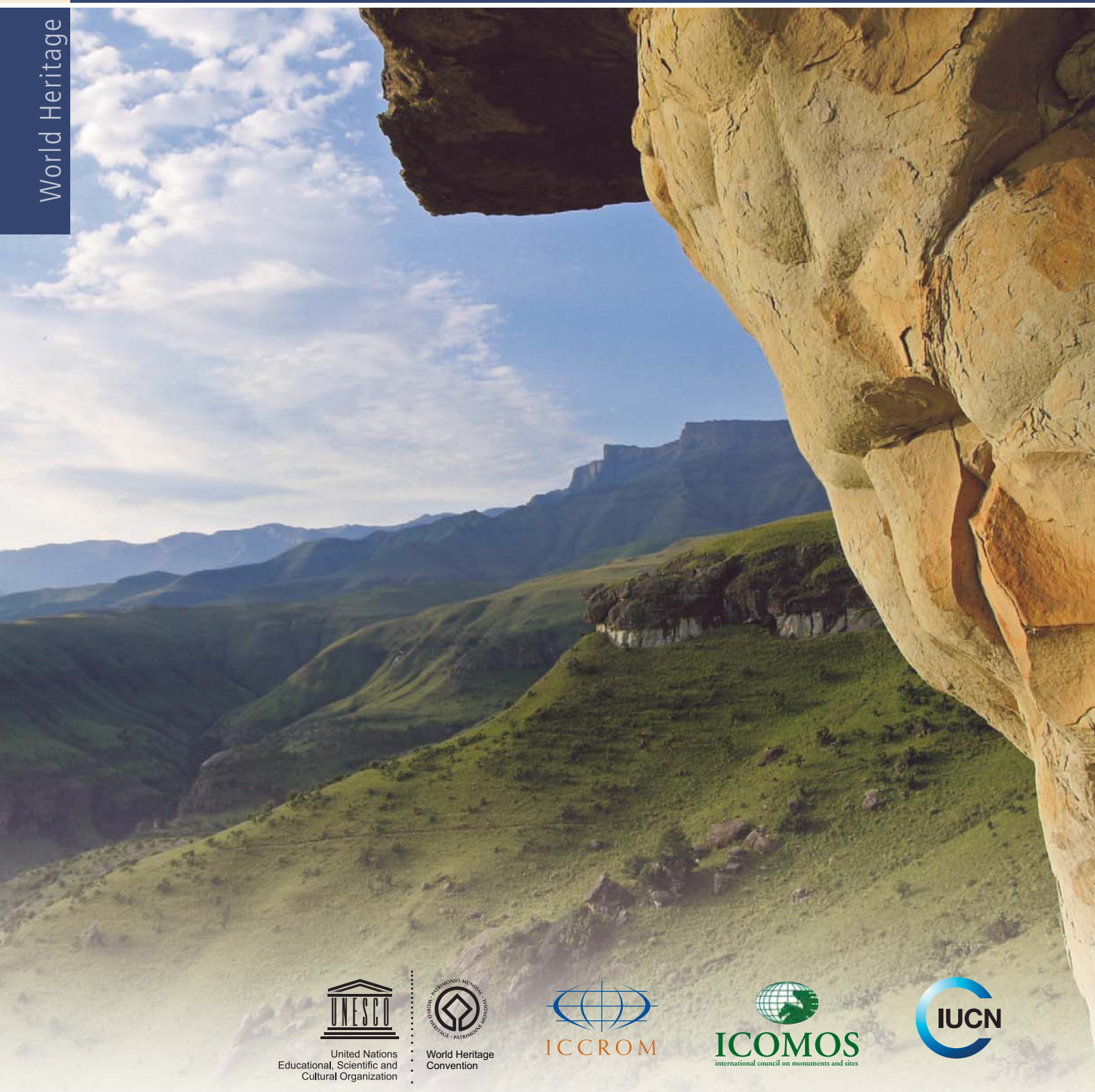


SECOND EDITION, 2011

Resource Manual

World Heritage

PREPARING WORLD HERITAGE NOMINATIONS



United Nations
Educational, Scientific and
Cultural Organization



World Heritage
Convention



ICCROM



ICOMOS
international council on monuments and sites



Original Title: Preparing World Heritage Nominations (Second edition, 2011)

Published in November 2011 by the United Nations Educational, Scientific and Cultural Organization.

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of UNESCO, ICCROM, ICOMOS and IUCN concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

The UNESCO World Heritage Centre, ICCROM, ICOMOS, IUCN and other participating organizations disclaim any errors or omissions in the translation of this manual from the original version in English, or from primary errors in any of the data interpreted within it.

This manual is a second edition. The first edition, *Edition 2010*, took as a reference the *Operational Guidelines for the Implementation of the World Heritage Convention* (2008). This manual is based on the new version of the *Operational Guidelines* (2011).

Free non-profit use/reproduction of this manual is encouraged, always quoting the original source.

ICCROM

Via di San Michele 13
I-00153 Rome
Italy
Tel: +39 06 585-531
Fax: +39 06 585-53349
E-mail: iccrom@iccrom.org
<http://www.iccrom.org>

ICOMOS

49-51, Rue de la Fédération
75015 Paris
France
Tel: +33 (0)1 45 67 67 70
Fax: +33 (0)1 45 66 06 22
E-mail: secretariat@icomos.org
<http://www.icomos.org>

IUCN

Rue Mauverney 28
1196 Gland
Switzerland
Tel: +41 (22) 999-0000
Fax: +41 (22) 999-0002
E-mail: worldheritage@iucn.org
<http://www.iucn.org>

UNESCO World Heritage Centre

7, Place de Fontenoy
75352 Paris 07 SP
France
Tel: +33 (0)1 45 68 18 76
Fax: +33 (0)1 45 68 55 70
E-mail: wh-info@unesco.org
<http://whc.unesco.org>

© UNESCO / ICCROM / ICOMOS / IUCN, 2011
All rights reserved.

ISBN 978-92-3-001029-4

Cover photo: uKhahlamba / Drakensberg Park, South Africa
© OUR PLACE – The World Heritage Collection • www.ourplaceworldheritage.com
Graphic design: RectoVerso

With the support of Ireland



Comhshaol, Oidhreacht agus Rialtas Áitiúil
Environment, Heritage and Local Government

About the World Heritage Resource Manual Series

Since the World Heritage Convention was adopted in 1972, the World Heritage List has continually evolved and is growing steadily. With this growth, a critical need has emerged for guidance for States Parties on the implementation of the Convention. Various expert meetings and results of Periodic Reporting have identified the need for more focused training and capacity development in specific areas where States Parties and World Heritage site managers require greater support. The development of a series of World Heritage Resource Manuals is a response to this need.

The publication of the series is a joint undertaking by the three Advisory Bodies of the World Heritage Convention (ICCRROM, ICOMOS and IUCN) and the UNESCO World Heritage Centre as the Secretariat of the Convention. The World Heritage Committee at its 30th session (Vilnius, Lithuania, July 2006) supported this initiative and requested that the Advisory Bodies and the World Heritage Centre proceed with the preparation and publication of a number of thematic Resource Manuals. The 31st (2007) and 32nd (2008) sessions of the Committee adopted the publication plan and determined a prioritized list of titles.

An Editorial Board consisting of members of all three Advisory Bodies and the World Heritage Centre meets regularly to decide on different aspects of their preparation and publication. For each manual, depending on the theme, one of the Advisory Bodies or the World Heritage Centre functions as the lead agency responsible for coordination, while the final production is ensured by the World Heritage Centre.

The Resource Manuals are intended to provide focused guidance on the implementation of the Convention to States Parties, heritage protection authorities, local governments, site managers and local communities linked to World Heritage sites, as well as other stakeholders in the identification and preservation process. They aim to provide knowledge and assistance in ensuring a representative and credible World Heritage List consisting of well-protected and effectively managed properties.

The manuals are being developed as user-friendly tools for capacity-building and awareness-raising on the World Heritage Convention. They can be used independently for self-guided learning as well as material at training workshops, and should complement the basic provisions for understanding the text of the Convention itself and the *Operational Guidelines* for implementation.

The titles in this series are produced as PDF online documents which can be freely downloaded.

List of titles:

Managing Disaster Risks for World Heritage (June 2010)

Preparing World Heritage Nominations

Managing Cultural World Heritage

Managing Natural World Heritage

Foreword

In a constantly changing world, in which conservation challenges emerge on a daily basis, the capacity for adaptation is one of the main assets of the World Heritage Convention. Whereas the text of the Convention is essentially immutable, its *Operational Guidelines*, the provisions through which the principles of the Convention are implemented, allow for the integration and evolution of new concepts and processes. The latest revision of the *Operational Guidelines* (August 2011) addresses not only these new ideas, but also reflects, our growing collective experience.

Detailed analysis of all nomination files of properties inscribed on the World Heritage List, carried out at the end of the 1990s, revealed a situation that could have jeopardized the credibility of the Convention. Elements as essential as the boundaries of the inscribed property were often unknown or unclear. Nominations were made up of a few pages containing fairly generic information. With such limited documentation, even the protection and management of the inscribed property could have been compromised.

These shortcomings warranted an improved nomination process. A completeness check of nominations was introduced in 1999. Until then, nominations were automatically transmitted to the Advisory Bodies without a prior check of their content by the Secretariat. Consequently, for a large number of nomination files for properties inscribed between 1978 and 1998, the documentation available is basically inadequate with regard to conservation.

When a revised version of the *Operational Guidelines* came into force in 2005, a completeness check and a new and more detailed and annotated format for nominations were officially endorsed by the World Heritage Committee. Since 1999, the overall improvement of the quality and depth of information in nominations has substantially reinforced the World Heritage inscription process. In addition, it has helped to strengthen the implementation of the Convention, notably by enhancing and facilitating monitoring of the state of conservation of inscribed properties.

Along with increasingly comprehensive requirements, the preparation of nominations has become an important, but rather complex process which requires a good understanding of the various requirements. The participation of local people in the nomination process is also essential to enable them to have a shared responsibility with the State Party in the maintenance of the property, and has to be strongly encouraged.

The nomination document, along with the Advisory Bodies' evaluation, is the principal basis on which the Committee considers the inscription of properties on the World Heritage List. This document may be compared with an agreement between the State Party concerned and the international community, in which the former commits itself to protect and manage an identified property on its territory while the latter pledges support and assistance. Just like any agreement, the nomination should be accurate, informative and complete. If this is not the case, ensuring the fulfillment of the agreement between the State Party and the international community and the effective implementation of the World Heritage Convention become very difficult. For this reason, it is of great importance to provide to States Parties a manual for the preparation of nominations, in the form of a user-friendly guide, including information on various steps of the process.

As a consequence of the greater prominence and recognition accorded to World Heritage, there is a growing range of interests and motivations behind seeking World Heritage inscription. So, while the feasibility of new procedures like the 'Upstream Processes' is currently being tested, the value of this manual is evident when looking at the increasing interest of States Parties in developing nominations, which present new justifications for Outstanding Universal Value, and the emergence of new themes to support nominations. Further, explanatory notes and practical guidance are necessary given the growing complexity of nominated properties, as is evident, for instance, in the increasing number of nominations of transnational serial sites, including some that are transcontinental in scope.

This Resource Manual has been produced with the above needs in mind, thanks to the invaluable help of the Advisory Bodies and a number of experts in the field. We hope that it will prove to be an effective tool to supplement the text of the *Operational Guidelines* in the preparation of successful nominations to help ensure the protection of World Heritage.

Kishore Rao

Director, UNESCO World Heritage Centre

Contributors

Coordinating author

Duncan Marshall

IUCN authors

Tim Badman
Bastian Bomhard
Pedro Rosabal
Paul Dingwall

ICOMOS authors

Duncan Marshall
Susan Denyer

Reviewers / other contributors

Alessandro Balsamo
Gwenaëlle Bourdin
Kristal Buckley
Angel Cabeza
Claudine Déom
Regina Durighello
Phyllis Ellin
Nicolas Faucherre
Zhan Guo

Tilman Jaeger
Luba Janikova
Qiong Lu
Zhou Lv
Webber Ndoro
Christophe Rivet
Michael Turner
Gamini Wijesuriya

Other contributors relating to the previous draft natural and cultural nominations resource manuals, which are the basis for this combined manual, are as follows:

Natural nominations

Reviewers

Alessandro Balsamo, World Heritage Centre
Guy Debonnet, World Heritage Centre
Marc Patry, World Heritage Centre
Kishore Rao, World Heritage Centre
Mechtild Rössler, World Heritage Centre
Peter Stott, former World Heritage Centre

Joe King, ICCROM
Gamini Wijesuriya, ICCROM

Tarek Abdulhawa, IUCN
Delwyn Dupuis, IUCN
Elery Hamilton-Smith, IUCN
Kari Lahti, IUCN
Josephine Langley, IUCN
Georgina Peard, IUCN
Pedro Rosabal, IUCN
David Sheppard, IUCN
Kumiko Yoneda, IUCN

Jim Barborak, WCPA
Stephanie Eissing, WCPA
Vinod Mathur, WCPA

UNESCO World Heritage Centre coordination

Vesna Vujicic-Lugassy
Laura Frank

Cultural nominations

Conception

Bénédicte Selfslagh, ICOMOS

Contributors

Gwenaëlle Bourdin, ICOMOS
Michel Cotte, ICOMOS
Regina Durighello, ICOMOS
Jukka Jokilehto, ICOMOS

Reviewers

Alessandro Balsamo, World Heritage Centre
Mechtild Rössler, World Heritage Centre
Anne Lemaistre, World Heritage Centre

Kristal Buckley, ICOMOS
Alfredo Conti, ICOMOS
Susan Denyer, ICOMOS
Nobuko Inaba, ICOMOS
Jukka Jokilehto, ICOMOS
Edward Matenga, ICOMOS
Bénédicte Selfslagh, ICOMOS

Contents

■	Foreword by Kishore Rao, Director of UNESCO World Heritage Centre	2
■	Contributors	4
■	Preface by ICOMOS and IUCN	6
■	Introduction	8
	Context and overview of the Resource Manual	
	Cooperation between States Parties	
	Who is the Resource Manual for?	
1	World Heritage background	10
	1.1 Getting informed	
	1.2 Overview of the World Heritage nomination process	
	1.3 Illustrations of World Heritage concepts	
2	Preparation	51
	2.1 Existing information on the property	
	2.2 Setting up a team	
	2.3 Participation of local people and other stakeholders	
	2.4 Staging the preparation of a nomination and suggested key stages	
3	Defining and understanding the property	56
	3.1 Potential Outstanding Universal Value, attributes and boundaries	
	3.2 Extra tips	
4	Writing and preparing the nomination file	94
	4.1 General tips	
	4.2 Nomination format	
	4.3 Extra tips	
5	Evaluation process	125
	5.1 General	
	5.2 IUCN evaluation process	
	5.3 ICOMOS evaluation process	
	Bibliography	130
	Contact information	135

Preface

Preparing World Heritage Nominations has been compiled by ICOMOS and IUCN and provides additional guidance on preparing nominations to the World Heritage List for natural, cultural and mixed properties.

The manual is based on the version of the *Operational Guidelines for the Implementation of the World Heritage Convention* dated August 2011 and seeks to complement it. Anyone with a serious interest in preparing a World Heritage nomination should obtain a copy of the latest version of the *Operational Guidelines* and become familiar with its content.

In particular, the manual seeks to support States Parties in implementing the World Heritage Convention and to provide guidance and knowledge that will help to ensure a credible World Heritage List of well-managed properties of Outstanding Universal Value. As requested by the World Heritage Committee and States Parties, it is an attempt to support States Parties at any early stage of the research process – *upstream* of the point at which a nomination is submitted for formal evaluation – as the Advisory Bodies evaluating nominations, ICOMOS and IUCN, cannot work directly on the preparation of specific nominations. However, it is hoped that the manual will help States Parties to carefully consider the implications of proceeding with World Heritage nominations and take the necessary steps to ensure that the effort is worthwhile for both the conservation of the property and the well-being of local communities and other local stakeholders.

Lack of preparation time is the biggest enemy of successful nominations. Far too many are prepared against unrealistically short timeframes. It can take at least a year to set up appropriate support mechanisms and gather material, and a further year to write the nomination text and consult stakeholders. When research is needed, protection has to be achieved, and new management systems put in place and documented, so the process might take much longer. If the aim is a successful nomination that leads to inscription on the World Heritage List and long-term conservation and presentation of the property, a realistic timeframe should be allowed. Too often, lack of adequate preparation time leads to deferred or referred nominations, which is frustrating for States Parties, the World Heritage Committee and the Advisory Bodies. Sometimes political commitments are made which set an unrealistic timeframe for preparing a nomination, resulting in a nomination dossier which is inadequate and not ready for evaluation.

This manual brings together current knowledge and available resources to help States Parties to compile nominations for properties. It seeks to highlight and explain in straightforward terms those parts of the *Operational Guidelines* that are relevant to World Heritage nominations. Additionally, clear guidance is given on the overall approach to preparing nominations, on preparatory work needed before a decision

is taken to nominate a property, and on the critical elements to be included in a nomination dossier. The manual does not however cover all aspects of a dossier, but identifies those aspects that, in the experience of the Advisory Bodies, are often not comprehensively prepared in many nominations.

Publication is supported by the World Heritage Fund and the Department of Environment, Heritage and Local Government of Ireland. Funding and volunteer support from ICOMOS, IUCN and their networks is gratefully recognized.

ICOMOS and IUCN hope that the advice in this manual proves useful and welcome feedback on any suggested improvements.

ICOMOS and IUCN

Introduction

Context and overview of the Resource Manual

The aim of this Resource Manual is to help States Parties to achieve good quality World Heritage nominations.

The World Heritage Convention and the *Operational Guidelines for the Implementation of the World Heritage Convention* (latest version dated August 2011) are key documents and can be found on the World Heritage Centre website. The *Operational Guidelines* are crucial to understanding the way the World Heritage Convention works. The manual should be used in conjunction with the most recent version of the *Operational Guidelines* – which are revised from time to time by the World Heritage Committee. The guidelines should be read before this manual, and carefully consulted throughout the process of preparing nominations.

Definitive advice on the operation and requirements of the World Heritage Convention is contained in the Convention text itself and in the *Operational Guidelines*. This manual does not replace the *Operational Guidelines* in any way but provides additional guidance. In all cases, the Convention and *Operational Guidelines* remain the primary references. The text of the World Heritage Convention (available in Arabic, Chinese, English, French, Hebrew, Portuguese, Russian and Spanish) and the *Operational Guidelines* (in English and French) are available from the UNESCO World Heritage Centre and on its website (<http://whc.unesco.org/>).

There are many different ways to prepare a nomination. The diversity of administrative structures and cultures are necessarily reflected in the nominations. It is not appropriate to give ‘recipes’ or to recommend a preferred working method for preparing nominations. There are many different good ways of doing so. Nevertheless the Advisory Bodies consider that there are a few underlying basic principles which should underpin all good nominations to ensure that the most appropriate properties are nominated, properties are represented as effectively as possible within nominations, and the nomination process itself contributes to protection, conservation and effective management of natural and cultural heritage.

KEY MESSAGE

Read the Operational Guidelines first.

There are many similarities, but also significant differences, between the preparation of cultural heritage nominations and natural heritage nominations. Accordingly several sections of this manual apply specifically to either cultural or natural heritage properties. Note however the differentiation that was formerly made between the cultural and natural criteria no longer exists.

The concept of ‘Outstanding Universal Value’ underpins the World Heritage Convention. It is the touchstone for all inscribed properties. The basic purpose of nominations is to say what a property consists of, why it demonstrates potential Outstanding Universal Value, and how this value will be sustained, protected, conserved, managed, monitored and communicated.

This manual seeks to:

- stress the importance of understanding the World Heritage nomination system;
- highlight and explain in simple terms key World Heritage concepts;
- emphasize the importance of the team in preparing a nomination;
- provide a better understanding of the scope of work in preparing a nomination;
- provide information and tips on understanding the property; and
- provide tips on preparing the nomination file to help to clarify the *Operational Guidelines*.

The manual also provides some advice on proposals for an extension to an existing World Heritage property, as a significant extension is treated as a new nomination.

Cooperation between States Parties

The World Heritage Convention explicitly promotes international cooperation in achieving the goals of the Convention. The process of preparing nominations to the World Heritage List provides many opportunities for such cooperation, including:

- technical and financial assistance provided by one State Party to another;
- development of transboundary / transnational nominations;
- research to develop a sound comparative analysis; and
- assisting with the international peer review of nominations prior to formal lodgement.

World Heritage nominations should not be viewed as a competition between States Parties as this would be contrary to the entire spirit of the World Heritage Convention.

Who is the Resource Manual for?

This manual is primarily for all those who are involved in developing World Heritage nominations for properties. It may also prove useful for the preparation of Tentative Lists, and for other heritage listing activities.

In addition, it will be of interest to:

- States Parties including federal and national levels;
- heritage protection / protected area agencies;
- non-governmental organizations (NGOs);
- local governments;
- local communities;
- institutions;
- persons giving training workshops or courses on the development of World Heritage nominations; and
- concerned individuals.

The manual is designed to be a tool for:

- self-guided learning;
- training workshops; and
- briefing and educating.

1 World Heritage background

KEY MESSAGE

Be well prepared and organized to develop a nomination.

1.1 Getting informed

Introduction

Preparing a World Heritage nomination can be one of the most satisfying and rewarding of experiences for those involved. The preparation of a nomination provides a chance to:

- understand and present a property to the international community;
- critically review the known values of a property and assess its relationship to global natural and cultural themes – to locate the property in the broad sweep of natural history, human history, culture and development;
- compare the property on an international level with other potentially similar properties;
- test, challenge and improve the adequacy of the property's protection, conservation and management, including the protection of its setting;
- engage and support communities and stakeholders in the protection, conservation and management of a property; and
- recognize the range of interests in a property, sometimes including conflicting interests, and seek ways of effectively addressing the various interests.

Some possible benefits from World Heritage status are:

- providing an opportunity for the State Party and for the local community to celebrate the property as one of the most important natural and cultural places on Earth;
- the property often becomes a flagship for the national protected area / site system, including a deeper recognition and better protection for heritage in the life of the community;
- international interest in World Heritage often provides a stimulus for international cooperation and joint efforts to ensure the protection of the property;
- providing opportunities to mobilize funding and support, including from donors, and the World Heritage Fund; and
- providing techniques and practices for protection, conservation and management that can be applied to national and local heritage properties.

Developing a World Heritage nomination involves a journey that takes time and effort. Preparing a nomination usually involves at least two years' work – sometimes many years. Being well prepared and organized for developing a nomination will keep this time and effort to a minimum. On the other hand, a lack of preparation often extends the time and multiplies the effort.

The character of the nominated property can also influence the time and effort required. For example, a well-researched cultural monument or site can require a much less complicated and less time-consuming nomination process than, for example, a large multi-use natural property, a historic town, a cultural landscape or a cultural route. In the latter cases, the stakeholders are also generally multiplied, resulting in a more complicated management system or plan. In other cases, time may be needed to provide an adequate thematic context, if a relevant thematic study is not already available.

World Heritage nominations are fundamentally concerned with the potential Outstanding Universal Value of properties. The nomination process should not be primarily motivated by perceived economic development opportunities.

A World Heritage nomination is also just the start of a much longer journey towards the improvement of conservation processes at all levels. If a nomination is successful, World Heritage inscription commits the State Party to the ongoing care of the property to ensure its Outstanding Universal Value is protected, conserved and managed for all time.

Timing to prepare a nomination

Canal du Midi (France) – This property was inscribed in 1996 after a two-year process to prepare the nomination. The short timeframe is a considerable achievement given the long length of the property (360 km) and large number of communities involved. Elements which were important in achieving a relatively short timeframe included:

- the quick establishment of an effective steering committee and scientific committee;
- committee members were intellectually and practically ready and able to develop the nomination;
- the various communities fully supported the nomination;
- funding for preparing the nomination was quickly arranged;
- the local offices of national ministries contributed fully and effectively;
- an effective coordinator was appointed and accepted by the many stakeholders;
- good basic information was readily available at the start of the process;
- drafting the nomination was collectively understood as an intellectual exercise aiming at excellence, not as a bureaucratic task of completing a form; and
- the various government agencies worked cooperatively and effectively in favour of the nomination.



© UNESCO

Learning about World Heritage – important documents

An important first step in being well prepared is to become well informed about the World Heritage system, processes and other information specifically relevant to the property to be nominated.

A list of recommended reference documents which should be understood is below. Many of these are available through the internet or otherwise in hard copy from the relevant organizations. Contact details can be found at the end of the manual.

The bibliography at the end of this manual also contains many other worthwhile references.

KEY MESSAGE

Understand the recommended documents before starting a nomination.

Important World Heritage reference documents	Comments
General	
World Heritage Convention (formally Convention concerning the Protection of the World Cultural and Natural Heritage, 1972)	<p>The Convention provides the fundamental framework for the World Heritage system. It provides key definitions, concepts, organizational structures and processes – including those relating to nominations.</p> <p>Available in Arabic, Chinese, English, French, Hebrew, Portuguese, Russian and Spanish: http://whc.unesco.org/en/conventiontext/ (English web page) http://whc.unesco.org/fr/conventiontexte/ (French web page)</p>
<i>Operational Guidelines for the Implementation of the World Heritage Convention</i> (WHC.11/01, August 2011)	The main guidance on the implementation of the World Heritage Convention is set out in the <i>Operational Guidelines</i> , which detail procedures for a range of key World Heritage processes, including nomination processes.

1 World Heritage background

Important World Heritage reference documents	Comments
	<p>The <i>Operational Guidelines</i> also include a list of recommended documents to read in the bibliography. These should also be carefully examined, as some documents will be especially relevant to certain nominations.</p> <p>The latest and past versions of the <i>Operational Guidelines</i> are available at:</p> <p>http://whc.unesco.org/en/guidelines/ (English web page) http://whc.unesco.org/fr// (French web page)</p>
Decisions and the Summary Record of recent World Heritage Committee meetings	<p>An important source of information about the views of the World Heritage Committee can be found in the decisions and summary records of recent Committee meetings.</p> <p>http://whc.unesco.org/en/sessions/ (English web page) http://whc.unesco.org/fr/sessions/ (French web page)</p>
World Heritage List	<p>The World Heritage List contains properties inscribed by the World Heritage Committee for their Outstanding Universal Value. The List is an important source because it may identify properties in other countries which are comparable to the property being considered for nomination. If so, this will be useful information to consider in the comparative assessment part of the nomination dossier.</p> <p>http://whc.unesco.org/en/list/ (English web page) http://whc.unesco.org/fr/list/ (French web page)</p>
Tentative Lists of other States Parties	<p>These are lists of properties which might be of World Heritage value. The Tentative Lists are important because they may identify properties in other countries which are comparable to the property being considered for nomination. If so, this will be useful information to consider in the comparative assessment part of the nomination dossier.</p> <p>http://whc.unesco.org/en/tentativelists/ (English web page) http://whc.unesco.org/fr/listesindicatives/ (French web page)</p>
Thematic studies	<p>Thematic studies, where these exist, provide a very important information source to help with nominations. If there is a thematic study relevant to the property proposed for nomination, then the study will be of great assistance in preparing the comparative analysis part of the nomination dossier.</p> <p>In some cases, States Parties have prepared specific thematic analyses as part of the process of developing a nomination dossier.</p> <p>Thematic studies for cultural properties which are available from ICOMOS can be found at www.icomos.org/studies/.</p> <p>Thematic studies for natural properties which are available from IUCN can be found at www.iucn.org.</p>
<i>Report of the World Heritage Global Strategy Natural and Cultural Heritage Expert Meeting, 25 to 29 March 1998, Amsterdam, The Netherlands</i> (UNESCO World Heritage Centre / Government of the Netherlands, 1998)	<p>In addition, there may be other thematic studies, and research should be undertaken to identify any studies relevant to the property to be nominated.</p> <p>This report contains useful background information as well as conclusions and recommendations regarding Outstanding Universal Value.</p> <p>http://whc.unesco.org/archive/amsterdam98.pdf</p>

Important World Heritage reference documents	Comments
Natural heritage references	
<i>Outstanding Universal Value – Standards for Natural World Heritage, A Compendium on Standards for Inscriptions of Natural Properties on the World Heritage List</i> (IUCN, 2008b)	<p>This report prepared by IUCN reviews past World Heritage Committee inscription decisions relating to natural properties. It provides a compendium of relevant material and decisions, compiled into a guidance manual, giving clear precedents on how to interpret and apply discussions of Outstanding Universal Value, in terms of nominations to the World Heritage List.</p> <p>http://data.iucn.org/dbtw-wpd/edocs/2008-036.pdf</p>
Cultural heritage references	
<i>The World Heritage List: Filling the Gaps – An Action Plan for the Future</i> (ICOMOS, 2005a)	<p>This ICOMOS analysis of cultural properties on the World Heritage List and Tentative Lists is a contribution to the further development of the Global Strategy for a credible, representative and balanced World Heritage List. The analysis is a work in progress by ICOMOS and considers the typological, regional, chronological and thematic representations on the lists. A key aim was to identify under-represented categories of properties on the World Heritage List.</p> <p>Consulting this study will assist in the development of the comparative analysis for a nomination. In general, under-represented categories are more likely to succeed compared with well or over-represented categories.</p> <p>http://www.international.icomos.org/world_heritage/gaps.pdf (English web page) http://www.international.icomos.org/world_heritage_fre/whlgaps.htm (French web page)</p>
<i>Compendium on Standards for the Inscription of Cultural Properties to the World Heritage List</i> (ICOMOS, 2008)	<p>This report prepared by ICOMOS reviews past World Heritage Committee inscription decisions relating to cultural properties. It provides a compendium of relevant material and decisions, compiled into a guidance manual, giving clear precedents on how to interpret and apply discussions of Outstanding Universal Value, in terms of nominations to both the World Heritage List and the List of World Heritage in Danger.</p> <p>http://whc.unesco.org/en/sessions/32COM/documents/ (see WHC.08 /32.COM /9)</p>
Thematic and Regional Bibliographies prepared by the ICOMOS Documentation Centre	<p>Many of these bibliographies are relevant to cultural properties, including those on:</p> <p><i>Modern Heritage Properties (19th and 20th Centuries) on the World Heritage List</i> <i>World Heritage Rock Art Sites</i> <i>World Heritage Cultural Landscapes</i> <i>World Heritage Urban Sites</i> <i>World Heritage Hominid Sites</i> <i>World Heritage in Africa</i> <i>World Heritage in Asia and Pacific</i> <i>Patrimonio Mundial en América Latina y Caribe</i> <i>World Heritage in Arab States</i> <i>Industrial and Technical Heritage in the World Heritage List</i></p> <p>http://www.international.icomos.org/centre_documentation/bib/index.html</p>
International Charter for the Conservation and Restoration of Monuments and Sites (The Venice Charter 1964) (ICOMOS, 1965)	<p>This Charter is one of the key guiding documents for the conservation of cultural heritage properties.</p> <p>http://www.international.icomos.org/charters.htm (English web page) http://www.international.icomos.org/chartes.htm (French web page)</p>

1 World Heritage background

KEY MESSAGE

Send a representative of the nomination team to World Heritage Committee meetings.

Learning about World Heritage – the work of the World Heritage Committee

It is very helpful to have some familiarity with the work of the World Heritage Committee. This can be achieved partly through an understanding of the World Heritage Convention and the *Operational Guidelines*. As noted above, reviewing the decisions and the Summary Record of recent World Heritage Committee meetings will also help.

In addition, it is very beneficial if a representative of the team preparing the nomination is included in the National Delegation sent to World Heritage Committee meetings. Watching the proceedings of the Committee provides an important insight into its work, especially the deliberations about nominations and state of conservation matters.

The World Heritage Convention at a glance

The World Heritage Convention is an international treaty between Member States of the United Nations. It seeks to identify, protect, conserve, present and transmit to future generations cultural and natural heritage of Outstanding Universal Value. Specific criteria and conditions, defined in the Operational Guidelines of the Convention, are used to identify properties for inclusion on the World Heritage List.

The Convention sets out the duties of States Parties in identifying potential sites and their role in protecting and preserving them. By ratifying the Convention, each country pledges to conserve not only the World Heritage sites situated on its territory, but also to protect its national heritage. The States Parties are encouraged to integrate the protection of the cultural and natural heritage into regional planning programmes, set up staff and services at their sites, undertake scientific and technical conservation research, and adopt measures which give this heritage a function in the day-to-day life of the community.

It explains how the World Heritage Fund is to be used and managed and under what conditions international financial assistance may be provided.

The Convention stipulates the obligation of States Parties to report regularly to the World Heritage Committee on the state of conservation of their World Heritage properties. These reports are crucial to the work of the Committee as they enable it to assess the conditions of the sites, decide on specific programme needs and resolve recurrent problems.

It also encourages States Parties to strengthen the appreciation of the public for World Heritage properties and to enhance their protection through educational and information programmes.

The World Heritage Convention is rooted in the recognition that cultural and natural heritage is among the priceless and irreplaceable assets, not only of each nation, but of humanity as a whole. The loss, through deterioration or disappearance, of any of these most prized properties constitutes an impoverishment of the heritage of all the peoples of the world. Parts of that heritage, because of their exceptional qualities, can be considered to be of Outstanding Universal Value (often referred to as OUV) and as such worthy of special protection against the dangers which increasingly threaten them.

To ensure, as far as possible, the proper identification, protection, conservation and presentation of the world's heritage, Member States of UNESCO adopted the Convention concerning the Protection of the World Cultural and Natural Heritage known as the World Heritage

Convention, in 1972. The Convention has established the World Heritage Committee and a World Heritage Fund, and both have been in operation since 1976. The World Heritage Committee has developed the Operational Guidelines for the Implementation of the World Heritage Convention which provide the official guidance on the implementation of the Convention, revised as necessary by the Committee. To achieve the mission of the Convention to identify, protect, conserve, present and transmit to future generations cultural and natural heritage of Outstanding Universal Value, the World Heritage Committee manages a list of properties which have met the requirements of the Convention, called the World Heritage List.

Criteria and conditions for the inscription of properties on the World Heritage List have been developed to evaluate properties and to guide States Parties in their protection and management. For a property to be inscribed on the World Heritage List it must be accepted by the World Heritage Committee as being of Outstanding Universal Value. A nomination document provides the basis for the World Heritage Committee to evaluate whether a property meets the requirements of the Convention, and in particular whether it is of Outstanding Universal Value. The Operational Guidelines specify the key tests that the World Heritage Committee applies to decide whether a property is of Outstanding Universal Value:

- the Committee considers a property as having Outstanding Universal Value if the property meets one or more of the World Heritage criteria (Operational Guidelines, Paragraph 77); and
- to be deemed of Outstanding Universal Value, a property must also meet the conditions of integrity and/or authenticity, and must have an adequate protection and management system to ensure its safeguarding (Paragraph 78).

When a property inscribed on the World Heritage List is threatened by serious and specific dangers, the Committee considers placing it on the List of World Heritage in Danger. When the Outstanding Universal Value of the property which justified its inscription on the World Heritage List is destroyed, the Committee considers deleting the property from the World Heritage List. The current World Heritage List and the List of World Heritage in Danger are available on the UNESCO World Heritage website (whc.unesco.org).

The Convention is governed by the World Heritage Committee, which is responsible for deciding whether or not to inscribe a nominated property on the World Heritage List. The work of the World Heritage Committee is supported by a Secretariat, the UNESCO World Heritage Centre, and by three recognized Advisory Bodies – ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property), ICOMOS (International Council on Monuments and Sites), and IUCN (International Union for Conservation of Nature).

IUCN is the Advisory Body responsible for evaluating properties nominated for their natural values, while ICOMOS is responsible for evaluating properties nominated for their cultural values.

World Heritage and other conservation instruments

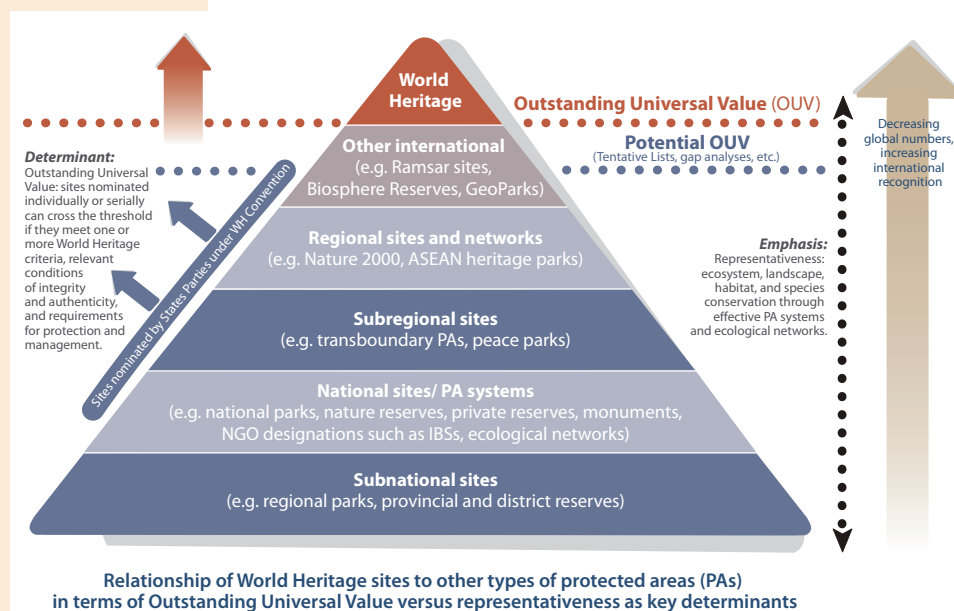
While the Operational Guidelines of the Convention call for a balanced, representative and credible World Heritage List, it was never intended that the List should ensure complete representivity of all the Earth's numerous ecosystems and habitats, or of the world's entire cultural heritage, which is the role of national, regional and other international protected area / site systems and instruments.

1 World Heritage background

It is important in this context to consider World Heritage properties in relation to other types of protected areas and sites. This relationship is expressed in the following diagram developed by UNEP-WCMC and IUCN for natural heritage. It shows the relationship of World Heritage properties to other protected area types and systems in terms of relative global numbers and the application of Outstanding Universal Value as the key measure for assessing which protected areas should be on the World Heritage List. The diagram also highlights the importance of all protected areas for ecosystem, landscape and species conservation, to provide a full representation of the natural features of the Earth.

As noted in the diagram there are a series of other intergovernmental (Ramsar sites, Biosphere Reserves, GeoParks) and regional designations that are available to enhance the protection of a number of natural protected areas, but World Heritage status should only be for properties that have the potential to meet the test of Outstanding Universal Value as defined in the Operational Guidelines. A key issue for States Parties at the earliest stages of considering World Heritage potential should be to also consider the alternatives, and ideally develop a connected and coordinated approach to using the full range of international, regional and national instruments available to recognize, protect and conserve their protected areas and national heritage.

While the range of international and regional conservation instruments for cultural properties may be more limited, the principles expressed are generally the same.



Source: Adapted from Magin and Chape (2004).

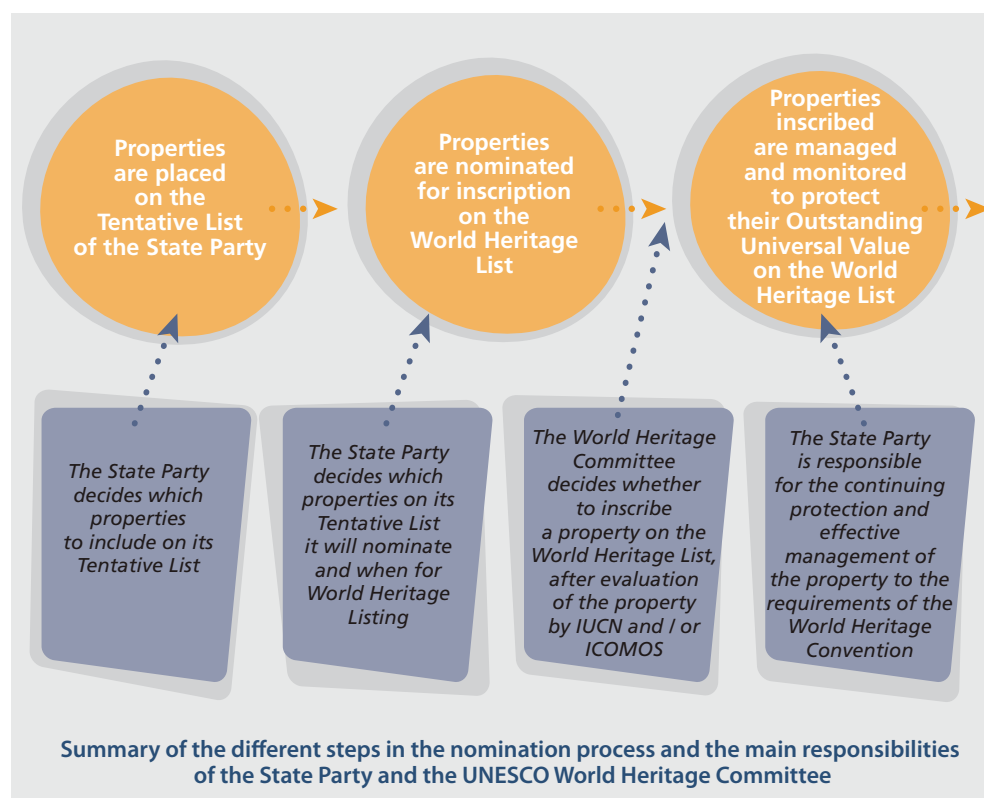
1.2 Overview of the World Heritage nomination process

The processes of nomination and inscription of properties on the World Heritage List are at the core of the World Heritage Convention, and are a critical responsibility for States Parties to the Convention. These responsibilities cover three key areas:

- preparation of Tentative Lists;
- preparation of nominations; and

- effective management of properties that are inscribed to protect, conserve and manage their Outstanding Universal Value.

The process of inscription is summarized in the diagram below, alongside the different responsibilities of the State Party and the World Heritage Committee.



Only countries that have signed the World Heritage Convention can submit nominations for properties within their territory to be considered for inclusion on the World Heritage List. Key elements in the nomination process are summarized as follows.

Tentative List

The first step a country must take is to make an 'inventory' of its important natural and cultural heritage sites located within its boundaries which are considered to be cultural and/or natural heritage of potential Outstanding Universal Value, and therefore suitable for inscription on the World Heritage List (see Chapter II.C of the *Operational Guidelines*). This 'inventory' is known as the Tentative List, and includes properties that a State Party may decide to submit for inscription in the next five to ten years. Tentative Lists are not expected to be exhaustive of all possible properties. They may be updated at any time, and States Parties are encouraged to re-examine and resubmit their Tentative List at least every ten years.

Tentative List Submission formats are provided in the *Operational Guidelines*, including a special format for serial transnational and transboundary properties.

States Parties should submit Tentative Lists to the World Heritage Centre, at least one year prior to the submission of any nomination.

Why are Tentative Lists important?

The World Heritage Committee cannot consider a nomination for inscription on the World Heritage List unless the property has already been included on the State Party's Tentative List.

- *They allow for preliminary consultation, collaboration and agreement in relation to properties with potential for World Heritage status among relevant stakeholders, including federal, national, regional and local governments, property owners and/or managers, local communities, the private sector and NGOs such as the local committees / representatives of ICOMOS and IUCN. This process might usefully include a study or studies involving such stakeholders.*
- *They help States Parties to carry out preliminary studies to identify natural and cultural heritage properties of potential global importance.*
- *They help States Parties to identify needs in management and measures for protection, allowing for input from natural and cultural heritage experts where necessary.*
- *They are useful planning tools for the States Parties, the World Heritage Committee, World Heritage Centre and Advisory Bodies to indicate future potential nominations.*
- *They are a useful resource in undertaking a comparative analysis as part of the process to develop a nomination.*

Nomination dossier

By preparing a Tentative List and selecting properties from it, a State Party can plan when to present each nomination dossier for a particular property. The World Heritage Centre offers advice and assistance to the State Party in preparing this dossier, which needs to be as comprehensive as possible, making sure the necessary documentation and maps are included. The nomination is submitted to the World Heritage Centre to check it is complete. Once a nomination file is complete the World Heritage Centre sends it to the appropriate Advisory Body/ies for evaluation.

Selection criteria

To be included on the World Heritage List, sites must be of Outstanding Universal Value and meet at least one of ten criteria, as well as the relevant conditions of integrity and authenticity and requirements for protection and management. The World Heritage criteria are explained in the *Operational Guidelines for the Implementation of the World Heritage Convention* which, besides the text of the Convention, is the main working tool on World Heritage. The criteria are also discussed in more detail on pages 34–44 of this manual.

The criteria are regularly revised by the Committee to reflect the evolution of the World Heritage concept itself.

Limitation on the number of nominations to be submitted and evaluated

States Parties should be aware of decisions taken by the World Heritage Committee which have the effect of limiting the number of nominations that may be submitted, and also limiting the number of nominations that may be considered at a meeting of the Committee.

An ongoing priority for the Committee is the desirability of achieving a reasonable balance between the numbers of cultural heritage and natural heritage properties included in the World Heritage List.

Timetable

The *Operational Guidelines* provide a detailed timetable for the submission and evaluation of nominations, which is binding on States Parties and the Advisory Bodies (Paragraph 168). The key deadlines are absolute and non-negotiable.

Advisory Bodies

A nominated property may be independently evaluated by one or both of the two Advisory Bodies mandated by the World Heritage Convention: ICOMOS (International Council on Monuments and Sites) for cultural properties and IUCN (International Union for Conservation of Nature) for natural properties. The third Advisory Body is ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property), an intergovernmental organization which provides the Committee with expert advice on conservation and monitoring of cultural sites, as well as on training and capacity-building activities.

World Heritage Committee

Once a property has been nominated and evaluated, it is up to the intergovernmental World Heritage Committee to make the final decision on its inscription. Once a year, the Committee meets to decide which properties will be inscribed on the World Heritage List. In addition to inscribing a property or deciding not to inscribe, the Committee can also defer or refer the nomination and request further information on a property from the relevant State Party.

World Heritage Centre

The World Heritage Centre (WHC) is the Secretariat of the World Heritage Convention and the focal point and coordinator within UNESCO for all matters relating to World Heritage. WHC provides assistance to States Parties throughout the preparation of nominations in different ways, among others it provides examples of successful nominations, of management and legislative provisions, helps in identifying appropriate maps, gives more specific guidance for nominating different types of properties, such as cultural landscapes, towns, canals, and heritage routes or for nominating serial and transboundary properties. In cooperation with the Advisory Bodies and other institutions, WHC organizes specific workshops on issues linked to the preparation of nominations. The Centre also provides comments and guidance when States Parties submit draft nominations to the Secretariat. The Centre updates the World Heritage List and database. When an official nomination is submitted, WHC checks the file for completeness and if the nomination is considered as complete, the Centre transmits the file to the appropriate Advisory Body, while, if the nomination is considered incomplete, the Centre gives guidance to the State Party on how to complete it.

1.3 Illustrations of World Heritage concepts

This section provides illustrations of some key World Heritage concepts including definitions, criteria and different types of properties.

Definitions – cultural and natural heritage, mixed properties

CULTURAL HERITAGE

The World Heritage Convention defines cultural heritage as:

- **monuments:** architectural works, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of

1 World Heritage background

KEY MESSAGE

Be clear about the category of cultural heritage being nominated.

features, which are of Outstanding Universal Value from the point of view of history, art or science;

- **groups of buildings:** groups of separate or connected buildings which, because of their architecture, their homogeneity or their place in the landscape, are of Outstanding Universal Value from the point of view of history, art or science;
- **sites:** works of man or the combined works of nature and man, and areas including archaeological sites which are of Outstanding Universal Value from the historical, aesthetic, ethnological or anthropological point of view (Article 1).

Some properties might satisfy more than one of these definitions (e.g. be both a monument and group of buildings).

This definition was developed in 1972 and concepts of cultural heritage have expanded since that time. Nonetheless, the definition has been interpreted very broadly to embrace the diversity of cultural heritage.

The *Operational Guidelines* offer additional definitions regarding cultural landscapes, historic towns and town centres, heritage canals and heritage routes (Annex 3). Cultural landscapes are also discussed further in the following section.

Some examples of listed properties below give a sense of the scope of cultural heritage (text and illustrations for these definitions are drawn from the UNESCO World Heritage website).

Minaret and Archaeological Remains of Jam (Afghanistan)

An architectural work and archaeological site. The 65 m Minaret of Jam is a graceful, soaring structure, dating back to the 12th century. Covered in elaborate brickwork with a blue tile inscription at the top, it is noteworthy for the quality of its architecture and decoration, which represent the culmination of an architectural and artistic tradition in this region. Its impact is heightened by its dramatic setting, a deep river valley between towering mountains in the heart of Ghur province.



© UNESCO / Mario Santana

Sukur Cultural Landscape (Nigeria)

Sukur Cultural Landscape, with the Palace of the Hidi (chief) on a hill dominating the villages below, the terraced fields and their sacred symbols, and the extensive remains of a former flourishing iron industry, is a remarkably intact physical expression of a society and its spiritual and material culture.



© UNESCO

Old Town of Lijiang (China)

A group of buildings. The Old Town of Lijiang, which is perfectly adapted to the uneven topography of this key commercial and strategic site, has retained a historic townscape of high quality and authenticity. Its architecture is noteworthy for the blending of elements from several cultures that have come together over many centuries. Lijiang also possesses an ancient water supply system of great complexity and ingenuity that still functions effectively today.



© Fiona Starr

Zollverein Coal Mine Industrial Complex in Essen (Germany)

A group of buildings and industrial archaeological site. The Zollverein industrial complex in Land Nordrhein-Westfalen consists of the complete infrastructure of a historical coal-mining site, with some 20th-century buildings of outstanding architectural merit. It constitutes remarkable material evidence of the evolution and decline of an essential industry over the past 150 years.



© Heike Oevermann

Cueva de las Manos, Río Pinturas (Argentina)

A monument / work of monumental painting and site. The Cueva de las Manos, Río Pinturas, contains an exceptional assemblage of cave art, executed between 13,000 and 9,500 years ago. It takes its name (Cave of the Hands) from the stencilled outlines of human hands in the cave, but there are also many depictions of animals, such as guanacos (*Lama guanicoe*), still commonly found in the region, as well as hunting scenes. The people responsible for the paintings may have been the ancestors of the historic hunter-gatherer communities of Patagonia found by European settlers in the 19th century.



© UNESCO

Hiroshima Peace Memorial (Genbaku Dome) (Japan)

The Hiroshima Peace Memorial (Genbaku Dome) was the only structure left standing in the area where the first atomic bomb exploded on 6 August 1945. Through the efforts of many people, including those of the city of Hiroshima, it has been preserved in the same state as immediately after the bombing. Not only is it a stark and powerful symbol of the most destructive force ever created by humankind, it also expresses the hope for world peace and the ultimate elimination of all nuclear weapons.



© UNESCO

1 World Heritage background

Botanical Garden (Orto Botanico), Padua (Italy)

A site / work of man. The world's first botanical garden was created in Padua in 1545. It still preserves its original layout – a circular central plot, symbolizing the world, surrounded by a ring of water. Other elements were added later, some architectural (ornamental entrances and balustrades) and some practical (pumping installations and greenhouses). It continues to serve its original purpose as a centre for scientific research.



© UNESCO

NATURAL HERITAGE

The World Heritage Convention defines natural heritage as:

- natural features consisting of physical and biological formations or groups of such formations, which are of Outstanding Universal Value from the aesthetic or scientific point of view;
- geological and physiographical formations and precisely delineated areas which constitute the habitat of threatened species of animals and plants of Outstanding Universal Value from the point of view of science or conservation;
- natural sites or precisely delineated natural areas of Outstanding Universal Value from the point of view of science, conservation or natural beauty (Article 2).

A few examples of listed properties below give a sense of the scope of natural heritage.

Sagarmatha National Park (Nepal)

Sagarmatha is an exceptional area with dramatic mountains, glaciers and deep valleys, dominated by Mount Everest, the highest peak in the world (8,848 m). Several rare species, such as the snow leopard and the lesser panda, are found in the park. The presence of the Sherpas, with their unique culture, adds further interest to this site.



© UNESCO/M. Gassend

Ilulissat Icefjord (Denmark)

Located on the west coast of Greenland, 250 km north of the Arctic Circle, Greenland's Ilulissat Icefjord is the sea mouth of Sermeq Kujalleq, one of the few glaciers through which the Greenland ice cap reaches the sea. Sermeq Kujalleq is one of the fastest (19 m per day) and most active glaciers in the world. It annually calves over 35 km³ of ice, i.e. 10 per cent of the production of



© M&G Therin-Weise

all Greenland calf ice and more than any other glacier outside Antarctica. Studied for over 250 years, it has helped to develop our understanding of climate change and icecap glaciology. The combination of a huge ice-sheet and the dramatic sounds of a fast-moving glacial ice-stream calving into a fjord covered by icebergs makes for a dramatic and awe-inspiring natural phenomenon.

Joggins Fossil Cliffs (Canada)

Joggins Fossil Cliffs, a 689 ha palaeontological site along the coast of Nova Scotia (eastern Canada), have been described as the 'coal age Galápagos' due to their wealth of fossils from the Carboniferous period (354 to 290 million years ago). The rocks of this site are considered to be iconic for this period of the history of Earth and are the world's thickest and most comprehensive



© N.S. Dept. of Tourism, Culture and Heritage/Walley Hayes

record of the Pennsylvanian strata (dating back 318 to 303 million years) with the most complete known fossil record of terrestrial life from that time. These include the remains and tracks of very early animals and the rainforest in which they lived, left *in situ*, intact and undisturbed. With its 14.7 km of sea cliffs, low bluffs, rock platforms and beach, the site groups remains of three ecosystems: estuarine bay, floodplain rainforest and fire prone forested alluvial plain with freshwater pools. It offers the richest assemblage known of the fossil life in these three ecosystems with 96 genera and 148 species of fossils and 20 footprint groups. The site is listed as containing outstanding examples representing major stages in the history of the Earth.

Malpelo Fauna and Flora Sanctuary (Colombia)

Located c. 500 km off the coast of Colombia, the site includes Malpelo island (350 ha) and the surrounding marine environment (857,150 ha). This vast marine park, the largest no-fishing zone in the Eastern Tropical Pacific, provides a critical habitat for internationally threatened marine species, and is a major source of



© UNESCO/Wes Lefèvre

nutrients resulting in large aggregations of marine biodiversity. It is in particular a 'reservoir' for sharks, giant grouper and billfish, and is one of the few places in the world where sightings of the short-nosed ragged-toothed shark, a deepwater shark, have been confirmed. Widely recognized as one of the top diving sites in the world, due to the steep walls and caves of outstanding natural beauty, these deep waters support important populations of large predators and pelagic species (e.g. aggregations of over 200 hammerhead sharks and over 1,000 silky sharks, whale sharks and tuna have been recorded) in an undisturbed environment where they maintain natural behavioural patterns.

1 World Heritage background

Great Barrier Reef (Australia)

The Great Barrier Reef is a site of remarkable variety and beauty on the north-east coast of Australia. It contains the world's largest collection of coral reefs, with 400 types of coral, 1,500 species of fish and 4,000 types of mollusc. It also holds great scientific interest as the habitat of species such as the dugong ('sea cow') and the large green turtle, which are threatened with extinction.



© UNESCO/I. Thorsell/UICN

Virunga National Park (Democratic Republic of the Congo)

Virunga National Park (covering an area of 790,000 ha) comprises an outstanding diversity of habitats, ranging from swamps and steppes to the snowfields of Rwenzori at an altitude of over 5,000 m, and from lava plains to the savannahs on the slopes of volcanoes. Mountain gorillas are found in the park, some 20,000 hippopotamus live in the rivers, and birds from Siberia spend the winter there.



© UNESCO/Ian Redmond

MIXED PROPERTIES

The *Operational Guidelines* define mixed properties as those which satisfy part or the whole of the definitions of both cultural and natural heritage laid out in Articles 1 and 2 of the Convention (Paragraph 46).

Examples of listed mixed properties are given below.

Tikal National Park (Guatemala)

In the heart of the jungle, surrounded by lush vegetation, lies one of the major sites of Mayan civilization, inhabited from the 6th century BC to the 10th century AD. The ceremonial centre contains superb temples and palaces, and public squares accessed by means of ramps. Remains of dwellings are scattered throughout the surrounding countryside.



© B. Doucin/L. Lalaité

Tassili N'Ajjer (Algeria)

Located in a strange lunar landscape of great geological interest, this site has one of the most important groupings of pre-historic cave art in the world. More than 15,000 drawings and engravings record the climatic changes, the animal migrations and the evolution of human life on the edge of the Sahara from 6,000 BC to the first centuries of the present era. The geological formations are of outstanding scenic interest, with eroded sandstones forming 'forests of rock'.



© UNESCO/Bousquet

Definitions of cultural heritage**MONUMENTS**

The formal definition in the Convention is provided above under Cultural Heritage. Some examples of listed properties which are monuments are given below.

Statue of Liberty (United States)

A work of monumental sculpture. Made in Paris by the French sculptor Bartholdi, in collaboration with Gustave Eiffel (who was responsible for the steel framework), this towering monument to liberty was a gift from France on the centenary of American independence in 1886. Standing at the entrance to New York Harbour, it has welcomed millions of immigrants to the United States ever since.



© UNESCO / Graciela Gonzalez Brigas

Taj Mahal (India)

An architectural work. An immense mausoleum of white marble, built in Agra between 1631 and 1648 by order of the Mughal emperor Shah Jahan in memory of his favourite wife, the Taj Mahal is the jewel of Muslim art in India and one of the universally admired masterpieces of World Heritage.



© E. de Gracia Camara

1 World Heritage background

GROUPS OF BUILDINGS

The formal definition in the Convention is provided above under Cultural Heritage. The *Operational Guidelines* also offer a definition of groups of urban buildings in the context of historic towns and town centres (Annex 3). Some examples of listed properties which are groups of buildings are below.

Ksar of Ait-Ben-Haddou (Morocco)

The ksar, a group of earthen buildings surrounded by high walls, is a traditional pre-Saharan habitat. The houses crowd together within the defensive walls, which are reinforced by corner towers. Ait-Ben-Haddou, in Ouarzazate province, is a striking example of the architecture of southern Morocco.



© UNESCO / Mario Santana

Megalithic Temples of Malta (Malta)

Seven megalithic temples are found on the islands of Malta and Gozo, each the result of an individual development. The two temples of Ggantija on the island of Gozo are notable for their gigantic Bronze Age structures. On the island of Malta, the temples of Hagar Qin, Mnajdra and Tarxien are unique architectural masterpieces, given the limited resources available to their builders. The Ta'Hagrat and Skorba complexes show how the tradition of temple-building was handed down in Malta.



© UNESCO / Margarita Gonzalez Lombardo

SITES

The formal definition in the Convention is provided above under Cultural Heritage. The *Operational Guidelines* also provide guidance regarding certain property types (Annex 3). Some examples of listed properties which are sites are given below.

Site of Palmyra (Syrian Arab Republic)

An archaeological site. An oasis in the Syrian desert, north-east of Damascus, Palmyra contains the monumental ruins of a great city that was one of the most important cultural centres of the ancient world. From the 1st to the 2nd centuries, the art and architecture of Palmyra, standing at the crossroads of several civilizations, married Graeco-Roman techniques with local traditions and Persian influences.



© E. de Gracia Camara

Taxila (Pakistan)

An archaeological site. From the ancient Neolithic tumulus of Saraikala to the ramparts of Sirkap (2nd century BC) and the city of Sirsukh (1st century AD), Taxila illustrates the different stages in the development of a city on the Indus that was alternately influenced by Persia, Greece and Central Asia and which, from the 5th century BC to the 2nd century AD, was an important Buddhist centre of learning.



© UNESCO / F. Bandarin

CULTURAL LANDSCAPES

The *Operational Guidelines* define cultural landscapes as cultural properties which represent the 'combined works of nature and of man' as designated in Article 1 of the Convention (Paragraph 47).

There is no single World Heritage criterion for cultural landscapes and it is conceivable that any of the cultural criteria might be used in justifying the Outstanding Universal Value of a cultural landscape.

There are three main types of cultural landscape:

- landscapes designed and created intentionally by people;
- organically evolved landscapes; and
- associative landscapes (see *Operational Guidelines*, Annex 3).

Many properties exhibit more than one of these types and they may be overlapping.

This is a dynamic aspect of the Convention, and the concepts are being increasingly elaborated, as are the management approaches, etc.

ICOMOS has produced a thematic bibliography on World Heritage Cultural Landscapes which is available at http://www.international.icomos.org/centre_documentation/bib/index.html.

Examples of the three types of cultural landscape are provided below.

A designed landscape: Vat Phou and Associated Ancient Settlements within the Champasak Cultural Landscape
(Lao People's Democratic Republic)

The Champasak Cultural Landscape, including the Vat Phou Temple complex, is a remarkably well-preserved planned landscape more than 1,000 years old. It was shaped to express the Hindu vision of the relationship between nature and humanity, using an axis from



© UNESCO / R. Engelhardt

1 World Heritage background

mountain top to river bank to lay out a geometric pattern of temples, shrines and waterworks extending over some 10 km. Two planned cities on the banks of the Mekong River are also part of the site, as well as Phou Kao mountain. The whole represents a development ranging from the 5th to 15th centuries, mainly associated with the Khmer Empire.

An organically evolved landscape: Rice Terraces of the Philippine Cordilleras (Philippines)

For 2,000 years, the high rice fields of the Ifugao have followed the contours of the mountains. The fruit of knowledge handed down from one generation to the next, and the expression of sacred traditions and a delicate social balance, they have helped to create a landscape of great beauty that expresses the harmony between humankind and the environment.



© UNESCO / Feng Jing

An associative landscape: Uluru-Kata Tjuta National Park (Australia)

This park, formerly called Uluru (Ayers Rock – Mount Olga) National Park, features spectacular geological formations that dominate the vast red sandy plain of central Australia. Uluru, an immense monolith, and Kata Tjuta, the rock domes located west of Uluru, form part of the traditional belief system of one of the oldest human societies in the world. The traditional owners of Uluru -Kata Tjuta are the Anangu Aboriginal people.



© Emmanuel Pivard

Definitions of natural heritage

NATURAL FEATURES CONSISTING OF PHYSICAL AND BIOLOGICAL FORMATIONS OR GROUPS OF SUCH FORMATIONS

The formal definition in the Convention is provided above under Natural Heritage. Some examples of listed properties are provided below.

South China Karst (China)

The South China Karst region extends over a surface of half a million km² lying mainly in Yunnan, Guizhou and Guangxi provinces. It represents one of the world's most spectacular examples of humid tropical to subtropical karst landscapes. The stone forests of Shilin are considered superlative natural phenomena and a



© UNESCO / Jim Thorsell

world reference with a wider range of pinnacle shapes than other karst landscapes with pinnacles, and a higher diversity of shapes and changing colours. The cone and tower karsts of Libo, also considered the world reference site for these types of karst, form a distinctive and beautiful landscape. Wulong Karst has been inscribed for its giant dolines (sinkholes), natural bridges and caves.

Volcanoes of Kamchatka (*Russian Federation*)

This is one of the most outstanding volcanic regions in the world, with a high density of active volcanoes, a variety of types, and a wide range of related features. The six sites included in the serial designation group together the majority of volcanic features of the Kamchatka peninsula. The interplay of active volcanoes and glaciers forms a dynamic landscape of great beauty. The sites contain great species diversity, including the world's largest known variety of salmonoid fish and exceptional concentrations of sea otter, brown bear and Steller's sea eagle.



© UNESCO / Guy Debonnet

GEOLOGICAL AND PHYSIOGRAPHICAL FORMATIONS AND PRECISELY DELINEATED AREAS WHICH CONSTITUTE THE HABITAT OF THREATENED SPECIES OF ANIMALS AND PLANTS

The formal definition in the Convention is provided above under Natural Heritage. Some examples of listed properties are provided below.

Okapi Wildlife Reserve

(*Democratic Republic of the Congo*)

The Okapi Wildlife Reserve occupies about one-fifth of the Ituri forest in the north-east of the Democratic Republic of the Congo. The Congo River basin, of which the reserve and forest are a part, is one of the largest drainage systems in Africa. The reserve contains threatened species of primates and birds and about 5,000 of the estimated 30,000 okapi surviving in the wild. It also has some dramatic scenery, including waterfalls on the Ituri and Epulu rivers. The reserve is inhabited by traditional nomadic Mbuti and Efe hunters.



© Eric Loddé

Lagoons of New Caledonia: Reef Diversity and Associated Ecosystems (*France*)

This serial site comprises six marine clusters that represent the main diversity of coral reefs and associated ecosystems in the French Pacific Ocean archipelago of New Caledonia and one of the three most extensive reef systems in the world.



© Emmanuel Legros

1 World Heritage background

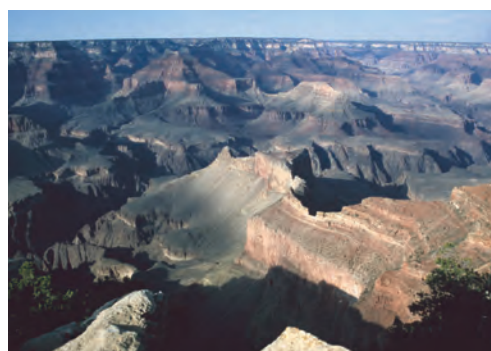
These lagoons are of exceptional natural beauty. They feature an exceptional diversity of coral and fish species and a continuum of habitats from mangroves to seagrasses with the world's most diverse concentration of reef structures. The Lagoons of New Caledonia display intact ecosystems, with healthy populations of large predators, and a great number and diversity of big fish. They provide habitat to a number of emblematic or threatened marine species such as turtles, whales or dugongs whose population here is the third largest in the world.

NATURAL SITES OR PRECISELY DELINEATED NATURAL AREAS OF OUTSTANDING UNIVERSAL VALUE FROM THE POINT OF VIEW OF SCIENCE, CONSERVATION OR NATURAL BEAUTY

The formal definition in the Convention is provided above under Natural Heritage. Some examples of listed properties are provided below.

Grand Canyon National Park (United States)

Carved out by the Colorado River, the Grand Canyon (nearly 1,500 m deep) is the most spectacular gorge in the world. Located in the State of Arizona, it cuts across the Grand Canyon National Park. Its horizontal strata retrace the geological history of the past 2 billion years. There are also prehistoric traces of human adaptation to a particularly harsh environment.



© David Geldhof

Ha Long Bay (Viet Nam)

Ha Long Bay, in the Gulf of Tonkin, includes some 1,600 islands and islets, forming a spectacular seascape of limestone pillars. Because of their precipitous nature, most of the islands are uninhabited and unaffected by a human presence. The site's outstanding scenic beauty is complemented by its great biological interest.



© B. Doucir/Lalaité

Glossary of key concepts

OUTSTANDING UNIVERSAL VALUE (OUV)

The World Heritage Convention was established to recognize 'sites of Outstanding Universal Value' which are part of the heritage of humankind as a whole, which deserve protection and transmission to future generations, and which are important for the whole of humanity.

The *Operational Guidelines* define Outstanding Universal Value as being cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations of all humanity (Paragraph 49).

This definition is understood through the criteria for the inscription of properties on the World Heritage List. The criteria are discussed below.

To be deemed of Outstanding Universal Value, a property must also meet the conditions of integrity and/or authenticity and must have an adequate protection and management system to ensure its safeguarding (*Operational Guidelines*, Paragraph 78, see also sections on integrity and authenticity in Section II.E).

Outstanding Universal Value is:

- the main focus of the nomination;
- what is evaluated;
- why a property is inscribed on the World Heritage List; and
- what needs to be sustained through protection, conservation and management.

Since 2007, the World Heritage Committee has adopted a Statement of Outstanding Universal Value at the time a property is inscribed on the World Heritage List, and there are processes in place to create such statements for the many properties inscribed before this practice was started. These Statements are now central to the Committee's work and encapsulate why each inscribed property is considered to be of Outstanding Universal Value, how it satisfies the criteria and the requirements for authenticity, integrity, protection and management.

The Statement of Outstanding Universal Value (SoOUV) overarches the whole life of a property.

Once adopted by the World Heritage Committee, the SoOUV is also the reference point for:

- monitoring by the State Party and property manager;
- Periodic Reporting;
- Reactive Monitoring and State of Conservation Reporting;
- inscription on the List of World Heritage in Danger; and
- possible deletion of a property from the World Heritage List.

Themes and thematic frameworks are important in understanding Outstanding Universal Value. See *Report of the World Heritage Global Strategy Natural and Cultural Heritage Expert Meeting* (UNESCO World Heritage Centre / Government of the Netherlands, 1998) and *The World Heritage List: Filling the Gaps – An Action Plan for the Future* (ICOMOS, 2005a).

As noted above, Outstanding Universal Value is a special category of cultural and/or natural significance. There are other levels of heritage value, such as local or national heritage value. Throughout this manual the use of the terms *value* or *significance* should be understood in the context provided – often it will be Outstanding Universal Value but sometimes they may refer to other levels of heritage such as national or local heritage.

■ ATTRIBUTES OR FEATURES

Attributes are aspects of a property which are associated with or express the Outstanding Universal Value. Attributes can be tangible or intangible. The *Operational Guidelines* indicate a range of types of attribute which might convey Outstanding Universal Value, including:

- form and design;
- materials and substance;

1 World Heritage background

- use and function;
- traditions, techniques and management systems;
- location and setting;
- language, and other forms of intangible heritage; and
- spirit and feeling (Paragraph 82).

This list is for guidance. It is essential that the attributes identified for a property should flow from the Statement of Outstanding Universal Value and the justification for the criteria.

Attributes must be identified as they are vital to understanding authenticity and integrity, and are the focus of protection, conservation and management.

For natural properties, it is more common to speak of 'features', although the word attributes is sometimes used. Examples of attributes for natural properties could include:

- visual or aesthetic significance;
- scale of the extent of physical features or natural habitats;
- intactness of physical or ecological processes;
- naturalness, and intactness of natural systems;
- viability of populations of rare species; and
- rarity.

BUFFER ZONE

Buffer zones are clearly delineated area(s) outside a World Heritage property and adjacent to its boundaries which contribute to the protection, conservation, management, integrity, authenticity and sustainability of the Outstanding Universal Value of the property.

Although buffer zones are not regarded as part of the inscribed property, their boundaries and relevant management approaches should be evaluated, approved and formally recorded at the time they are proposed by a State Party.

Where buffer zones are defined, they should be seen as an integral component of the State Party's commitment to the protection, conservation and management of the World Heritage property. The functions of the buffer zone should reflect the different types and levels of protection, conservation and management needed to protect the attributes that sustain the Outstanding Universal Value of the World Heritage property.

Some examples of buffer zones are provided on pages 82–85 where the requirements for defining such zones are discussed. A useful reference on buffer zones is *World Heritage and Buffer Zones, International Expert Meeting on World Heritage and Buffer Zones, Davos, Switzerland, 11–14 March 2008* (Martin and Piatti, 2009).

COMPARATIVE ANALYSIS

The comparative analysis explains the importance of the nominated property both in its national and international context. In order to do this, the property should be compared with similar properties, whether on the World Heritage List or not. The comparison should outline the similarities the nominated property has with other properties and the reasons that make the nominated property stand out.

The comparative analysis is discussed in more detail on pages 67–73.

PROPERTY

The property is the land or sea area which has Outstanding Universal Value.

The term 'core zone' was formerly used to describe the property. However, it is now out of date and should not be used. All references should be made to the 'property'.

SETTING

Where the setting is a part of, or integral to, the Outstanding Universal Value of a property, then it should be part of the inscribed property, or in some cases, such as extensive views, part of the buffer zone. Where the setting may assist in the appreciation of the Outstanding Universal Value, but does not contribute to the Outstanding Universal Value, then it is desirable that it be incorporated in the buffer zone or otherwise protected.

The ICOMOS *Xi'an Declaration on the Conservation of the Setting of Heritage Structures, Sites and Areas* (2005b) notes,

The setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character.

Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

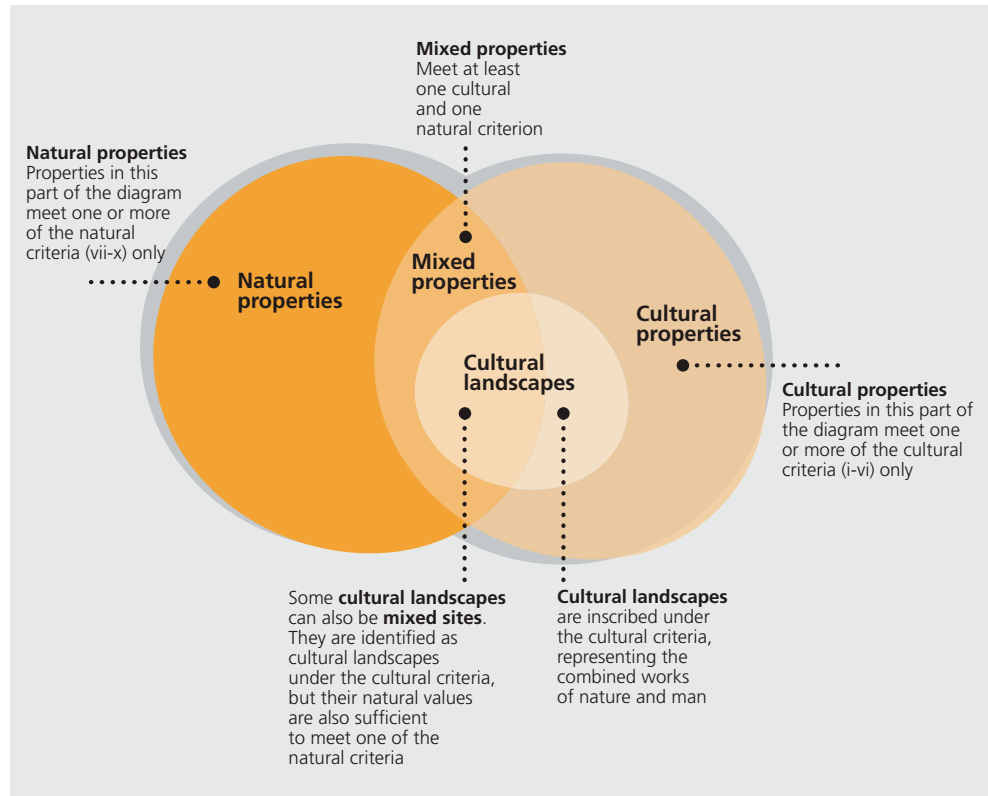
The concept and requirements relating to settings are discussed further on pages 85–86.

Relationship between natural, cultural and mixed properties, and the special case of cultural landscapes

It is important not to confuse mixed properties and cultural landscapes. Mixed properties are inscribed under both at least one of criteria (i) to (vi) and at least one of criteria (vii) to (x), because they meet both criteria independently. The Outstanding Universal Value of cultural landscapes arises not from their cultural or natural qualities assessed independently but from the inter-relationship between culture and nature. Cultural landscapes are identified under the cultural criteria. Such properties often have natural values, but usually not at the level to justify inscription under natural criteria. In the cases where they do, the property will be inscribed as a mixed site and a cultural landscape. This set of relationships is theoretically explained in the diagram below.

For some mixed properties the natural values and cultural values are integrated and co-dependent. In other cases, the values may not be co-dependent but simply share the same geographic location.

1 World Heritage background



World Heritage criteria

There are ten criteria for World Heritage inscription identified in the *Operational Guidelines* (Paragraph 77). Criteria (i) to (vi) relate to cultural properties, and are therefore assessed by ICOMOS, and the remaining criteria (vii) to (x) relate to natural properties and are assessed by IUCN. While many properties may only meet some natural or cultural criteria, mixed properties will meet some natural as well as some cultural criteria. Nominations of mixed properties are evaluated by both IUCN and ICOMOS.

Examples of properties which meet the criteria are provided below (text and illustrations for these examples are drawn from the UNESCO World Heritage website).

Criterion (i): represent a masterpiece of human creative genius

In other words, this criterion relates to an outstanding example (perhaps the peak or a landmark example) of a style evolved within a culture, having:

- a high intellectual or symbolic endowment; and
- a high level of artistic, technical or technological skills.

Uniqueness is not, on its own, sufficient to justify inscription. The property must be considered in a broader cultural-historical context, and its value assessed in relation to this context.

The World Heritage List is a list of properties, not a list of people. So, for example, under criterion (i) what is required is a masterpiece of human creative genius. The World Heritage List does not list geniuses but it can list their masterpieces. Similarly, it does not list the body of work of a genius, but it may list the masterpiece that has Outstanding Universal Value or a series of masterpieces that has Outstanding Universal Value as a whole.

KEY MESSAGE

Choose only relevant criteria that demonstrate Outstanding Universal Values.

Not all masterpieces have known architects or designers. Some prehistoric structures have become icons for the creativity and technical sophistication of prehistoric peoples for instance; in other cases the collective works of a community can be deemed to have achieved the status of a masterpiece – even though they were perhaps not intended when built to be more than functional. Some industrial structures are also seen to have risen above the functional and utilitarian to embody creativity to the point of genius.

EXAMPLE

Sydney Opera House (Australia)

Inaugurated in 1973, the Sydney Opera House is a great architectural work of the 20th century that brings together multiple strands of creativity and innovation in both architectural form and structural design. A great urban sculpture set in a remarkable waterscape, at the tip of a peninsula projecting into Sydney Harbour, the building has had an enduring influence on architecture. The Sydney Opera House comprises three groups of interlocking vaulted 'shells' which roof two main performance halls and a restaurant. These shell-structures are set upon a vast platform and are surrounded by terrace areas that function as pedestrian concourses. In 1957, when the project of the Sydney Opera House was awarded by an international jury to Danish architect Jørn Utzon, it marked a radically new approach to construction.



© Emmanuel Pivard

Criterion (ii): exhibit an important interchange of human values, over a span of time or within a cultural area of the world, on developments in architecture or technology, monumental arts, town-planning or landscape design

The key phrase in this criterion is 'interchange of human values'. What ICOMOS evaluates is whether the physical assets of a property, in terms of architecture, technology, monumental arts, town-planning or landscape design can be said to relate to an interchange of ideas – and this can be interpreted in several different ways:

- the property may be the embodiment of an idea or concept imported from another region or area and which transformed subsequent creativity in the original region, the recipient region or otherwise;
- alternatively, the property may itself have prompted the interchange of human values through inspiring ideas that influenced other areas; and
- thirdly, there could have been a two-way flow of ideas, with the property displaying some sort of cultural fusion or local adaptation that could be deemed to be emblematic in some way.

In all cases the interchange of human ideas or influences needs to have prompted a response, which can be said to be outstanding in terms of the influence it had at the time and/or subsequently on people or society.

In many properties, the influences or interchanges refer to the tangible dissemination of ideas important in the history of art, architecture or urban design, or the history of technology, all as embodied in the attributes of the property.

As interchange in and between human societies and cultures is commonplace, this criterion requires that the interchange and the values / influence are substantial and important in their impact on the recipient culture. The transfer of a minor cultural aspect, or the transfer of a value which had little impact, are insufficient.

1 World Heritage background

In addition, the values or influence interchanged must be manifest in some way in the nominated property, through being embodied in the attributes of the property. An interchange of human values or influence with no manifestation in the property is not a good argument for inscription.

Using this criterion to justify a well-preserved example of a type of property is not generally appropriate, and is best argued under other criteria.

EXAMPLE

Samarkand – Crossroads of Cultures (Uzbekistan)

The historic town of Samarkand is a crossroad and melting pot of the world's cultures. Founded in the 7th century BC as ancient Afrasiab, Samarkand had its most significant development in the Timurid period from the 14th to the 15th centuries. Ensembles in Samarkand such as the Bibi Khanum Mosque and Registan Square played a seminal role in the development of Islamic architecture over the entire region, from the Mediterranean to the Indian subcontinent.



© M & G Thérin-Weise

Also inscribed under criteria (i) and (iv).

Criterion (iii): bear a unique or at least exceptional testimony to a cultural tradition or to a civilization which is living or which has disappeared

In contrast to criterion (ii), this criterion considers processes – cultural traditions that have, normally over a long period of time, defined a way of life or civilization in a geo-cultural region. Such traditions may still be living and vibrant, or may have atrophied in which case the testimony is their memorial. The traditions may be ways of building, spatial planning, or urban patterns. Alternatively, the traditions may be intangible but with precise tangible results – such as for instance rock art images which can reflect ideas or aspects of cultural traditions.

The key words are 'exceptional testimony'. The testimony is the evidence of a cultural tradition or civilization and must clearly be found in the nominated property.

The cultural tradition or civilization must be understood in the context of Outstanding Universal Value. They must express 'issues of universal nature common to or addressed by all human cultures' (World Heritage Expert Meeting, Amsterdam, 1998). That is, the cultural tradition or civilization cannot merely relate to issues which are only important to the specific culture.

A civilization might normally be expected to have lasted for a substantial period, to have an organized character or unifying qualities, and to involve a relatively substantial group of people. Relatively short-lived societies, groups lacking an organized character or unifying qualities, or very small groups may not necessarily be regarded as civilizations.

EXAMPLE

**Historic Centre of Macao
(China)**

Macao bears a unique testimony to the first and longest-lasting encounter between the West and China. From the 16th to the 20th centuries, it was the focal point for traders and missionaries, and the different fields of learning. The impact of this encounter can be traced in the fusion of different cultures that characterize the historic core of Macao.



© Serge Dos Santos

Also inscribed under criteria (ii), (iv) and (vi).

Criterion (iv): be an outstanding example of a type of building, architectural or technological ensemble or landscape which illustrates (a) significant stage(s) in human history

This criterion relates to the outstanding nature of the typology of a property, nominated in the context of the defined typology illustrating one or more significant stages in history.

The essence of this criterion is that the property must in some way demonstrate that it is associated with a defining moment or moments – or significant stage(s) in human history. The property may have been prompted by that moment, or may reflect its impact. The historical moment needs to be deemed to be of outstanding importance, as do its repercussions. The stages may relate to political or economic history, or equally to artistic or scientific history, which had far-reaching consequences.

The property must illustrate a significant stage in human history, in an outstanding way. Such a stage needs to be assessed in a regional and global context, and the stage must be important in that context. An important stage in just the history of one country is insufficient unless there is a substantial regional or global impact. There is also a time dimension to a stage. A stage should be defined in terms of cultural history and the patterns of continuity and change in that history. Artificial time periods (e.g. 18th century) are not, in themselves, a satisfying definition. A meaningful time period should be a defined period which is important and recognized within a cultural context.

The criterion should thus be used in relation to significant ‘prototypes’ or strongly representative examples of a defined type of property.

This criterion is not meant to encourage or allow the inscription of an example of every type of building, ensemble or landscape in the world – even if it is an outstanding example.

ICOMOS has developed a number of studies on property types such as railways, canals, rock art and bridges to enable the objective assessment of some types of nominated properties (see <http://www.icomos.org/studies/>). There are also a number of helpful thematic and regional bibliographies compiled by the ICOMOS Documentation Centre available online (http://www.international.icomos.org/centre_documentation/bib/index.html).

1 World Heritage background

EXAMPLE

Rideau Canal (Canada)

The Rideau Canal is an extensive, well preserved and significant example of a canal which was used for a military purpose linked to a significant stage in human history – that of the fight to control the north of the American continent.

The nominated property includes all the main elements of the original canal together with relevant later changes in the shape of watercourses, dams, bridges, fortifications, lock stations and related archaeological resources. The original plan of the canal, as well as the form of the channels, has remained intact. The Rideau Canal has fulfilled its original dynamic function as an operating waterway without interruption since its construction. Most of its lock gates and sluice valves are still operated by hand-powered winches.



© UNESCO/Khaled Hamada

Also inscribed under criterion (i).

Criterion (v): be an outstanding example of a traditional human settlement, land-use, or sea-use which is representative of a culture (or cultures), or human interaction with the environment especially when it has become vulnerable under the impact of irreversible change

Traditional settlements may be urban or rural. Similarly, land-use does not just apply to rural occupations. The key aspect of this criterion is that the property must represent a particular culture or cultures and that representivity needs to be outstanding in some way. It is sometimes assumed that the emphasis in this criterion is on the impact of irreversible change – in that a property that is vulnerable to irreversible change is therefore of outstanding value. This is not the case. However, the vulnerability can mean that what formerly was plentiful has become scarce, and what is left is now rare, possibly the only surviving example of a type of settlement or land-use.

The key phrase is 'land-use'. There must be some reasonably long period of time associated with the settlement or use in order for it to be considered traditional.

The settlement or use must also be an outstanding representation of a culture or human interaction with the environment. That is, the settlement or use must be important within the life of the culture, or the human interaction must have universal relevance.

ICOMOS has developed a number of global thematic studies such as on vineyard landscapes, or regional thematic studies, to provide objective support for the assessment of some types of settlements or landscapes (see <http://www.icomos.org/studies/>).

EXAMPLE

Agave Landscape and Ancient Industrial Facilities of Tequila (Mexico)

The 34,658 ha site, between the foothills of the Tequila Volcano and the deep valley of the Rio Grande River, is part of an expansive landscape of blue agave, shaped by the culture of the plant used since the 16th century to produce tequila spirit and for at least 2,000 years to make fermented drinks and cloth. Within the landscape are working distilleries reflecting the

growth in the international consumption of tequila in the 19th and 20th centuries. Today, the agave culture is seen as part of national identity. The area encloses a living, working landscape of blue agave fields and the urban settlements of Tequila, Arenal and Amatitlan with large distilleries where the agave 'pine-apple' is fermented and distilled. The property is also a testimony to the Teuchitlan cultures which shaped the Tequila area from AD 200–900, notably through the creation of terraces for agriculture, housing, temples, ceremonial mounds and ball courts.



© Nomination File/ Carlo Tomas

The overall landscape of fields, distilleries, haciendas and towns is an outstanding example of a traditional human settlement and land-use which is representative of a specific culture that developed in Tequila.

Also inscribed under criteria (ii), (iv) and (vi).

Criterion (vi): be directly or tangibly associated with events or living traditions, with ideas, or with beliefs, with artistic and literary works of outstanding universal significance. (The Committee considers that this criterion should preferably be used in conjunction with other criteria.)

Most of the other criteria involve intangible associations of one sort or another – such as historical events, political leaders, wars and conflict, or ideas in town planning or structural innovations, but they concern the tangible impacts of these associations. This criterion by contrast relates to associations that may not have a tangible impact within the property, but nevertheless can be clearly and directly demonstrated. For instance, a mountain or landscape may be sacred or inspirational; a property may have inspired painters, artists or musicians; or the property may be associated with some sort of event that is itself of outstanding importance.

The starting point for justifying this criterion must be that the events, traditions, ideas, beliefs or artistic or literary works are of outstanding universal significance. Then the way these events, traditions, ideas, beliefs or artistic or literary works are demonstrated directly or tangibly in the property needs to be set out.

Bearing in mind that the World Heritage Convention is about properties, this criterion may only be used if the physical aspects of the property are of Outstanding Universal Value, it preferably satisfies at least one other criterion, and it can be protected for agreed attributes that convey Outstanding Universal Value.

The World Heritage List does not inscribe events, traditions, ideas, beliefs and artistic or literary works in themselves, but it may inscribe properties which are directly and tangibly associated with these. For example, where a religion or movement is of outstanding universal significance and is directly or tangibly reflected in a property, then this may be a good case for inscription. However, the List cannot include every temple, shrine or church of the major world religions. A property must be an outstanding example of direct or tangible associations.

In addition, more weight has been given to associations with the birthplace or principal place in a particular religion, than to places used to diffuse such faith in a particular context.

1 World Heritage background

Note that while a few exceptional cases exist, the *Operational Guidelines* clearly indicate that this criterion should be used in conjunction with other criteria, rather than alone.

EXAMPLE

Struve Geodetic Arc (Belarus, Estonia, Finland, Latvia, Lithuania, Republic of Moldova, Norway, Russian Federation, Sweden and Ukraine)

The measuring of the arc and its results are directly associated with scientific inquiry about the shape and size of the world. It is linked with Sir Isaac Newton's theory that the world is not an exact sphere.

Also inscribed under criteria (ii) and (iii).



© UNESCO / Vesna Vujic-Lugassy

Criterion (vii): contain superlative natural phenomena or areas of exceptional natural beauty and aesthetic importance

Two distinct ideas are embodied in this criterion. The first, 'superlative natural phenomena', can often be objectively measured and assessed (e.g. deepest canyon, highest mountain, largest cave system, highest waterfall, etc.).

The second concept, that of 'exceptional natural beauty and aesthetic importance', is harder to assess. This criterion applies to natural properties which are seen as having exceptional natural beauty and aesthetic importance. There are many intellectual approaches to concepts of the beauty and aesthetics of natural areas. While no one approach is recommended, adopting one or more recognized approaches is essential. Merely asserting these qualities without a robust supporting argument is insufficient. The application of this criterion should not be confused with the recognition of the aesthetics of cultural properties and cultural landscapes that is currently expressed through the use of the cultural criteria.

In addition, the nature of this criterion is that the types of properties that are proposed for inscription will have comparable sites distributed on a worldwide, rather than regional basis, so standards applied under this criterion are expected to meet a global standard of proof. This fact distinguishes the application of the aesthetic element of this criterion from those factors relevant to the consideration of cultural landscapes. Evaluation in relation to this aspect is based on comparison with properties previously inscribed by the World Heritage Committee under this criterion and, to the extent possible, it also involves a comparison of measurable indicators of scenic value. The comparison with properties already listed under this criterion, and the World Heritage Committee and IUCN past practice in its use are also further important elements in considering its appropriateness.

IUCN intends to develop further thematic advice on the application of this criterion for delivery to the World Heritage Committee in 2012. IUCN has also noted that the application of criterion (vii) has also normally been considered in conjunction with at least one other natural criterion.

EXAMPLE

Monarch Butterfly Biosphere Reserve
(Mexico)

The 56,259 ha biosphere reserve lies within rugged forested mountains about 100 km north-west of Mexico City. Every autumn, millions, perhaps a billion, butterflies from wide areas of North America return to the site and cluster on small areas of the forest reserve, colouring its trees orange and literally bending their branches under their collective weight. In the spring, these butterflies begin an eight-month migration that takes them all the way to Eastern Canada and back, during which time four successive generations are born and die. How they find their way back to their overwintering site remains a mystery.



© Nomination File/ Carlos Gottfried

Criterion (viii): be outstanding examples representing major stages of Earth's history, including the record of life, significant ongoing geological processes in the development of landforms, or significant geomorphic or physiographic features

The assessment framework for this criterion is global, reflecting both the global distribution of geomorphological features and the worldwide perspective required to encompass the representation of the 4.6 billion years of Earth history, address the evolution of life on Earth, as well as the changes in the geography of the planet. Properties where discoveries have led to radical changes in our understanding of Earth history and geological processes are considered, rather than very narrow ranging and highly specialized features. In view of the specialized nature of some geological nominations, IUCN takes advice from geological experts. This criterion involves four distinct, although closely linked, natural elements relevant to geological and geomorphological science, as follows.

- **Earth's history:** This subset of geological features includes phenomena that record important events in the past development of the planet such as the record of crustal dynamics, the genesis and development of mountains, plate movements, continental movement and rift valley development, meteorite impacts, and changing climate in the geological past. Properties that may be considered for inscription on the World Heritage List under this category would primarily involve major discoveries that have led to our overall understanding of Earth processes and forms as revealed by rock sequences or associations, rather than fossil assemblages.
- **The record of life:** This subset includes palaeontological (fossil) sites. For evaluating such nominations IUCN has developed a checklist (see box page 42).
- **Significant ongoing geological processes in the development of landforms:** Geomorphological properties record current geological processes and their relationship to landforms and landscapes (or physiography). This subset of criterion (viii) features represents active geomorphological processes such as those associated with glaciers, mountains, deserts, active volcanoes, rivers and deltas, island and coasts.
- **Significant geomorphic or physiographic features:** This subset includes landforms that are the *products* of active processes, and is intimately linked with the consideration of processes listed above. This group also includes features resulting from earlier or long-standing periods of activity, such as relict glacial landforms, extinct volcanic systems and karst features. These features may sometimes also be considered in relation to the application of criterion (vii), in view of the aesthetic quality of some spectacular landforms.

IUCN fossil site evaluation checklist

1. *Does the site provide fossils which cover an extended period of geological time: i.e. how wide is the geological window?*
2. *Does the site provide specimens of a limited number of species or whole biotic assemblages: i.e. how rich is the species diversity?*
3. *How unique is the site in yielding fossil specimens for that particular period of geological time: i.e. would this be the 'type locality' for study or are there similar areas that are alternatives?*
4. *Are there comparable sites elsewhere that contribute to the understanding of the total 'story' of that point in time/space: i.e. is a single site nomination sufficient or should a serial nomination be considered?*
5. *Is the site the only main location where major scientific advances were (or are) being made that have made a substantial contribution to the understanding of life on Earth?*
6. *What are the prospects for ongoing discoveries at the site?*
7. *How international is the level of interest in the site?*
8. *Are there other features of natural value (e.g. scenery, landform, vegetation) associated with the site: i.e. does there exist within the adjacent area modern geological or biological processes that relate to the fossil resource?*
9. *What is the state of preservation of specimens yielded from the site?*
10. *Do the fossils yielded provide an understanding of the conservation status of contemporary taxa and/or communities: i.e. how relevant is the site in documenting the consequences to modern biota of gradual change through time?*

Source: Wells (1996).

IUCN has undertaken a global thematic study on geological World Heritage (Dingwall et al., 2005). The study provides further guidance on this criterion, and enables further consideration of the scope of the World Heritage List in relation to thirteen different thematic groups of geological properties.

EXAMPLE

Wadi Al-Hitan (Whale Valley) (Egypt)

Wadi Al-Hitan, Whale Valley, in the Western Desert of Egypt, contains invaluable fossil remains of the earliest, and now extinct, suborder of whales, Archaeoceti. These fossils represent one of the major stories of evolution: the emergence of the whale as an ocean-going mammal from a previous life as a land-based animal. This is the most important site in the world for the demonstration of this stage of evolution. It portrays



© UNESCO / Véronique Dauge

vividly the form and life of these whales during their transition. The number, concentration and quality of such fossils here is unique, as is their accessibility and setting in an attractive and protected landscape. The fossils of Al-Hitan show the youngest archaeocetes, in the last stages of losing their hind limbs. Other fossil material in the site makes it possible to reconstruct the surrounding environmental and ecological conditions of the time.

Criterion (ix): be outstanding examples representing significant ongoing ecological and biological processes in the evolution and development of terrestrial, fresh water, coastal and marine ecosystems and communities of plants and animals

The assessment of this criterion depends on the scientific knowledge and understanding of Earth's ecosystems and the ecological and biological processes associated with their dynamics. To assess this criterion in an objective manner, IUCN and partners have developed a number of global thematic studies such as on forests, wetlands, marine and coastal areas, mountains, small island ecosystems and boreal forests. These have guided the evaluation of this criterion. These studies can be found at http://www.iucn.org/about/work/programmes/wcpa_worldheritage/

EXAMPLE

Rainforests of the Atsinanana
(Madagascar)

The Rainforests of the Atsinanana comprise six national parks distributed along the eastern part of the island. These relict forests are critically important for maintaining ongoing ecological processes necessary for the survival of Madagascar's unique biodiversity, which reflects the island's geological history. Having completed its separation from all other land masses more than 60 million years ago, Madagascar's plant and animal life evolved in isolation. The rainforests are inscribed for their importance to both ecological and biological processes as well as their biodiversity and the threatened species they support. Many species are rare and threatened, especially primates and lemurs.



© The Wildlife Conservation Society /
Russell Thorstorn

Also inscribed under criterion (x).

Criterion (x): contain the most important and significant natural habitats for in situ conservation of biological diversity, including those containing threatened species of Outstanding Universal Value from the point of view of science or conservation

There are a range of tools available to help assess this criterion, including the IUCN Red List, Centres of Plant Diversity, Endemic Bird Areas of the World, Conservation International's Biodiversity Hotspots, and WWF's Global 200 Ecoregions for Saving Life on Earth. The bibliography of this manual provides a list of references regularly consulted in this regard.

Additional information on the application of these global classification systems can be found in the *Background Paper for the Special Expert Meeting of the World Heritage Convention: The Concept of Outstanding Universal Value* (Cameron, 2005).

1 World Heritage background

EXAMPLE

Socotra Archipelago (Yemen)

Socotra Archipelago, in the northwest Indian Ocean near the Gulf of Aden, is 250 km long and comprises four islands and two rocky islets which appear as a prolongation of the Horn of Africa. The site is of universal importance because of its biodiversity with rich and distinct flora and fauna: 37 per cent of Socotra's 825 plant species, 90 per cent of its reptile species and 95 per cent of its land-snail species do not occur anywhere else in the world. The site also supports globally significant populations of land and sea birds (192 bird species, 44 of which breed on the islands while 85 are regular migrants), including a number of threatened species. The marine life of Socotra is also very diverse, with 253 species of reef-building corals, 730 species of coastal fish and 300 species of crab, lobster and shrimp.



© Nomination File/ Mario Caruso

Serial and transboundary properties

Properties inscribed on the World Heritage List are typically single land areas located within the borders of a single State Party. The property might be large as in the case of some landscapes such as Vat Phou and Associated Ancient Settlements within the Champasak Cultural Landscape, in the Lao People's Democratic Republic (39,000 ha). On the other hand the property might be quite small, an example being the Hiroshima Peace Memorial (Genbaku Dome) in Japan (0.4 ha). Properties can also be natural, cultural or mixed.

KEY MESSAGE

Be clear about the type of property being nominated.

In addition, there are a number of special types of properties:

- transboundary properties;
- serial properties; and
- serial transnational properties (*Operational Guidelines*, Paragraphs 134–39).

These special types of properties are discussed below. In all cases, the rationale behind the selection of components for inclusion in the nominated property must be clearly understood and explained (see pages 76–79). A useful reference on serial properties is *Nominations and Management of Serial Natural World Heritage Properties – Present Situation, Challenges and Opportunities* (Engels et al., 2009).

TRANSBOUNDARY PROPERTY

These properties are a continuous land or sea area which extends across the borders of two or more adjoining States Parties.

The advantages of transboundary properties include the ability to incorporate in a single property all of the area and attributes which convey Outstanding Universal Value, irrespective of current political boundaries. Such properties may help to reflect and encourage international and peaceful cooperation on the shared heritage of countries.

Preparing a nomination, and ongoing protection and management can require additional effort because of the need for coordination and cooperation between the institutional arrangements of different countries. There may be differences in protection and management mechanisms available in each country, as well as differences in the availability of resources

for site management, presentation and conservation. To address such issues, the *Operational Guidelines* recommend a joint management committee or similar body to advise on the management of the property.

In addition, the state of conservation between components on either side of a border may differ, creating a challenge for future management of the overall property.

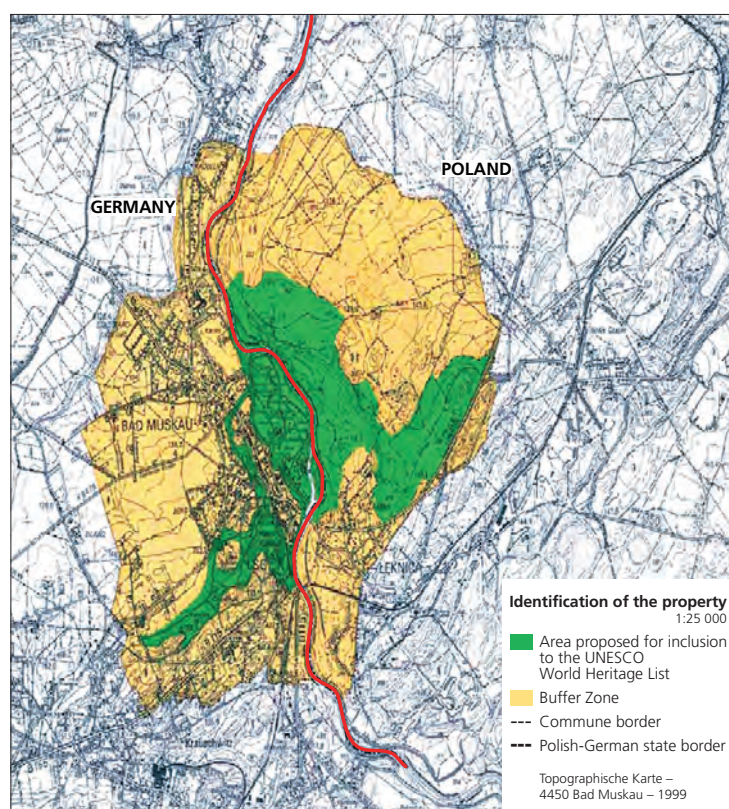
EXAMPLES

Muskauer Park / Park Mużakowski (Germany and Poland)

A landscaped park of 559.9 ha astride the Neisse River and the border between Poland and Germany, it was created by Prince Hermann von Pückler-Muskau from 1815 to 1844. Blending seamlessly with the surrounding farmed landscape, the park pioneered new approaches to landscape design and influenced the development of landscape architecture in Europe and America. Designed as a 'painting with plants', it did not seek to evoke classical landscapes, paradise, or some lost perfection, instead using local plants to enhance the inherent qualities of the existing landscape. This integrated landscape extends into the town of Muskau with green passages that formed urban parks framing areas for development. The town thus became a design component in a utopian landscape. The site also features a reconstructed castle, bridges and an arboretum.



© Jarosław Wnorowski



Source: Nomination file

Mosi-oa-Tunya / Victoria Falls

(Zambia and Zimbabwe)

These are among the most spectacular waterfalls in the world. The Zambezi River, which is more than 2 km wide at this point, plunges noisily down a series of basalt gorges and raises an iridescent mist that can be seen more than 20 km away.



© UNESCO / Nana Thiam

SERIAL PROPERTY

Serial properties are a series of individual or discrete components / areas which are not contained within a single boundary. Components may be quite close or geographically remote, but all components are within a single country. Transnational serial properties are discussed below.

Serial properties will include two or more component parts related by clearly defined links:

- a) Component parts should reflect cultural, social or functional links over time that provide, where relevant, landscape, ecological, evolutionary or habitat connectivity.
- b) Each component part should contribute to the Outstanding Universal Value of the property as a whole in a substantial, scientific, readily defined and discernible way, and may include, amongst other things, intangible attributes. The resulting Outstanding Universal Value should be easily understood and communicated.
- c) Consistently, and in order to avoid an excessive fragmentation of component parts, the process of nomination of the property, including the selection of the component parts, should take fully into account the overall manageability and coherence of the property.

and provided it is the series as a whole – and not necessarily the individual parts of it – which are of Outstanding Universal Value. (*Operational Guidelines*, Paragraph 137)

In some cases, the discrete components/areas might be within a single buffer zone.

A serial property can overcome the temptation to try and create a single boundary encompassing all the components, thereby including large areas that have no attributes of Outstanding Universal Value.

Such an approach can make the nomination more complicated because of the range of discrete areas to be included, as each has to be addressed within the nomination dossier. In addition, protection, conservation and management can be more complex because different mechanisms may apply to the different discrete components, even when they are within the same country. To address such issues, the *Operational Guidelines* note that coordinated management of the separate components is essential.

In some cases, a serial property approach may be inappropriately adopted in order to unreasonably draw component boundaries which are too restrictive. As noted elsewhere, the values, authenticity and integrity should determine the appropriate boundaries and the application of the serial approach.

EXAMPLES

Baroque Churches of the Philippines
(Philippines)

These four churches (monuments), the first of which was built by the Spanish in the late 16th century, are located in Manila, Santa Maria, Paoay and Miag-ao. Their unique architectural style is a reinterpretation of European Baroque by Chinese and Philippine craftsmen.

© OUR PLACE – The World Heritage Collection



Source: ArtPostAsia Pte Ltd
© 2005, A map from
the publication: *Living
Landscapes and
Cultural Landmarks –
World Heritage Sites in the
Philippines*.

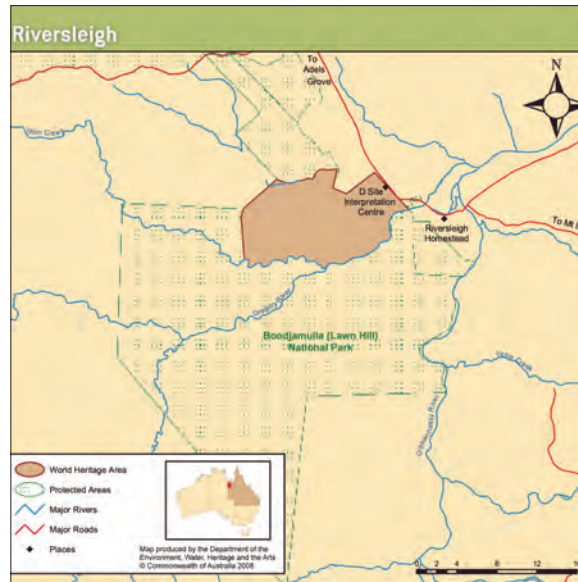
**Australian Fossil Mammal Sites**
(Australia)

Riversleigh and Naracoorte, situated in the north and south respectively of eastern Australia, are among the world's ten greatest fossil sites. They are outstanding examples representing major stages of Earth's history, including the record of life, particularly the middle to late Tertiary evolution of mammals in Australia (Riversleigh) and an outstanding record of terrestrial vertebrate life spanning the last 170,000 years (Naracoorte), and significant ongoing geological processes.

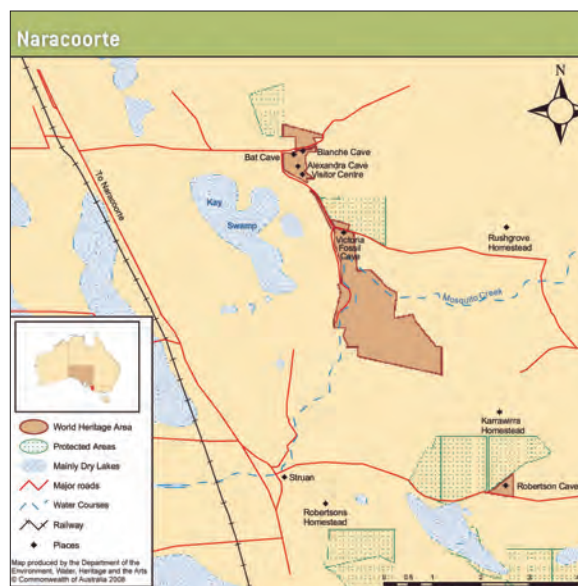


© UNESCO

1 World Heritage background



Source: Department of the Environment, Water, Heritage and the Arts, Australian Government.



SERIAL PROPERTY / TRANSNATIONAL

A serial property / transnational is another form of serial property but in this case components are located in more than one country.

The advantages and problems of such a property are similar to those outlined for transboundary properties and serial properties.

EXAMPLES

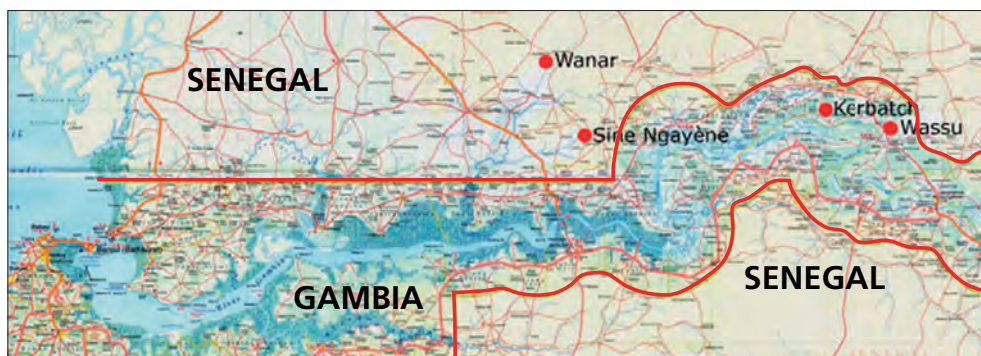
Stone Circles of Senegambia (Gambia and Senegal)

The site consists of four large groups of stone circles that represent an extraordinary concentration of over 1,000 monuments in a band 100 km wide along some 350 km of the River Gambia. The four groups, Sine Ngayène, Wanar, Wassu and Kerbatch, cover ninety-three

stone circles and numerous tumuli, burial mounds, some of which have been excavated to reveal material that suggest dates between the 3rd century BC and 16th century AD. Together the stone circles of laterite pillars and their associated burial mounds present a vast sacred landscape created over more than 1,500 years. It reflects a prosperous, highly organized and lasting society.



© OUR PLACE – The World Heritage Collection



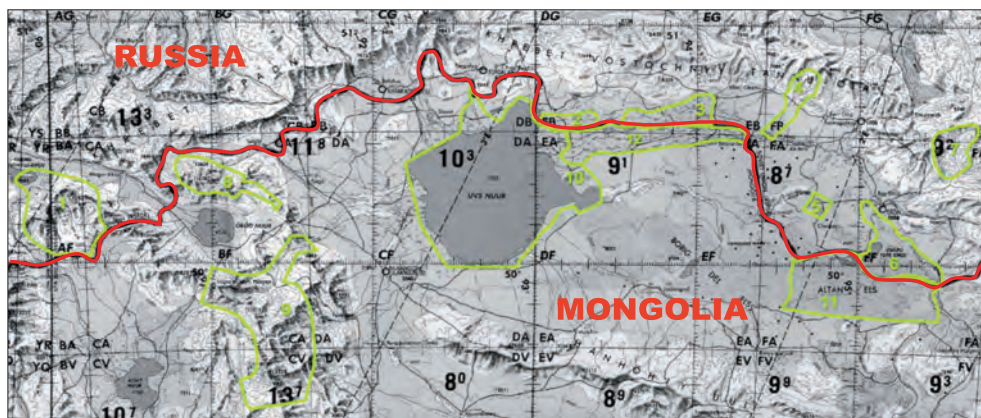
Source: Nomination file

Uvs Nuur Basin (Mongolia and Russian Federation)

Uvs Nuur Basin (1,068,853 ha) is the northernmost of the enclosed basins of Central Asia. It takes its name from Uvs Nuur Lake, a large, shallow and very saline lake, important for migrating birds, waterfowl and seabirds. The site is made up of twelve protected areas representing the major biomes of eastern Eurasia. The steppe ecosystem supports a rich diversity of birds and the desert is home to a number of rare gerbil, jerboa and marbled polecat. The mountains are an important refuge for the globally endangered snow leopard, mountain sheep (argali) and the Asiatic ibex.

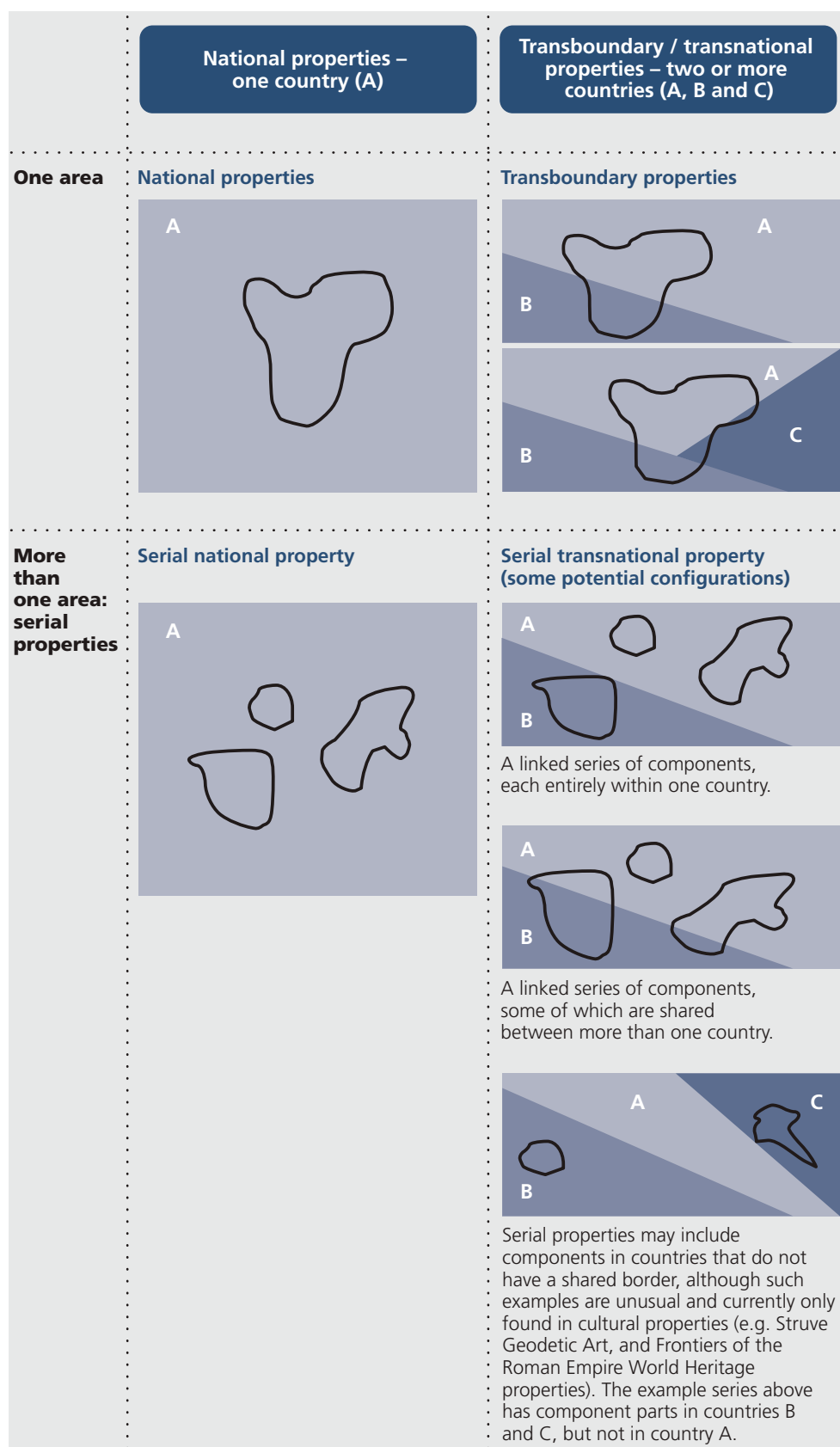


© M. Khulan



Source: Nomination file

The figure below illustrates the theoretical differences between these various types of property.



2 Preparation

A successful World Heritage nomination requires careful preparation. Part 2 contains advice regarding:

- existing information about the property which will help with the nomination, and what further research is needed;
- setting up and resourcing the nomination team; and
- staging the nomination process, and what the key stages are.

As noted in the introduction to this manual, there are many different ways to prepare a nomination and it is not appropriate to offer ‘recipes’ or to recommend a preferred working method. There are many different good ways of preparing nominations. Nevertheless the advice provided here is intended to offer basic principles and guidance to assist States Parties as they establish a working method.

2.1 Existing information on the property

It is important to consider what relevant information already exists on the property which will help with the nomination.

For almost every property, work is needed to bring together all the material that is often scattered in many different places – in the case of cultural properties this will include oral history, published archaeological evidence, conservation history, tourism data, planning regulations, and so on. For most properties there is usually a need to undertake some sort of research, either because none exists, or to supplement or update what has already been achieved.

As a preliminary to a nomination it is helpful to assemble what is known and whether more work is needed on:

- *research* – is existing research relevant to the nomination adequate or is more needed to articulate the values and to understand the global and cultural contexts of the property’s history and attributes?
- *inventories* – what inventories documenting the property exist and is further work needed to complete or update them?
- *documentation* – referring to the many categories of information required in the nomination format – what exists to be able to complete the nomination and what more might be needed?
- *stakeholder analysis* – who needs to be involved in the nomination, including who lives or has direct relationships with the property? What are the social, economic and political realities of the property?

There are cases where the World Heritage Committee has referred or deferred nominations because of a lack of research to support the nominations.

2.2 Setting up a team

Nomination team

Preparing a World Heritage nomination usually requires a team approach because of the complexity of the task, the range of key stakeholders, and the range of expertise required.

KEY MESSAGE

Gather and review existing relevant information and identify any gaps.

KEY MESSAGE

Involve stakeholders and experts in the team.

Important information and advice will be held by a range of stakeholders associated with the nominated property. It is usually helpful to compile a list of key stakeholders, as a first step to forming a team. These might include or represent the site owner / manager, State Party, national heritage agencies, local authorities, other government agencies, local communities, indigenous peoples, universities, researchers and academics, local businesses, tourism operators, NGOs and user groups (e.g. fishermen, forest users, recreational users, researchers). The National Committees of ICOMOS may also be a useful resource for cultural nominations. The range of contributors should reflect the range of values of the nominated property, and ideally should include experts who have some understanding of the property in an international context. These stakeholders and experts should be part of or represented on the nomination team, or at least have direct access and input to the work of the team. The team membership should have some flexibility to take account of the possibility of emerging interests.

The participation of local people in the nomination process is essential to enable them to have a shared responsibility with the State Party in caring for the property and to ensure proper use is made of local knowledge, and to ensure that the local situation regarding issues such as perception and resource use is understood.

It is usually essential to identify a single project leader who can take responsibility for managing the complete nomination process and delivering the final document.

The team can be important in many ways, including fostering support at local, national and international levels for the nomination and for long-term protection, conservation and management of the property.

In some cases it may be useful to have a small core team to work on the nomination itself, and a larger reference group to support the work. Teams usually work well if they are well led, have the right membership, are focused on their task, and have a clear and realistic work plan with milestones. Individual team members may have specific roles which should be clearly understood (e.g. expert in a particular field, community representative, editor, etc.).

It may be helpful to establish a specialist technical or scientific group to support the development of the Statement of Outstanding Universal Value within the nomination team. An example of such a group is discussed on pages 69–70.

KEY MESSAGE

A good, focused and well-resourced team can greatly help a nomination.

For many properties, the nomination process provides the first opportunity for such people to collaborate as a group. This is equally true for the range of natural and cultural properties – including national parks, urban areas, cultural landscapes, archaeological heritage or monuments. The nomination process requires the property to be considered from many different standpoints, such as science, history, archaeology, landscape, conservation, management, social structures, tourism, planning, business, development and regulation. If these dimensions are to be well integrated in the nomination and then in the protection, conservation and management of the property, it helps to construct a dialogue between the various parties who can represent these aspects.

There is no ideal team structure or method for producing a successful nomination. Nonetheless, there are many good examples which can be considered.

In summary, key tips for structuring a team:

- compile a list of key supporters or stakeholders (e.g. site owner / manager, State Party, national heritage agencies, local authorities, local communities, indigenous populations, tourism operators, universities and experts);

- check that the range of knowledge and expertise within the team reflects the range of values, ideally have some understanding of the property in an international context, and have useful networks for obtaining wider advice;
- be flexible about team membership to take account of the possibility of emerging interests, however it is preferable to retain a continuing editor;
- consider creating a small core team to work on the nomination itself, and a larger reference group to support the work; and
- ensure that the team is clearly led, has the right membership, has a clear task, and has a clear and realistic work plan with milestones.

It is important to stress the need for a *realistic* work plan – a rushed nomination is not likely to be satisfactory and is more likely to have problems during evaluation.

Checklist: Some important skills to consider for the nomination team

- *An understanding of the World Heritage Convention and the Operational Guidelines, and the ability to interpret the information within them.*
- *The ability to research and understand information on other properties on the World Heritage List with comparable values, and to understand and evaluate past reports and decisions of the World Heritage Committee and its Advisory Bodies.*
- *The ability to:*
 - *bring together and understand information about the nominated property and its values, including scientific information;*
 - *manage a range of inputs from scientists, experts and local stakeholders;*
 - *research, understand and evaluate the values of other properties with comparable values on a global basis;*
 - *distinguish between significant and insignificant facts in defining the most significant values of the property;*
 - *document findings in concise and accurate statements, with clear supporting information;**and*
 - *challenge interpretations and values credited to the property to ensure that statements made are accurate and well supported.*
- *Because of the working languages of the Convention a technically qualified translator might be needed to translate the nomination and ensure the quality and accuracy of the information and arguments.*
- *Skills in management planning, implementation and presentation should be part of the core team, in order to link the nomination to the management of the property, and reflect the management plan or system that will form part of the nomination.*

Resources

The nomination team and process will need adequate resources and funding to support the work. Early in the process, the level of resources and funding should be estimated, and sources identified and confirmed to provide this support.

The most important sources of funding are likely to be provided within the State Party, however for eligible properties and countries there may be some scope to seek assistance from the World Heritage Fund (see whc.unesco.org/en/funding or whc.unesco.org/fr/fonds). There is also a growing number of regionally focused organizations which might have scope

to provide support such as the African World Heritage Fund (www.awhf.net) and the Pacific World Heritage Fund (currently being established). The African World Heritage Fund can assist with financial assistance for preparing nominations, as well as information and technical support. Assistance could also be sought from specific subject interests and even sponsorships.

In some nominations the role of NGOs can also be important in relation to both funding and the skills required.

Another important issue to be addressed in the development of a nomination is the ongoing resources to support the sustainable protection, conservation and management of the property.

Possible role of the team after inscription

Submission of a nomination and subsequent inscription are not the end of the process. While this manual focuses on the nomination of properties, it is worthwhile considering the possible role that the team brought together for the nomination might play in the long-term protection, conservation, management and monitoring of the property. The nomination team might, possibly with some changes, play an important and ongoing role after inscription regarding these aspects.

World Heritage properties succeed in the long term if they are effectively supported and integrated with wider social and governmental structures. The nomination process is the time to identify and put in place such support mechanisms, if these do not already exist. An ongoing team approach to protection, conservation and management can be one such mechanism.

2.3 Participation of local people and other stakeholders

The *Operational Guidelines* stress at several points the need to promote the participation of local people and other stakeholders in World Heritage generally, and there are specific references to such participation in the case of nominations. This can include property owners, site managers, local and regional governments, local communities, NGOs and other interested parties.

The reasons for this approach are many but include the need to develop a shared understanding of the nominated property and shared responsibility for its future. Successful integrated management is not likely if stakeholders are not involved and do not participate.

Such participation should be a priority from the start of the process and all the way through the preparation of a nomination. This participation should also continue after the nomination as well, as part of the ongoing management of the property.

2.4 Staging the preparation of a nomination and suggested key stages

KEY MESSAGE

Consider staging the nomination process.

For many properties it can be very helpful to address the nomination as at least a two-stage process, which follows some time after the preparation of a Tentative List. The first stage is to:

- identify the potential Outstanding Universal Value of the property;
- ensure that this is justified through a comparative analysis; and
- make sure adequate protection, conservation and management is provided.

In this first stage, the nomination team would be created, and all the work in Part 3 of this manual would be undertaken.

When this stage has been completed, the writing of the nomination dossier can then be started as the second stage. This second stage involves the work described in Part 4.

Even if the work is undertaken as a single project, it is often preferable to consider two phases to the work. Attempting to write the nomination before the potential Outstanding Universal Value has been defined can lead to too much emphasis being given to description and history, and insufficient emphasis to the core part of the nomination – why the property has potential Outstanding Universal Value and how it is to be sustained.

Staging the nomination process can also have advantages by spreading the funding needed across the two stages.

3 Defining and understanding the property

A thorough understanding of the property is vital to developing a successful nomination. Part 3 offers advice on developing a good understanding of the property, especially relating to key aspects which are central to the nomination.

3.1 Potential Outstanding Universal Value, attributes and boundaries

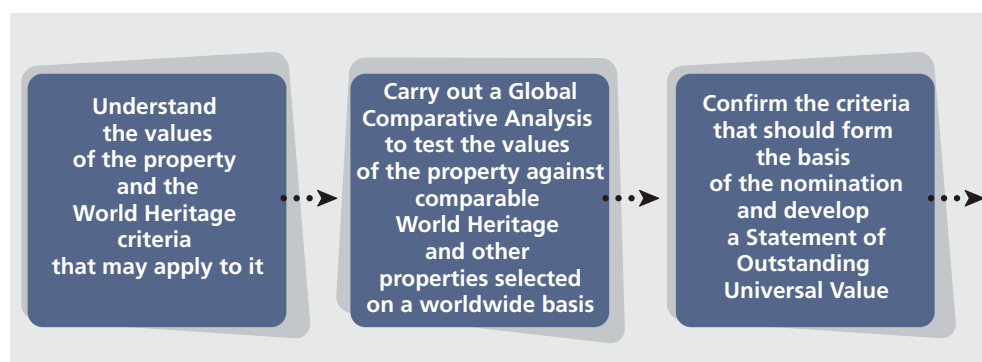
Knowledge of the property

As noted in Section 2.1, as a preliminary to a nomination it is helpful to assemble existing information and documentation and to decide whether further work is needed on:

- *research* – is existing research relevant to the nomination adequate or is more research needed?
- *inventories* – what inventories documenting the property exist and is further work needed to complete or update them?
- *documentation* – referring to the many categories of information required in the nomination format – what exists to be able to complete the nomination and what more might be needed?
- *stakeholder analysis* – who needs to be involved in the nomination, including who lives or has direct relationships with the property? What are the social, economic and political realities of the property?

Identifying and defining potential Outstanding Universal Value

The fundamental part of the nomination dossier is demonstrating why a property should be considered to have potential Outstanding Universal Value. Ideally, this is set out when a property is put on the Tentative List (see *Operational Guidelines*, II.C). However, more detailed work is often undertaken as an early task in developing a nomination. This detailed work can be summarized as follows.



Outstanding Universal Value is why the property is considered to be so significant as to justify recognition on the World Heritage List. Outstanding Universal Value underpins the whole World Heritage Convention.

Outstanding Universal Value is the value agreed by the World Heritage Committee as reflecting why a property is seen to have international significance – it is not about national or local value.

A good knowledge and understanding of the property and its condition are essential to identifying its potential Outstanding Universal Value and the attributes that convey this value.

Indeed, until potential Outstanding Universal Value has been set out and justified, it is not possible to develop many other aspects of the nomination such as:

- defining the boundaries, which should be drawn to reflect the extent of attributes that convey potential Outstanding Universal Value; and
- being clear about protection, conservation, management and presentation / promotion of the attributes that convey the potential Outstanding Universal Value.

Identifying and defining values is a mixture of knowledge and methodology. It is usually helpful to structure this process initially to bring out as far as possible all the values of the property, with a view to establishing which of these might provide the basis for supporting a World Heritage nomination.

This definition of values should eventually be set out in a relatively short text which will form part of the Statement of Outstanding Universal Value for the nomination (the statement is separately discussed below). This text should be a brief synthesis, not necessarily in distinct sections, setting out:

- an evocation of the property and what it consists of – a word picture for those who do not know it, its character and especially for cultural properties, its meaning and 'stories' associated with it;
- why the property could be considered to be of potential Outstanding Universal Value; and
- a summary of the attributes that convey the potential Outstanding Universal Value of the property.

It thus encapsulates the whole rationale for the nomination and proposed inscription.

At the end of the nomination process, this short paragraph can be used by UNESCO on the World Heritage Centre's website, if the property is inscribed, as the description that allows viewers to understand what the property is, as well as why it is significant.

Various research frameworks might be developed to help understand the values of the property. Potentially useful cultural frameworks include thematic, chronological-regional and typological frameworks, elaborating those found in *The World Heritage List: Filling the Gaps – An Action Plan for the Future* (ICOMOS, 2005a). In the case of natural properties, see *The World Heritage List: Guidance and Future Priorities for Identifying Natural Heritage of Potential Outstanding Universal Value* (IUCN, 2006). For example, if research into a specific theme found that it was of universal relevance, and the property is strongly related to the theme, then the research would be useful in exploring the values of the property.

Identification of the meaning and relative value of a cultural property should start with the identification of the themes, then proceed to the chronological-regional assessment, and finally define the typology to be proposed, whether for a monument, a group of buildings, or a site.

In addition to an assessment of cultural values, Outstanding Universal Value also includes tests relating to integrity and authenticity, protection and management. These other factors are discussed separately below.

A failure to make a convincing case for potential Outstanding Universal Value is one of the main reasons for the failure of nominations. Some common problems include:

- the failure to strike a reasonable balance in the definition of significance (or in the case of a cultural property, its 'story' or 'narrative') so that it is neither too broad to be able to be

KEY MESSAGE

It is vital to clearly understand the Outstanding Universal Value.

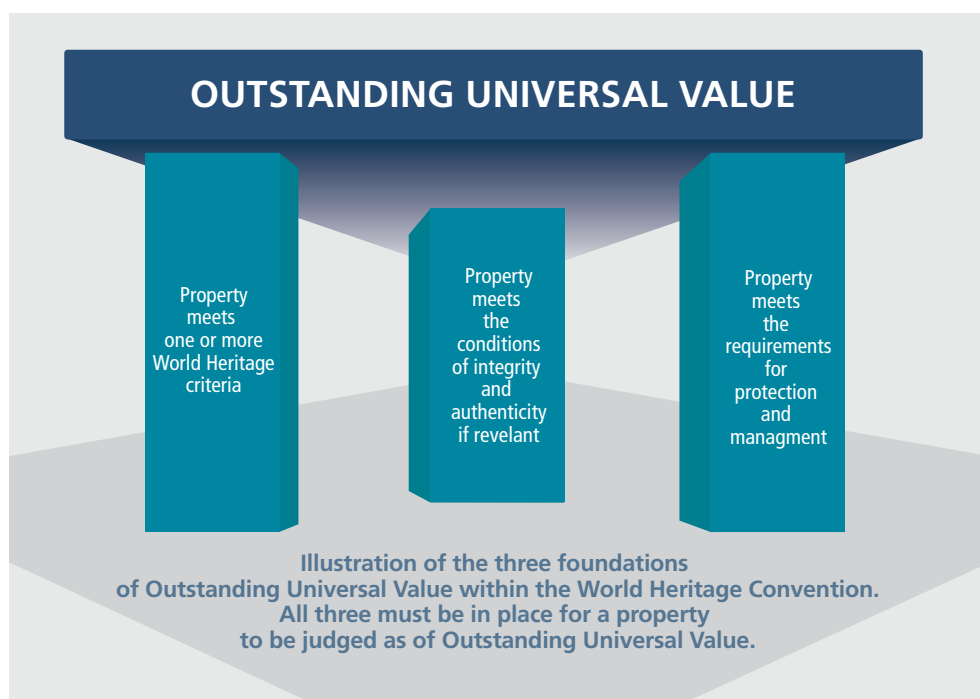
KEY MESSAGE

Facts do not replace good arguments.

3 Defining and understanding the property

clearly defined (such as a story of freedom or memory) nor too narrow (such as a specific type of hospital or castle, a particular type of geological phenomenon, or a value for one particular species);

- the tendency to assert Outstanding Universal Value as a list of qualities that are brought together in a property, without defining any overall significance;
- justifying the proposed inscription of a property in terms of national or regional interest alone (and, for example, the related significance and symbolism);
- general claims being put forward for a property, for instance as the 'crossroads of cultures', 'a unique site', without the provision of detailed justification why the property meets one or more of the World Heritage criteria. Uniqueness does not automatically equate with Outstanding Universal Value;
- the idea that presenting evidence of all periods from the Stone Age to the present day necessarily adds up to a demonstration of Outstanding Universal Value for a cultural property; and
- lack of a comparative analysis established in relation to the appropriate global/geo-cultural framework.



While the focus of the nomination must be on potential Outstanding Universal Value, properties will invariably have local and national values as well. These other levels of value should also be understood. These other values are part of the natural and cultural richness of the property, and the harmonious protection, conservation and management of all values is an objective of good conservation practice. Understanding local values means consulting local people, especially indigenous peoples where they are present. Local people are a primary source of information about local values. A useful reference is *Linking Universal and Local Values: Managing a Sustainable Future for World Heritage* (de Merode et al., 2004).

Layers of cultural values**Robben Island (South Africa)**

Robben Island has been World Heritage listed for the following reasons.

Criterion (iii): The buildings of Robben Island bear eloquent testimony to its sombre history.

Criterion (vi): Robben Island and its prison buildings symbolize the triumph of the human spirit, of freedom, and of democracy over oppression.

The management of the island has the challenge of addressing a complex layering of values arising from changing usage over time. The property has been:

- a refreshment site for Dutch sailors;
- a sanatorium / isolation hospital for lepers and the chronically ill in the 19th century;
- a prison for some pre-colonial leaders during the frontier / occupation wars;
- a military site during the Second World War; and
- an apartheid prison from the 1960s.



© UNESCO / F. Bandarin

Identifying attributes and features

World Heritage properties are places that convey their Outstanding Universal Value.

Cultural value may relate to intangible qualities such as social structure, economic needs and political context, in space as well as time. It may relate to famous events, persons or works of art, literature, science or music. However, the World Heritage Convention is a property-based convention – properties themselves are inscribed on the List, not ideas or people as such, however great their global influence. Listed properties are required to demonstrate Outstanding Universal Value through their attributes.

Having considered what the potential Outstanding Universal Value of a natural or cultural property might be, it is essential to consider the attributes, more commonly called features for natural properties, which convey the potential Outstanding Universal Value and allow an understanding of that value.

These attributes will be the focus of protection and management actions, and institutional arrangements, and their disposition will inform the boundary of the property.

Attributes might be physical qualities or fabric but can also be processes associated with a property that impact on physical qualities, such as natural or agricultural processes, social arrangements or cultural practices that have shaped distinctive landscapes. For natural properties they can be specific landscape features, areas of habitat, aspects relating to environmental quality (such as intactness, high / pristine environmental quality), scale and naturalness of habitats, and size and viability of wildlife populations.

A useful technique for complex properties or properties, and in particular cultural properties, with a complex layering of attributes is to map the important attributes and the values they

3 Defining and understanding the property

convey. This mapping can assist with understanding the relationship between attributes, but it can also highlight conflicts or management issues, and it is essential for the delineation of boundaries.

In the case of extensions to properties, the attributes of the original nomination are examined and consideration is given to how these might be exemplified, extended, complemented or amplified by the attributes of the proposed extension, while bearing the same Outstanding Universal Value.

Checking potential Outstanding Universal Value against World Heritage criteria and identifying appropriate criteria

KEY MESSAGE

Only use criteria which are well supported.

An integral part of the process of demonstrating potential Outstanding Universal Value is to justify one or more of the World Heritage criteria (listed in Section 1.3 of this manual).

There should be a clear and logical connection between the Statement of Outstanding Universal Value and the selection of criteria. If this connection is not clear then this could indicate that the selection of criteria is not appropriate for the property, and the need for reconsideration. Poor application of the criteria can be an obstacle to the evaluation and successful inscription of a property.

Only one criterion needs to be satisfied for a property to be inscribed on the World Heritage List (although in the case of criterion (vi), the Committee considers that it should preferably be used in conjunction with other criteria). There is no necessity or particular advantage in trying to nominate a property under as many criteria as possible if they are not well supported by the research and documentation of specific value and attributes. Including weakly argued criteria does not help a nomination. In addition, using many criteria can have implications for the amount of research needed to support the property, for the comparative analysis, for boundaries and other aspects of the nomination.

The text must go beyond merely asserting that the selected criteria are satisfied, and it must explain why the property justifies each of the criteria. It should also identify the attributes or features that convey the potential Outstanding Universal Value.

For example, with **criterion (ii)**, avoid saying that the property demonstrates an important interchange of human values without explaining what that interchange is and how it can be perceived through the attributes.

Similarly for **criterion (iii)**, the reasons *why* the property constitutes unique or exceptional testimony should be detailed and the attributes conveying this testimony must be identified.

Any justification of these criteria needs to explain not only whether ideas are important (such as an interchange of values or exceptional testimony) but whether the property has attributes that reflect these ideas, and whether and how the ideas can be appreciated or experienced in some way at the property.

In the case of **criterion (vii)**, exceptional natural beauty and aesthetic importance must be supported by clear evidence and rigorous intellectual analysis. Merely asserting that a property has exceptional natural beauty and providing attractive photographs is inadequate.

Criterion (ix) requires 'outstanding examples representing significant ongoing ecological and biological processes...' and this must be demonstrated in a global scientific/thematic context. Accordingly the context should be clear, and the reasons why the property is an outstanding example in this context should be detailed.

Regarding extensions, the assessment of criteria is carried out in relation to the criteria used for the inscription of the original nomination and how they might apply to the proposed extension. The same criteria should be justified for the original nomination and the proposed extension. For a small extension, the proposed area might amplify some of the attributes of the original nomination but not all of them, although it might be concluded that the original criteria are still valid as the overall spread of attributes is still sufficient for justification. Different or new attributes might also be identified within the proposed extension but they should bear the same values as those already recognized as outstanding. An extension would not normally add new values to the original nomination. However a State Party might take the opportunity of nominating an extension to put forward for evaluation new criteria for the combined original property and its extension. In this case, the nomination dossier must encompass the whole property and provide justification for any new criteria.

Assessing authenticity

Two of the other important requirements specified in the *Operational Guidelines* relate to the authenticity and integrity of the nominated property. Authenticity only applies to cultural properties and to the cultural aspects of 'mixed' properties.

Authenticity is about the link between attributes and potential Outstanding Universal Value. That link needs to be truthfully expressed so that the attributes can fully convey the value of the property.

The Nara meeting of 1994 clearly set out the way, '*Our ability to understand these values depends, in part, on the degree to which information sources about these values may be understood as credible or truthful*' (UNESCO World Heritage Centre, 1994, p. 94).

The *Operational Guidelines* state that '*properties may be understood to meet the conditions of authenticity if their cultural values (as recognized in the nomination criteria proposed) are truthfully and credibly expressed through a variety of attributes*' (Paragraph 82).

The *Operational Guidelines* suggest that the following types of attribute might be considered as conveying or expressing Outstanding Universal Value:

- form and design;
- materials and substance;
- use and function;
- traditions, techniques and management systems;
- location and setting;
- language and other forms of intangible heritage; and
- spirit and feeling.

CASE STUDY

An example of these attributes relating to the Tombs of Buganda Kings at Kasubi (Uganda) are as follows

Form and design

The spatial organization of the Kasubi Tombs site – representing the best extant example of a Baganda palace / architectural ensemble.



© UNESCO / Lazare Eloundou

3 Defining and understanding the property

Materials and substance

The four royal tombs within the Muzibu Azaala Mpanga, the main building, and the use of materials – wood, thatch, reed, wattle and daub.

Use and function

Religious use – it is a major spiritual centre for the Baganda and is the most active religious site in the kingdom – including cultural / religious practices and rituals.

Traditions, techniques and management systems

Traditional management – the site continues to be managed in a traditional manner through a complex system of responsibilities. Traditions – cultural / religious practices and rituals.

Location and setting

The original location and surviving rural setting – including the agricultural part of the site which continues to be farmed in a traditional manner.

Language and other forms of intangible heritage

Religious use – it is a major spiritual centre for the Baganda and is the most active religious site in the kingdom, including a place where the Kabaka and his representatives carry out important rituals relating to Buganda culture. Such use involves cultural / religious practices and rituals.

Spirit and feeling

The built and natural elements of the Kasubi Tombs site are charged with historical, traditional and spiritual values.

These are a combination of physical attributes, such as buildings and plans, and intangible attributes such as cultural processes. In 2010, one building – the most important architecturally – of the extensive 26 hectare Kasubi Tombs site was damaged by fire. Commitments have been made to reconstruct the damaged building.

For each property the attributes that have been identified as conveying the potential Outstanding Universal Value should be considered for the way they might be said to 'truthfully' convey or express that value. For example, for an urban area it might be appropriate to consider structures, spatial plans, as well as traditions and socio-economic-environmental structures of the living communities that populate the property, and which allow it to express its value.

Authenticity is therefore a measure of how well attributes convey potential Outstanding Universal Value. Authenticity can be compromised if the attributes are weak – communities cease to thrive, buildings collapse, traditions disappear, and so on.

In the case of archaeological sites, authenticity is judged according to the ability of the archaeological remains to truthfully convey their meaning. In many cases, conjectural reconstruction might hinder this process and compromise authenticity. Similarly, while reconstruction of incomplete buildings and structures can be justified in some circumstances, this can also impact on their ability to truthfully convey meaning.

A statement of authenticity needs to set out the ability of a property to convey its potential Outstanding Universal Value through the way its attributes convey their value truthfully (credibly, genuinely) (*Operational Guidelines*, Paragraphs 79–86).

Examples of some questions which might be used in the assessment are provided in the following table. These attributes and questions should not be adopted without critically reviewing the potential Outstanding Universal Value and attributes of the nominated property, and the latter should structure this assessment. Uncritically adopting the following table as a standard recipe may create problems for the nomination.

Attribute	Examples of assessment questions
For all attributes	<ul style="list-style-type: none"> Given that authenticity must be judged within the cultural context to which the property belongs, what is that cultural context? Does the attribute credibly and truthfully convey the potential Outstanding Universal Value of the property? Can the potential Outstanding Universal Value be understood because the attributes are believable and honestly portray the value? To what degree is the value present in or expressed by the attributes? What were the original characteristics of the property's cultural heritage and how have these changed through time? Have changes in the attributes reduced the ability to understand the value of the property? Has the property been reconstructed to any degree? If so, was this based on complete and detailed documentation? Was there any conjecture used in the reconstruction? It is noted that reconstruction can sometimes be part of the value.
Form and design	<ul style="list-style-type: none"> Has the form or design been changed and, if so, to what extent? It is noted that sometimes change is part of the value. Is the form or design accurate in all respects?
Materials and substance	<ul style="list-style-type: none"> Have the materials, fabric or substance been changed or replaced? If so, to what extent? Have repairs been carried out using materials traditional to the culture?
Use and function	<ul style="list-style-type: none"> Who does the use or function relate to? Does the use or function continue, or have they been changed, and why? Has the intensity of use or function changed? How robust are the societal mechanisms which support the use or function?
Traditions, techniques and management systems	<ul style="list-style-type: none"> Who do the traditions, techniques or management systems relate to? How robust are the societal mechanisms which support the traditions, techniques or management systems? Are the traditions, techniques or management systems changed or changing, and why? Has the strength of traditions, techniques or management systems changed, and why? Have repairs been carried out using methods traditional to the culture?

3 Defining and understanding the property

...

Attribute	Examples of assessment questions
Location and setting	<ul style="list-style-type: none"> Has the location or setting changed and, if so, why and to what extent? <p>Note: Assessing these attributes requires a clear understanding of the boundaries of the property and its appropriate setting, or will have a direct impact on the definitions of the boundaries.</p>
Language, and other forms of intangible heritage	<ul style="list-style-type: none"> Who are the people who use the language or are keepers / custodians / practitioners of the intangible heritage? Do the language or other forms of intangible heritage continue, or have they been changed, and why? Has the extent of use of language or other forms of intangible heritage declined, and why? How robust are the societal mechanisms which support the language or other forms of intangible heritage? How viable is the population which use the language or other forms of intangible heritage? What factors threaten their viability?
Spirit and feeling	<ul style="list-style-type: none"> In whom does the spirit or feeling reside? Does the spirit or feeling continue, or have they changed, and why? Has the extent of appreciation of the spirit or feeling declined? How robust are the societal mechanisms which support appreciation of the spirit or feeling? How viable is the population which appreciate the spirit or feeling?

It is not necessary within the nomination to consider attributes irrelevant to the potential Outstanding Universal Value of the property.

CASE STUDY

Authenticity and integrity for cultural properties

Aflaj Irrigation Systems of Oman (Oman)

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.

Initially, only a portion of each aflaj system was nominated – from the mother well to the shari'a. Those parts of the system in the settlements, serving the needs of the community through the provision of water for cooking, washing and agriculture, were added to the nomination and the property now reflects the integrity of the whole aflaj system.



© UNESCO / Véronique Dauge

...

● ● ● *Historic Monuments of Ancient Nara (Japan)*

The level of authenticity of the various properties included in the property is high. Japanese conservation principles have ensured that replacement of damaged or degraded architectural elements has respected the materials and techniques used by the original builders.

There has been some in situ reconstruction on the Nara Palace Site. The continuity of traditional architecture in Japan and the substantial amount of data recovered by archaeological excavation has ensured that the reconstructed buildings have a high level of authenticity in design and materials.

The same assessment applies to the garden reconstructions. The only reconstruction that might be considered to involve a significant element of conjecture is that of the Suzaku (south gate). Much of the constructional and decorative details depend upon archaeological evidence and that from surviving structures from the same period elsewhere.



© UNESCO / G. Boccardi

Assessing integrity

Integrity is required for both natural and cultural properties.

Integrity is a measure of the completeness or intactness of the attributes that convey Outstanding Universal Value. Accordingly a clear understanding of the potential Outstanding Universal Value is required before it is possible to consider the integrity of the property.

The *Operational Guidelines*, in Paragraph 88, set out the need to assess,

The extent to which the property:

- *includes all elements [attributes] necessary to express its Outstanding Universal Value;*
- *is of adequate size to ensure the complete representation of the features and processes which convey the property's significance.*
- *suffers from adverse effects of development and/or neglect.*

The key words are 'wholeness', 'intactness' and 'absence of threats'. These can be understood as follows:

- *Wholeness:* all the necessary attributes are within the property.
- *Intactness:* all the necessary attributes are still present – none are lost or have been significantly damaged or have decayed.
- *Absence of threats:* none of the attributes are threatened by development, deterioration or neglect.

The *Operational Guidelines* provide specific guidance in relation to the various World Heritage criteria, which is important to understand (Paragraphs 89–95).

3 Defining and understanding the property

A statement of integrity needs to set out how the collection of features, processes and/or attributes that convey potential Outstanding Universal Value are contained within the boundaries, that the property does not have substantial parts that have lost their values, or where none of the relevant features or attributes are present, and that the property exhibits a satisfactory state of conservation and its values are not threatened. There should always be a logical and scientific basis for the selection of the area to be nominated.

Assessing the state of conservation of aspects of the property that are not related to the potential Outstanding Universal Value is not required in a World Heritage nomination. Similarly, introducing other concepts of integrity not relating to World Heritage or the values under consideration should be avoided.

Examples of questions useful in the assessment of integrity are:

- Are the key features and attributes of the property that carry potential Outstanding Universal Value whole or intact?
- Does the property include all the elements necessary to express its potential Outstanding Universal Value?
- Is the property of adequate size to ensure the complete representation of the features and processes which convey its significance?
- What is the condition of the key features and attributes of the property, and are they well conserved / in good condition?
- In the case of cultural landscapes, historic towns or other living cultural properties, are the processes, relationships and dynamic functions essential to their distinctive character maintained and in a robust state?
- In the case of natural properties, are the processes, relationships and dynamic functions essential to physical features (e.g. landforms, habitats) maintained, in a robust state and recognized at a scale appropriate to their operation?
- Does the property suffer from the adverse effects of development, neglect or any other degrading process?
- Are any processes causing deterioration under control?

Several of these questions relate to the boundaries of the property. If the necessary elements are not included, or the property is not of adequate size, then the boundaries should be reconsidered to address these issues. While it may be convenient to determine boundaries on the basis of administrative arrangements or property ownership, this may not always be suitable for the potential Outstanding Universal Value of the property. Administrative convenience should not be the primary consideration in establishing the boundaries of the nominated property.

KEY MESSAGE

Integrity and authenticity are different aspects of the Outstanding Universal Value of a property.

It may be possible to argue that the condition of integrity is met by a property that is representative of a wider landscape, habitat, geological system or cultural system. However, it will be important to show that the boundaries have a logical basis for distinguishing the nominated property from the wider area, and that the property is distinctly of potential Outstanding Universal Value when considered in relation to the wider area.

For some properties with complex landscapes, values or processes, it might be possible to map the attributes that carry potential Outstanding Universal Value to show where a logical boundary might lie. This is a meaningful way to demonstrate integrity by showing that the boundaries of the property adequately encompass all its values.

In the case of natural and cultural properties, human use is both permissible and compatible with World Heritage listing, provided it is sustainable, and compatible with the values of the property. It is important to critically evaluate the condition of the property within the

nomination document, and to explain honestly and openly any areas where there are human or other impacts on the condition of the property.

In some cases, elements might be geographically disconnected and remote from one another, and creating one large boundary is not appropriate. This is a situation where a serial nomination may be more appropriate.

Comparative analysis

The purpose of the comparative analysis is to ascertain, first, whether there is scope in the World Heritage List for the inclusion of the nominated property, and second, to demonstrate that there are no comparable properties in the same geo-cultural area (cultural properties) or globally (natural properties) with similar values that might be nominated in the future. The geo-cultural area varies according to the values expressed by the property and might be defined at the regional level or worldwide.

The starting point of the analysis is to define what combination of potential Outstanding Universal Value and the related features and attributes are being compared. That is, what is the particular significance of the property, and how is this manifested?

Comparisons should be drawn with properties expressing the same values as the nominated property, and within a defined geo-cultural area (cultural properties) or globally (natural properties). Therefore the values need to be clearly defined and, in the case of cultural properties, the geo-cultural framework should be determined according to these values. In some cases the geo-cultural framework may be global.

In the case of natural properties, the comparative analysis needs to be of global scope, thus comparing the property with similar properties that exist in other regions of the world and not only with properties of the region in question. For example, a desert environment in Africa should not only be compared with deserts elsewhere in Africa, but all other deserts in the world.

For a serial nomination, the comparative analysis for the whole property is based on the same principles as for a property with a single component. The potential Outstanding Universal Value and the related features and attributes of the whole property, that is the series, should be compared with other properties to demonstrate that, first of all, there is room on the World Heritage List and, secondly, there are no other similar serial properties that might be nominated. There is however a second part to the comparative analysis for serial properties and that relates to the choice of components. The nomination needs to set out the rationale for choosing the components, in terms of comparing them with other similar components and justifying the choice made.

The first task is to ascertain whether this combination of values and attributes is already represented on the World Heritage List. This is done by comparing the nominated property with other similar properties already inscribed. At the end of this task, a conclusion should be drawn.

It might happen that there are no properties already inscribed on the World Heritage List that could be compared with the nominated property. However, the aim of the comparative analysis is not to demonstrate that the property is unique, but that it has an exceptionally strong claim to be of Outstanding Universal Value in a defined context.

3 Defining and understanding the property

Changes over time to World Heritage criteria

In making comparisons with existing World Heritage properties, it is important to note there have been changes to the World Heritage criteria over time. Prior to 2005 the criteria were set out as two separate lists of cultural criteria (i–vi) and natural criteria (vii–x). With the adoption of revised Operational Guidelines in 2005, and since then, only one set of ten criteria now exists. The relationship between the old and new numbering of the system is shown in the table below.

	Cultural criteria						Natural criteria			
Operational Guidelines pre-2005	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(i)	(ii)	(iii)	(iv)
Operational Guidelines post-2005	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(viii)	(ix)	(vii)	(x)

Note that the relative order of the four old natural criteria has changed in the new list, and the former natural criterion (iii) now comes before the other former natural criteria (i, ii and iv) in the current Operational Guidelines. Further, the precise wording of the criteria has changed over time, with the most significant amendments being made in 1992. It is important to bear this in mind when making comparisons between properties inscribed before and after this time.

The next task is to consider whether, in the future, other similar properties could be nominated from within the same geo-cultural region or, where appropriate, from other parts of the world. The nominated property needs to be compared with other known examples based on the selected values and attributes. Again a conclusion should be drawn as to how it compares with other properties and why, if there are other similar properties, the nominated property should be seen as the best exemplar or representative, or whether in the future other properties might join it as a serial nomination.

Comparisons by typology or comparing only elements of the property with other elements of other properties are considered not to be relevant unless they relate directly to the claimed values.

Authenticity and integrity are an important part of the comparative analysis. Among comparable properties, some might have greater or lesser authenticity and integrity, and this will influence potential Outstanding Universal Value.

At the end of the comparative analysis, it should be possible to position the nominated property with respect to properties already inscribed on the World Heritage List, and with respect to the body of similar properties within the defined geo-cultural area (cultural property) or globally (natural property). The analysis should show that there is room on the List for the nominated property and that there are no other similar properties that could be nominated.

Sources of information about comparable properties might be found in:

- the World Heritage List;
- nomination dossiers, Advisory Body/ies evaluations, and past World Heritage Committee decisions for comparable properties already on the World Heritage List;
- information on properties which have not been recommended for inscription, as these help to identify the threshold or level of importance that is expected to meet the claim for Outstanding Universal Value;
- Tentative Lists of the same country and other countries;
- *The World Heritage List: Filling the Gaps – An Action Plan for the Future* (ICOMOS, 2005a), for cultural properties;
- IUCN and ICOMOS thematic studies;

- World Database on Protected Areas (www.wdpa.org), for natural properties;
- inventories prepared by other expert organizations (such as Docomomo or TICCIH); and
- other research reports and literature, or as provided by relevant international experts.

Online references for many of these sources are listed in Section 1.1 of this manual.

Another useful source of information is national and international experts working in fields relating to the property. Using international experts, in addition to the best national experts, in preparing or reviewing the comparative analysis can be highly valuable in developing the nomination. The earlier such an analysis is done in the process the better, and in principle such an analysis could usefully be done for sites on the Tentative Lists of States Parties to the Convention in order to assist the setting of priorities for future nominations.

Example of using an expert group to develop the comparative analysis

In some cases, especially for natural properties, the use of an expert group to develop the comparative analysis is the preferred method, as outlined below.

1. A property that would be the subject of a new nomination should be clearly classified in relation to:
 - the theme, geo-cultural context and bio-geographic provinces that it represents. This classification should be based on the information provided in the analysis of the World Heritage List and Tentative Lists prepared by IUCN and ICOMOS, for example terrestrial wetlands, deserts, marine and coastal areas, rock art, bridges, cultural landscapes, etc.; and
 - specific World Heritage criteria, which should be used to provide the framework for the geo-cultural area (cultural property) or global (natural property) comparative analysis that follows.
2. Based on how the nominated property is classified, the State Party should put together an expert group, formed by specialists on those themes, geo-cultural context and bio-geographic provinces represented by the nominated property. Such an expert group should be formed by national specialists and ideally should include international experts who can assist in maintaining a global perspective throughout the whole analysis. The Advisory Bodies can provide suggestions on international experts if requested by States Parties. This group should include the experts involved in the initial identification and agreement of the values of the property, but should also ideally involve experts who can take an international perspective from outside the country and region concerned. Such opinion can be obtained by e-mail and correspondence as an alternative to taking part in meetings.
3. The expert group should identify a full range of properties that should provide the basis for comparative analysis. Important sources of information to select this list are noted above.
4. The expert group should then obtain as much information as possible – both quantitative and qualitative – for both the nominated property and similar properties that will be subject to the comparative analysis, in order to assess how the nominated property ranks in comparison. The entry point for information gathering and for the comparative analysis should be the criteria under which the property is likely to be nominated. The comparative analysis does not necessarily need to be a long descriptive document, provided there is a clear indication of the sources of information that it relies on. The analysis could be reflected in a consolidated table. The Operational Guidelines make it clear that it is relevant

3 Defining and understanding the property

to discuss the relative state of conservation of different properties within a comparative analysis. Properties that are of comparable importance but in poor condition, or without effective protection and management, may be regarded as having a weaker claim to potential Outstanding Universal Value compared with a property in good condition and with a high standard of protection and management.

5. The expert group should prepare the final comparative analysis based on its research and discussions, including conclusions about the nominated property (see also the discussion about conclusions below).

As noted above, various research frameworks might help to understand the values of the property, including thematic, chronological-regional and typological frameworks. Comparable properties would be part of such research frameworks.

In some cases, there may be no existing information or study on which to base a comparative analysis, or the information is too limited. One option is to undertake the research necessary to provide this information, or to encourage other reputable and relevant experts or organizations to do this work. It is often better if such experts or organizations are independent of the nomination, and have international credibility. This may involve additional cost.

KEY MESSAGE

Have the analysis peer-reviewed by international experts.

While different languages may be a problem in accessing information for the comparative analysis from other countries, this must be overcome. It is not intellectually or practically acceptable that a body of information highly relevant to the comparative analysis is ignored simply for this reason.

The comparative analysis is a vital part of understanding the potential Outstanding Universal Value of a property, and feeds in to the process of identifying such value.

The comparative analysis must draw conclusions. Thorough and objective comparative analyses greatly contribute to successful nominations. The result of the comparative analysis may lead to three different outcomes:

- the property ranks highly when compared with similar properties and can fill a critical gap on the World Heritage List, and the State Party should go ahead with its nomination process;
- the property ranks at a low level when compared with similar properties and it does not fill any gap on the World Heritage List, and the State Party may wish to carefully reconsider the nomination of the property; or
- the property ranks at the same level of importance as other similar properties. This may also indicate that the case for potential Outstanding Universal Value is relatively weak or a borderline case. If there are only a small number of other high-ranking sites, then this might indicate the potential to enlarge or link the concept to other properties in a serial and/or transnational nomination.

For extensions, specific attention is paid to the comparative analysis included in the original nomination dossier – how the proposed extension compares with the original nomination, and how the values of the original nomination are articulated in the proposed extension.

In conclusion, some key principles to be considered in preparing a comparative analysis are:

- The analysis should be as rigorous and objective as possible, and should always maintain a broad scope, keeping aside issues of national pride which could distort the objectivity of the analysis (e.g. 'this is the best heritage property in the country');

- It should be supported by the best scientific information available both at the national and international levels. Grey literature, such as unpublished reports and management documents, can be used as long as copies of the articles and publications are referenced in the nomination dossier;
- Thematic studies should be referred to where they exist, but as background context for the development of a full analysis. Relevant thematic studies cannot be ignored;
- Global assessments on conservation priorities for natural properties are very useful and can provide valuable information on the importance of a property (such as, for natural properties, Conservation International's Biodiversity Hotspots or WWF's 200 Ecoregions). However, they have not been specifically prepared to respond to the question of potential Outstanding Universal Value. For the purpose of preparing a comparative analysis it is recommended to give priority to the use of global assessments that can assist in defining how unique a property is at the global level; and
- When the first draft of the comparative analysis is completed, it is highly recommended to share it with other leading national and international experts to obtain additional information and feedback, and to verify its findings. The Advisory Bodies can provide advice, on request from States Parties, on key leading experts that could provide relevant input or a peer review. The first draft should be identified as a milestone in the overall nomination process.

The comparative analysis is often a weak component of nominations, and this jeopardizes the success of the nomination. Common problems include:

- lack of objectivity in the analysis;
- not making a determined effort to look for comparable properties beyond the same geo-cultural area (cultural property) or globally (natural property);
- only using the World Heritage List and Tentative Lists as a source of information about comparable properties;
- comparing the nominated property with obviously less important properties to increase the apparent importance of the nominated property;
- comparing the nominated property with listed properties that are entirely different; and
- basing the analysis on less important aspects of properties or irrelevant attributes, rather than on the potential Outstanding Universal Value and the specific related attributes.

If the results of the comparative analysis are not robust and convincing, the intention to nominate a property should be reconsidered.

CASE STUDY

Preparation of a detailed thematic analysis by a State Party

Thematic research can make a vital contribution to a comparative analysis. For references to thematic studies see Section 1.1 of this manual.

While thematic studies are prepared by ICOMOS, a State Party might prepare a thematic analysis which is thorough and more detailed than usual, specifically to assist with the nomination of a particular property. Examples of this are:

- *a thematic study of pastoralism around the Mediterranean was prepared by France following workshops involving other countries;*
- *Sacri Monti of Piedmont and Lombardy (Italy) – a comprehensive thematic study was prepared at the time of its inscription;*
- *the nomination of Liverpool – Maritime Mercantile City (United Kingdom) included a comparative study which was effectively a thematic study (see below);*



3 Defining and understanding the property

CASE STUDY

- the nomination of Le Morne Cultural Landscape (Mauritius) also included a thematic analysis relating to resistance to slavery; and
- the nomination for the Protective town of San Miguel and the Sanctuary of Jesús Nazareno de Atotonilco (Mexico) included a comparative analysis which was effectively a thematic study on colonial towns in Latin America and the Caribbean, and suggests a regionally relevant framework.



© UNESCO / Jasmina Sopova

CASE STUDY

Comparative analysis

Liverpool – Maritime Mercantile City (United Kingdom)

The comparative analysis for this property is a good example because it:

- describes the important theme within which the property needs to be assessed, that is as a port in the British Empire, and also as a European port of emigration;
- begins with a comparison with other ports in the UK, and considers the attributes relevant to the claims for potential Outstanding Universal Value such as size, tonnage, the nature and period of the shipping operations and infrastructure, and economic relationship to the host city. Issues of authenticity and integrity are an important part of these comparisons;
- examines comparable ports in Europe and other iconic ports to support the claim for Liverpool. Again, these ports are considered in terms of the relevant potential Outstanding Universal Value as well as issues of integrity and authenticity; and
- considers existing World Heritage sites, including both those which are specifically listed as ports and those which incidentally include ports, again looking at relevant Outstanding Universal Value.



© OUR PLACE – The World Heritage Collection

The conclusion in the nomination dossier reads,

‘Internationally, no other major port was so solely focused on trade and commerce, and no other port expressed the wealth, ambition and power of the British Empire, or any other empire, like Liverpool. Ports on the World Heritage List tend to be older or longer-lived than Liverpool, but none currently captures the values and historical significance expressed by Liverpool’s urban landscape. As it did in the 18th, 19th and early 20th centuries, Liverpool still stands apart from all other comparable ports. Especially in the degree of survival of its port infrastructure and historic urban landscape.’

Miguasha National Park (Canada)

For natural properties of geological significance the most comprehensive comparative analysis so far undertaken is that for Miguasha Park in Canada, a fossil site of Devonian age. The innovative, science-based methodology used is regarded by IUCN as a model approach worthy of wider adoption and adaptation in the process of evaluating natural sites. A threefold method was used, as follows:

CASE STUDY

- Establish assessment criteria: *The basis for identifying the criteria was the checklist of ten questions developed by IUCN for evaluating the palaeontological significance of fossil sites, together with the nine recommended criteria of Wells (1996) for establishing the World Heritage standing of a fossil site.*
- Select key sites to be evaluated: *From bibliographic research and consultation with other experts, a total group of sixty-one Devonian vertebrate fossil sites was selected from throughout the world. This total was then reduced to fifteen sites by eliminating all sites that failed to meet at least one of five qualifying standards in terms of their fossil context.*
- Conduct score-based assessment: *The fifteen chosen sites were each assessed against the criteria, using a scoring system that awarded either an arbitrary score or an absolute score based on actual numbers of fossil elements.*



© Neumeier

Writing a Statement of Outstanding Universal Value

It is highly recommended that a robust and rigorous Statement of Outstanding Universal Value to be prepared well in advance of the process of actually writing the nomination dossier. Successful nominations require such a statement. If a clear and compelling statement cannot be developed, it may be that the property is a questionable candidate for World Heritage inscription, and that the proposed nomination should be reconsidered.

The various parts of the nomination process discussed above are intended to help arrive at the point where the relevant World Heritage criteria can be confirmed and a Statement of Outstanding Universal Value can be prepared. To summarize:

- potential Outstanding Universal Value should have been defined, and the features and attributes that convey it are identified;
- appropriate World Heritage criteria should have been selected based on the understanding of potential Outstanding Universal Value;
- if appropriate, the question of whether the property is a serial nomination should have been answered, and the selection of the components should have been justified based on the potential Outstanding Universal Value;
- authenticity and integrity should have been assessed and described; and
- a thorough and objective comparative analysis should have been completed.

Using this body of information, a check should be made that the proposed criteria are still appropriate for the property. Again, make sure that the chosen criteria are well supported by strong evidence and sound argument.

This information should also be used to write a Statement of Outstanding Universal Value. Writing the statement may lead to some reconsideration of the criteria to be used. This should be accepted as part of the normal refinement process for the development of the nomination.

KEY MESSAGE

A draft Statement of OUV should be clear before work on the rest of the nomination starts.

3 Defining and understanding the property

A Statement of Outstanding Universal Value should respect the following format (two A4 pages maximum, see annex 10 of the *Operational Guidelines*):

- Brief synthesis:
 - Summary of factual information (what the property consists of, and the geographical and historical context, 150 words maximum);
 - Summary of qualities (values, attributes, 150 words maximum);
- Justification for criteria (values and attributes which manifest them, and *why* the property justifies each proposed criterion, 200 words maximum for each criterion);
- Statement of integrity (all properties) at the date of drafting / inscription (the way the attributes or features of the property that convey potential Outstanding Universal Value may be said to be all in place and within the boundaries of the property, 200 words maximum);
- Statement of authenticity (the statement is only needed for properties nominated under criteria i-vi) at the date of drafting / inscription (whether the attributes that carry potential Outstanding Universal Value truthfully reflect the value, 200 words maximum);
- Requirements for protection and management necessary to maintain potential Outstanding Universal Value (how the protection and management arrangements, both systems and plans, are robust enough to carry forward the protection and management of the property in a way that sustains potential Outstanding Universal Value) (protection and management are discussed on pages 82–91):
 - Overall framework (200 words maximum);
 - Specific long-term expectations – the key issues that require long-term attention (for example protection from key threats, maintenance of capacity and finance, maintenance of community support, 150 words maximum).

In the case of statements prepared retrospectively for pre-2007 inscriptions, slightly different guidance is appropriate. The integrity and authenticity components should reflect the situation at the time of inscription, if such information is available.

The Statement of Outstanding Universal Value is one of the most difficult and important tasks in writing a good nomination and it requires careful consideration. The statement should be:

- a powerful description of the potential Outstanding Universal Value to inform future protection, conservation, management and monitoring. The statement should be capable of explaining the property's value and attributes to decision-makers, politicians and the general public;
- the strongest statement of value that can be made for the property, and a description of the attributes that convey the value;
- a robust justification of the chosen criteria;
- concise – sufficient to convey information about the most important features of the property; and
- written to engage a wide range of people, and if possible avoid jargon and specialized language.

The work of developing the Statement of Outstanding Universal Value can also establish a shared understanding among all those involved in the nomination process about the potential value of the property. This statement also underpins all sections of the nomination dossier – the description, justification, conservation, protection, management and monitoring.

After the statement has been drafted, stakeholders and relevant experts should be consulted and their comments sought on the statement. The aim is to get widespread agreement to the statement. It may be necessary to allow a period of consultation to ensure this agreement.

While the statement might be reasonably final at this point, except for the parts on protection and management, further work on the nomination and other consultations might lead to useful revisions. This is quite normal and should be accepted as part of the process of developing a robust statement.

KEY MESSAGE

Actively review the draft Statement of OUV throughout the process.

In the case of new serial nominations, the Statement should address the standard requirements, noted above, for the property as a whole. Summary information relevant to the whole property should be provided, where possible, rather than essentially similar information for each of the components of the serial. Nonetheless, there may also be reasons to note exceptions or specific key information relevant to one or only a few components.

Where a component is proposed for addition to an existing inscribed serial property, an existing Statement of Outstanding Universal Value may be adequate to encompass the addition without change, or minor change may be needed to reflect the additional component. Where a minor change is required or no Statement exists, this should be revised / prepared in accordance with the requirements of the World Heritage Committee. Guidance on the preparation of retrospective Statements of Outstanding Universal Value have also been prepared by the World Heritage Centre and the Advisory Bodies to guide this process. In either case, the statement should reflect significant new attributes but not new values. The values must be those previously agreed by the World Heritage Committee. In the case of proposed additional or different values, a new nomination must be prepared (*Operational Guidelines*, Paragraph 166).

In the case of an extension to an existing property, either the existing Statement of Outstanding Universal Value for the original property will be revised to reflect significant new attributes, but not new values, or a new statement will be prepared for the whole property.

CASE STUDY

Statement of Outstanding Universal Value**Chief Roi Mata's Domain (Vanuatu)**

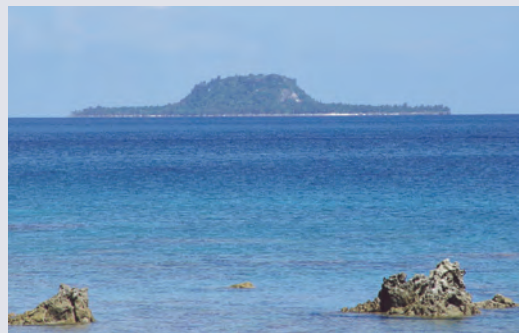
The continuing cultural landscape of Chief Roi Mata's Domain, Vanuatu, has Outstanding Universal Value as an example of a landscape representative of Pacific chiefly systems. This is reflected in the interaction of people with their environment over time in respecting the tangible remains associated with Roi Mata and being guided by the spiritual and moral legacy of his social reforms. The landscape reflects continuing Pacific chiefly systems and respect for this authority through tabu prohibitions on use of Roi Mata's residence and burial that have been observed for over 400 years and structured the local landscape and social practices. The landscape memorializes the deeds of Roi Mata who still lives for many people in contemporary Vanuatu as a source of power and inspiration.

Criterion (iii): Chief Roi Mata's Domain is a continuing cultural landscape reflecting the way chiefs derive their authority from previous title holders, and in particular how the tabu prohibitions on the use of Roi Mata's residence and burial site have been observed for 400 years and continue to structure the local landscape and social practices.

Criterion (v): Chief Roi Mata's Domain is an outstanding example of a landscape representative of Pacific chiefly systems and the connection between Pacific people and their environment over time reflected in respect for the tangible remains of the three key sites associated with Roi Mata, guided by the spiritual and moral legacy of his social reforms.

Criterion (vi): Chief Roi Mata's Domain still lives for many people in contemporary Vanuatu, as a source of power evident through the landscape and as an inspiration for people negotiating their lives.

The authenticity of Chief Roi Mata's Domain lies in the continuing association of the landscape with the oral traditions of Roi Mata, continuity of chiefly systems of authority and customary respect for the tangible remains of his life evident in the continuing tabu prohibitions on these places.



© Vanuatu National Cultural Council /
Chris Ballard

3 Defining and understanding the property

- The legal protection of the nominated areas and their buffer zones are adequate. The overall management system for the property is adequate, involving both traditional management through the chiefly system and tabu prohibitions and government legislation for protection of the site. The management system involves the local community and government administrative bodies. The integrity of the site is thus maintained.

Jeju Volcanic Island and Lava Tubes (Republic of Korea)

Jeju Volcanic Island and Lava Tubes is a coherent serial property comprising three components. The unequalled quality of the Geomunoreum lava tube system and the exhibition of diverse and accessible volcanic features in the other two components demonstrate a distinctive and important contribution to the understanding of global volcanism.



© IUCN / Paul Dingwall

Criterion (vii): The Geomunoreum lava tube system, which is regarded as the finest such cave system in the world, has an outstanding visual impact even for those experienced with such phenomena. It displays the unique spectacle of multi-coloured carbonate decorations adorning the roofs and floors, and dark-coloured lava walls, partially covered by a mural of carbonate deposits. The fortress-like Seongsan Ilchulbong tuff cone, with its walls rising out of the ocean, is a dramatic landscape feature, and Mount Halla, with its array of textures and colours through the changing seasons, waterfalls, display of multi-shaped rock formations and columnar-jointed cliffs, and the towering summit with its lake-filled crater, further adds to the scenic and aesthetic appeal.

Criterion (viii): Jeju has a distinctive value as one of the few large shield volcanoes in the world built over a hot spot on a stationary continental crust plate. It is distinguished by the Geomunoreum lava tube system, which is the most impressive and significant series of protected lava tube caves in the world and includes a spectacular array of secondary carbonate speleothems (stalactites and other decorations), with an abundance and diversity unknown elsewhere within a lava cave. The Seongsan Ilchulbong tuff cone has exceptional exposures of its structural and sedimentological characteristics, making it a world-class location for understanding Surtseyan-type volcanic eruptions.

The property is well managed and resourced, with a management plan in place for the period 2006–2010 and resources for its implementation. Key management issues include avoiding potential agricultural impact on the underground environment and managing the high number of visitors to the property. There is potential for further extension of the property to include other significant lava tube systems and volcanic features of Jeju.

Serial nominations

Serial nominations involve two or more separate component parts, which together are of potential Outstanding Universal Value (see definitions in Section 1.3 of this manual).

In the case of a serial nomination, the potential Outstanding Universal Value of the series of components is fundamental and must be justified. In addition, there must be a very clear rationale for the selection of the components, and this rationale must be based on the potential Outstanding Universal Value and the attributes and features that the components demonstrate.

The comparative analysis must justify the selection of the components, as well as demonstrate that the series as a whole is of potential Outstanding Universal Value.

Components which are not strongly or clearly related to the potential Outstanding Universal Value of the nominated property should not be included.

In principle, all components of a potential serial nomination should be indicated in the nomination dossier, even if only the first component/s is/are being nominated at this time. The *Operational Guidelines* permit the initial nomination of part of a series, with other components to be added at a later time (Paragraphs 137–39). The other intended components of the series should be clearly indicated and described.

Information should be provided about whether the separate components of the property are functionally linked, and if there is an overall management framework for all components.

An important principle in relation to serial nominations is that they are evaluated against the same set of criteria, requirements for integrity, authenticity and management as are all other nominations. They also have the same requirements for geo-cultural area / global comparative analysis in establishing the basis for inscription.

A further important principle is that any serial nomination represents a single nomination to the World Heritage List. Thus the serial sites are inscribed as a single property, and are treated accordingly. If the values of one part of a serial property are threatened such that it is proposed to be placed on the List of World Heritage in Danger, the entire property is inscribed on the List of World Heritage in Danger. This applies to all serial properties including those which are only in one country as well as transnational properties.

A useful reference on serial properties is *Nominations and Management of Serial Natural World Heritage Properties – Present Situation, Challenges and Opportunities* (Engels et al., 2009).

CASE STUDY

Serial site – Melaka and George Town, Historic Cities of the Straits of Malacca (Malaysia)

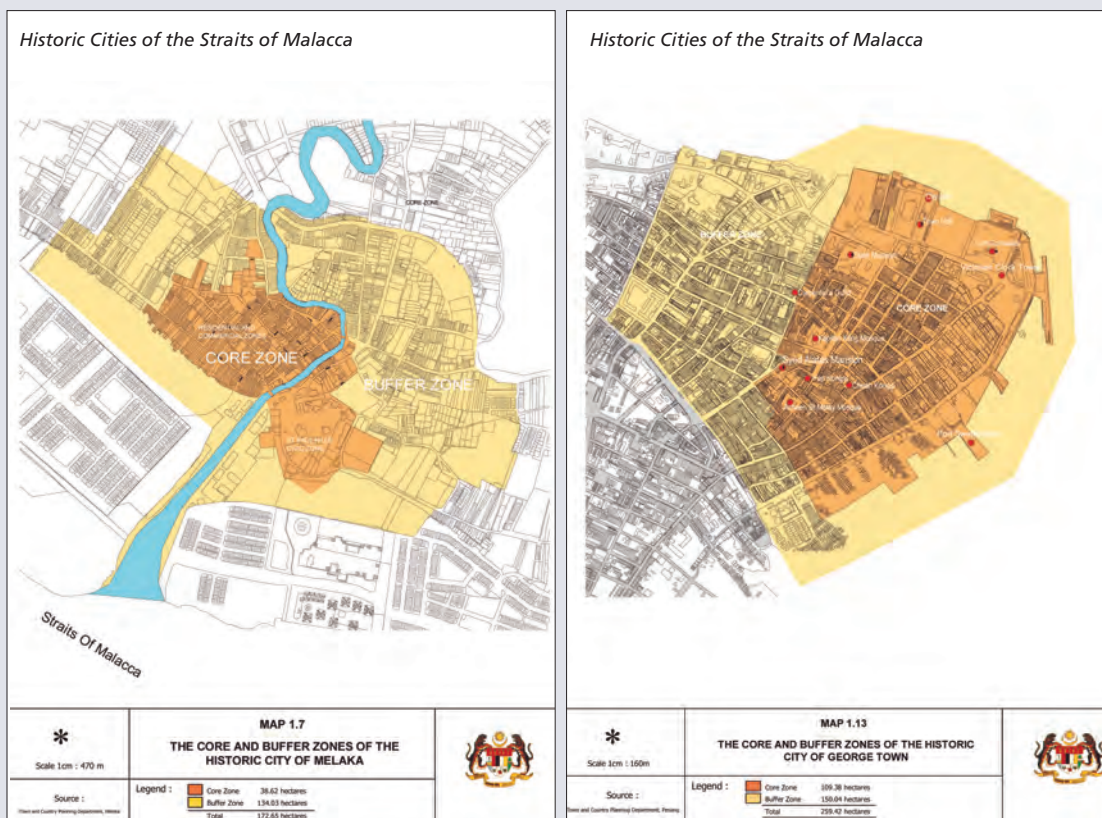
Melaka and George Town, Historic Cities of the Straits of Malacca, have developed over 500 years of trading and cultural exchanges between East and West in the Straits of Malacca. The influences of Asia and Europe have endowed the towns with a specific multicultural heritage that is both tangible and intangible. With its government buildings, churches, squares and fortifications, Melaka

demonstrates the early stages of this history originating in the 15th-century Malay sultanate and the Portuguese and Dutch periods beginning in the early 16th century. Featuring residential and commercial buildings, George Town represents the British era from the end of the 18th century. The two towns constitute a unique architectural and cultural townscape without parallel anywhere in East and Southeast Asia. Inscribed under criteria (ii), (iii) and (iv).



© OUR PLACE – The World Heritage Collection

3 Defining and understanding the property



Source: Nomination file

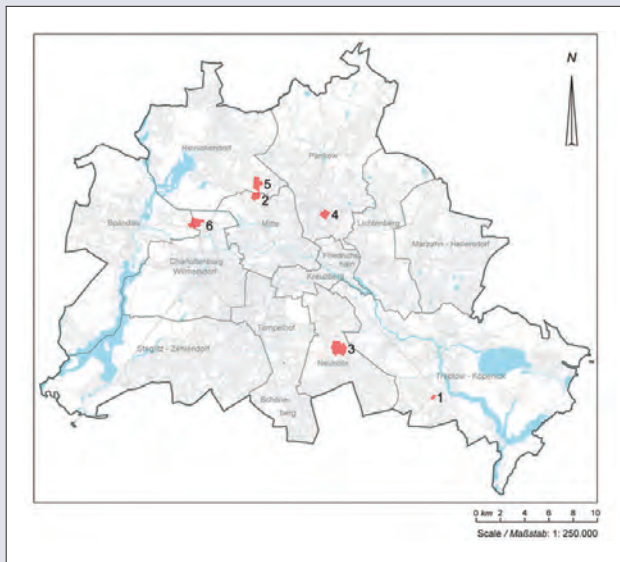
Serial site – Berlin Modernism Housing Estates (Germany)

The property consists of six housing estates that testify to innovative housing policies from 1910 to 1933, especially during the Weimar Republic, when the city of Berlin was particularly progressive socially, politically and culturally. The property is an outstanding example of the building reform movement that contributed to improving housing and living conditions for people with low incomes through novel approaches to town planning, architecture and garden design. The estates also provide exceptional examples of new urban and architectural typologies, featuring fresh design solutions, as well as technical and aesthetic innovations. Bruno Taut, Martin Wagner and Walter Gropius were among the leading architects of these projects which exercised considerable influence on the development of housing around the world. Inscribed under criteria (ii) and (iv).



© Winfried Brenne Architekten, Berlin

CASE STUDY



Source: Nomination file

CASE STUDY

Serial site – South China Karst (China)

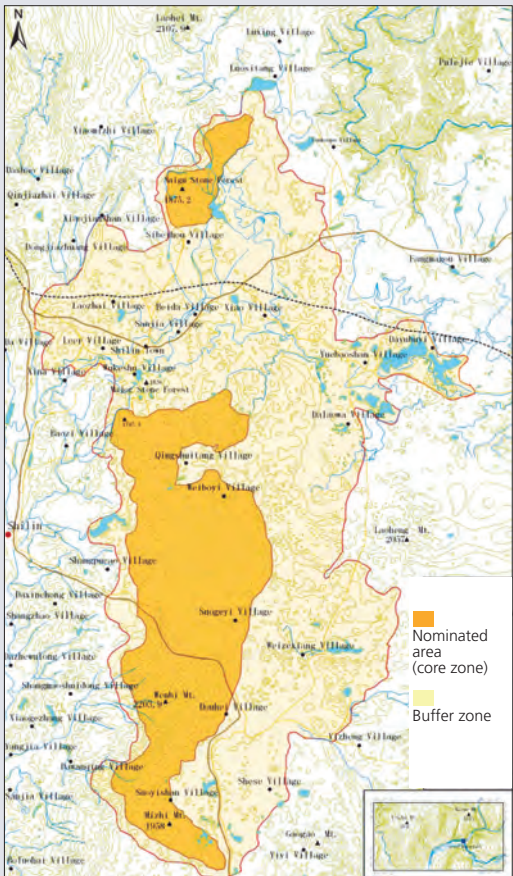
The South China Karst region extends over a surface of half a million km² lying mainly in Yunnan, Guizhou and Guangxi provinces. It represents one of the world's most spectacular examples of humid tropical to subtropical karst landscapes. The stone forests of Shilin are considered superlative natural phenomena and a world reference with a wider range of pinnacle shapes than other karst landscapes with pinnacles, and a higher diversity of shapes and changing colours. The cone and tower karsts of Libo, also considered the world reference site for these types of karst, form a distinctive and beautiful landscape. Wulong Karst has been inscribed for its giant dolines (sinkholes), natural bridges and caves. Inscribed under criteria (vii) and (viii).

The map to the right shows only part of the serial property.



© UNESCO / Jim Thorsett

Source: Nomination file



3 Defining and understanding the property

KEY MESSAGE

The boundary must encompass the Outstanding Universal Value.

Establishing a robust boundary encompassing the potential Outstanding Universal Value

The boundary proposed for the property must encompass all the attributes and features that convey its potential Outstanding Universal Value. A boundary which includes areas not related to the potential Outstanding Universal Value is not appropriate. On the other hand, excluding areas which do have attributes or features that convey potential Outstanding Universal Value is also a problem.

It is important to remember that nominated properties must pass a series of tests. The property must:

- have Outstanding Universal Value;
- meet the requirements for authenticity and integrity; and
- be protected and well managed.

All these factors influence the boundaries of a property.

The mapping of attributes and features suggested on pages 59–60 is a useful starting point for working out the appropriate boundaries.

For cultural properties, where a nomination includes a number of important elements, such as the buildings of a historic town, it is sometimes better to nominate a single area or zone for inscription which includes all these components, rather than having a number of isolated components. As always, the rationale for the boundary chosen is important, and in these situations a single nominated area may be quite justifiable.

In some cases, elements or areas of conservation significance might be geographically disconnected and remote from one another, and creating one large boundary is not appropriate. This is a situation where a serial nomination may be more suitable.

In some cases part of the property may not be protected or well managed. If the part of the property is a necessary or essential element of the property, then adequate protection and management must be achieved if the nomination is to succeed. This may require the nomination process to be suspended while such protection and management is negotiated or otherwise developed.

Defining the boundary is a part of conflict management and prevention, and requires stakeholder involvement. This is a critical land-use decision relating to the protection, conservation and management of the property, and thus a very important moment for stakeholder involvement and communication.

There should be an explicit rationale or explanation for the chosen boundary, and this should be included in the integrity section of the nomination dossier.

In summary:

- the property boundaries must encompass the attributes necessary to meet the condition of integrity, that is a complete and intact set of attributes that convey potential Outstanding Universal Value;
- boundaries must be logical and defensible in relation to the identification of attributes that convey the value of the property;
- boundaries must be clearly defined in relation to the legal protection and management of the property;
- boundaries should be readily identifiable if they are to be useful for management. They will often be based on physical features and sometimes on natural features. Effective

boundaries may also be based on human-made features such as roads, which may often be critical features in relation to management. However, more care is needed with using such features to ensure that the area enclosed meets the condition of integrity;

- good-quality mapping of boundaries is essential; and
- it is also essential that the establishment of boundaries (including zoning schemes) within a nominated property is carried out in conjunction with defining the management priorities and requirements for the property, and with effective stakeholder engagement. This is to create a strong link between this process and protection, conservation and management.

CASE STUDY

Boundaries

Renaissance Monumental Ensembles of Úbeda and Baeza (Spain)

The property was nominated as parts of two historic towns. In the end, the property was limited to just the Renaissance palaces in both cases. The justification was changed to state that these represented the introduction of Renaissance civic architecture and ideas to Spain, from where these were transferred to Latin America via architectural treatises.

Historic Centre of Macao (China)

The original nomination was limited to twelve buildings, leaving out some important examples in the belief that it was better not to have too many examples. Fortunately, the main street had retained its integrity in a reasonable manner. So it was possible to redefine the property including the street and the principal urban squares with relevant buildings.

Bam and its Cultural Landscape (Islamic Republic of Iran)

The original serial nomination essentially proposed only the citadel and some ruined listed buildings. Following consultations, the character of the nomination changed from a serial nomination to a cultural landscape. This was because it had become clear that the water management system and the oasis lifestyle were of great importance.

Centennial Hall in Wrocław (Poland)

The original nomination was for the Centennial Hall building and nothing else. However, as a result of an ICOMOS mission, it was agreed that the exhibition zone which had been planned at the same time with the Centennial Hall should also be included. The buffer zone was also extended to provide more protection to the whole area.

Soltaniyeh (Islamic Republic of Iran)

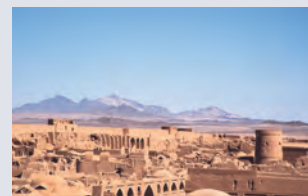
The original proposal included the mausoleum, the surrounding vernacular village and some minor religious or funeral monuments. As a result of the evaluation, the boundaries were redesigned limiting the property to the mausoleum and the archaeological remains of the small citadel. The rest of the village with the monuments was included as the buffer zone. Surrounding this, there is also a landscape protection area which covers the grassland, one of the reasons why the Ilkhanid Mongols once built their capital in this location.

Pitons, cirques and remparts of Reunion Island (France)

The original nomination included a range of settled areas and did not include all of the most important areas of endemic vegetation of this island environment. A revised nomination rationalized the boundary to link with a newly created National Park, while establishing effective buffer zone arrangements to include adjoining areas of settlement. The result is a site that both includes the most important areas of natural landscape on the Island, and is clearly linked to the protection and management that has been established, thus ensuring effective conservation.



© Serge Dos Santos



© UNESCO / Alain Brunet



© Hervé Douris

3 Defining and understanding the property

CASE STUDY

• • • **The Dolomites (Italy)**

An initial nomination of the Dolomites comprised a serial nomination of twenty-seven component parts which was deferred, and the State Party was advised to refocus the nomination with a reduced number of components to convey the landscape and aesthetic values of the area at a landscape scale. A revised series including nine component parts was prepared supported by a clear comparative analysis, and was inscribed on the World Heritage List in 2009.



© Dell'Agnola – Provincia di Belluno

Buffer zones

Every World Heritage property needs protection and management arrangements for activities outside the property, including their immediate setting. Buffer zones are one commonly used means to achieve this protection, conservation and management. However a buffer zone is not always a requirement if, as outlined in the *Operational Guidelines*, there are also legal, regulatory and other methods available to protect the property from wider threats (Paragraph 104). These may include recognition in land-use plans or development regulations, or ensuring landscape level connectivity between protected areas. Countries may have different mechanisms in this regard.

It should be clearly understood that the buffer zone does not form part of the World Heritage property but is there to assist in its protection, conservation and management. Buffer zones in protecting the immediate setting of a property can thus contribute to protecting authenticity and integrity. For example, this might be the case for a temple that is aligned to a mountain in the distance, and where that alignment is partly in the buffer zone.

While buffer zones are not of Outstanding Universal Value, they are seen as critically related to the protection, conservation and management of the nominated property. Attributes or features that are part of the case for potential Outstanding Universal Value should be included within the boundary of the nominated property, and not proposed as part of the buffer zone.

Although a buffer zone is not part of the inscribed World Heritage property, the buffer zone boundaries are formally registered at the time of inscription of a property, or at the time modifications are approved by the World Heritage Committee. The buffer zone is an integral component of the State Party's commitment to the protection, conservation and management of the property. As such any buffer zone should be part of the overall management system for the property, and it should be clear how those responsible for managing the property are also able to provide input to and influence the management of activities in any buffer zone.

The process of defining the buffer zone can be an important opportunity to involve stakeholders in understanding the property and working together for its long-term protection, conservation and management.

Buffer zones may be neutral areas which include no qualities relating to the nominated property. On the other hand they may be areas which include physical and other qualities (e.g. economic, legal, functional, visual or environmental) that support those in the nominated property. They might contain the physical approach to the property, and can play an important role in defining views in and out of the nominated area. Their role can include protection of the wider natural system that supports the property (such as a river catchment), or may relate to the management of visitor pressures or industrial use (such as the inclusion of adjacent roads and car parks that lead to the property).

The features and values of a buffer zone are therefore not included in the assessment of Outstanding Universal Value but may be relevant to the assessment of whether a nominated property meets requirements for integrity, authenticity, protection and management.

Consideration needs to be given as to whether the immediate setting of the property is understood and can be readily defined, or whether more work is needed to define it.

Issues that can influence the buffer zone boundary include:

- characteristics of the potential Outstanding Universal Value;
- management requirements of the property;
- character of known or foreseeable threats or impacts;
- important views to or from the property;
- existing character of the potential buffer zone;
- ownership, resource use, management and protection (including legislation) within the potential buffer zone.

Buffer zones may provide for a range of functions, uses or activities which are different to those within the property.

While buffer zones for cultural properties are frequently determined on the basis of visual impact, there can be other bases for or influences on choosing a buffer zone (e.g. acoustic impact and hydrology).

As with the property boundary, there should be an explicit rationale or explanation for the chosen buffer zone boundary, relating to the protection, conservation and management of the property values. This rationale should be provided in the protective designation section of the nomination dossier. The relationship between the function, extent, protection, conservation and management of the buffer zone and the property needs to be made clear. Protection, conservation and management of the buffer zone and property should be integrated. Where responsibility for the protection, conservation and management of the property and its buffer zone is split between different agencies, the commitment of and coordination between these agencies should be described.

Although the concept of buffer zones arises as a measure to protect the World Heritage property, which can include restrictions, well-designed buffer zones can also have an important role in providing benefits for local communities and others, consistent with the protection, conservation and management of values, and also to enhance sustainable use. The buffer zone may contain farm land or be the location for tourism support activities such as food outlets and accommodation which are run by the local community. The nomination should give emphasis to this aspect.

In addition, buffer zones can play an important role in social, cultural and economic exchanges which are vital for the survival of the property and its values. Protection, conservation and management should be carefully designed to recognize and sustain these supporting processes for the property. Similarly, buffer zones should not unreasonably isolate the property from its longstanding social, cultural and economic context, turning the buffer zone into a 'museum' or tourist zone.

The following steps should be noted in establishing a buffer zone, although their order could vary:

- analyse the potential Outstanding Universal Value, integrity and characteristics of the property to define the external issues and relationships;
- also analyse the potential positive opportunities to establish more effective protection, conservation, management and benefits from sustainable use within the buffer zone;

KEY MESSAGE

A buffer zone with no protection or formal recognition is not effective.

3 Defining and understanding the property

- consider the legal provisions relevant to the implementation of the buffer zone, such as national law and local legislation / regulations;
- ensure effective implementation and mechanisms in relation to the functions of the buffer zone; and
- delineate the buffer zone based on these analyses and considerations, and with particular regard to the protection of the Outstanding Universal Value of the property from external threats (for serial properties, there may need to be different buffer zones for different component parts of the property).

If the protective arrangements relating to the buffer zone do not yet exist, the timescale for achieving protection could influence the nomination process and timetable for submission. The protective arrangements should be operational before the nomination is submitted.

Buffer zones have been found to be effective if the concept is already included in legislation for the territory containing the property. Accordingly, it is desirable that States Parties move to recognize the concept of buffer zones in their legal systems, if this is not already the case.

While buffer zones are one important way to offer additional protection to the immediate area around the nominated property, other mechanisms may be needed to address protection of the wider setting. There is also the possibility of synergies with other conservation instruments such as conventions, programmes and initiatives that provide alternative and complementary protection for heritage.

There is a special case with buffer zones for properties where the potential Outstanding Universal Value is underground. In such cases a buffer zone may not be needed.

CASE STUDY

Buffer zones

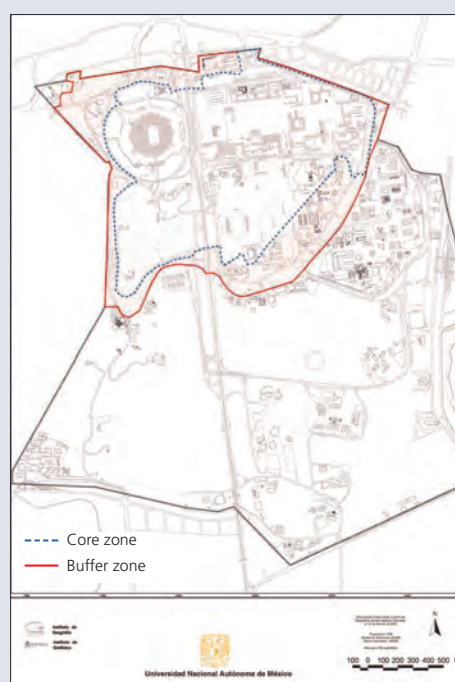
Central University City Campus of the Universidad Nacional Autónoma de México (UNAM) (Mexico)

The ensemble of buildings, sports facilities and open spaces of the Central University City Campus of the Universidad Nacional Autónoma de México (UNAM), was built from 1949 to 1952 by over sixty architects, engineers and artists who were involved in the project. As a result, the campus constitutes a unique example of 20th-century modernism integrating urbanism, architecture, engineering, landscape design and fine arts with references to local traditions, especially to Mexico's pre-Hispanic past. The ensemble embodies social and cultural values of universal significance and is one of the most important icons of modernity in Latin America.

In the case of this property, the buffer zone was revised in order to provide more effective protection for its setting.



© UNESCO / A. Sandoval-Ruiz



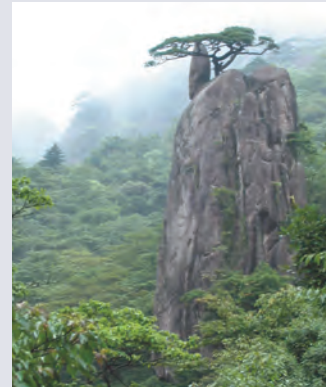
Source: Nomination file

● ● **Humberstone and Santa Laura Saltpeter Works (Chile)**

The initial delineation of the buffer zone was considered too schematic and it was requested that the buffer zone be revised to reflect the landscape of the property.

Mount Huangshan (China)

The buffer zone of Mount Huangshan serves to protect the property, and to slow down or prevent impacts from outside the site by a variety of means including: providing a migration corridor for wildlife, limiting certain land-uses that could create impacts, providing tourism infrastructure, and supporting management of additional scenic localities, outside the World Heritage property, to reduce pressures on the property itself.



© UNESCO / Giovanni Boccardi

Crac des Chevaliers and Qal'at Salah El-Din (Syrian Arab Republic)

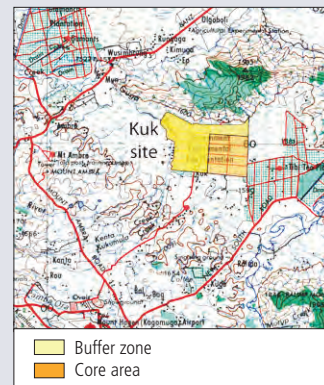
In the case of the Fortress of Saladin, the buffer zone was extended across the valley, taking account of the potential archaeological interest of the area and a decision on cable car access.

St Kilda (United Kingdom)

For the physical cultural heritage on the islands, the sea in itself serves as a protection area around the islands, and therefore a formally defined additional buffer zone was not found to be necessary.

Kuk Early Agricultural Site (Papua New Guinea)

The buffer zone is only on two sides of the property. It has been determined to protect the upstream hydrology of the property and its archaeological remains.



Source: Nomination file

Wider setting

In addition to the property and its buffer zone, it can be very important, to consider a further area outside of these – the wider setting for the property. For some properties, the wider setting is an area that may be important for the visual characteristics or attributes of the property.

As noted above, the wider setting might also play an essential role in protecting the authenticity and integrity of the property.

Examples of development or changes within the wider setting which can adversely impact on the potential Outstanding Universal Value of a property include visually prominent items

3 Defining and understanding the property

such as tall buildings or windfarms. These might be a considerable distance from the property and yet could compromise the way the property is understood through the relationship to its setting.

In some situations the wider setting and the buffer zone may be the same, in other cases the wider setting may be much larger. A rationale for the extent of the wider setting should be provided, noting this is not formally required by the *Operational Guidelines*.

A useful reference on the issue of settings includes the *Xi'an Declaration on the Conservation of the Setting of Heritage Structures, Sites and Areas* (ICOMOS, 2005b).

The extent of the wider setting should be indicated on a map or maps as part of the nomination dossier, and the wider setting should be discussed in the description section of the nomination.

CASE STUDY

Issues with the setting of a property

UNESCO-ICOMOS reactive monitoring mission to the Old and New Towns of Edinburgh (United Kingdom)

Experts from the World Heritage Centre and ICOMOS undertook a reactive monitoring mission in 2008 to examine development projects affecting the Old and New Towns of Edinburgh (United Kingdom), inscribed on the World Heritage List in 1995.

Undertaken at the request of the World Heritage Committee, the mission particularly focused on the Caltongate development.

The experts reviewed the overall situation of the Old and New Towns of Edinburgh with regard to their state of conservation in their wide urban context, integrity and authenticity. They also looked at how current construction projects, including high-rise developments, affect the Outstanding Universal Value, that is the exceptional qualities for which the property was inscribed on the World Heritage List.

With representatives of the national and local authorities, institutions, organizations and other stakeholders, the experts reviewed measures to protect the landscape of the historic urban area. Besides Caltongate, the experts reviewed the impact of outline proposals for Leith Docks, St James Centre, Haymarket and other projects on the property. The mission also discussed opportunities for enhanced conservation and management.

The World Heritage site was designated in recognition of Edinburgh's standing as the capital of Scotland since the 15th century. The World Heritage Committee recognized two distinct areas: the Old Town, dominated by a medieval fortress; and the neoclassical New Town, whose development from the 18th century onwards had a far-reaching influence on European urban planning. The harmonious juxtaposition of these two contrasting historic areas, each with many important buildings, is what gives the city its unique character and Outstanding Universal Value.



© UNESCO / F. Bandarin

Present state of conservation – threats or pressures

Threats to or pressures on the potential Outstanding Universal Value of the nominated property are an important consideration in the assessment process. The *Operational Guidelines* mention four such factors – development, environmental, natural disasters and visitors / tourism. Accordingly, the information provided about the state of conservation of the nominated property should be realistic, supported by evidence, and not overstated on the one hand or understated on the other. For example, claims that a property is in good condition must reflect reality, and substantial threats should not be ignored or downplayed. In addition, trends are vital to understand the situation – *good and improving* is dramatically different to *good and deteriorating*. A key task of the evaluation mission which visits the nominated property is to check and report on threats, including looking for evidence of threats which have not been reported.

Information on threats should only include those which are reasonable to predict or expect for a particular property, or which have been previously raised. For example, highly unlikely threats do not need to be addressed.

Nonetheless, accurate and frank information about such threats must be provided. A growing problem is the inscription of properties which are shortly afterwards reporting threats which were not documented in the nomination. For this reason, it is desirable to keep the World Heritage Centre informed of any new development projects or other changes that arise during the evaluation process.

Protection

Nominated properties should have good legal and/or traditional protection. Ideally the property should have the best available protection in a given jurisdiction and context, and sometimes this will include layers of legislative and other protection.

Legal and traditional protection are not mutually exclusive mechanisms and they can often work successfully together to achieve a layered approach to protection. In many cases legal protection is necessary to provide a suitable and supported context for traditional protection, particularly where threats are present.

A nomination for a property which does not have satisfactory protection will fail to achieve World Heritage inscription.

A clear definition of the tangible and intangible attributes which convey the potential Outstanding Universal Value is essential in achieving good protection, conservation and management of the property, as these are what need to be protected in order to sustain potential Outstanding Universal Value.

Useful questions include:

- Will the potential Outstanding Universal Value be maintained or enhanced by the protection?
- Is protection long term?
- In the case of traditional protection, are the community mechanisms underpinning the protection robust?
- Is protection provided at all necessary levels (e.g. traditional, local, regional, national)?
- Is the property protected from development or change that might have negative impacts on values, integrity or authenticity?
- Is protection effectively implemented?
- Is protection periodically audited / monitored to assess effectiveness?
- Is the approach to protection fully integrated with overall conservation and management?

KEY MESSAGE

Protection must be effective.

3 Defining and understanding the property

Protection needs to apply to both the property and its buffer zone, although different measures may apply to the different areas. Protecting the value of the property should not be at the expense of any heritage within the buffer zone.

Significant visual qualities of the wider setting should also be protected and managed.

Whether adequate protection is in place needs to be examined very early in the nomination process. This is because developing such protection may take considerable time (e.g. preparing new legislation), and this timing could impact on the timetable for the overall nomination process.

CASE STUDY

Traditional protection – cultural property – Tomb of Askia (Mali)

The dramatic 17 m pyramidal structure of the Tomb of Askia was built by Askia Mohamed, the Emperor of Songhai, in 1495 in his capital Gao. It bears testimony to the power and riches of the empire that flourished in the 15th and 16th centuries through its control of the trans-Saharan trade, notably in salt and gold. It is also a fine example of the monumental mud-building traditions of the West African Sahel. The complex, including the pyramidal tomb, two flat-roofed mosque buildings, the mosque cemetery and the open-air assembly ground, was built when Gao became the capital of the Songhai Empire and after Askia Mohamed had returned from Mecca and made Islam the official religion of the empire.



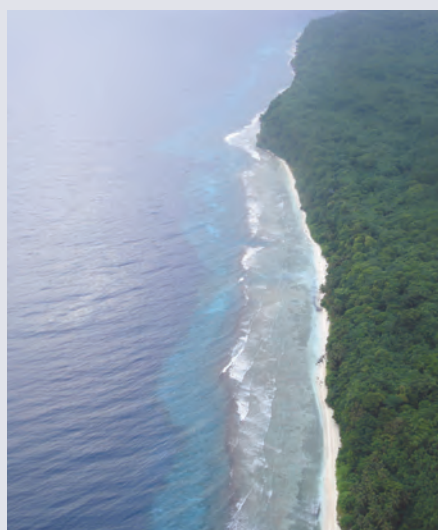
© Direction Nationale du Patrimoine Culturel du Mali / Thierry Joffroy

The site is effectively under a traditional form of protection. The management is under the supervision of an association set up by the Prefect of Gao in 2002. This consists of representatives of all the key stakeholders including the imam, the muezzin, and representatives of the Regional Agency for Arts and Culture in Gao, and the Regional and Local Commissions for Safeguarding Cultural Heritage. The association has no statutory basis but has strong moral authority by virtue of the involvement of the Imam and the Chief of Songhai.

CASE STUDY

Traditional protection – natural property – East Rennell (Solomon Islands)

East Rennell makes up the southern third of Rennell Island, the southernmost island in the Solomon Island group in the western Pacific. Rennell, 86 km long by 15 km wide, is the largest raised coral atoll in the world. The site includes approximately 37,000 ha and a marine area extending 3 nautical miles out to sea. A major feature of the island is Lake Tegano, which was the former lagoon on the atoll. The lake, the largest in the insular Pacific (15,500 ha), is brackish and contains many rugged limestone islands and endemic species. Rennell is mostly covered with dense forest, with a canopy averaging 20 m in height. Combined with the strong climatic effects of frequent cyclones, the site is a true natural laboratory for scientific study. It is under customary land ownership and management.



© UNESCO / S. A. Tabbasum

Management

A principal focus of management of a World Heritage property is the attributes and features which are associated with or convey the potential Outstanding Universal Value of the property. The aim is to ensure that the value, authenticity and integrity of the property are sustained for the future through managing the attributes. Accordingly, the Statement of Outstanding Universal Value is a key reference for management.

Management of the potential Outstanding Universal Value of the property also needs to be delivered in a holistic way that is also relevant to the conservation needs of the property as a whole, and has regard to all its values.

Nominated properties should demonstrate that they have an adequate management plan or documented management system to define their management arrangements. If neither of these is in place, it is important to set realistic timeframes for their development, and this may impact on the nomination timetable. Suitable management arrangements should also exist for the buffer zone and the setting for the property.

A nomination for a property which does not have satisfactory management at the time of nomination may struggle to achieve World Heritage inscription.

The *Operational Guidelines* include a provision indicating a nomination may be accepted without a management plan or documented system being fully in place (Paragraph 115). However, this is not desirable. Having an effective management plan or documented system in operation greatly improves the chances of a nomination succeeding.

There is no particular preference for a management plan or a management system, and in some cases both may be available. The key issue is whether the management plan or system is effective and adequate. In some cultures, for example, management plans may be generally unknown, there is no experience with them, and their effectiveness would be highly uncertain. Nonetheless, an adequate management system may well exist, and be appropriate to manage the nominated property. In other cultures, management plans are well established mechanisms and should be in place.

The management of a property should have a realistic vision for the medium- to long-term future of the property, including the changes and challenges that could arise from inscription in the World Heritage List. Such changes and challenges may be considerable.

Management plans and documented systems should be put forward as tried and tested arrangements rather than 'paper' plans that will be implemented in the future. There should be an intimate connection between key sections of the nomination (such as state of conservation and monitoring) and the information and programmes set out in any management plan for the property.

As part of any management plan or system, a mechanism to undertake impact assessments for proposed changes, developments or interventions is essential.

Sometimes the management of a property will rely on a number of management plans or documented systems. It is important to demonstrate that these various plans or systems provide an integrated or complementary and effective management outcome relative to the potential Outstanding Universal Value. This situation often arises where the property, its buffer zone and broader setting are managed by different agencies, or when several local authorities are involved.

Tourism management is often a major issue for World Heritage properties given the great interest by people in visiting properties, the potentially large scale of visitation, and the need to provide information about a property as well as other visitor facilities. The specific effects of World Heritage listing on visitor numbers vary, and should be specifically anticipated.

KEY MESSAGE

The management plan/system must be effective.

3 Defining and understanding the property

Tourism management consistent with and sympathetic to the protection, conservation and management of potential Outstanding Universal Value must be addressed as part of the nomination. In many cases, a separate tourism management plan is prepared for properties – integrated with the general property management plan or system. Such tourism management plans must be implemented and effective.

For natural properties, a separate IUCN resource manual on management plans for World Heritage properties has been prepared (IUCN, 2008a). A resource manual for cultural properties is planned as part of the series of World Heritage Resource Manuals to be prepared by the UNESCO World Heritage Centre and the Advisory Bodies.

Time is needed to put in place appropriate plans or documentation, and to demonstrate that these work, before the nomination is submitted. Achieving this could have a considerable influence on the timetable for the nomination process. Getting the management arrangements in place before the nomination is submitted is to the long-term benefit of the conservation of the property, and to all owners and stakeholders.

Useful questions include:

- Does the management plan/system specify how the potential Outstanding Universal Value will be sustained through protection and conservation?
- Is the management plan/system practically effective in achieving on-ground conservation outcomes?
- In the case of multiple plans or systems, are these integrated or complementary to achieve effective outcomes?
- Does the management plan or system have priority over other types of plans or systems (e.g. tourism, development and regional economic plans)?
- Do stakeholders in the property have a shared understanding of the property?
- Does the management plan/system include a cycle of planning, implementation, monitoring, evaluation and feedback?
- Are the impacts of trends, changes and proposed interventions monitored and assessed?
- Are sustainable development principles integrated into the management?
- Does the management plan/system involve stakeholders, especially property owners and managers, and is there strong support for the plan/system?
- Is the plan/system adequately resourced, both at the moment and into the future?
- Is there adequate finance and business planning to meet current and future needs of the nominated property?
- Does the plan/system include relevant capacity-building?
- Does the plan/system provide a transparent description of how the system actually functions?
- Does the management plan include risk preparedness?
- Is the management system fully integrated with the protection of the property?

In this context, stakeholders may include local people, indigenous peoples, property owners and managers, governments at all levels, commercial interests including tourism, and NGOs.

In the case of serial or transboundary / transnational nominations, a priority should be to ensure that adequate protection and management for each component is in place and working effectively. There should also be a management system at the level of the whole property that should ensure communication and coordination between all component parts in relation to, at least:

- the harmonization of management of all the component parts to meet a set of shared objectives of conserving potential Outstanding Universal Value;
- the identification of and response to threats to the property; and
- the coordination of monitoring and reporting, in particular in relation to the requirements of the World Heritage Convention.

The management system for a serial or transboundary / transnational property should regularly review and reinforce where feasible the coordinating mechanisms to increase the cohesion and effectiveness of its management as a World Heritage property, and respond to changes that affect its component parts.

It must be clear how coordinated management is to be achieved for the separate components, especially where different managers and management systems may apply. Coordinated management must be effective.

It is not necessary to create a specific management authority for the property if the existing management plans or systems are working well. However, where existing mechanisms are inadequate, new specific mechanisms may be needed but they must be effective.

CASE STUDY

The Loire Valley between Sully-sur-Loire and Chalonnes (France)

The Loire Valley is an outstanding cultural landscape of great beauty, containing historic towns and villages, great architectural monuments (châteaux), and cultivated lands formed by many centuries of interaction between their population and the physical environment, primarily the River Loire itself.

The French Government decided in 1994 to implement a ten-year master plan for the coherent planning and management of the Loire Valley (Plan Loire Grandeur Nature). This covers the protection of the environment and the economic development of the area. It is operated in close collaboration with the relevant organizations and institutions – territorial collectivities, economic agencies and associations. In addition, responding to a recommendation made during the evaluation of the property, a Steering Committee was established to oversee the management of the area, with representation from the government authorities and institutions involved.



© UNESCO/Alexis N. Vorontzoff

Nomination dossier as a contribution to property management

In addition to the role of the nomination dossier as documenting the case for World Heritage inscription, the nomination can also contribute to the ongoing management of the nominated property. This contribution can arise because:

- *the nomination includes information about the condition of the property and a series of commitments for future protection, management and monitoring;*
- *World Heritage status has the potential to change and benefit a property, and the implications of this status need to be properly addressed in the nomination, such as, for example, in relation to increased visitation or growing tourism pressures after possible inscription;*
- *the nomination, including the proposed management arrangements, will be closely analysed during the evaluation process. Changes to the property and its management may be proposed which need to be negotiated and understood by the State Party and the various stakeholders;*
- *the potential for World Heritage status can be a powerful means of engaging stakeholders in the management and protection of the property, in particular if the potential benefits can be conveyed to them as a reason to take part. Equally, some stakeholders may perceive World Heritage status as a threat, and their views and concerns will need to be properly taken into account during the development of the nomination; and*
- *the nomination will provide key baseline data against which the state of conservation of the property can be measured in future years.*

3 Defining and understanding the property

Monitoring

An integral part of good management is to monitor a range of key factors which will give an indication about the current situation of the property, its state of conservation and its likely future. Monitoring provides valuable information for the property manager – it can show that protection, conservation and management are achieving their goals or that changes need to be made. Monitoring of a World Heritage property should focus on Outstanding Universal Value, including integrity, protection and management, and authenticity for cultural properties. Again, the Statement of Outstanding Universal Value is a key reference for monitoring.

Monitoring is often inadequately addressed in nominations.

The World Heritage system also includes formal Periodic Reporting whereby inscribed properties are subject to monitoring reports every six years (see *Operational Guidelines*, V). A well-developed monitoring system for a property will help with Periodic Reporting.

The nomination dossier should include key indicators which will be used to measure and assess a range of factors, including the state of conservation of the property. These indicators need to be related to the attributes that convey potential Outstanding Universal Value, to ensure that these attributes are protected, conserved and managed in order to sustain potential Outstanding Universal Value.

Monitoring should be undertaken regularly, according to a timeframe which is appropriate to the character of the property. The regularity of monitoring will depend on the robustness or fragility of attributes and their susceptibility to change.

An important issue is who undertakes monitoring as this can influence the real or apparent credibility of the monitoring results. In general, monitoring will have greater credibility if undertaken in a transparent way by relevant experts who are independent.

A useful general reference is *Monitoring World Heritage, World Heritage Papers 10* (UNESCO World Heritage Centre / ICCROM, 2004).

For natural sites a range of management effectiveness tools have been developed which can assist the monitoring process. These include the *Enhancing Our Heritage Toolkit, Assessing Management Effectiveness of Natural World Heritage Sites* (Hockings et al., 2008). There are also some simpler management effectiveness tools that are also relevant. IUCN can provide further advice on these if required.

3.2 Extra tips

Review successful nomination dossiers and processes

It may be helpful at the start of preparing a nomination to examine examples of nomination dossiers for successful properties. Recent dossiers are probably better than older examples as standards and expectations have changed over time. Also, examples of properties in some way similar to the proposed property may be useful.

The dossiers for directly comparable properties should be very carefully examined as part of the comparative analysis (see pages 67–73).

KEY MESSAGE

Examples of other nomination dossiers and processes may be helpful.

Dossiers of properties inscribed since 1998 are available at:

- <http://whc.unesco.org/en/list/> (English web page)
- <http://whc.unesco.org/fr/list/> (French web page)

Having looked at the dossier, look also at the Advisory Body evaluation(s) for important clues about the quality of the dossier, its strengths and possible weaknesses. These evaluations are also available at the above web pages.

Beyond this documentation, it may be possible to obtain useful information from other States Parties about the process undertaken to prepare a nomination. Otherwise, discussions with States Parties responsible for a recent successful nomination may prove helpful.

It is important to stress that examples of successful nominations or nomination processes should not be uncritically adopted as a template for the proposed nomination. Each nomination and each State Party have particular circumstances which will result in a unique nomination and process which cannot simply be copied from elsewhere.

4 Writing and preparing the nomination file

Once a Statement of Outstanding Universal Value has been developed, a robust and defensible boundary defined, protection, conservation and management is in place, and key stakeholders support the preparation of the nomination, the second stage is to prepare the nomination dossier.

4.1 General tips

Who should write the nomination

It is essential that the nomination is clear and consistent in terms of its purpose, information, arguments and conclusions. Bringing in an expert consultant to write a nomination might be seen as the quickest and simplest way to achieve inscription. Such an approach can work well if the expert understands World Heritage and the property, but this is not a requirement for the production of a good nomination.

In the case of many properties, the experience of local staff working together on a nomination, perhaps with some guidance from external specialists, can have considerable long-term benefits. These benefits include allowing a good understanding to develop of the values of the property, its needs, constraints and opportunities, and providing continuity with the protection, conservation and management of the property after it has been considered for inclusion in the World Heritage List. For properties that are inscribed on the World Heritage List, there are obvious benefits arising from having a local team well versed in the values and the future requirements for conservation, protection and management.

The nomination should be written in clear and fluent English or French. Where one of these languages is not the fluent language of the nomination team or writer, it may be wise to write the nomination in the native language of the nomination team, and then have the final nomination translated into fluent English or French. Poorly translated nominations can lead to confusion and problems during its evaluation.

It may be very helpful to develop a glossary of terms in the local language to overcome misunderstandings.

Purpose of nomination

A World Heritage nomination is, in essence, the official application form for World Heritage status. It is an official document that is submitted to UNESCO by the relevant State Party, or two or more States Parties in the case of transnational nominations.

The purpose of the nomination dossier is to set out as clearly as possible:

- what the property consists of and how it is documented;
- why it has potential Outstanding Universal Value;
- the state of conservation and the factors affecting the property; and
- how the property is to be protected, conserved, managed, presented and monitored in relation to its potential Outstanding Universal Value.

The nomination is the basis for the evaluation of the property for the World Heritage List and subsequent decision by the World Heritage Committee whether or not to inscribe it on the World Heritage List.

Sequence for preparing a nomination

The sequence or order for preparing a nomination is important. It is essential to follow this sequence, while realizing it is an iterative process, involving continued communication and engagement with stakeholders:

- carry out relevant background research;
- work on a comparative analysis;
- prepare the Statement of Outstanding Universal Value, including criteria, authenticity and integrity;
- define relevant attributes;
- define appropriate boundaries;
- prepare the description;
- prepare the history; and
- complete the remaining parts of the nomination format.

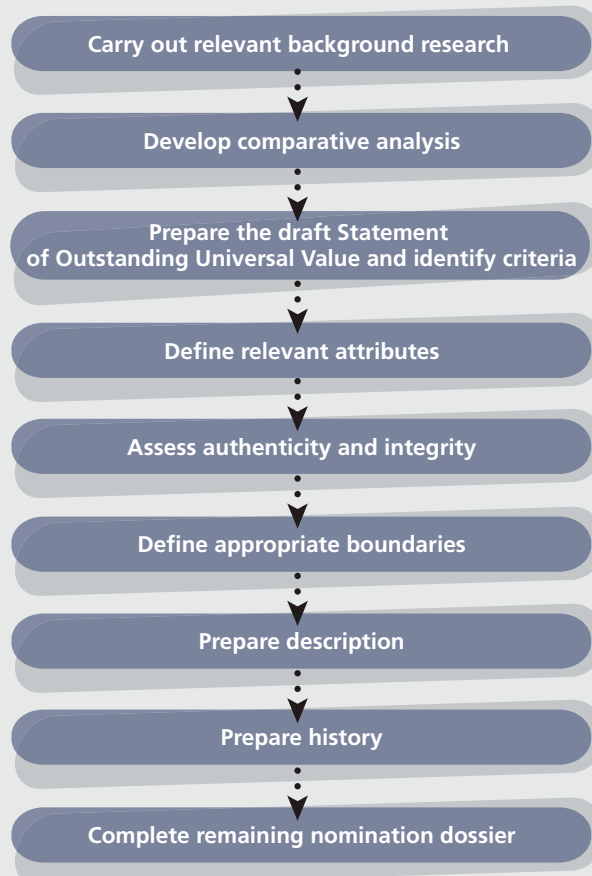
The order of the format required by the *Operational Guidelines* for nomination dossiers is not necessarily the most logical way to proceed, and it can lead to over-long dossiers where the justification of the potential Outstanding Universal Value and demonstration of the criteria are the least satisfactory parts.

Some parts of the nomination dossier are much easier to complete than others, and often these get the most attention. For example, the description and history sections are often extensive because information is readily available and the text is straightforward to prepare.

KEY MESSAGE

All sections of a nomination must relate to OUV.

Basic outline of the suggested sequence for preparing a nomination



4 Writing and preparing the nomination file

However, it is often the case that these sections are insufficiently related to potential Outstanding Universal Value, possibly because they have been prepared before the values have been identified. An iterative approach is essential. For example, historical research may well be undertaken before the identification of values but the history may subsequently need to be revised to improve its relevance to the values.

As stressed above, it is recommended that the potential Outstanding Universal Value be identified first and then the remaining sections written to relate specifically to the values. The description needs to explain the physical attributes that convey the potential Outstanding Universal Value, and the history should explain how the property developed its attributes and their value.

Executive Summary

The first part of every nomination dossier is an Executive Summary. This is a key element of the dossier that sets out the essence of the nomination.

Having undertaken the tasks outlined in Part 3 of this manual, at least to a reasonable draft stage, use this information to write a draft Executive Summary. It is suggested that the Executive Summary should at least be drafted early in the process of actually writing the nomination dossier, so that the key messages that the nomination is aiming to transmit can be set out very clearly. This will then help the dossier to remain tightly focused on what is really important.

As the nomination progresses, the Executive Summary can be revised in the light of new information or findings. Again, this can helpfully keep the process focused.

The information presented in the Executive Summary should correspond with the information presented in the main text of the nomination.

Presentation of nomination dossier

The nomination needs to:

- clearly define the proposed boundaries of the property;
- describe the property;
- outline its history;
- demonstrate its significance and why it is thought to demonstrate potential Outstanding Universal Value;
- show how it can satisfy one or more criteria;
- explain its state of conservation and how it is documented and monitored;
- set out how in the long term its potential Outstanding Universal Value will be sustained through legal protection and management of attributes that convey its value, and who will be involved in that process; and
- how its value will be presented or interpreted to visitors and others.

The length and complexity of nomination dossiers is not an indication of how good they are in fulfilling their purpose. Nomination dossiers need to be well targeted to achieve their purpose, but they need not be enormously lengthy, and long nominations can often be counter productive by not giving a sufficiently focused presentation of the property. Nor do they have to be lavishly prepared in terms of design, illustrations and printing. There is no need for elaborate packaging.

The focus of the nomination dossier should be on its contents rather than on expensive or glossy presentation. Nonetheless, some attention to presentation can help readers to understand the dossier quickly, and to navigate between sections.

KEY MESSAGE

Examples of other nomination dossiers and processes may be helpful.

In order to keep the dossier as manageable as possible, it is suggested that detailed material is put in annexes, leaving the main text for setting out the key messages and ensuring that these are not obscured by too much detail. Detailed information in an annex can be referenced in the main text. However, succinct and meaningful answers must be provided within the main text of the nomination dossier, and it is not appropriate to merely provide a reference to an annex. Annexes should also be carefully selected to include only information that is clearly relevant to the nomination. It is not helpful to include a lot of unnecessary information in annexes, but rather select the essential information that is required to support the information summarized in the nomination. Large numbers of unnecessary annexes can make a nomination more difficult to evaluate and hinder the presentation of clear arguments for potential Outstanding Universal Value.

Those writing the dossier should always have in mind the key messages of what the property is, why it has potential Outstanding Universal Value and how this value is to be conserved, protected, managed and presented. This is to ensure that these key messages are not buried by detailed information.

The *Operational Guidelines* require a certain number of copies of the nomination to be provided depending on the type of property (see Paragraph 132.10). In all cases, the hard copies and electronic copies should be identical, even if one copy is considered to be the original. In addition to one copy being retained by the World Heritage Centre, other copies are distributed to the Advisory Bodies for assessment, and it is important that exactly the same information is provided in each copy. Note also the requirements in the *Operational Guidelines* about the format for the dossier (Paragraph 132).

The finalization and formal signing of the nomination should be publicly celebrated rather than treated as a mere technicality.

Additional guidance is provided below.

Printed documents

- Documents should be clearly printed, well organized and laid out in standard format. If in doubt keep the layout simple and clear, and use a small number of fonts.
- Use pictures and diagrams to illustrate the property and its issues where possible – choose illustrations and pictures that make clear points about the property and its values, integrity or management issues.
- Choose a selection of images that illustrate the full range of aspects of a property, and avoid repetition where possible.
- Documentation must be presented in either English or French. It is a good idea to make sure that a final draft nomination is reviewed by someone with a high standard of either language to make sure it is clearly written and intelligible.
- The World Heritage nomination format does not lend itself to the creation of publications with widespread or public appeal, as it is too technical. It is therefore recommended that nomination documents be supplemented by the preparation of more popular documentation after inscription.
- Remember that the priority is the quality of the case and arguments within the nomination, and not its presentation. A poor case that is presented in a beautiful book is still a poor argument for inscription.
- Some nominations are provided in an elaborate and special box. While packaging the information in a box can be practically convenient, it is the quality of the information which is important, not the quality of the packaging.
- Print enough nomination documents to meet the needs of relevant stakeholders.

4 Writing and preparing the nomination file

- Nomination documents should be well distributed and visible among local stakeholders, and should be accessible. It is a good idea to distribute free copies to local stakeholders, and if a cover price is charged it should be at a level that does not put the publication out of reach of relevant stakeholders.
- Providing a free copy of a nomination document is a good way to thank those who have contributed.
- Typical print runs for nomination documents range from less than a hundred to several thousand. Depending on the needs of stakeholders and other interested parties, it may be wise to wait until after the decision of the World Heritage Committee before undertaking large print runs for wide distribution. Nonetheless, at least some copies of the nomination will be needed soon after it is finalized.

Electronic documents

- An electronic version of the nomination document is required for every nomination, including annexes.
- The electronic version should be produced from the file that forms the printed document, so that the format and page numbering are identical. The information must be identical between printed and electronic copies.
- It is recommended to provide Microsoft Word and Adobe PDF files.
- The nomination dossier is usually reviewed by many experts in the overall process undertaken by the Advisory Bodies. This means providing a copy to these experts, often in electronic form. Accordingly, the resolution of electronic documents needs to be sufficient for experts to be able to examine the detail of images such as photographs and maps. Poor quality images are of no use. If in doubt, provide the highest resolution images, especially in the case of maps and historical images.
- Otherwise, think about the file size of the document, and in particular avoid using unnecessarily large image files. Scale images to suit the resolution of the document – very large / high-quality images are not usually necessary in A4 documents. Also reduce the overall file size using the option available in producing the PDF version. Images that should remain as large files/high quality can be annexed and provided as a separate file. In the case of large files, it is also suggested that a text-only version be provided as well as a text and image version. If a text-only version is provided, include the images (including maps) as separate files.
- Avoid unusual fonts unless it is possible to embed them within the document. Such fonts may not work on other computers.
- It is a good idea to establish a website to ensure availability of an electronic version of the World Heritage nomination.
- Any additional supporting information should be copied onto CD.

Annexes

- The main nomination document should be able to stand alone in conveying the arguments for inscription, and all the key requirements in relation to integrity, authenticity, protection and management of the property. Additional information can be usefully included in annexes. However caution should be taken in using annexes, and the focus should be on ensuring the main nomination document includes all the essential information and that it is clear and of high quality. Essential information should not be included in annexes but should be in the main document.
- Very large annexes of supporting information should be avoided if possible. It is recommended that only information that genuinely adds value to the information already summarized in the nomination should be included in annexes. Avoid adding documents to the annexes simply for the sake of completeness.

- The nomination should specifically mention the relevance of material that is included in annexes. It is generally impractical for the Advisory Bodies to circulate large amounts of annexed material to evaluators and reviewers. So key information should always be referred to directly in the nomination document. The Advisory Bodies cannot be expected to find key information if it is deeply buried in large annexes.
- Annexes should also be submitted in an electronic version.

Maps

- The quality and clarity of maps provided as part of the nomination is often an issue in terms of their usefulness for understanding the property. The requirements for maps are discussed in the Section 4.2.
- In addition, the following two examples of maps help to show what is required for cultural and natural properties.

The most common reason for incompleteness of nominations are issues linked to the identification of the property, especially regarding the maps provided, and it is very helpful to note six key requirements for adequate maps:

- Choose the proper typology of map depending on the category of property to be represented – topographic maps for large properties, and cadastral plans for smaller properties.
- The proposed boundary lines should be as thin as possible yet still easily seen. Colours should not cover topographic elements, and thin yet visible lines are preferable to clearly define the boundaries. The main identification map(s) should only contain the lines identifying the proposed nominated property and its buffer zone (if any).
- The map should have a coordinates grid or show the coordinates of a series of identified points.
- It is important to choose the appropriate scale. Natural properties and cultural landscapes are normally better identified with 1:50,000 scale topographic maps, and it does not matter if more than one map is needed to show the whole property. For other cultural properties, usually cadastral plans are the best option. For single monuments, the scale should not be less than 1:2,000. In addition, a bar and numerical scale should be shown on all maps.
- The map should carry a clear caption only identifying the boundary lines of the proposed nominated property and its buffer zone (if any) (see second dot point above). The main identification map should not carry information on other zones of protection, in order to avoid any confusion. The caption should use the terminology of the *Operational Guidelines* – do not use terms such as ‘protection zone’, ‘conservation area’, ‘historic district’, etc.
- The maps and plans submitted, including the caption, should be either in English or French.

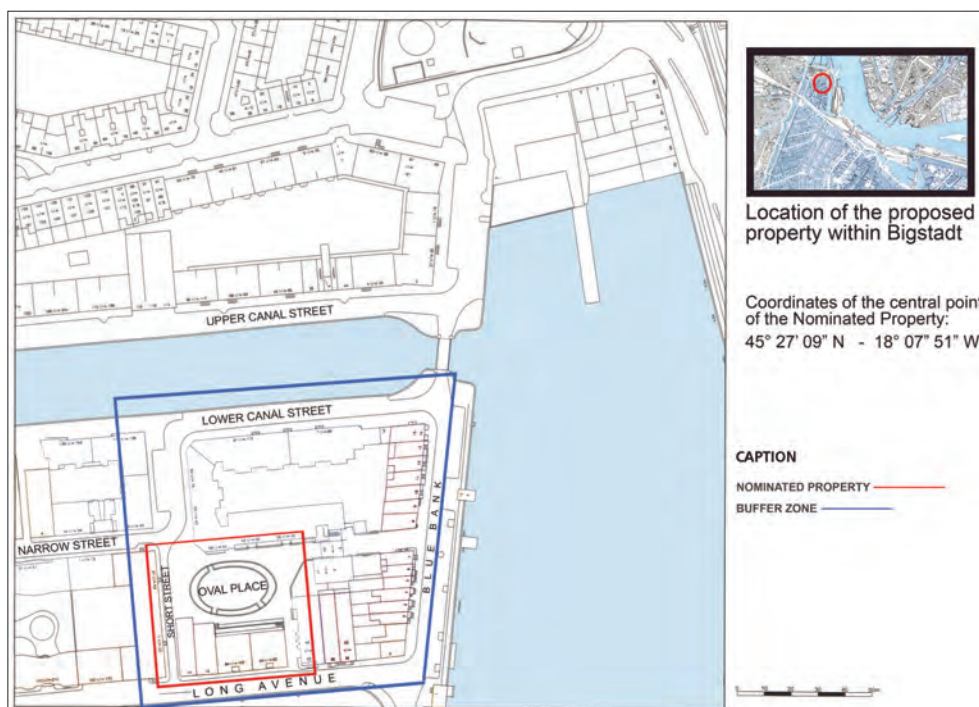
EXAMPLE OF MAPS

Map of a cultural property

This fictional example shows one of the most common types of cultural property in which the boundaries run through an urban area. The map clearly distinguishes the proposed nominated property and its buffer zone. There are no other lines showing other protection zones which may lead to confusion. The scale of the map (cadastral), along with the appropriate thickness of the lines showing the boundaries (a line which is too thick loses precision), provides the required level of detail to establish whether a given point (building, block, street, etc.) is within or outside the proposed boundaries. Also, the presence of the scale-bar and a clear caption which uses the appropriate definitions (‘nominated property’ and ‘buffer zone’)

4 Writing and preparing the nomination file

and language (the language on the maps should be the same as used in the nomination text) ensure the clarity of the proposed boundaries. Finally, while a coordinate grid is not necessary in the case of cadastral maps, it is essential in all other kinds of topographic maps.



Source: UNESCO World Heritage Centre

Map of a natural property

This example relates to the Jeju Volcanic Island and Lava Tubes (Republic of Korea) and shows the case of a serial natural property. The topographic map carries a coordinate grid, scale-bar, a clear caption, and the lines showing the proposed boundaries are not too thick yet clearly visible. Very importantly, the topographic elements (such as roads, rivers, mountains, villages, etc.) are all visible and identifiable on the map. The boundaries should always be marked with lines, and the proposed areas should not be covered with uniform colours that hide the details of the topographic elements present on the map.



Source: Cultural Heritage Administration, Republic of Korea

Note: These examples have been reduced in size for this manual. In the nomination dossier, the maps should be produced at a size to enable details to be understood.

Timetable for preparing the nomination and submission

Writing nominations often takes longer than anticipated. Although it is understood that once a decision has been taken to submit a nomination, all those involved wish to achieve that as quickly as possible, nevertheless timescales must be realistic. As set out above, adequate time needs to be allowed for preliminary processes before writing begins. For the writing process, time should also be allowed for adequate consultations and checking, and for assembling suitable maps and illustrations.

Take into account the fact that often ensuring adequate protection, conservation and management need extra time. Similarly, there is often a lack of readily available information for the comparative analysis, especially about comparable properties in other countries. Gathering this information also often takes extra time.

A reasonable contingency time should also be built into the process to cope with things that go wrong.

The Advisory Bodies often note that nominations appear rushed, without all elements fully worked through prior to submission. This is a common reason underlying recommendations from ICOMOS and IUCN for nominations to be deferred or referred back to the State Party for additional work. In such situations, the haste to submit the nomination can actually lengthen the time taken to achieve a successful inscription.

The aim should be to send everything at the same time and not in stages. Although supplementary material can be submitted after the main dossier has been accepted, this should be in response to any requests from the Advisory Bodies or any unforeseen, or occasionally planned, circumstances.

It is also desirable that nominations are not sent at the last moment before the deadline for submission. The deadline for submissions is absolute. Nominations can be submitted at any time well before the deadline.

The *Operational Guidelines* provide that States Parties may voluntarily submit draft nominations to the World Heritage Centre for comment on completeness by 30 September of each year (Paragraph 127). This is a very useful opportunity for States Parties to have aspects of the nomination checked prior to final submission. A well-planned nomination process should include this step. However, it should be noted that the assessment of the World Heritage Centre is advisory and only relates to the completeness of the nomination. It is not a comment on the possible strength of the case for potential Outstanding Universal Value which is only assessed by IUCN and/or ICOMOS after a completed nomination is accepted.

4.2 Nomination format

The World Heritage Committee has approved an official format for World Heritage nominations and the latest version of this information must always be followed when submitting a nomination (see *Operational Guidelines*, Annex 5). The format is designed to provide the World Heritage Committee with consistent information about nominated properties, to the specified standard. The official format includes a commentary on what is required in each section.

It is important to note that the World Heritage Committee will only examine nominations that are regarded as complete at the deadline for submission. Therefore only complete nominations are forwarded to IUCN and/or ICOMOS for evaluation. Incomplete nominations

KEY MESSAGE

Be realistic about the time needed to prepare a nomination.

KEY MESSAGE

Do not rush to submit a nomination before it is ready.

KEY MESSAGE

Carefully read the explanatory notes as well as the additional advice.

4 Writing and preparing the nomination file

KEY MESSAGE

It is essential that all sections of the nomination format are completed.

are returned without further consideration to the State Party, they must be completed and resubmitted, and then will be reconsidered at least one year later. Paragraph 132 along with Annex 5 of the *Operational Guidelines* set out what constitutes a complete nomination.

This section of the manual provides a copy of the existing World Heritage nomination format together with additional advice or tips for key sections.

Check for the latest version of the official format for nominations at the World Heritage website (whc.unesco.org) or contact the World Heritage Centre.

Executive Summary

This information, to be provided by the State Party, will be updated by the Secretariat following the decision by the World Heritage Committee. It will then be returned to the State Party confirming the basis on which the property is inscribed on the World Heritage List.

Existing nomination form INFORMATION HEADING	Existing nomination form EXPLANATORY NOTES	Additional advice
		<ul style="list-style-type: none"> The information in this Executive Summary should be the same as that provided in the main part of the nomination itself. The Executive Summary should provide a clear and concise overview of what is being nominated and why. It should be short and concise, <i>between one and three pages</i>, and should not include long descriptive text. New text should not be written for the Executive Summary. The Statement of Outstanding Universal Value should be the same as that under Section 3b of the nomination, for example. If these sections are well written within the nomination they should not require shortening for the Executive Summary.
State Party		
State, province or region		
Name of property		
Geographical coordinates to the nearest second		
Textual description of the boundary(ies) of the nominated property		<p>The maps provided with the nomination and the textual description should together show unambiguously the location of the boundary of the property and also any buffer zones defined. It is not always necessary to describe the entire boundary but to give a general description of how it is defined. For example:</p> <ul style="list-style-type: none"> The boundaries of the nominated property are those of the <property name>

Existing nomination form INFORMATION HEADING	Existing nomination form EXPLANATORY NOTES	Additional advice
		<p>National Park / cultural site. A buffer zone of 1–5 km surrounds the nominated property following natural features, including the River <name> to the south and south-east, the limit of the <name> forest reserve to the north, and the coastline to the low-tide mark to the west and south.</p> <ul style="list-style-type: none"> • The boundaries of the serial transnational nominated property are those of the <name> National Park (country A), <name> Conservation Area (country A) and <name> Strict Nature Reserve (country B). • The nominated property includes four islands of the <place name> archipelago and the surrounding waters for 12 nautical miles from the low-tide mark of each Island.
A4 (or 'letter') size map of the nominated property, showing boundaries and buffer zone (if present)	Attach A4 (or 'letter') size map	<p>This is the map that will be used in the Advisory Body's evaluation report, in the presentation to the World Heritage Committee. Therefore, it must be correct and easy to read. Some key points to remember are that the map should:</p> <ul style="list-style-type: none"> • be A4 (or 'letter') size to facilitate its use as noted above; • be an extract from a topographic map; • clearly show the entire nominated property, and its buffer zone, using different coloured, clearly visible lines for the nominated property and for the buffer zone(s); • have a clear caption in English or French (depending on the language of the nomination) referring specifically to the 'nominated property' and naming component sites in the case of serial properties; and • have a clearly marked scale indicating size and distance. <p>It may be helpful to have a small box (general location map) in the corner of the main map showing the general location within the country(ies) concerned. For serial properties that cannot adequately fit on one A4 page, a number of A4 size maps should be provided to include:</p> <ul style="list-style-type: none"> • one map showing the entire property, the location and distance between each component; and • one or more maps showing each individual component and its buffer zone. <p>The map(s) should be included in the Executive Summary and not referred to or attached later in the document or as an annex.</p>

4 Writing and preparing the nomination file

Existing nomination form INFORMATION HEADING	Existing nomination form EXPLANATORY NOTES	Additional advice
		<ul style="list-style-type: none"> • More detailed topographical and other maps are to be included in other sections of the nomination document.
Criteria under which property is nominated (itemize criteria) (see Paragraph 77 of the <i>Operational Guidelines</i>)		<ul style="list-style-type: none"> • The criteria for which the property is being nominated should simply be listed together with a short statement of not more than 100 words per criteria.
Draft Statement of Outstanding Universal Value (text should clarify what is considered to be the Outstanding Universal Value embodied by the nominated property, approximately 1-2 page format)	According to the paragraph 155, the Statement of Outstanding Universal Value should be composed of: <ol style="list-style-type: none"> Brief synthesis Justification for Criteria Statement of Integrity (for all properties) Statement of authenticity for properties nominated under criteria (i) to (vi) Requirements for protection and management See format in Annex 10	<ul style="list-style-type: none"> • This statement should be the same as that under Section 3.3 of the nomination document. • The statement should be concise and sufficient to convey information about the most important features of the property. More detail can be provided in sections 3.1.a-3.1.e.
Name and contact information of official local institution / agency	Organization: Address: Tel: Fax: E-mail: Web address:	<ul style="list-style-type: none"> • The details sought should at least be for the lead agency contact point for the nomination in the State Party. • Details of the lead agency contact points at other levels within the State Party may also be provided (e.g. provincial or local governments). • For a serial national property, one lead contact agency should be cited. For transnational properties, each lead national agency should be cited.

Properties for inscription on the World Heritage List

Note: In preparing the nomination, States Parties should use this format but delete the explanatory notes.

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
1. Identification of the property	Together with Section 2, this is the most important section in the nomination. It must make clear to the Committee precisely where the property is located and how it is geographically defined. In the case of serial nominations, insert a table that shows the name of the component part, region (if different for different components), coordinates, area and buffer zone. Other fields could also be added (page reference or map number, etc.) that differentiate the several components.	<ul style="list-style-type: none"> This section of the nomination document provides factual information about the location and size of a nominated property. It should be short and concise. Particular attention should be given to the maps provided.
1.a Country (and State Party if different)		<ul style="list-style-type: none"> The country (or countries in the case of transboundary or transnational properties) that is nominating the property should simply be named. No information about the country is required.
1.b State, province or region		<ul style="list-style-type: none"> The state(s), province(s) or region(s) within which the nominated property lies should be named or listed. In the case of transboundary or transnational properties, include the country beside each state, province or region listed.
1.c Name of property	<p>This is the official name of the property that will appear in published material about World Heritage. It should be concise. Do not exceed 200 characters, including spaces and punctuation.</p> <p>In the case of serial nominations (see Paragraphs 137–140 of the <i>Operational Guidelines</i>), give a name for the ensemble (e.g. Baroque Churches of the Philippines). Do not include the name of the components of a serial nomination, which should be included in a table as part of 1.d and 1.f.</p>	<ul style="list-style-type: none"> The name of the property should make sense in terms of any existing local or national name for the property, and the character / values of the property. It may be better to use a recognized name rather than an invented one. Remember that the name will be used in promotion of the property in the future. The name of the property should be concise and not exceed 200 characters, including spaces and punctuation. Consultation at the national and local levels may be necessary to ensure that local language, culture and tradition are taken into consideration. In some cases, two joined names are chosen (e.g. Te Wahipounamu – South West New Zealand, and uKhahlamba / Drakensberg Park). For serial properties, one overall name should be chosen (e.g. Three Parallel Rivers Protected Areas, Tropical Rain - forest Heritage of Sumatra, Canadian Rocky Mountain Parks). For transboundary or transnational properties, the name of the property

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
1.d Geographical coordinates to the nearest second	<p>In this space provide the latitude and longitude coordinates (to the nearest second) or UTM coordinates (to the nearest 10 metres) of a point at the approximate centre of the nominated property. Do not use other coordinate systems. If in doubt, please consult the Secretariat.</p> <p>In the case of serial nominations, provide a table showing the name of each component part, its region (or nearest town as appropriate), and the coordinates of its centre point. Coordinate format examples:</p> <p>N 45° 06' 05" W 15° 37' 56" or UTM Zone 18 Easting: 545670 Northing: 4586750</p>	<p>must be agreed by both countries concerned, e.g. Uvs Nuur Basin (Mongolia and Russian Federation), and High Coast / Kvarken Archipelago (Finland and Sweden).</p> <ul style="list-style-type: none"> It is preferable not to use the names of many separate components but rather a name that captures the values of the whole property.

ID No.	Name of the component part	Region(s) / District(s)	Coordinates of the Central Point	Area of Nominated component of the Property (ha)	Area of the Buffer Zone (ha)	Map N°
001						
002						
003						
Etc.						
Total area (in hectares)				ha	ha	

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
<p>1.e Maps and plans, showing the boundaries of the nominated property and buffer zone</p>	<p>Annex to the nomination, and list below with scales and dates:</p> <p>(i) An original copy of a topographic map showing the property nominated, at the largest scale available which shows the entire property. The boundaries of the nominated property and buffer zone should be clearly marked. Either on this map, or an accompanying one, there should also be a record of the boundaries of zones of special legal protection from which the property benefits. Multiple maps may be necessary for serial nominations (see table in 1.d). The maps provided should be at the largest available and practical scale to allow the identification of topographic elements such as neighbouring settlements, buildings and routes in order to allow the clear assessment of the impact of any proposed development within, adjacent to, or on the boundary line.</p> <p>Care is needed with the width of boundary lines on maps, as thick boundary lines may make the actual boundary of the property ambiguous.</p> <p>Maps may be obtained from the addresses shown at the following Web page http://whc.unesco.org/en/mapagencies</p> <p>If topographic maps are not available at the appropriate scale, other maps may be substituted. All maps should be capable of being geo-referenced, with a minimum of three points on opposite sides of the maps with complete sets of coordinates. The maps, untrimmed, should show scale, orientation, projection, datum, property name and date. If possible, maps should be sent rolled and not folded.</p> <p>Geographic Information in digital form is encouraged if possible, suitable for incorporation into a GIS (Geographic Information System). In this case the delineation of the boundaries (nominated property and buffer zone) should be presented in vector form, prepared at the largest scale possible. The State Party is invited to contact the Secretariat for further information concerning this option.</p>	<ul style="list-style-type: none"> • The maps and plans (drawings) required for cultural heritage properties depend on the type of property and its history. They must portray aspects of the potential Outstanding Universal Value in some way. • The scale, detail and resolution of maps and plans should be sufficient to enable boundaries to be related to features, and for the context of the property to be easily understood. • Stylized maps with minimal schematic information do not meet the requirements. Large-scale topographic maps or cadastral plans (for cultural properties) are usually ideal, even if these are used as the base for information overlaid on top. • Where features of the property are indicated on maps / plans or in the written text, a consistent naming or coding system should be used to enable easy cross-reference between the map / plan and the written text. That is, a feature name used on a map should be the same as that used in the text. The language used on maps or plans should be either English or French. • It is recommended a map be provided identifying the location of the country (maximum A4 or 'letter' size). • It is recommended the location map of the property within the country be a maximum A4 or 'letter' size. • In addition, it is recommended a topographic map or a cadastral plan (for cultural properties) showing the entire nominated property, its boundaries and the buffer zone (maximum A4 or 'letter' size) be provided. This is the same map to be used in the Executive Summary. • It is essential that an original topographic map or a cadastral plan (for cultural properties) showing the nominated property, its boundaries and the buffer zone to the largest scale possible be provided. • Important features referred to in the text should be highlighted on maps or plans at a suitable scale, but not on the main map showing the proposed boundaries. • Where original base maps / plans are in colour, then colour versions should also be provided. • It is very important to prepare a good caption for the map showing the boundaries. The caption should identify

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>(ii) A location map showing the location of the property within the State Party,</p> <p>(iii) Plans and specially prepared maps of the property showing individual features are helpful and may also be annexed.</p> <p>To facilitate copying and presentation to the Advisory Bodies and the World Heritage Committee A4 (or "letter") size reduction and a digital image file of the principal maps should be included in the nomination text if possible.</p> <p>Where no buffer zone is proposed, the nomination must include a statement as to why a buffer zone is not required for the proper protection of the nominated property.</p>	<p>the <i>nominated property</i> and its <i>buffer zone</i> (if any) using the terminology of the <i>Operational Guidelines</i>. These boundaries should be clear and not confusing, such as with other linework on the map.</p> <ul style="list-style-type: none"> • In the case of some serial nominations, a location plan showing all components of the nomination should be provided, as well as individual location plans for components to enable components to be related to their surrounding region. For serial properties that cannot adequately fit on one A4 page, a number of A4 size maps should be provided to include: (i) one map showing the entire property, the location and distance between each component; and (ii) one or more maps showing each individual component and its buffer zone. • For serial national and transnational properties an original topographical map clearly marking the boundaries should be provided for each component of the property. • In the case of nominations proposing an extension to an existing property, it is useful to have a map showing the location of the original property in comparison to the location of the proposed extension. • Additional maps to illustrate specific values, features or issues can be provided in other sections, <i>not</i> the identification section, including: <ul style="list-style-type: none"> - Geological map – for properties nominated under criterion (viii); - Vegetation map – for properties nominated under criteria (ix) and (x); - Species distribution map – for properties nominated under criteria (ix) and (x); - Infrastructure or infrastructure proposals (e.g. road and road building, dams, future development, etc); and - Access map – to show major access routes within and adjacent to the property. • The basic maps in A4 size identifying the location and boundaries of the property should be included in the main document. Additional maps should usually be included in the annexes, be clearly marked and referred to in the text. A list of maps and where to find them should be included in Section 1.e. • A good way to present maps is in A3 size, folded over to fit within an A4 size document.

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
		<ul style="list-style-type: none"> • Maps should also be included in electronic form on an attached CD. • Topographic maps are essential for the nomination to be complete for non-urban properties. In the same way, cadastral plans are crucial for urban properties. Nominations which only include drawings, including computer drawn maps, will lead to a nomination being considered incomplete. • Any setting for the property (beyond the buffer zone) should also be indicated on a relevant map(s). See pages 85–86 of this manual.
<p>1.f Area of nominated property (ha) and proposed buffer zone (ha)</p> <p>Area of nominated property: _____ ha</p> <p>Buffer zone _____ ha</p> <p>Total _____ ha</p>	<p>In the case of serial nominations (see Paragraphs 137–140 of the <i>Operational Guidelines</i>), insert a table that shows the name of the component part, region (if different for different components), coordinates, area and buffer zone.</p> <p>The serial nomination table should also be used to show the size of the separate nominated areas and of the buffer zone(s).</p>	
2. Description		<ul style="list-style-type: none"> • It is recommended that this section of the nomination is completed after finalizing Section 3 – the justification for inscription. The description should expand on the justification for inscription and include the information and evidence supporting the conclusions which should be summarized in the justification, as well as other information that provides a complete picture of the nominated property. However care is needed that the description remains focused and is not too long.
2.a Description of property	<p>This section should begin with a description of the nominated property at the date of nomination. It should refer to all the significant features of the property.</p> <p>In the case of a cultural property this section will include a description of whatever elements make the property culturally significant. It could include a description of any building or buildings and their architectural style, date of construction, materials, etc. This section should also describe important aspects of the setting such as gardens, parks, etc. For a rock art site, for example, the description should refer to the rock art as well as the surrounding landscapes. In the case of an historic town or district,</p>	<ul style="list-style-type: none"> • The description should focus on those things which are associated with the potential Outstanding Universal Value of the property, as well as providing some general overview of the property. • The description should be sufficient to understand what has potential Outstanding Universal Value and its important characteristics. • A comprehensive, lengthy description of everything about the property is not necessary. • If the description is complex and very lengthy, it may be desirable to provide a summary description, with the detailed description included in an annex. • The description should focus on the nominated property whose boundaries

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>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.</p> <p>In the case of a natural property the account should deal with important physical attributes, geology, habitats, species and population size, 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.</p> <p>In the case of cultural landscapes, it will be necessary to produce a description under all the matters mentioned above. Special attention should be paid to the interaction of man and nature.</p> <p>The entire nominated property identified in Section 1 (Identification of the property) should be described. In the case of serial nominations (see Paragraphs 137–140 of the <i>Operational Guidelines</i>), each of the component parts should be separately described.</p>	<p>are identified in the previous section. Description of elements outside the property could be offered, if relevant in some way, but the description of such elements is best presented separately (e.g. by means of a subtitle such as 'Description of relevant elements outside the property').</p> <ul style="list-style-type: none"> Any setting for the property (beyond the buffer zone) should be discussed in this section. See pages 85–86 of this manual.
2.b History and development	<p>Describe how the property has reached its present form and condition and the significant changes that it has undergone, including recent conservation history.</p> <p>This should include some account of construction phases in the case of monuments, sites, buildings or groups of buildings. Where there have been major changes, demolitions or rebuilding since completion they should also be described.</p>	<ul style="list-style-type: none"> As with the description, the history should focus on providing the story relevant to the potential Outstanding Universal Value of the property, as well as providing some general historical context for the property. A comprehensive, lengthy history of everything about the property is not necessary. Such information can be included in an annex if necessary, or simply referenced. It may be important to place the story of the property in a world historical context, in which case some information should be provided. This may be summarized rather than detailed at length. Referencing the history is usually very important, as claims may rely on other sources of information which should be properly referenced and supportable. In the case of the development history of the property, it is often very helpful to provide diagrams illustrating stages in development. For example, in the case of a town of mixed age buildings, it is

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>In the case of a natural property, the account should cover significant events in history or pre-history that have affected the evolution of the property and give an account of its interaction with humankind. This will include changes in the use of the property and its natural resources for hunting, fishing or agriculture, or changes brought about by climatic change, floods, earthquake or other natural causes.</p> <p>Such information will also be required in the case of cultural landscapes, where all aspects of the history of human activity in the area need to be covered.</p>	<p>helpful to have illustrations showing which buildings relate to which historical period as discussed in the text.</p> <ul style="list-style-type: none"> • Other illustrations, such as maps, engravings or historical photographs can be used in the text. Ideally, these illustrations should help to explain some aspect of the story relating to the potential Outstanding Universal Value.
3. Justification for inscription ¹	<p>The justification should be set out under the following sections.</p> <p>This section must make clear why the property is considered to be of 'Outstanding Universal Value'.</p> <p>The whole of this section of the nomination should be written with careful reference to the requirements of the <i>Operational Guidelines</i>. It should not include detailed descriptive material about the property or its management, which are addressed in other sections, but should convey the key aspects that are relevant to the definition of the Outstanding Universal Value of the property.</p>	<p>The text in the following sections 3.1.a–3.1.e should contain more detailed information to support the text provided in the Draft Statement of Outstanding Universal Value.</p>
3.1.a Brief synthesis	<p>The brief synthesis should comprise (i) a summary of factual information and (ii) a summary of qualities. The summary of factual information sets out the geographical and historical context and the main features. The summary of qualities should present to decision-makers and the general public the potential Outstanding Universal Value that needs to be sustained, and should also include a summary of the attributes that convey its potential Outstanding Universal Value, and need to be protected, managed and monitored. The summary should relate to all stated criteria in order to justify the nomination. The brief synthesis thus encapsulates the whole rationale for the nomination and proposed inscription.</p>	<p>This text should contain more detailed information to support the text provided in the Draft Statement of Outstanding Universal Value.</p>
3.1.b Criteria under which inscription is proposed (and justification for inscription under these criteria)	<p>See Paragraph 77 of the <i>Operational Guidelines</i>.</p> <p>Provide a separate justification for each criterion cited.</p>	<ul style="list-style-type: none"> • See pages 60–61 of this manual. • The justification prepared under each criterion should be useful text in preparing the Statement of Outstanding Universal Value below.

1. See also paragraphs 132 and 133.

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	State briefly how the property meets those criteria under which it has been nominated (where necessary, make reference to the 'description' and 'comparative analysis' sections of the nomination, but do not duplicate the text of these sections) and describe for each criterion the relevant attributes.	<ul style="list-style-type: none"> • The justification is really the argument why the property meets a criterion. • This text should contain more detailed information to support the text provided in the Draft Statement of Outstanding Universal Value.
3.1.c Statement of Integrity	<p>The statement of integrity should demonstrate that the property fulfils the conditions of integrity set out in Section II.D of the <i>Operational Guidelines</i>, which describe these conditions in greater detail.</p> <p>The <i>Operational Guidelines</i> set out the need to assess the extent to which the property:</p> <ul style="list-style-type: none"> • includes all elements necessary to express its Outstanding Universal Value; • is of adequate size to ensure the complete representation of the features and processes which convey the property's significance; • suffers from adverse effects of development and/or neglect (Paragraph 88). <p>The <i>Operational Guidelines</i> provide specific guidance in relation to the various World Heritage criteria, which is important to understand (Paragraphs 89–95).</p>	<ul style="list-style-type: none"> • See pages 61–67 of this manual. • The rationale for the property boundary should be provided in this section. • This text should contain more detailed information to support the text provided in the Draft Statement of Outstanding Universal Value.
3.1.d Statement of Authenticity (for nominations made under criteria (i) to (vi))	<p>The statement of authenticity should demonstrate that the property fulfils the conditions of authenticity set out in Section II.D of the <i>Operational Guidelines</i>, which describe these conditions in greater detail.</p> <p>This section should summarise information that may be included in more detail in section 4 of the nomination (and possibly in other sections), and should not reproduce the level of detail included in those sections.</p> <p>Authenticity only applies to cultural properties and to the cultural aspects of 'mixed' properties.</p> <p>The <i>Operational Guidelines</i> state that 'properties may be understood to meet the conditions of authenticity if their cultural values (as recognized in the nomination criteria proposed) are truthfully and credibly expressed through a variety of attributes' (Paragraph 82).</p> <p>The <i>Operational Guidelines</i> suggest that the following types of attributes might</p>	<ul style="list-style-type: none"> • See pages 61–67 of this manual. • This text should contain more detailed information to support the text provided in the Draft Statement of Outstanding Universal Value.

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>be considered as conveying or expressing Outstanding Universal Value:</p> <ul style="list-style-type: none"> • form and design; • materials and substance; • use and function; • traditions, techniques and management systems; • location and setting; • language and other forms of intangible heritage; • spirit and feeling; and • other internal/external factors. 	
<p>3.1.e Protection and management requirements</p>	<p>This section should set out how the requirements for protection and management will be met, in order to ensure that the Outstanding Universal Value of the property is maintained over time. It should include both details of an overall framework for protection and management, and the identification of specific long term expectations for the protection of the property.</p> <p>This section should summarise information that may be included in more detail in section 5 of the nomination document (and also potentially in sections 4 and 6), and should not reproduce the level of detail included in those sections.</p> <p>The text in this section should first outline the framework for protection and management. This should include the necessary protection mechanisms, management systems and/or management plans (whether currently in place or in need of establishment) that will protect and conserve the attributes that carry Outstanding Universal Value, and address the threats to and vulnerabilities of the property. These could include the presence of strong and effective legal protection, a clearly documented management system, including relationships with key stakeholders or user groups, adequate staff and financial resources, key requirements for presentation (where relevant), and effective and responsive monitoring.</p> <p>Secondly this section needs to acknowledge any long-term challenges for the protection and management of the property and state how addressing these will be a long-term strategy. It will be relevant to refer to the most significant threats to the property, and to vulnerabilities and negative changes in</p>	<ul style="list-style-type: none"> • This text should contain more detailed information to support the text provided in the Draft Statement of Outstanding Universal Value.

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>authenticity and/or integrity that have been highlighted, and to set out how protection and management will address these vulnerabilities and threats and mitigate any adverse changes.</p> <p>As an official statement, recognised by the World Heritage Committee, this section of the Statement of Outstanding Universal Value should convey the most important commitments that the State Party is making for the long-term protection and management of the property.</p>	
3.2 Comparative Analysis	<p>The property should be compared with similar properties, whether on the World Heritage List or not. The comparison should outline the similarities the nominated property has with other properties and the reasons that make the nominated property stand out. The comparative analysis should aim to explain the importance of the nominated property both in its national and international context (see Paragraph 132 of the <i>Operational Guidelines</i>).</p> <p>The purpose of the comparative analysis is to show that there is room on the List using existing thematic studies and, in the case of serial properties, the justification for the selection of the component parts.</p>	<ul style="list-style-type: none"> • See pages 67–73 of this manual.
3.3 Proposed Statement of Outstanding Universal Value	<p>A Statement of Outstanding Universal Value is the official statement adopted by the World Heritage Committee at the time of inscription of a property on the World Heritage List. When the World Heritage Committee agrees to inscribe a property on the World Heritage List, it also agrees on a Statement of Outstanding Universal Value that encapsulates why the property is considered to be of Outstanding Universal Value, how it satisfies the relevant criteria, the conditions of integrity and (for cultural properties) authenticity, and how it meets the requirements for protection and management in order to sustain Outstanding Universal Value in the long-term.</p> <p>Statements of Outstanding Universal Value should be concise and are set out in a standard format. They should help to raise awareness regarding the value of the property, guide the assessment of its state of conservation and inform protection and management. Once adopted by the Committee, the Statement of Outstanding Universal Value is displayed</p>	<ul style="list-style-type: none"> • See pages 73–76 of this manual.

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>at the property and on the UNESCO World Heritage Centre's website.</p> <p>The main sections of a Statement of Outstanding Universal Value are the following:</p> <ol style="list-style-type: none"> Brief synthesis Justification for criteria Statement of integrity (for all properties) Statement of authenticity (for properties nominated under criteria i to vi) Requirements for protection and management. 	
4. State of conservation and factors affecting the property		
4.a Present state of conservation	<p>The information presented in this section constitutes the base-line data necessary to monitor the state of conservation of the nominated property in the future. Information should be provided in this section on the physical condition of the property, any threats to the OUV of the property and conservation measures at the property (see Paragraph 132 of the <i>Operational Guidelines</i>).</p> <p>For example, in a historic town or area, buildings, monuments or other structures needing major or minor repair works, should be indicated as well as the scale and duration of any recent or forthcoming major repair projects.</p> <p>In the case of a natural property, data on species trends or the integrity of ecosystems should be provided. This is important because the nomination will be used in future years for purposes of comparison to trace changes in the condition of the property.</p> <p>For the indicators and statistical benchmarks used to monitor the state of conservation of the property see Section 6 below.</p>	<ul style="list-style-type: none"> Information about the state of conservation should be realistic and not overstated or understated. Remember that the evaluation mission will visit the property and check on these aspects. Measures to protect the condition of a property must relate not only to features but also to the dynamic processes that contribute to the evolution of a property, in order to maintain the integrity of all relevant attributes. Where the state of conservation is complex, diagrams or annotated maps / plans may be useful in conveying this information. For example, in a town the condition of buildings may vary widely. Similarly, the extent of threats or conservation measures may be best portrayed using annotated maps/plans. This section should address the current situation of the property. Potential or future threats should be addressed in Section 4.b.
4.b Factors affecting the property	<p>This section should provide information on all the factors which are likely to affect or threaten the OUV of a property. It should also describe any difficulties that may be encountered in addressing such problems. Not all the factors suggested in this section are appropriate for all properties. They are indicative and are intended to assist the State Party to</p>	<ul style="list-style-type: none"> Note particularly the explanatory note which indicates that not all factors are relevant for all properties. Where factors are irrelevant, this should be simply explained without an attempt to address the factor in detail. This section should address potential or future threats to the Outstanding Universal Value of the property. Current

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	identify the factors that are relevant to each specific property.	<p>threats should be addressed in 4.a.</p> <ul style="list-style-type: none"> • Threats should only be those which are reasonable to predict or expect for a particular property, or which have been previously raised. • Nonetheless, accurate and frank information about such threats must be provided.
(i) Development pressures (e.g. encroachment, adaptation, agriculture, mining)	Itemize types of development pressures affecting the property, e.g. pressure for demolition, rebuilding or new construction; 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; damage caused by mining; the introduction of exotic species likely to disrupt natural ecological processes, creating new centres of population on or near properties so as to harm them or their settings.	
(ii) Environmental pressures (e.g. pollution, climate change, desertification)	List and summarize major sources of environmental deterioration affecting building fabric, flora and fauna.	<ul style="list-style-type: none"> • Sources of deterioration should only be listed if they are actually present and having a major impact.
(iii) Natural disasters and risk preparedness (earthquakes, floods, fires, etc.)	Itemize those disasters which present a foreseeable threat to the property and what steps have been taken to draw up contingency plans for dealing with them, whether by physical protection measures or staff training.	<ul style="list-style-type: none"> • The estimated frequency of such disasters and the likely scale of impact should be indicated. • Risk preparedness should be designed and resourced to meet the frequency and scale of impact. • Risk preparedness should deal with pre-disaster preparations, as well as response measures during and after the disaster. • The information sought should be summarized with references to other documents (e.g. contingency / disaster plans).
(iv) Responsible visitation at World Heritage sites	<p>Provide the status of visitation to the property (notably available baseline data; patterns of use, including concentrations of activity in parts of the property; and activities planned in the future).</p> <p>Describe projected levels of visitation due to inscription or other factors.</p> <p>Define the carrying-capacity of the property and how its management could be enhanced to meet the current or expected visitor numbers and related</p>	<ul style="list-style-type: none"> • The method for determining the carrying capacity should be briefly described. • The basis for predicting future visitor numbers should be outlined. • A realistic estimate of future visitor numbers is required, taking special note of the impact of World Heritage inscription. Inscription can often result in a substantial increase in visitor numbers. • Evidence should be presented or referenced to support conclusions about the capacity to absorb current or predicted future visitor numbers without adverse

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>development pressure without adverse effects.</p> <p>Consider possible forms of deterioration of the property due to visitor pressure and behaviour including those affecting its intangible attributes.</p>	<p>effects. A simple assertion is insufficient. In the case of current numbers, has there been any monitoring of impacts which can be referenced?</p> <ul style="list-style-type: none"> • Is there a visitor / tourism management plan for the property? Is it appropriate and effective? • The desired conditions for the visitor / tourist experience(s) to be described include the messages, techniques, qualities of the experience, and amenities available. This information might normally be included within a visitor / tourism management plan. A summary of key points from this plan may be included in the nomination dossier, and the plan annexed to the dossier. • Visitor / tourist numbers should be the latest annual numbers. • A property may not have different areas or zones, in which case the visitor / tourist numbers should simply be for the whole property.
<p>(v) Number of inhabitants within the property and the buffer zone</p> <p>Estimated population located within:</p> <p>Area of nominated property _____</p> <p>Buffer zone _____</p> <p>Total _____</p> <p>Year _____</p>	<p>Give the best available statistics or estimate of the number of inhabitants living within the nominated property and any buffer zone. Indicate the year this estimate or count was made.</p>	
<p>5. Protection and management of the property</p>	<p>This section of the nomination is intended to provide a clear picture of the legislative, regulatory, contractual, planning, institutional and/or traditional measures (see Paragraph 132 of the <i>Operational Guidelines</i>) and the management plan or other management system (Paragraphs 108–18 of the <i>Operational Guidelines</i>) that is in place to protect and manage the property as required by the World Heritage Convention. It should deal with policy aspects, legal status and protective measures and with the practicalities of day-to-day administration and management.</p>	<ul style="list-style-type: none"> • See pages 87–91 of this manual. • Effective protection is essential for World Heritage properties, and the nomination must demonstrate how this is both provided and implemented on the ground. • An effective management plan or documented system is expected at the time of nomination. • The principles of sustainable tourism management can be found in <i>Managing Tourism at World Heritage Sites: a Practical Manual for World Heritage Site Managers, World Heritage Manuals 1</i> (Pedersen, 2002).

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
5.a Ownership	Indicate the major categories of land ownership (including state, provincial, private, community, traditional, customary and non-governmental ownership, etc.).	<ul style="list-style-type: none"> In the case of complex properties, this information may best be provided in a table and portrayed in an annotated map / plan.
5.b Protective designation	<p>List the relevant legal, regulatory, contractual, planning, institutional and/or traditional status of the property: For example, national or provincial park; historic monument, protected area under national law or custom; or other designation.</p> <p>Provide the year of designation and the legislative act(s) under which the status is provided.</p> <p>If the document cannot be provided in English or French, an English or French Executive Summary should be provided highlighting the key provisions.</p>	<ul style="list-style-type: none"> In addition to a list, this information may be usefully portrayed in an annotated map / plan for complex properties. The rationale for the boundary of the buffer zone should be provided in this section.
5.c Means of implementing protective measures	Describe how the protection afforded by its legal, regulatory, contractual, planning, institutional and/or traditional status indicated in Section 5.b actually works.	<ul style="list-style-type: none"> There can be a considerable difference between the theoretical protection available and the actual protection achieved. Information about the actual situation is most important and should be provided. Evidence to support any claims should also be referenced.
5.d Existing plans related to municipality and region in which the proposed property is located (e.g. regional or local plan, conservation plan, tourism development plan)	<p>List the agreed plans which have been adopted with the date and agency responsible for preparation. The relevant provisions should be summarized in this section. A copy of the plan should be included as an attached document as indicated in Section 7.b.</p> <p>If the plans exist only in a language other than English or French, an English or French Executive Summary should be provided highlighting the key provisions.</p>	<ul style="list-style-type: none"> The status of the plans should also be indicated, along with an appraisal of their effectiveness. In addition, information should be provided about whether such plans are consistent with the protection, conservation and management of the property. The geographic or other scope of the plans should be indicated (e.g. does a plan deal with the whole of the property or only a certain part?).
5.e Property management plan or other management system	<p>As noted in Paragraph 132 of the <i>Operational Guidelines</i>, an appropriate management plan or other management system is essential and shall be provided in the nomination. Assurances of the effective implementation of the management plan or other management system are also expected. Sustainable development principles should be integrated into the management system.</p> <p>A copy of the management plan or documentation of the management system shall be annexed to the</p>	<ul style="list-style-type: none"> See pages 89–91 of this manual. Evidence of the effectiveness of the management plan / system should be provided, not simply assurances or assertions. The management plan / system must primarily manage for the protection and conservation of the potential Outstanding Universal Value. The management plan / system must deal with the real-world circumstances of the property, especially problems and issues.

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>nomination, in English or French as indicated in Section 7.b.</p> <p>If the management plan exists only in a language other than English or French, an English or French detailed description of its provisions shall be annexed. Give the title, date and author of management plans annexed to this nomination.</p> <p>A detailed analysis or explanation of the management plan or a documented management system shall be provided.</p> <p>A timetable for the implementation of the management plan is recommended.</p>	<ul style="list-style-type: none"> • In the case of serial or transnational properties, or complex properties with multiple plans / systems, the complementarity of the plans / systems should be demonstrated. Coordinated management of the separate components should be documented.
5.f Sources and levels of finance	Show the sources and level of funding which are available to the property on an annual basis. An estimate could also be given of the adequacy or otherwise of resources available, in particular identifying any gaps or deficiencies or any areas where assistance may be required.	
5.g Sources of expertise and training in conservation and management techniques	Indicate the expertise and training which are available from national authorities or other organizations to the property.	<ul style="list-style-type: none"> • An indication should be given of the actual expertise and training which are used at the property, in addition to that which may be available. • Expertise and training may exist within the dedicated management agency for the property, as well as from other organizations. • An appraisal should be given of the suitability and capacity of the expertise and training to meet the specific needs of the property.
5.h Visitor facilities and infrastructure	The section should describe the inclusive facilities available on site for visitors and demonstrate that they are appropriate in relation to the protection and management requirements of the property. It should set out how the facilities and services will provide effective and inclusive presentation of the property to meet the needs of visitors, including in relation to the provision of safe and appropriate access to the property. The section should consider visitor facilities that may include interpretation/explanation (signage, trails, notices or publications, guides); museum/exhibition devoted to the property, visitor or interpretation centre; and/or potential use of digital technologies and services (overnight accommodation; restaurant; car parking; lavatories; search and rescue; etc.).	<ul style="list-style-type: none"> • An appraisal should be given of the suitability and capacity of the facilities to meet the specific needs of the property. • Any conflicts between these facilities and the protection and conservation of the property should be noted.

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
5.i Policies and programmes related to the presentation and promotion of the property	This section refers to Articles 4 and 5 of the World Heritage Convention regarding the presentation and transmission to future generations of the cultural and natural heritage. States Parties are encouraged to provide information on the policies and programmes for the presentation and promotion of the nominated property.	<ul style="list-style-type: none"> • Only summary information is required. • Such policies and programmes might be incorporated in an interpretation plan or similar. • Information about resourcing for programmes and the effectiveness of policies and programmes should be provided. • Do the programmes actually present and promote the potential Outstanding Universal Value? • Are there conflicts between presentation / promotion and protection / conservation?
5.j Staffing levels and expertise (professional, technical, maintenance)	Indicate the skills and qualifications available needed for the good management of the property, including in relation to visitation and future training needs.	<ul style="list-style-type: none"> • Are the staffing levels adequate? • Are these skills and training appropriate to the values of the property?
6. Monitoring	This section of the nomination 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.a Key indicators for measuring state of conservation	<p>List in table form those key indicators that have been chosen as the measure of the state of conservation of the whole property (see Section 4.a above). Indicate the periodicity of the review of these indicators and the location where the records are kept. They could be representative of an important aspect of the property and relate as closely as possible to the Statement of Outstanding Universal Value (see Section 2.b above). Where possible they could be expressed numerically and where this is not possible they could be of a kind which can be repeated, for example by taking a photograph from the same point. Examples of good indicators are the:</p> <ul style="list-style-type: none"> (i) number of species, or population of a keystone species on a natural property; (ii) percentage of buildings requiring major repair in a historic town or district; (iii) number of years estimated to elapse before a major conservation programme is likely to be completed; (iv) stability or degree of movement in a particular building or element of a building; (v) rate at which encroachment of any kind on a property has increased or diminished. 	<ul style="list-style-type: none"> • The indicators must relate to the potential Outstanding Universal Value, and not simply be something that can be measured.

Existing nomination form			Additional advice
Indicator	Periodicity	Location of records	

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
6.b Administrative arrangements for monitoring property	Give the name and contact information of the agency(ies) responsible for the monitoring referenced in 6.a.	
6.c Results of previous reporting exercises	List, with a brief summary, earlier reports on the state of conservation of the property and provide extracts and references to published sources (for example, reports submitted in compliance with international agreements and programmes, e.g. Ramsar, MAB).	<ul style="list-style-type: none"> • In the case of problems noted or a poor state of conservation, the current situation or corrective action taken should be briefly indicated. • If there are still problems or a poor state of conservation, this should be reported in Section 4 above.
7. Documentation	This section of the nomination is the checklist of the documentation which shall be provided to make up a complete nomination.	
7.a Photographs and audiovisual image inventory and authorization form	<p>States Parties shall provide a sufficient number of recent images (prints, slides and, where possible, electronic formats, videos and aerial photographs) to give a good general picture of the property.</p> <p>Slides shall be in 35 mm format and electronic images in jpg format at a minimum of 300 dpi (dots per inch) resolution. If film material is provided, Beta SP format is recommended for quality assurances.</p> <p>This material shall be accompanied by the image inventory and photograph and audiovisual authorization form as set out below.</p> <p>At least one photograph that may be used on the public web page illustrating the property shall be included.</p> <p>States Parties are encouraged to grant to UNESCO, in written form and free of charge, the non-exclusive cession of rights to diffuse, to communicate to the public, to publish, to reproduce, to exploit, in any form and on any support, including digital, all or part of the images provided</p>	<ul style="list-style-type: none"> • Images should portray the potential Outstanding Universal Value of the property, as well as its context.

4 Writing and preparing the nomination file

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
	<p>and license these rights to third parties. The non-exclusive cession of rights does not impinge upon intellectual property rights (rights of the photographer / director of the video or copyright owner if different) and that when the images are distributed by UNESCO a credit to the photographer / director of the video is always given, if clearly provided in the form.</p> <p>All possible profits deriving from such cession of rights will go to the World Heritage Fund.</p>	

Existing nomination form								Additional advice
ID No.	Format (slide / print / video)	Caption	Date of photograph (mo/yr)	Photographer / director of video	Copyright owner (if different from photographer / director of video)	Contact details of copyright owner (name, address, tel / fax, and e-mail)	Non-exclusive cession of rights	

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
7.b Texts relating to protective designation, copies of property management plans or documented management systems and extracts of other plans relevant to the property	Attach the texts as indicated in Sections 5.b, 5.d and 5.e above.	
7.c Form and date of most recent records or inventory of property	Provide a straightforward statement giving the form and date of the most recent records or inventory of the property. Only records that are still available should be described.	
7.d Address where inventory, records and archives are held	Give the name and address of the agencies holding inventory records (buildings, monuments, flora or fauna species).	
7.e Bibliography	List the principal published references, using standard bibliographic format.	

Existing nomination form NOMINATION FORMAT	Existing nomination form EXPLANATORY NOTES	Additional advice
8. Contact information of responsible authorities	This section of the nomination will allow the Secretariat to provide the property with current information about World Heritage news and other issues.	
8.a Preparer Name: Title: Address: City, province / state, country: Tel: Fax: E-mail:	Provide the name, address and other contact information of the individual responsible for preparing the nomination. If an e-mail address cannot be provided, the information must include a fax number.	
8.b Official local institution / agency	Provide the name of the agency, museum, institution, community or manager locally responsible for the management of the property. If the normal reporting institution is a national agency, please provide that contact information.	
8.c Other local institutions	List the full name, address, telephone, fax and e-mail addresses of all museums, visitor centres and official tourism offices who should receive the free <i>World Heritage Newsletter</i> about events and issues related to World Heritage.	
8.d Official web address http:// Contact name: E-mail:	Please provide any existing official web addresses of the nominated property, indicate if such web addresses are planned for the future with the contact name and e-mail address.	
9. Signature on behalf of the State Party	The nomination should conclude with the signature of the official empowered to sign it on behalf of the State Party.	

4 Writing and preparing the nomination file

4.3 Extra tips

Review and revision

Having completed the nomination there are a number of useful steps that can help to ensure a good product:

- review and, if necessary, revise the Executive Summary to ensure it is consistent with the main nomination text;
- check the whole nomination to ensure the key messages are addressed and clearly expressed;
- have the nomination edited for consistency and style, especially if different parts of the nomination have been prepared by different authors. However, make sure important content is not lost or distorted;
- have the draft nomination peer reviewed, including by someone not closely involved with the property, and by someone who does not know anything about the country or its heritage. Address any questions raised by these reviews; and
- check the completeness of the nomination in accordance with Paragraph 132 of the *Operational Guidelines*.

Serial nominations

In the case of serial nominations, the amount of information to be included can be considerable as this is multiplied by the number of components which are part of the series (e.g. descriptions of each component). Including too much information can make the nomination difficult to read or understand.

Achieving the right balance of key information about each component is the challenge.

One option is to provide only summary information in the body of the nomination, with more detailed component information included in annexes referenced in the main text

KEY MESSAGE

Have the nomination peer reviewed.

5 Evaluation process

5.1 General

Following submission of the nomination dossier, with all the required copies, the evaluation process begins.

The first step is a check by the World Heritage Centre to ensure the completeness of the dossier. If it is considered to be incomplete, it will not be forwarded to the Advisory Bodies for evaluation, and must be completed for submission in the following year or later.

If the nomination is complete, it will be forwarded to the relevant Advisory Body(ies) for evaluation. During this process, the Advisory Bodies will evaluate whether or not the nominated property has potential Outstanding Universal Value, if it meets the conditions of integrity and/or authenticity, and meets the requirements for protection and management. Details of the ICOMOS and IUCN evaluation procedures are provided in Annex 6 of the *Operational Guidelines*, and these are also described below.

After an evaluation by the Advisory Bodies but before consideration of a nomination by the World Heritage Committee, the Advisory Bodies can send questions or request information from a State Party by 31 January of the year in which the nomination will be considered by the Committee (*Operational Guidelines*, Paragraph 149).

This information must be sent by 28 February for it to be considered by the Advisory Bodies. The *Operational Guidelines* formally prevent the Advisory Bodies from considering any information which is sent after this date.

States Parties are also able to write to the Chairperson of the Committee, before the Committee meeting, pointing out any factual errors in the Advisory Bodies' evaluation (*Operational Guidelines*, Paragraph 150).

It is important for States Parties to inform the World Heritage Centre about any developments affecting a nominated property during the evaluation. Such information may have an important impact on the evaluation.

The World Heritage Committee makes the decision about whether or not to inscribe a property. In making this decision, the Committee is assisted by a recommendation from the relevant Advisory Body(ies).

5.2 IUCN evaluation process

In carrying out the technical evaluation of nominations IUCN is guided by the *Operational Guidelines* of the Convention. The evaluation process is carried out over the period of one year, from the receipt of nominations by IUCN in April and the submission of the IUCN evaluation report to the World Heritage Centre in May of the following year. The process involves the following steps.

1. *Data assembly.* A standardized data sheet is compiled using the nomination document, the World Database on Protected Areas and other available reference material.
2. *External review.* The nomination is sent to independent experts knowledgeable about the property or its natural values, including members of WCPA, other IUCN specialist

commissions and scientific networks or NGOs working in the region (typically up to 100–150 external reviewers contribute each year).

3. *Field mission.* Missions involving one or more IUCN and external experts evaluate the nominated property on the ground and discuss the nomination with the relevant national and local authorities, local communities, NGOs and other stakeholders. Missions usually take place between May and November. In the case of mixed properties and certain cultural landscapes, missions are jointly undertaken with ICOMOS.
4. *IUCN World Heritage Panel Review.* The IUCN World Heritage Panel meets at least once per year, usually in December at IUCN Headquarters in Switzerland to examine each nomination. A second meeting or conference call is arranged as necessary, usually in the following March. The Panel intensively reviews the nomination dossiers, field mission reports, comments from external reviewers, the property data sheets and other relevant reference material, and provides its technical advice to IUCN and recommendations for each nomination. A final report is prepared and forwarded to the World Heritage Centre in May for distribution to the members of the World Heritage Committee.
5. *Final recommendations.* IUCN presents, with the support of images and maps, the results and recommendations of its evaluation process to the World Heritage Committee at its annual session in June or July, and responds to any questions. The World Heritage Committee makes the final decision on whether or not to inscribe the property on the World Heritage List.

It should be noted that IUCN seeks to develop and maintain a dialogue with the State Party throughout the evaluation process to allow the State Party every opportunity to supply all the necessary information and to clarify any questions or issues that may arise. For this reason, there are three occasions at which IUCN may request further information from the State Party. These are as follows.

- *Before the field mission* – IUCN sends the State Party, usually directly to the person organizing the mission in the host country, a briefing on the mission, in many cases raising specific questions and issues that should be discussed during the mission. This allows the State Party to properly prepare in advance.
- *Directly after the field mission* – Based on discussions during the field mission, IUCN may send an official letter requesting supplementary information before the IUCN World Heritage Panel meets in December, to ensure that the Panel has all the information necessary to make a recommendation on the nomination.
- *After the IUCN World Heritage Panel* – If the Panel finds some questions are still unanswered or further issues need to be clarified, a final letter will be sent to the State Party requesting supplementary information by a specific deadline. That deadline must be adhered to strictly in order to allow IUCN to complete its evaluation.

Note: If the information provided by the State Party at the time of nomination and during the mission is adequate, IUCN does not request supplementary information. It is expected that supplementary information will be in response to specific questions or issues, and should not include completely revised nominations or substantial amounts of new information.

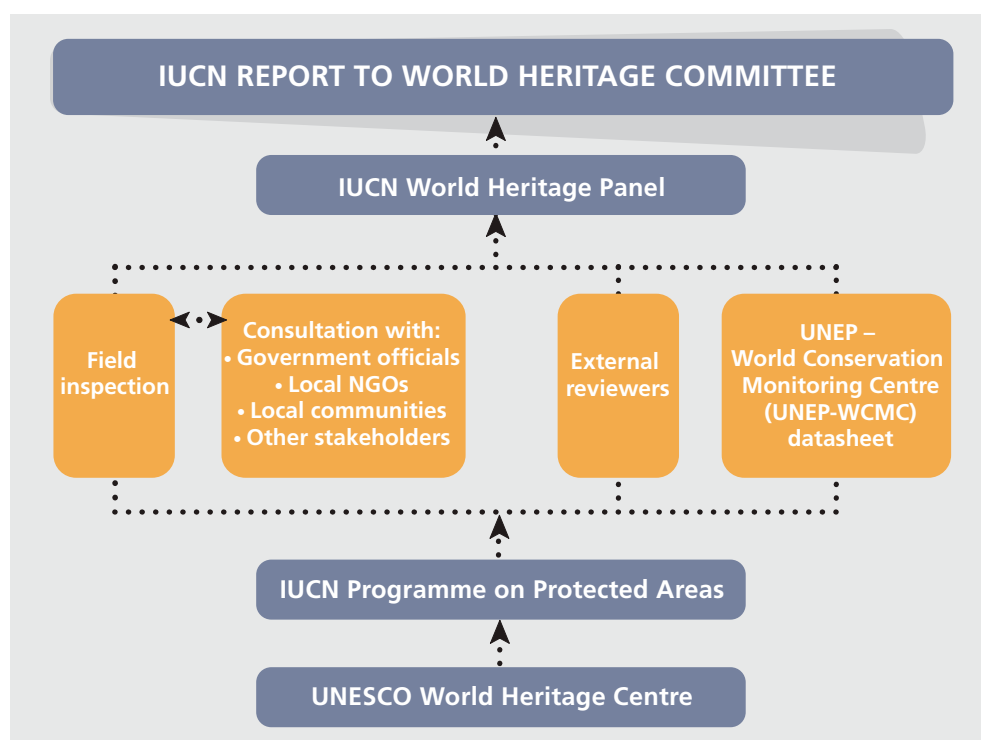
In the technical evaluation of nominated properties, the Udvardy biogeographical province concept is used for comparison of nominations with other similar properties. This method makes comparisons of natural properties more objective and provides a practical means of assessing similarity at the global level. At the same time, World Heritage properties are expected to contain special features, habitats and faunistic or floristic peculiarities that can also be compared on a broader biome basis. It is stressed that the biogeographical province

concept is used as a basis for comparison only and does not imply that World Heritage properties are to be selected solely on this criterion. In addition, global priority setting systems, such as Conservation International Biodiversity Hotspots, WWF Ecoregions, BirdLife International Endemic Bird Areas, IUCN/WWF Centres of Plant Diversity and the IUCN/SSC Habitat Classification, and the 2004 IUCN/UNEP-WCMC Review of the World Heritage Network are used to identify properties of global significance. The guiding principle is that World Heritage properties are only those areas of Outstanding Universal Value.

Finally, the evaluation process is aided by the publication of some twenty reference volumes on the world's protected areas published by IUCN, UNEP-WCMC and several other publishers. These include:

- reviews of *Protected Area Systems in Africa, Asia and Oceania*;
- a four-volume directory of *Protected Areas of the World*;
- a six-volume *Global Biodiversity Atlas* series;
- a three-volume directory of *Centres of Plant Diversity*;
- a three-volume directory of *Coral Reefs of the World*; and
- a four-volume synthesis on *A Global Representative System of Marine Protected Areas*.

These documents together provide system-wide overviews which allow comparison of the conservation importance of protected areas throughout the world.



5.3 ICOMOS evaluation process

In carrying out its evaluation of nominations of cultural properties, ICOMOS (International Council on Monuments and Sites) is guided by the *Operational Guidelines* (see Paragraph 148).

The evaluation process (see figure on page 125) involves consultation of the wide range of expertise represented by the membership of ICOMOS and its National and International

Committees, as well as the many other specialist networks with which it is linked. Members are also sent on expert missions to carry out confidential on-site evaluations. This extensive consultation results in the preparation of detailed recommendations that are submitted to the World Heritage Committee at its annual meetings.

Choice of experts

There is a clearly defined annual procedure for the submission of properties to the World Heritage List. Once new nominations have been checked for completeness by the UNESCO World Heritage Centre, the nomination dossiers are then delivered to ICOMOS, where they are handled by the ICOMOS World Heritage Secretariat. The first action involved is the choice of the experts who are to be consulted. This involves two separate groups. First, there are those who can advise on the Outstanding Universal Value of the nominated property. This is essentially a 'library' exercise for specialist academics, and may sometimes involve non-ICOMOS members, in cases where there is no adequate expertise within the ICOMOS membership on a specific topic: an example is the occasional nomination of fossil hominid sites, where the services of specialist palaeontologists are required.

The second group of experts comprises those with practical experience of the management, conservation and authenticity aspects of individual properties, who are required to carry out site missions. The process of selecting these experts makes full use of the ICOMOS network. The advice of International Scientific Committees and individual members is sought, as is that of specialist bodies with whom ICOMOS has partnership agreements, such as the International Committee for the Conservation of the Industrial Heritage (TICCIH), the International Federation of Landscape Architects (IFLA), and the International Committee for the Documentation and Conservation of Monuments and Sites of the Modern Movement (Docomomo).

Site missions

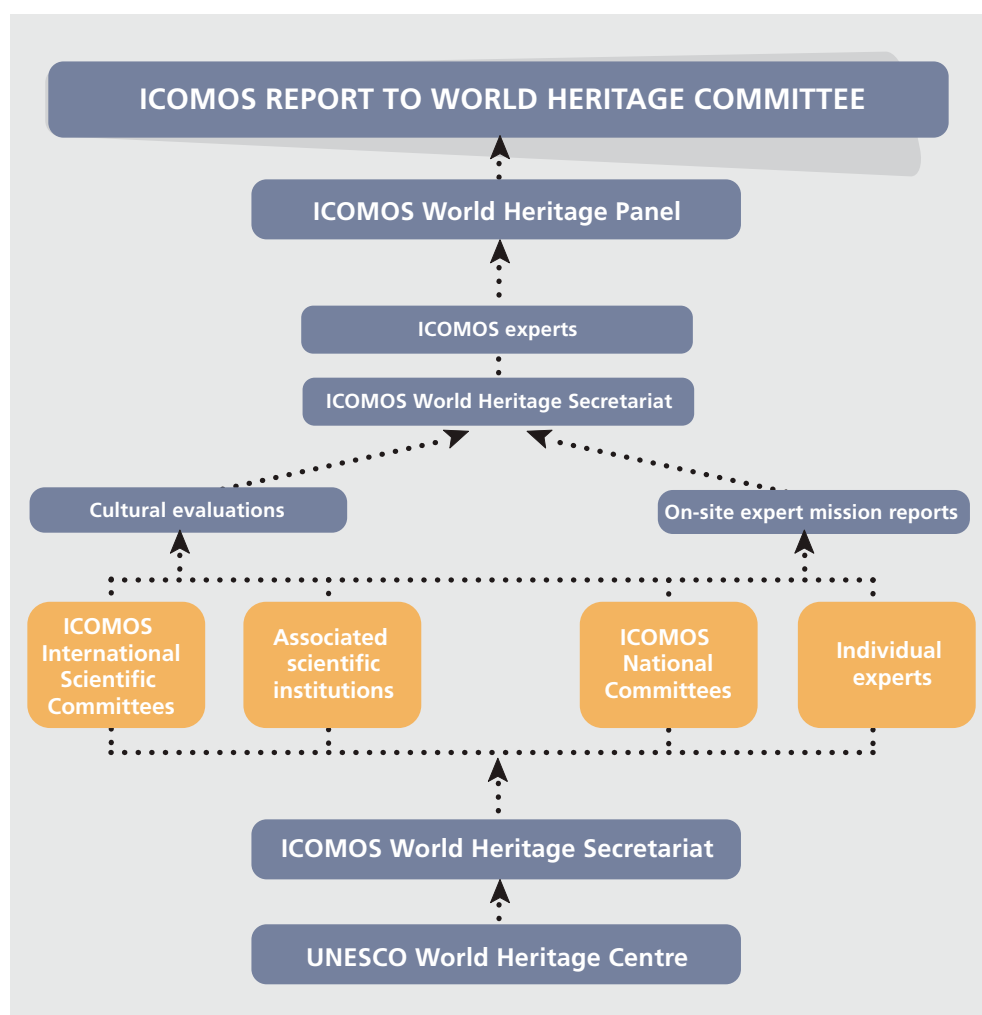
In selecting experts to carry out on-site evaluation missions, the policy of ICOMOS is wherever possible to choose someone from the region in which the nominated property is located. Such experts are required to be experienced in heritage management and conservation: they are not necessarily high academic experts in the type of property. They are expected to be able to talk to site managers on a basis of professional equality and to make informed assessments of management plans, conservation practices, visitor handling, etc. They are provided with detailed briefings, which include copies of the relevant information from the dossiers. The dates and programmes of their visits are agreed in consultation with States Parties, who are requested to ensure that ICOMOS evaluation missions are given a low profile so far as the media are concerned. ICOMOS experts submit their reports in confidence to the Executive Committee on practical aspects of the properties concerned, and premature publicity can cause embarrassment both to ICOMOS, the State Party concerned, and to the World Heritage Committee.

World Heritage Panel

The two types of report (cultural assessment and site mission report) that emerge from these consultations are received by the ICOMOS Secretariat in Paris, and from them a draft evaluation is prepared. This contains a brief description and history of the property, summaries of its legislative protection, management and state of conservation, comments on these aspects, and draft recommendations to the World Heritage Committee. Draft evaluations are then presented to a two or three-day meeting of the ICOMOS World Heritage Panel. The Panel comprises the members of the Executive Committee, who come from all parts of the world and possess a wide range of skills and experience. The Executive Committee

members are supplemented by experts in certain categories of heritage that figure on the annual list of nominations but which are not represented on the Committee. Depending on the characteristics of the nominations received, ICOMOS might also invite representatives of TICCIH and Docomomo to join the Panel.

The Panel works under conditions of confidentiality, guided by the ICOMOS Policy Document (available from the ICOMOS website). Each nominated property is the subject of a 10–15 minute illustrated presentation by a representative of ICOMOS, followed by discussion. Following the objective and exhaustive examination of the nominations, the collective recommendations of ICOMOS are prepared, and the evaluations are revised and printed, for presentation to the World Heritage Committee.



Bibliography

General

Badman, T., Bomhard, B. and Dingwall, P. 2008. *World Heritage Nominations for Natural Properties: A Resource Manual for Practitioners*. Gland, Switzerland, IUCN.

Cameron, C. 2005. *Background Paper for the Special Expert Meeting of the World Heritage Convention: The Concept of Outstanding Universal Value*. Kazan, Republic of Tatarstan, Russian Federation.

cmsdata.iucn.org/downloads/kazan_abs_english.pdf

de Merode, E., Smeets, R. and Westrik, C. 2004. *Linking Universal and Local Values: Managing a Sustainable Future for World Heritage*. Paris, UNESCO World Heritage Centre. (World Heritage Papers 13.)

<http://whc.unesco.org/en/series/> (English web page)

<http://whc.unesco.org/fr/series/> (French web page)

Dingwall, P., Weighell, T. and Badman, T. 2005. *Geological World Heritage: A Global Framework*. Gland, Switzerland, IUCN.

Engels, B., Ohnesorge, B. and Burmester, A. (eds). 2009. *Nominations and Management of Serial Natural World Heritage Properties – Present Situation, Challenges and Opportunities*. Proceedings of a workshop organized by the German Federal Agency for Nature Conservation (BfN) in cooperation with the UNESCO World Heritage Centre and IUCN, November 26–30 2008.

Hockings, M., James, R., Stolton, S., Dudley, N., Mathur, V., Makombo, J., Courrau, J. and Parrish, J. 2008. *Enhancing Our Heritage Toolkit, Assessing Management Effectiveness of Natural World Heritage Sites*. Paris, UNESCO World Heritage Centre. (World Heritage Papers 23.)

<http://whc.unesco.org/en/series/> (English web page)

<http://whc.unesco.org/fr/series/> (French web page)

ICOMOS. 1965. *International Charter for the Conservation and Restoration of Monuments and Sites (The Venice Charter 1964)*. Paris, ICOMOS.

http://www.icomos.org/venice_charter.html

ICOMOS. 2005a. *The World Heritage List: Filling the Gaps – An Action Plan for the Future*. Paris, ICOMOS.

http://www.international.icomos.org/world_heritage/gaps.pdf (English web page)

http://www.international.icomos.org/world_heritage_fre/whlgaps.htm (French web page)

ICOMOS. 2005b. *Xi'an Declaration on the Conservation of the Setting of Heritage Structures, Sites and Areas*.

<http://www.international.icomos.org/charters/xian-declaration.pdf>

ICOMOS. 2008. *Compendium on Standards for the Inscription of Cultural Properties to the World Heritage List*.

whc.unesco.org/en/sessions/32COM/documents/

IUCN. 2000. *World Heritage and Mining*.

<http://unesdoc.unesco.org/images/0012/001231/123112e.pdf>

Bibliography

IUCN. 2003. *World Heritage in the Boreal Zone*. Available at the IUCN website.

IUCN. 2004. *Review of the World Heritage Network: Biogeography, Habitats and Biodiversity: A Contribution to the Global Strategy for World Heritage Natural Sites*. Available at the IUCN website.

IUCN. 2005a. *Enhancing the IUCN Evaluation Process of World Heritage Nominations: A Contribution to Achieving a Credible and Balanced World Heritage List*. Available at the IUCN website.

IUCN. 2005b. *World Heritage Thematic Study for Central Asia: A Regional Overview*. Available at the IUCN website.

IUCN. 2006. *The World Heritage List: Guidance and Future Priorities for Identifying Natural Heritage of Potential Outstanding Universal Value*. Available at the IUCN website.

IUCN. 2007. *Harmonisation of Tentative Lists in Central, Eastern and South-Eastern Europe*. Available at the IUCN website.

IUCN. 2008a. *Management Planning for Natural World Heritage Properties, A Resource Manual for Practitioners*, interim version. IUCN Programme on Protected Areas. (IUCN World Heritage Studies 5.) Available at the IUCN website.

IUCN. 2008b. *Outstanding Universal Value – Standards for Natural World Heritage, A Compendium on Standards for Inscriptions of Natural Properties on the World Heritage List*. Available at the IUCN website.

IUCN. 2008c. *World Heritage and Protected Areas*. Available at the IUCN website.

IUCN. 2008d. *World Heritage Caves and Karst*. Available at the IUCN website.

IUCN. 2009. *Serial Natural World Heritage Properties*. Available at the IUCN website.

Jokilehto, J. 2008. *The World Heritage List. What is OUV? Defining the Outstanding Universal Value of Cultural World Heritage Properties*. Paris, ICOMOS. (Monuments and Sites XVI.) <http://www.international.icomos.org/publications/index.html>

Magin, C. and Chape, S. 2004. *Review of the World Heritage Network: Biogeography, Habitats and Biodiversity*. IUCN/UNEP-WCMC.

Martin, O. and Piatti, G. (eds). 2009. *World Heritage and Buffer Zones, International Expert Meeting on World Heritage and Buffer Zones, Davos, Switzerland, 11–14 March 2008*. Paris, UNESCO World Heritage Centre. (World Heritage Papers 25.) <http://whc.unesco.org/en/series/> (English web page)
<http://whc.unesco.org/fr/series/> (French web page)

Pedersen, A. 2002. *Managing Tourism at World Heritage Sites: a Practical Manual for World Heritage Site Managers*. Paris, UNESCO World Heritage Centre. (World Heritage Manuals 1.) <http://whc.unesco.org/en/series/> (English web page)
<http://whc.unesco.org/fr/series/> (French web page)

Bibliography

UNESCO. 1972. *Convention concerning the Protection of the World Cultural and Natural Heritage*. (World Heritage Convention).

<http://whc.unesco.org/en/conventiontext/> (English web page)

<http://whc.unesco.org/fr/conventiontexte/> (French web page)

UNESCO. 2003. *Convention for the Safeguarding of Intangible Cultural Heritage*.

<http://www.unesco.org/culture/ich/index.php?lg=en&pg=00022> (English web page)

<http://www.unesco.org/culture/ich/index.php?lg=fr&pg=00022> (French web page)

UNESCO World Heritage Centre. Tentative Lists.

<http://whc.unesco.org/en/tentativelists/> (English web page)

<http://whc.unesco.org/fr/listesindicatives/> (French web page)

UNESCO World Heritage Centre. World Heritage List.

<http://whc.unesco.org/en/list/> (English web page)

<http://whc.unesco.org/fr/list/> (French web page)

UNESCO World Heritage Centre. 1994. *Nara Document on Authenticity*.

http://www.international.icomos.org/charters/nara_e.htm

(Also reproduced as Annex 4 of *Operational Guidelines*.)

UNESCO World Heritage Centre. 2005. *Vienna Memorandum on World Heritage and Contemporary Architecture – Managing the Historic Urban Landscape*.

whc.unesco.org/archive/2005/whc05-15ga-inf7e.doc

UNESCO World Heritage Centre. 2011. *Operational Guidelines for the Implementation of the World Heritage Convention*.

<http://whc.unesco.org/en/guidelines/> (English web page)

<http://whc.unesco.org/fr/> (French web page)

UNESCO World Heritage Centre / Government of the Netherlands. 1998. *Report of the World Heritage Global Strategy Natural and Cultural Heritage Expert Meeting*, 25 to 29 March 1998, Amsterdam, the Netherlands.

UNESCO World Heritage Centre / ICCROM. 2004. *Monitoring World Heritage*. (World Heritage Papers 10.)

http://www.international.icomos.org/world_heritage/gaps.pdf (English web page)

http://www.international.icomos.org/world_heritage_fre/whlgaps.htm (French web page)

Additional sources of information for global comparative analyses for natural properties and the review and update of Tentative Lists

IUCN Technical and Thematic Studies

- *The World's Greatest Natural Areas: an indicative inventory of natural sites of World Heritage Quality* (1982).
- *Earth's Geological History: a contextual framework for assessment of World Heritage fossil site nominations* (1994).
- *A Global Overview of Wetland and Marine Protected Areas on the World Heritage List* (1997).

Bibliography

- *A Global Overview of Forest Protected Areas on the World Heritage List* (1997).
- *A Global Overview of Human Use of World Heritage Natural Sites* (1997).
- *A Global Overview of Protected Areas on the World Heritage List of Particular Importance for Biodiversity* (2000).
- *Which Oceanic Islands Merit World Heritage Status?* (1991).
- *Report of the Working Group on Application of the World Heritage Convention to Islands of the Southern Ocean* (1992).
- *Future Directions for Natural World Heritage Sites in East and Southeast Asia. Filling the Biome Gaps: a thematic approach to achieving biodiversity conservation through World Heritage*, Les Molloy (2000).
- *Potential Natural World Heritage Sites in Europe*, Lars-Erik Esping (1998).
- *A Global Representative System of Marine Protected Areas*, World Bank / IUCN, 4 vols (1995).

Reports from selected regional meetings and UNESCO World Heritage initiatives to identify potential natural World Heritage sites

- Task force to select a global inventory of fossil sites (1991).
- Nordic World Heritage – proposals for new areas for the UNESCO World Heritage List (1996).
- Identification of potential World Heritage sites in Arab countries (1999).
- Tropical forests (Berastagi meeting report, 1998).
- Identification of World Heritage properties in the Pacific (1999).
- Regional workshop on the nomination of World Heritage sites, Mozambique (2000).
- Seminar on natural heritage in the Caribbean, Suriname (2000).
- Central Asian meeting (2000).
- Karst sites in East and South East Asia (2001).
- Alpine Arc meetings (2000–2001).
- Tropical marine and coastal sites (Viet Nam workshop, 2002).
- Boreal forest protected areas (Russian Federation, October 2003).

References

BirdLife International. 1998. *Endemic Bird Areas of the World: Priorities for Biodiversity Conservation*. Cambridge, UK, BirdLife International.

BirdLife International. 2000. *Threatened Birds of the World*. Barcelona/Cambridge, Lynx Edicions/BirdLife International.

Hillary, A., Kokkonen, M. and Max, L. (eds). 2003. *Proceedings of the World Heritage Marine Biodiversity Workshop*. Paris, UNESCO World Heritage Centre. (World Heritage Papers 4.)

ICOMOS. 2004. *ICOMOS Analysis of the World Heritage List and Tentative Lists and Follow-Up Action Plan*. Paris, ICOMOS.

IUCN. 1997. *World Heritage Special Issue. PARKS*, Vol. 7, No. 2.

IUCN. 2004. *The World Heritage List: Future Priorities for a Credible and Complete List of Natural and Mixed Sites*. Gland, Switzerland, IUCN Protected Areas Programme.

Bibliography

Miklos, D. F. and Udvardy, M. 1975. *A Classification of the Biogeographical Provinces of the World – Prepared as a contribution to UNESCO's Man and the Biosphere Programme*. Morges, Switzerland, IUCN. (Occasional Paper No. 18.)

Smith, G. and Jakubowska, J. 2000. *A Global Overview of Protected Areas on the World Heritage List of Particular Importance for Biodiversity*. Cambridge, UK, UNEP World Conservation Monitoring Centre.

Thorsell, J., Ferster Levy, R. and Sigaty, T. 1997. *A Global Overview of Wetland and Marine Protected Areas on the World Heritage List*. Gland, Switzerland, IUCN Natural Heritage Programme.

Thorsell, J. and Hamilton, L. 2002. *A Global Overview of Mountain Protected Areas on the World Heritage List*. Gland, Switzerland, IUCN Protected Areas Programme.

Thorsell, J. and Sigaty, T. 1997a. *A Global Overview of Forest Protected Areas on the World Heritage List*. Gland, Switzerland, IUCN Natural Heritage Programme.

Thorsell, J. and Sigaty, T. 1997b. *Human Use of World Heritage Natural Sites: A Global Overview*. Gland, Switzerland, IUCN Natural Heritage Programme.

UNEP-WCMC. 1992. *Global Biodiversity: Status of the Earth's Living Resources*. London, Chapman & Hall/World Conservation Monitoring Centre.

UNEP-WCMC. 2004. *Review of the World Heritage Network: Biogeography, Habitats and Biodiversity*. Cambridge, UK, UNEP World Conservation Monitoring Centre

Wells, R. T. 1996. *Earth's Geological History: A Contextual Framework for Assessment of World Heritage Fossil Site Nominations*. Gland, Switzerland, IUCN Natural Heritage Programme.

WWF / IUCN. 1994. *Centres of Plant Diversity: A Guide and Strategy for their Conservation – Volume 1*. 3 vols. Cambridge, UK, IUCN Publications Unit.

Contact information

Name and address	Brief details	Responsibilities within the Convention
ICCROM Via di S. Michele, 13 I-00153 Rome Italy Tel: +39 06 585-531 Fax: +39 06 5855-3349 E-mail: iccrom@iccrom.org http://www.iccrom.org	ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental organization with headquarters in Rome, Italy. Established by UNESCO in 1956, ICCROM's statutory functions are to carry out research, documentation, technical assistance, training and public awareness programmes to strengthen conservation of immovable and movable cultural heritage.	The specific role of ICCROM in relation to the Convention includes: <ul style="list-style-type: none"> • being the priority partner in training for cultural heritage, • monitoring the state of conservation of World Heritage cultural properties, • reviewing requests for International Assistance submitted by States Parties, and • providing input and support for capacity-building activities.
ICOMOS 49-51, rue de la Fédération 75015 Paris France Tel: +33 (0)1 45 67 67 70 Fax: +33 (0)1 45 66 06 22 E-mail: secretariat@icomos.org http://www.icomos.org	ICOMOS (International Council on Monuments and Sites) is a non-governmental organization with headquarters in Paris, France. Founded in 1965, its role is to promote the application of theory, methodology and scientific techniques to the conservation of the architectural and archaeological heritage. Its work is based on the principles of the 1964 International Charter on the Conservation and Restoration of Monuments and Sites (the Venice Charter).	The specific role of ICOMOS in relation to the Convention includes: <ul style="list-style-type: none"> • evaluation of properties nominated for inscription on the World Heritage List, • monitoring the state of conservation of World Heritage cultural properties, • reviewing requests for International Assistance submitted by States Parties, and • providing input and support for capacity-building activities.
IUCN Rue Mauverney 28 CH-1196 Gland Switzerland Tel: +41 (22) 999-0000 Fax: +41 (22) 999-0002 E-mail: worldheritage@iucn.org http://www.iucn.org	IUCN (International Union for Conservation of Nature) was founded in 1948 and brings together national governments, NGOs, and scientists in a worldwide partnership. Its mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable. IUCN has its headquarters in Gland, Switzerland.	The specific role of IUCN in relation to the Convention includes: <ul style="list-style-type: none"> • evaluation of properties nominated for inscription on the World Heritage List, • monitoring the state of conservation of World Heritage natural properties, • reviewing requests for International Assistance submitted by States Parties, and • providing input and support for capacity-building activities.
UNESCO World Heritage Centre 7, place de Fontenoy 75352 Paris 07 SP France Tel: +33 (0)1 45 68 18 76 Fax: +33 (0)1 45 68 55 70 E-mail: wh-info@unesco.org http://whc.unesco.org	Established in 1992, the World Heritage Centre is the focal point and coordinator within UNESCO for all matters relating to World Heritage. Ensuring the day-to-day management of the Convention, the Centre organizes the annual sessions of the World Heritage Committee, provides advice to States Parties in the preparation of site nominations, organizes international assistance from the World Heritage Fund upon request, and coordinates both the reporting on the condition of sites and the emergency action undertaken when a site is threatened. The Centre also organizes technical seminars and workshops, updates the World Heritage List and database, develops teaching materials to raise awareness among young people of the need for heritage preservation, and keeps the public informed of World Heritage issues.	



For more information contact:
UNESCO World Heritage Centre

7, place de Fontenoy
75352 Paris 07 SP France
Tel: 33 (0)1 45 68 18 76
Fax: 33 (0)1 45 68 55 70
E-mail: wh-info@unesco.org
<http://whc.unesco.org>

