

APPENDIX A

INSTRUCTIONS FOR PREPARING U.S. WORLD HERITAGE NOMINATIONS

Introduction

Following these introductory pages is an expanded and annotated version of the latest official *Format* and *Explanatory Notes* for World Heritage Nominations, as approved by the World Heritage Committee in 2004, which appears as **Annex 5** to the *Operational Guidelines* and also at <http://whc.unesco.org/en/nominationform>. The version appearing here has been adapted specifically for use with U.S. properties and also includes information extracted from *Operational Guidelines Section IIIA-C—Paragraphs 120-139*. (NOTE: Because of successive generations of changes and additions to the content required and in the order and naming of the elements and subelements, great care will need to be exercised in comparing nominations prepared using this *Format* with those for sites nominated before 2005.)

The World Heritage nomination *Format*, the international regulations (*Operational Guidelines for the Implementation of the World Heritage Convention*)(*Appendix B*), and the national regulations (*U.S. World Heritage Program Regulations*) (*Appendix C*) use numerous technical terms. Although an effort has been made to explain the terms used as clearly as possible within the text, the reader should refer to the *World Heritage Glossary* (*Appendix D*) and the U.S. program regulations (*Appendix C, Section 73.3*) for official legal definitions.

CAUTION: Although volunteer efforts have been helpful to the U.S. World Heritage Program, please, to avoid waste of effort, do not begin completing a World Heritage nomination until it is reasonably certain that the prerequisites for nomination (*see Chapter II*) can be met **and** that the Assistant Secretary for Fish and Wildlife and Parks will consider the nomination. Consult with the World Heritage Program Officer in the National Park Service's Office of International Affairs to discuss in advance the status of any proposed nomination and whether it is advisable for you to begin work:

World Heritage Program Officer
National Park Service
Office of International Affairs (0050)
Washington, DC 20240
202-354-1803

General Guidelines

Purposes

A World Heritage nomination serves two main purposes:

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

Secondly, it is to provide basic data about the property, which can be revised and brought up to date incrementally and periodically in order to record the changing circumstances and state of conservation of the property.

General Editorial and Writing Guidelines

Make information as precise and specific as possible. Quantify information when possible and reference it fully. Endeavor to ensure its scientific and scholarly accuracy.

Documents should be concise and written in a straightforward scientific writing style to minimize the difficulty of translation. Avoid in particular long historical and descriptive accounts of properties and events, especially such accounts as are readily available in published sources; these can be referenced and included in the **Bibliography**. (**Section 7e below**).

Support expressions of opinion by referring to the authority on which they are made and the verifiable facts which support them, using a consistent system of footnotes to explain or document them.

Sourcebooks and Background Material for World Heritage Nominations

Because U.S. cultural sites proposed for World Heritage nomination must be either Federal properties designated as nationally significant or have been previously designated as National Historic Landmarks, their nominations for such status, which are compiled on a somewhat similar form (National Register of Historic Places Nomination Form), provide considerable material that can be useful in drafting a World Heritage nomination. The preparer is advised to obtain from the National Park Service the text of the National Register nomination form for the property and to review sections of the National Park Service's *How to Prepare National Historic Landmark Nominations* that correspond to those in this *Format*.

For a U.S. natural area being proposed for nomination, the preparer should obtain the corresponding National Natural Landmark study and also consult any site inventory at the World Conservation Monitoring Centre's databases (at www.unep-wcmc.org).

Also consult the Office of International Affairs and/or the World Heritage Centre files to obtain samples of nominations of similar listed sites in the U.S. and elsewhere in the world that may be helpful in preparing the nomination. Some, but not all, of the nominations of the 812 sites listed as of 2005 are available at various places on the Internet. However, copies of the World Heritage Committee Advisory Body reviews of the sites, which will also be helpful, are available at whc.unesco.org/pg.cfm/cid=31, as are the texts of the World Heritage Committee decisions on the sites (at whc.unesco.org/pg.cfm/cid=60)

Editorial Style

References, including footnotes and Bibliography, should follow a consistent format.

Use the metric system for all distances, sizes, and volume dimensions, providing English equivalents following in parentheses.

Use common names for plant and animal species, when such exist, with the Latin genus and species following in parentheses.

Requirement for Inclusion of Nominated Properties in Tentative Lists

The *U.S. World Heritage Program Regulations* and the World Heritage Committee's *Operational Guidelines* require that **all** nominated sites be included in the U.S. Tentative List before nomination. (For the U.S., the Tentative List was formerly known as the "Indicative Inventory of Potential World Heritage Nominations.") The 1982 version appears as Appendix

F in the *Guide to the U.S. World Heritage Program*. It has been published in the *Federal Register* (47 FR 19648, as amended by 48 FR 38101 and 55 FR 33781) and is also available on the Internet at www.nps.gov/worldheritage/list1.htm.

Additions to the Tentative List are accomplished through the process described in Chapter II of the *Guide* and in Section 73.7 of the *U.S World Heritage Program Regulations (Appendix C)*. **(The preparation of a new U.S. Tentative List was being undertaken in late 2005.)**

Specific Requirements for Nomination of Certain Types of Properties

Transboundary properties

A nominated property may occur:

- a) on the territory of a single State Party (i.e., country), or
- b) on the territory of all concerned States Parties having adjacent borders (transboundary property).

Wherever possible, transboundary nominations should be prepared and submitted by States Parties jointly in conformity with Article 11.3 of the Convention. It is highly recommended that the States Parties concerned establish a joint management committee or similar body to oversee the management of the whole of a transboundary property.

Extensions to an existing World Heritage property located in one State Party may be proposed to become transboundary properties.

Serial properties

Serial properties will include component parts related because they belong to:

- a) the same historico-cultural group;
 - b) the same type of property which is characteristic of the geographical zone;
 - c) the same geological, geomorphological formation, the same biogeographic province, or the same ecosystem type;
- and provided it is the series as a whole – and not necessarily the individual parts of it – which are of outstanding universal value.

A serial nominated property may occur:

- a) on the territory of a single State Party (serial national property); or
- b) within the territory of different States Parties, which need not be contiguous and is nominated with the consent of all States Parties concerned (serial transnational property)

Serial nominations, whether from one State Party or more, may be submitted for evaluation over several nomination cycles, provided that the first property nominated is of outstanding universal value in its own right. States Parties planning serial nominations phased over several nomination cycles are encouraged to inform the Committee of their intention in order to ensure better planning.

Technical Requirements

Required Format:

All nominations to the World Heritage List must follow this *Format*, which, with *Explanatory Notes*, was adopted by the World Heritage Committee in 2004. The next section of this *Guidebook* follows the order and numbering scheme of the *Format* for ease of use by those who are preparing U.S. World Heritage nominations. The *Explanatory Notes* have been revised and expanded here. (*Earlier forms, prepared using a different format, do not correspond fully.*)

Also, in order to eliminate confusion, nominations should provide information under every section heading and subheading listed below or indicate that the heading is Not Applicable.

Paper:

Complete nominations on A4 letter-size paper (210mm x 297mm) with maps and plans a maximum of A3 paper (297mm x 420mm).

Preliminary Instructions

Photographs, Illustrations, and Maps

See under **Section 7 (Documentation)** below on how to organize and submit these materials. Because the technology used for these items is evolving rapidly, check with the Office of International Affairs and/or the World Heritage Centre for the latest suggested formats or requirements.

The World Heritage Centre staff retains the nomination and all supporting documentation (maps, plans, photographic material, etc.) submitted with it. Therefore, do not submit unique, rare, or valuable documents or exhibits unless it is intended that the World Heritage Centre retain them.

Deadline for Submittal:

U.S. nominations are prepared according to a timeline established by the Assistant Secretary for Fish and Wildlife and Parks when issuing the First Notice. (*See Chapter II of the **Guide to the U.S. World Heritage Program.***)

Only **complete** nominations received from a national government at the World Heritage Centre before February 1 of a given year will be eligible for consideration by the World Heritage Committee at its meeting during the **following year**.

The Committee has several times modified the deadline for submittal and the timeline for consideration. Consideration may also be postponed based on the completion of Advisory Body review, the Committee's workload and other factors.

Language:

The two working languages of the World Heritage Committee are English and French. Documents submitted in one language are translated into the other. The U.S. Department of State submits in **English** signed paper copies of the World Heritage nomination through the

Permanent Delegation of the United States of America to UNESCO to:

Director

UNESCO World Heritage Centre

7, place de Fontenoy

75352 Paris 07 SP France

Tel: +33 (0) 1 4568 1136

Fax: +33 (0) 1 4568 5570

E-mail: wh-nominations@unesco.org

Copies:

Number of copies required

Nominations of cultural properties (excluding cultural landscapes): 2

Nominations of natural properties: 3

Nominations of mixed properties and cultural landscapes: 4

At least one paper copy shall be presented in a loose-leaf format to facilitate photocopying, rather than in a bound volume.

Also please submit the full text of the nomination on diskette or CDROM in Word format with appropriate hyperlinks

FORMAT FOR THE NOMINATION OF PROPERTIES FOR INSCRIPTION ON THE WORLD HERITAGE LIST

Where to Find and How to Use the Format

The original format is available at the following Web address:

<http://whc.unesco.org/en/nominationform>.

This version is further annotated for use with U.S. sites. When using either version, delete the explanatory notes.

Title Page

There are no formal instructions and this page may be kept simple. *An example of one used by the U.S. is shown at the end of these instructions.*

Table of Contents

If the nomination is very lengthy or complicated, e.g., if it includes multiple components or multiple documents within the following sections and subsections, a table of contents should be prepared to make the document as a whole easier to use.

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.

State Party [United States]

State, Province or Region [e.g. State, or U.S. Territory]

Name of Property

Geographical coordinates to the nearest second

Textual description of the boundary(ies) of the nominated property

A4 (or ‘letter’) size map of the nominated property (showing boundaries and buffer zone, if present)

Attach A4 (or “letter”) size map

Justification Statement of Outstanding Universal Value

(Brief text should clarify what is considered to be the outstanding universal value embodied by the nominated property.)

Criteria under which property is nominated (*itemize criteria, but do not state in full*)

(See Paragraph 77 of the *Operational Guidelines*.)

Name and contact information of official local institution/agency

Organization:

Address:

Tel:

Fax:

E-mail:

Web address:

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.

1.a Country (and State Party if different)

United States of America

The names of other countries may be added if a joint nomination is being prepared. However, only State Parties to the Convention may nominate sites and only sites over which they possess sovereignty or exercise responsibility for foreign policy. The status of properties in U.S. Territories or associated Commonwealths depends on the nature of the agreement with the United States Government.

1.b State, Province or Region

If the property overlaps State boundaries, list all relevant States or Territories.

1.c Name of Property

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.

--Popular and Historic names

Give care to the selection of the primary site name(s), while striving for brevity, and explain any special factors. For example, if popular usage or antiquated systems of transliteration or translation have created inaccuracies, explain the proposed name(s) that been selected. Or, if deference will be given to either the original language or its English or French equivalent, explain the choice.

--Naming of multiple component properties and transborder sites.

Choose brief descriptive names

--Naming of serial nominations

In the case of serial nominations (see Paragraphs 137-140 of the **Operational Guidelines**), 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 **Sections 1.d** and **1.f** just below.

--Other names or site numbers

If a site has multiple names, explain the primary choice of name(s). If the site has no popular name or is known only by a number or set of numbers, explain the choice.

1.d Geographical coordinates to the nearest second

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.

In the case of serial nominations, provide a table showing the name of each property, its region (or nearest town as appropriate), and the coordinates of its centre point. Following are coordinate format examples:

N 45° 06' 05" W 15° 37' 56" or UTM Zone 18 Easting: 545670 Northing: 4586750

1.e Maps and plans, showing the boundaries of the nominated property and buffer zone

The boundaries of the property being proposed shall be clearly defined, unambiguously distinguishing between the nominated property and any buffer zone (when present) (see *Operational Guidelines paragraphs 103-107*). Maps shall be sufficiently detailed to determine precisely which area of land and/or water is nominated. Up-to-date officially published topographic maps of the State Party annotated to show the property boundaries shall be provided if available.

To facilitate copying and presentation to the Advisory Bodies and the World Heritage Committee, an A4 (or 'letter') size reduction and a digital image file of the principal maps should be included in the nomination text if possible.

Annex to the nomination, and list below with scales and dates:

(i) Topographic Map: 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.

Maps may be obtained from the addresses shown at the following Internet address <http://whc.unesco.org/en/mapagencies>

If topographic maps are not available at the appropriate scale, other maps may be substituted. All maps should be capable of being georeferenced, 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.

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.

(ii) Location Map: A map showing the location of the property within the State Party,

(iii) Other maps: Site plans and special maps of the property showing the position of major

natural features and individual monuments or buildings mentioned in the nomination are helpful. Consider including such additional maps or plans.

Sketch maps and historical/illustrative maps may be helpful if the site's history or construction is complicated, but they may better be used in illustrating the site's **Description** or **Justification for Inscription**. (**Sections 2 and 3** below.) List, briefly describe, and enclose any additional maps selected that show the location and boundary of the property in relation to its most significant features (whether buildings, structures or natural formations and features).

*NOTES : In preparing this subsection, please compare the boundary proposal here to the discussion under 2a—**Description** below.)*

--Buffer zones

Where no buffer zone is proposed, the nomination must include a statement as to why a buffer zone is not required for the proper conservation of the nominated property. If it is considered that existing zones of protection make it unnecessary to inscribe a buffer zone, those zones also should be shown clearly on the map of the property. At least one map should record the boundaries of zones of special legal protection from which the property benefits.

In some cases national planning policies or existing laws may provide the powers needed to protect the setting of a property as well as the property itself. In other cases it will be highly desirable to propose a formal buffer zone where special controls will be applied. This should include the immediate setting of the property and important views of it and from it.

In considering whether to propose a buffer zone it should be borne in mind that, in order to fulfil the obligations of the World Heritage Convention, properties must be protected from all threats or inconsistent uses.

Buffer zones, as such, have not been proposed for U.S. sites, but it has been customary to include maps and boundary descriptions of all non-generic protective legislation and regulation at all levels of jurisdiction, including, for example, such items as a National Park Service Land Protection Plan.

1.f Area of nominated property (ha.) and proposed buffer zone (ha.)

Area of nominated property: _____ ha

Buffer zone _____ ha

Total _____ ha

The areas requested should be stated in hectares (*1 hectare - 2.471 acres*). Corresponding acre equivalents can be given in parentheses.

In the case of *serial nominations* (see Paragraphs 137-140 of the *Operational Guidelines*), insert a table that shows the name of the component part, region (if different for different components), coordinates, area and buffer zone. The serial nomination table should also be used to show the size of the separate nominated areas and of the buffer zone(s).

2. Description

2.a Description of Property

This section should provide a complete but concise outline of the property's features at the date of nomination. It should refer to all the significant features of the property, with emphasis on clear identification of those features or aspects that make it universally significant. Information on present or proposed uses of the property may also be included. This information shall provide the important facts needed to support and give substance to the argument that the property meets the criteria of outstanding universal value and conditions of integrity and/or authenticity.

The entire nominated property identified in **Section 1 (Identification of the Property)** should be described. All component parts that are mapped shall be identified and described. In the case of serial nominations (see Paragraphs 137-140 of the *Operational Guidelines*), each of the component parts should be separately described.

Because of the wide variation in the size and type of properties that may be nominated for World Heritage listing it is not possible to suggest the number of words in which their description and history should be given. The aim, however, should always be to produce the briefest account which can provide the important facts about the property. These are the facts needed to support and give substance to the claim that the property properly comes within the criteria. The balance between description and history will change according to the applicable criteria. For example, where a cultural property is nominated under cultural criterion (i), as a unique artistic achievement, it should not be necessary to say very much about its history and development.

Cultural property

In the case of a cultural property this section will include a description of whatever elements make the property culturally significant. For properties in urban area, include the name of the city or town, and the street and number. Enumerate cultural resources and identify those that relate to international importance and their current and former functions or uses. This section could include a description of the principal or significant 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, 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.

Other tangible geographic, cultural, historic, archeological, artistic, architectural, and/or associative values should be carefully considered for inclusion.

Natural property

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. Carefully consider for inclusion other tangible geographic, topographic, ecological, and/or other scientific values.

Cultural landscapes

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 humans and nature.

2.b History and Development

Describe how the property has reached its present form and condition and the significant changes that it has undergone, including its conservation or preservation history. Also include in this discussion an explanation of how the boundary for the nominated site was selected.

Cultural sites

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. For archeological sites, archaeologists and dates of their work should also be noted, especially if the site is regarded as important in the history of archeology as well as for its intrinsic merits.

Natural sites and landscapes

In the case of a natural property, the account should cover significant events in history or prehistory that have affected the evolution of the property and give an account of its interaction with humans. 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.

Cultural landscapes

Similar information will also be required in the case of cultural landscapes, where all major aspects of the history of human activity in the area need to be covered.

Boundary selection

Although boundaries are often drawn for legal and management convenience and for other reasons and these may be acceptable to avoid confusion or for ease of administration, it is preferable for the boundary selected for a World Heritage Site to be as defensible as possible on logical grounds, such as topography or landforms or the range of wildlife for natural areas or any historical boundary or defining structures (such as walls) for cultural sites. Careful analysis should be undertaken to insure that the nomination does embrace all the internationally significant resources and a minimum of unrelated buildings and other unrelated structures and features. *(Basically, the authenticity or integrity of the site as a whole and in its parts must be reviewed and boundaries selected accordingly.)*

A useful example of boundary selection is Independence Hall, an urban cultural site. Only the city block on which the Hall itself and two adjoining structures are located is included, not the numerous other buildings and historic sites forming the rest of Independence National Historical Park. The latter were not included because they are not regarded as of international importance.

On the other hand, the inclusion of enclaves or inholdings within sites are very questionable, especially if they contain uses or potential uses contrary to the conservation or preservation of the site as a whole.

3. Justification for Inscription

This is the most crucial and difficult aspect of the whole nomination. It must make clear to the Committee why the property can be accepted as being "of outstanding universal value." It should not include detailed descriptive material about the property or its management, which are addressed in other sections, but should concentrate on why the property is important.

There is no good study of or guide to the preparation of **Justification for Inscription** sections of World Heritage nominations nor is there any good collection of acknowledged best examples. The suggestions and examples discussed below may help in preparing them. There is also a semi-official commentary presenting its author's conclusions on the Committee's precedents in the application of the criteria during the Convention's first 20 years (1972-92). (See pp. 11-31 of Leon Pressouyre's study *The World Heritage Convention, twenty years later*)

The whole of this section of the nomination should be written with careful reference to the criteria for inscription found in Paragraph 75 of the *Operational Guidelines*. Also review carefully the **Justification for Inscription** sections for any nominations of similar sites already inscribed under the same criteria being proposed and determine whether a comparable statement can be made or researched. The Advisory Body evaluations (whc.unesco.org/pg.cfm?cid=31) and texts of World Heritage Committee decisions (whc.unesco.org/pg.cfm?cid=60) will also be helpful.

3.a Criteria under which inscription is proposed (and justification for inscription under these criteria)

Provide a separate justification for each criterion cited. See Paragraph 77 of the *Operational Guidelines*.

State briefly how the property meets those criteria under which it has been nominated (where necessary, make reference to **Description (Section 2)** and **Comparative Analysis (Section 3c** just below)), but do not duplicate the text of those sections.

3.b Proposed Statement of Outstanding Universal Value

Based on the criteria proposed above, the **Proposed Statement of Outstanding Universal Value** should make clear why the property is considered to merit inscription on the World Heritage List (see Paragraphs 154-157 of the *Operational Guidelines*).

This statement is the primary basis used by the national and international review bodies to evaluate the World Heritage nomination. It should clearly explain the **internationally** significant values embodied by the property, **not** its **national** prominence. It must be a concise self-contained and comprehensive documented narrative statement justifying the inclusion of the property on the World Heritage List.

--*Natural sites*

A natural World Heritage Site may be a unique survival of a type of habitat. It may be a particularly fine or early or rich survival of an eco-system. It may comprise assemblages of threatened endemic species, exceptional eco-systems, outstanding natural landscapes or other natural phenomena. *Operational Guidelines Annex 3* contains a list of studies of types of natural sites that may be useful in preparing this section.

--Cultural sites

A cultural World Heritage Site may be a unique survival of a particular building form or an exceptional example of a designed town. It may be a particularly fine or early or rich survival and it may bear witness to a vanished culture or way of life, or ecosystem. Elements to consider for inclusion in the statement may be such cardinal facts about the site as:

Historic Context

Period of International Significance

Internationally Significant Dates

Internationally Significant Groups, Persons, Events

Cultural Affiliation

Consult *Operational Guidelines Annex 3* for additional guidelines on the inscription of cultural landscapes, towns, canals, and routes, and references to international studies on several types of cultural sites.

--Cultural landscapes

There are relatively few sites inscribed to date. It is especially important to review and accommodate the issues discussed in the *Operational Guidelines Annex 3*.

--Mixed sites:

Such sites, which are few in number, require **Justification** under at least one from **both** sets of criteria. It is not to be expected that there will ever be many mixed sites listed, because the presence of cultural factors significantly diminishes the prospects that a natural area will possess the necessary level of integrity under applicable criteria. See *Operational Guidelines Paragraphs 87-95*.

3.c Comparative analysis (including state of conservation of similar properties)

The property should be compared to 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. (The comparative analyses prepared by States Parties when nominating properties for inscription in the World Heritage List should not be confused with the thematic studies prepared by the Advisory Bodies at the request of the Committee. The latter are discussed below and in **Operational Guidelines Paragraph 148.**)

This section requires the preparer to summarize and **document** the results of study of the proposed property along with comparable properties **internationally** to determine whether the site proposed is **more (or equally)** worthy than the others for inscription on the World Heritage List, and whether **any** of them qualify **singly** or **as a group**. An initial step is to determine whether the World Heritage Committee has considered any similar cases.

It cannot be emphasized too strongly at the outset that the outcome of comparative study of a

potential site will in the vast majority of cases be the conclusion that the site does not qualify. Typically, national importance may be affirmed.

In all cases, the information on which the conclusions stated in this section are based needs to be documented to scholarly standards, and their achievement of this standard will be judged by expert committees of IUCN and ICOMOS for natural and cultural sites, respectively. Such a comparative study may be a daunting or impractical task if the site is a new discovery or recent historical phenomenon or represents a subject little studied on a comparative basis internationally. It may not be possible to conduct a full survey or even one with an acceptable margin of error. Nevertheless, unless a convincing case for international significance can be made from existing scholarship or work under way, it will not be prudent to nominate the site, because the World Heritage Committee will very likely defer any decision pending further study. Even a thorough study of an international topic by one nation may not be accepted as a substitute for a broadly based international study.

In some cases, the IUCN and ICOMOS (or other specialized bodies or learned societies) have performed global studies of similar sites and offered preliminary recommendations as to whether the sites qualify for World Heritage inscription. (See *Operational Guidelines Annex 3* or www.icomos.org/studies and www.iucn.org/themes/wcpa/pubs/Worldheritage.htm.) If such a study includes the site or similar sites, the State Party may be spared much of the effort involved in comparative analysis. Such a study also offers one of the best possible types of supporting information on a proposed site. If a site has been included in such a study, that fact must by all means be discussed in this section. A positive recommendation will be enormously helpful. Likewise, a negative recommendation in one will be extremely difficult to reverse at the international level and serious consideration should be given to suspending any further work on the nomination of such a site.

Preparing a comparative analysis will be relatively easy if similar sites are already inscribed in the World Heritage List. In that case, it is only necessary to determine what features either distinguish the site proposed from those properties *and* allow it to be regarded as **more, equally** or **jointly** worthy). This may be because the property is intrinsically better, or, for example, possessed of more features, species or habitats.

It may also be that a property is a larger or better preserved or more complete survival or one that has been less prejudiced by later developments. This is the reason for the requirement for information on the state of conservation of similar properties.

In drafting comparative statements extreme care must be taken to guard against fallacious distinctions or false measures of importance that may be advanced to promote the exceptional character of a property. For example, superlatives such as the biggest, best preserved, oldest, or most scenic or beautiful must always be presented in context; a slightly bigger or older site may not be a meaningful distinction and beauty or scenic character are extremely subjective judgments.

If the results of the comparative study are inconclusive or reveal that multiple sites possess roughly comparable merit and possess international significance as a group, recommendations may still be made that more than one site be proposed, as a serial nomination or as a joint nomination by more than one State Party. An example of the latter is the Spanish fortifications of the Caribbean.

3.d Integrity and/or Authenticity

The statement of integrity and/or authenticity should demonstrate that the property fulfils the conditions of integrity and/or authenticity set out in Section II.D.-II.E. of the *Operational Guidelines Paragraphs 78-95*, which describe these conditions in greater detail.

As with a site's international significance, the clear intent of this requirement is that a World Heritage Site's authenticity or integrity must rise to a superlative level. Because U.S. definitions differ from those adopted by the Committee, it is very important to review these definitions carefully. Thus, for example, it is quite important to understand that reconstructions of historic structures or sites or restored ecosystems will usually be disqualified from inscription in the World Heritage List.

Cultural property

The test of authenticity for cultural sites applies to design, materials, workmanship and setting, and in the case of cultural landscapes to their distinctive character and components.

This subsection should indicate clearly whether repairs have been carried out using materials and methods traditional to the culture, in conformity with the Nara Document on Authenticity (1995). (See *Operational Guidelines Annex 4*.)

Basically, if cultural concepts of historic authenticity require the periodic renewal of building materials in traditional ways or other practices at odds with the traditional interpretation of authenticity, due consideration and respect will be given to such practices. Examples include thatched huts in the Ashanti villages of Ghana and the periodically renewed wooden temples of Japan.

Natural property

In the case of natural properties this subsection should record any intrusions from exotic species of fauna or flora and any human activities which could compromise the integrity of the property.

Specific tests also apply to each natural criterion.

4. State of Conservation and factors affecting the Property

This section shall include accurate information on the present state of conservation of the property (including information on its physical condition of the property and conservation measures in place). It shall also include a description of the factors affecting the property (including threats).

4.a Present state of conservation

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 property and conservation measures at the property. For the indicators and statistical benchmarks used to monitor the state of conservation of the property see under **Section 6 - Monitoring** below.

As well as providing a general impression of the state of conservation, statistical or empirical information should be given wherever possible. An estimate could also be given of the adequacy or otherwise of what is available, in particular identifying any gaps or deficiencies in care or knowledge or any areas where help may be required.

Cultural sites

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.

Natural sites

Data on species trends or the integrity of eco-systems 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.

4.b Factors affecting the property

This section should provide information on all the factors which are likely to affect or threaten a property. It should also describe any difficulties that may be encountered in addressing such problems and relate them to measures taken, or proposed to be taken, whether by application of the protective measures described under the next **Section 5** or otherwise. 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 identify the factors that are relevant to each specific property.

(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.

Air pollution can have a serious effect on stone buildings and monuments as well as on fauna and flora. Desertification can lead to erosion by sand and wind. Indicate in this section those pressures which are presenting a current threat to the property, or may do so in the future, rather than an historical account of such pressures in the past.

(iii) Natural disasters and risk preparedness (earthquakes, floods, fires, etc.)

For a property located in an area where natural disasters are likely, indicate any that present a foreseeable threat to the property and provide relevant background data (e.g., for one in a seismic zone, give details of past seismic activity, on the precise location of the property in relation to the seismic zone, etc.)

Indicate steps that have been taken to draw up contingency plans for dealing with them, whether by physical protection measures or staff training. (In considering physical measures for the protection of monuments and buildings it is important to respect the integrity of the construction.)

(iv) Visitor/tourism pressures

Describe the "carrying capacity" of the property. Can it absorb the current or likely number of visitors without adverse effects?

An indication should also be given of the steps taken to manage visitors and tourists. Possible forms of deterioration due to visitor pressure are: wear on stone, timber, grass or other ground surfaces; increases in heat or humidity levels; disturbances to species habitats; or disruption of traditional cultures or ways of life.

(v) Number of inhabitants within the property and the buffer zone

Estimated population located within:

Area of nominated property _____

Buffer zone _____

Total _____

Year _____

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.

5. Protection and Management of the Property

This section of the nomination is intended to provide a clear picture of the legislative, regulatory, contractual, planning, institutional and/or traditional measures (and the management plan or other management system that are in place to protect and manage the property as required by the World Heritage Convention. (See *Operational Guidelines II.F Paragraphs 96-119* and *III.B. Paragraph 132 Subparagraph 5*.) It should deal with policy aspects, legal status and protective measures and with the practicalities of day-to-day administration and management

Legislative, regulatory, contractual planning and/or institutional texts, or an abstract of the texts, shall also be attached in English or French. 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.

A nomination which does not include the above-mentioned documents is considered incomplete unless other documents guiding the management of the property until the finalization of the management plan are provided as outlined in *Operational Guidelines Paragraph 115*.

5.a Ownership

List the name(s) and addresses of the current owners .

Indicate whether the property is in public or private ownership and briefly discuss the nature and legal character of the entities holding ownership. Indicate the major categories of land ownership (including State, Provincial, private, community, traditional, customary and non-governmental ownership, etc.). If applicable, indicate the relative percentages or nature of the interests owned by different parties.

Identify any authority or authorities with legal responsibility for managing the property, including names and addresses. In the case of public property, identify both the responsible official and agency. Identify any representative body for owners. Also indicate any restrictions on the property's accessibility to the general public.

5.b Protective designation

Describe briefly the principal existing (and pending) legal measures of protection that are in force applying to the property and also describe any traditional ways in which custom safeguards it. 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.

Give the title and date of legal instruments and briefly summarize their main provisions. Include applicable zoning, easements, covenants, State and local historic preservation ordinances and regulations, and the like.

Provide the year of designation and the legislative act(s) under which the status is provided.

If the documents cannot be provided in English or French, an English or French executive summary should be provided highlighting the key provisions.

NOTE : It is extremely important that the protection agreements required of U.S. site property owners should be identified, listed and described in this subsection. If they are lengthy, the texts should be appended to the nomination.

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 and how responsibility for dealing with potential or actual breaches of protection is exercised. For example, it would be desirable to indicate who is responsible for ensuring that the nominated property is safeguarded, whether by traditional and/or statutory agencies and whether adequate resources are available for this purpose.

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)

List the agreed plans which have been adopted by governmental or other agencies and which will have a direct influence on the way in which the property is developed, conserved, used or visited. Include the dates and agencies responsible for their 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**.

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.

5.e Property management plan or other management system

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.

A copy of the management plan or documentation of the management system shall be annexed to the nomination, in English or French as indicated in **Section 7.b** below.

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.

A detailed analysis or explanation of the management plan or a documented management system shall be provided.

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. 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.h Visitor facilities and statistics

As well as providing any available statistics or estimates of visitor numbers or patterns over several years, this section could describe the facilities available on site for visitors, for example interpretation/explanation, whether by trails, guides, notices or publications; property museum, visitor or interpretation centre; overnight accommodation; restaurant or refreshment facilities; shops; car parking; lavatories; search and rescue.

5.i Policies and programmes related to the presentation and promotion of the property

This section refers to Articles 4 and 5 of the *Convention* regarding the presentation (or interpretation) 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 or publicity of the nominated property.

5.j Staffing levels (professional, technical, maintenance)

Indicate the skills and training which are available at the property.

If the management plan provides details of staffing levels it would not necessary to complete

this subsection and other subsections where the plan provides adequate information (e.g. on finance and training). Do provide a cross reference in the text back from such omitted sections to this **Section 5(j)**, however.

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

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 of Records** for them. The **Indicators** could be representative of an important aspect of the property and relate as closely as possible to the **Proposed Statement of Outstanding Universal Value** (see **Sections 2.b** and **3b** 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.

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

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**.

Explain if there is a regular system of monitoring of the property, leading to the recording, at least annually, of the conditions of the property. If monitoring is performed less frequently, please explain.

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., the Ramsar Convention and the Man and the Biosphere Program).

7. Documentation

This section of the nomination is the check-list of the documentation which shall be provided to make up a complete nomination.

7.a Photographs, slides, image inventory and authorization table and other audiovisual materials

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. There should be enough photographs, slides and, where possible, film/video to provide a good general picture of the property, including one or more aerial photographs of large sites. The photos should be carefully selected to pertain to the qualities/features that justify the property's nomination to the World Heritage List.

Slides shall be in 35mm 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.

This material shall be accompanied by the image inventory and photograph and audiovisual authorization form as set out below. Include in the inventory list those dispersed in other sections of the nomination for narrative purposes and any that are too bulky to appear in sequence here.

At least one photograph that may be used on the public web page illustrating the property shall be included.

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 and license these rights to third parties. (*Use the **Authorization** form following the end of these **Instructions**.*)

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.

All possible profits deriving from such cession of rights will go to the World Heritage Fund.

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

Copies of property management plans and extracts of other plans relevant to the property should be provided, as well as legislation relevant to the property, if necessary summarized.

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 and property records (e.g., for buildings, monuments, flora or fauna species).

7.e Bibliography

List the principal published references, using a standard bibliographic format.

The Bibliography should list, **but not attach**, references to the main published domestic and international sources on the nominated property, especially those most helpful in understanding the international importance of the property. For cultural sites, a brief analysis of references in world literature (encyclopedias, histories of art or architecture, records of voyages or explorations, scientific reports, and guidebooks, etc.) may be also be attached. For newly discovered properties information regarding attention the discovery has received will be helpful.

The Bibliography should be compiled to international standards, following a consistent format, such as those of the U.S. Government Printing Office, the University of Chicago, or the Modern Language Association.

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 and address of the agency, museum, institution, community or manager locally responsible for the management of the property. In the case of public property, identify both the responsible official and the agency. 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 email addresses of all museums, visitor centres and official tourism offices who should receive the free *World Heritage Newsletter* 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 **original autograph** signature of the official empowered to sign it on behalf of the State Party, **not the author or preparer**. The title of the official should also be clearly indicated.

If the signature is in a writing system other than the Roman alphabet, a transliteration into the Roman alphabet should be supplied. If the title of the official is not readily understood in English or French, a translation should be supplied.

AUTHORIZATION

1.I,
.....
the undersigned, hereby grant free of charge to UNESCO the non-exclusive right for the legal term of copyright to reproduce and use in accordance with the terms of paragraph 2 of the present authorization throughout the world the photograph(s) and/or slide(s) described in paragraph 4.
2. I understand that the photograph(s) and/or slide(s) described in paragraph 4 of the present authorization will be used by UNESCO to disseminate information on the sites protected under the World Heritage Convention in the following ways:
- a) UNESCO publications;
 - b) co-editions with private publishing houses for World Heritage publications: a percentage of the profits will be given to the World Heritage Fund;
 - c) postcards - to be sold at the sites protected under the World Heritage Convention through national parks services or antiquities (profits, if any, will be divided between the services in question and the World Heritage Fund);
 - d) slide series - to be sold to schools, libraries, other institutions and eventually at the sites (profits, if any, will go to the World Heritage Fund);
 - e) exhibitions, etc.
3. I also understand that I shall be free to grant the same rights to any other eventual user but without any prejudice to the rights granted to UNESCO.
4. The list of photograph(s) and/or slide(s) for which the authorization is given is attached.
(Please describe in the attachment the photographs and give for each a complete caption and the year of production or, if published, of first publication.)
5. All photographs and/or slides will be duly credited. The photographer's moral rights will be respected. Please indicate the exact wording to be used for the photographic credit.
6. I hereby declare and certify that I am duly authorized to grant the rights mentioned in paragraph 1 of the present authorization.
7. I hereby undertake to indemnify UNESCO, and to hold it harmless of any responsibility, for any damages resulting from any violation of the certification mentioned under paragraph 6 of the present authorization.
8. Any differences or disputes which may arise from the exercise of the rights granted to UNESCO will be settled in a friendly way. Reference to courts or arbitration is excluded.

Place

date

Signature, title or function of the person duly authorized

SAMPLE TITLE PAGE

The Statue of Liberty

Nomination to the

World Heritage List

by the

United States of America

1983