



INTERNATIONAL ASSISTANCE REQUEST



WRITTEN GUIDELINES

- The International Assistance request form is available at the following Web address: <http://whc.unesco.org/en/intassistance> , and can be filled at the same address.
- Further guidance on International Assistance can be found in Section VII of the *Operational Guidelines*.
- The original signed version of the completed International Assistance request form should be sent in English or French to:

UNESCO World Heritage Centre
7, place de Fontenoy
75352 Paris 07 SP
France
Telephone: +33 (0)1 45 68 12 76
Fax: +33 (0)1 45 68 55 70
E-mail: wh-intassistance@unesco.org

	INTERNATIONAL ASSISTANCE APPLICATION FORM	WRITTEN GUIDELINES																																																																
1.	STATE PARTY	Name of the State Party presenting the International Assistance request																																																																
2.	TITLE OF THE PROJECT																																																																	
3.	<p>TYPE OF ASSISTANCE</p> <table border="1"> <thead> <tr> <th></th> <th><i>Emergency Assistance</i></th> <th><i>Preparatory Assistance</i></th> <th><i>Conservation and Management*</i></th> </tr> </thead> <tbody> <tr> <td>Culture</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nature</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mixed</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>* Please note that « Conservation and Management » now includes the previous categories :</p> <ul style="list-style-type: none"> - Training, Research Assistance - Technical Cooperation - Assistance for education, information and awareness raising 		<i>Emergency Assistance</i>	<i>Preparatory Assistance</i>	<i>Conservation and Management*</i>	Culture				Nature				Mixed				<p>See Paragraph 241 of the <i>Operational Guidelines</i> for details.</p> <p>Indicate the type of assistance you are requesting, as well as the type of heritage covered by the project.</p> <p>Please, tick only one box in the table. For example:</p> <p>- <u>Training project on rock paintings:</u></p> <table border="1"> <thead> <tr> <th></th> <th><i>Emergency Assistance</i></th> <th><i>Preparatory Assistance</i></th> <th><i>Conservation and Management</i></th> </tr> </thead> <tbody> <tr> <td>Culture</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Nature</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mixed</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>- Preparation of a nomination file for a mixed property:</p> <table border="1"> <thead> <tr> <th></th> <th><i>Emergency Assistance</i></th> <th><i>Preparatory Assistance</i></th> <th><i>Conservation and Management</i></th> </tr> </thead> <tbody> <tr> <td>Culture</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nature</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mixed</td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> </tbody> </table> <p>- Emergency assistance request following a tropical storm which affected a protected forest area:</p> <table border="1"> <thead> <tr> <th></th> <th><i>Emergency Assistance</i></th> <th><i>Preparatory Assistance</i></th> <th><i>Conservation and Management</i></th> </tr> </thead> <tbody> <tr> <td>Culture</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nature</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Mixed</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		<i>Emergency Assistance</i>	<i>Preparatory Assistance</i>	<i>Conservation and Management</i>	Culture			X	Nature				Mixed					<i>Emergency Assistance</i>	<i>Preparatory Assistance</i>	<i>Conservation and Management</i>	Culture				Nature				Mixed		X			<i>Emergency Assistance</i>	<i>Preparatory Assistance</i>	<i>Conservation and Management</i>	Culture				Nature	X			Mixed			
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4.	<p>PROJECT LOCATION</p> <p>a) Will the project be implemented at a World Heritage property? <input type="checkbox"/> - yes <input type="checkbox"/> - no</p> <p>If yes, give the name of the property</p> <p>b) Will the project include a field component? <input type="checkbox"/> - yes <input type="checkbox"/> - no</p>																																																																	

	<p>If yes, where and how?</p> <p>c) If the project is being implemented at a World Heritage property, indicate whether it will also benefit other World Heritage properties, and if so which ones and how?</p>	
5.	TIMEFRAME FOR THE IMPLEMENTATION OF THE PROJECT (indicate whether estimated or fixed)	Indicate the proposed starting date for the project as well as its duration.
6.	<p>THE PROJECT IS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> local <input type="checkbox"/> national <input type="checkbox"/> sub-regional involving a few States Parties from a region <input type="checkbox"/> regional involving most States Parties from a region <input type="checkbox"/> international involving States Parties from different regions <p>If the project is national, sub-regional, regional or international, please indicate the countries/properties which will participate/benefit from the project.</p>	<p>If other countries benefit from the project, please state whether their support for the project has been obtained. Also note if a transboundary property is involved.</p>
7.	JUSTIFICATION OF THE PROJECT	
	<p>a) Explain why the project is needed (for Emergency Assistance, please fill in item 8 below <u>instead</u>)</p>	<p>Set out the problems or issues to be discussed/addressed. This should include, where appropriate, the degree of urgency of the activities to be undertaken where appropriate.</p> <p>If relevant, give details, in no more than 2 pages, of ascertained or potential threat to the property(ies).</p> <p>Explain how the project contributes to the implementation of:</p> <ul style="list-style-type: none"> - decisions of the World Heritage Committee; - recommendations of international expert missions undertaken at the request of the Committee, Chairperson or UNESCO;

		<ul style="list-style-type: none"> - recommendations of the Advisory Bodies; - recommendations of UNESCO World Heritage Centre or other UNESCO Divisions; - management plans for the property; - recommendations from previous activities supported by the World Heritage Fund. <p>Clearly indicate which documents you are referring to (World Heritage Committee's decision number, Mission dates, etc...)</p>
	b) List all supporting documents submitted, if applicable.	Whenever possible, support the justification with documentary evidence, such as reports, photographs, slides, maps, etc...
8.	FOR EMERGENCY ASSISTANCE ONLY	
	a) Describe the actual or potential threat/danger affecting the property	<p>Emergency Assistance funds will not be automatically granted after a major disaster has occurred. This type of assistance will be provided only in cases when an <u>imminent</u> danger related to a <u>natural or human-made</u> disaster is threatening the overall Outstanding Universal Value of a World Heritage property and its authenticity and/or integrity, to prevent or at least significantly mitigate its possible negative impact on the property.</p> <p>Emergency Assistance may also be provided to assess whether or not imminent danger is present, for example as a result of a major disaster.</p> <p>When, on the contrary, due to a disaster, a certain loss of heritage has already taken place, but there is no more imminent threat or risk that needs to be addressed as a matter of urgency, other forms of assistance would appear to be more appropriate (e.g. conservation and management assistance).</p>
	b) Indicate how it might affect the property's Outstanding Universal Value	In establishing priorities for granting Emergency Assistance, consideration will be given to whether the threat/danger to be

		addressed has the potential, if not mitigated, to affect the Outstanding Universal Value of the World Heritage property and its authenticity and/or integrity.												
	c) Explain how the proposed project will address the threat/danger	Proposals for funding under the Emergency Assistance programme should set out how the scope of the project and its activities will assess the threat/danger to the World Heritage property and show how it will be effectively mitigated.												
9.	OBJECTIVE(S) OF THE PROJECT Clearly set out the specific objectives of the project	What are the objectives you want to achieve through the implementation of this particular project?												
10.	EXPECTED RESULTS													
	a) Clearly state the results expected from the project proposed.	The expected results should be concrete and measurable. Each expected result will be measured by a set of indicators (see Paragraph 10b).												
	b) Define the indicators and means of verification which can be used to assess the achievements of these results: <table border="1" data-bbox="268 1261 802 1395"> <thead> <tr> <th><i>Expected Results</i></th> <th><i>Indicators</i></th> <th><i>Means of verification</i></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Expected Results</i>	<i>Indicators</i>	<i>Means of verification</i>										<p>Indicators are used to measure the results achieved and to determine the progress towards the objective of the project. They are based on the expected results defined in Paragraph 10, and will serve as the base for the evaluation of the project after its completion.</p> <p>These indicators should be objective, measurable and expressed in quantifiable terms such as numeric values, or percentages.</p> <p>For example:</p> <p>Preparatory Assistance</p> <p><i>Objective:</i> To prepare a complete nomination file for submission to the World Heritage Centre.</p>
<i>Expected Results</i>	<i>Indicators</i>	<i>Means of verification</i>												

Expected Results	Indicators	Means of Verification
The completed nomination file submitted to the World Heritage Centre by 1 February 200x.	<ul style="list-style-type: none"> • Nomination submitted by the deadline 	<ul style="list-style-type: none"> • Postal record of sending the file • Report from the WHC/POL to the State Party
The completed management plan to be submitted along with the nomination file	<ul style="list-style-type: none"> • Management plan submitted by the deadline 	<ul style="list-style-type: none"> • Postal record of sending the file • Report from the WHC/POL to the State Party
The nomination file is judged complete by the World Heritage Centre and Advisory Bodies	<ul style="list-style-type: none"> • Successful examination by the World Heritage Centre and Advisory Bodies for completeness 	<ul style="list-style-type: none"> • Letter from the World Heritage Centre to the State Party informing them the file is considered complete

Emergency Assistance

Objective:

To stabilize the structure of a building that has just been damaged due to flooding or an earthquake.

Expected Results	Indicators	Means of Verification
The structure of the building would have been stabilized	<ul style="list-style-type: none"> • Emergency structural problems identified • Plans for emergency works finalized • Temporary stabilization measures carried out 	<ul style="list-style-type: none"> • Report of a structural engineer on the emergency state of the structure • Costed proposal for emergency works to be carried out • Final report of the stabilization work implemented
Plans for further conservation work would have been developed for future implementation	<ul style="list-style-type: none"> • Overall structural analysis carried out • Costed plans for further necessary conservation work prepared 	<ul style="list-style-type: none"> • Report of a structural engineer on the overall state of conservation of the structure • Costed proposal for necessary conservation works to be carried out

Conservation and Management Assistance

Objective:

To improve management at a property inscribed on the World Heritage List with special attention to community involvement

Expected Results	Indicators	Means of Verification
An integrated management plan for the property	<ul style="list-style-type: none"> • Setting up of a management planning team for the development of the management plan with participants from the necessary sectors including the local community • Completion of a Statement of Outstanding Universal Value for the property • Analysis of the conservation and management problems affecting the property • Existence of clear objectives and strategies for achieving them 	<ul style="list-style-type: none"> • Monthly reports of the management planning team meetings • Discussion papers produced by team members of each of the key issues faced in the management of the property • Final management plan document
A management committee including some members of the local community	<ul style="list-style-type: none"> • Appointment of members of the management committee including at least two members of the local community • At least 3 regular monthly meetings of the Management Committee 	<ul style="list-style-type: none"> • Statutes and rules of procedure for the Management Committee approved by appropriate authorities • Monthly reports of the Management Committee
Management plan approved with appropriate legal status	<ul style="list-style-type: none"> • Approval by the local government authority 	<ul style="list-style-type: none"> • Decree placed in the "National Gazette" establishing the management plan as a local regulation.

**11. WORK PLAN
(including specific activities and timetable)**

Activities	Timeframe (in months)						
Activity							
Activity							
Activity							
Activity							

Describe the work plan of the activity(ies) to be undertaken with specific reference to the expected results mentioned in Paragraph 10 above. Indicate dates, duration of each activity. For meetings and training activities, tentative programmes should be provided including the themes, issues and problems to be discussed.

For example:

For Expected Result No. 1:

Activities	Timeframe (in months)						
Activity							
Activity							
Activity							
Activity							

For Expected Result No. 2:

Activities	Timeframe (in months)						
Activity							
Activity							
Activity							
Activity							

**12. EVALUATION AND REPORTING
(to be submitted to the World Heritage Centre within three months after the implementation of the project is completed)**

Final Report:
The final report should be prepared by the authority/person in charge of the implementation of the project. The final report should be structured according to the expected results defined in Paragraph 10.

Evaluation:
The evaluation should focus on the results achieved and their impact on (for example):

- the inscription of a property on the World Heritage List following a preparatory assistance,
- the Periodic Report and the State of conservation,
- the removal of a property from the List of World Heritage in danger following an emergency assistance,
- the implementation of the *World Heritage Convention*, including its Strategic Objectives (“4Cs”) and other

		<p>strategies (e.g. Global Strategy, ...),</p> <ul style="list-style-type: none"> - the national and/or local institutions, - the capacity building of local staff, - the awareness raising of the general public, - the participants to the project, - attracting other resources, - etc... <p>Indicate who will be responsible for the evaluation of the project.</p>
13.	PROFILES OF SPECIALISTS, TRAINERS, TECHNICIANS AND/OR SKILLED LABOUR, IF THE PROJECT FORESEES THE PARTICIPATION OF SUCH PEOPLE (if the identity of the specialists, trainers, technicians, and/or skilled labourers is already known, please state their names and include a brief CV if possible)	<p>Indicate the precise field of specialization and the work to be undertaken by each specialist as well as the duration required. The World Heritage Centre and the Advisory Bodies are available to recommend resource persons / trainers, should the State(s) Party(ies) concerned so request.</p> <p>Please include the names of any specialists, if already known, who will be taking part in the project and send a short CV if possible as an annex to the request form.</p>
14.	KEY TARGET AUDIENCES, INCLUDING PROFILES OF TRAINEES / PARTICIPANTS, IF THE PROJECT FORESEES THE PARTICIPATION OF SUCH PEOPLE	<p>Indicate the target groups and beneficiaries of the project, their professions, institutions, or field(s) of specialization.</p>
15.	BUDGET BREAKDOWN	
	a) Provide, in the following table (in United States dollars), a detailed breakdown of costs of the individual elements of the project including, if possible, unit costs and show how these will be shared between the different funding sources:	<p>Indicate in the table the breakdown of all expenses related to the project, also indicating the cost-sharing between the various donors (State Party, World Heritage Fund, others).</p>
	(i) Organization	<p>Items within this section could include the cost of a venue, office expenses, secretarial assistance, translation, simultaneous interpretation, audio-visual equipment, or other organizational costs necessary for the successful implementation of the project.</p>
	(ii) Personnel and Consultancy Services	<p>Items within this section could include the cost of international experts, national</p>

		experts, a local or international coordinator, or other personnel necessary for the successful implementation of the project.
	(iii) Travel	Items within this section could include the cost of international or domestic travel necessary for the successful implementation of the project.
	(iv) Daily Subsistence Allowance	Items within this section could include the cost of accommodation, meals, and incidentals necessary for the successful implementation of the project.
	(v) Equipment	Items within this section could include any equipment necessary for the successful implementation of the project.
	(vi) Evaluation, Reporting and Publication	Items within this section could include the cost of evaluation, reporting, editing and layout, printing, distribution, and other costs necessary for the successful implementation of the project.
	(vii) Miscellaneous	Items within this section could include the cost of visas or other small costs that are necessary for the successful implementation of the project.
	b) Specify whether or not resources from the State Party or other sources are already available or when they are likely to become available	If the resources are not already available, indicate whether they will be before the beginning of the project.
16.	IN KIND CONTRIBUTIONS FROM THE STATE PARTY AND OTHER AGENCIES	
	a) National agency(ies)	Specify in detail
	b) Other bi/multi-lateral organizations, donors, etc	Specify in detail
17.	AGENCY(IES) RESPONSIBLE FOR THE IMPLEMENTATION OF THE PROJECT	Please provide the name, title, address and all contact details of the person/agency(ies) who will be responsible for the implementation of the project as well as those of any other participating agencies.

		Please, indicate whether the legislative and administrative commitment of the State Party is available for the project (see Paragraph 239d of the <i>Operational Guidelines</i>).
18.	SIGNATURE ON BEHALF OF STATE PARTY	Full name Title Date
19.	ANNEXES	In this section, list the number of annexes attached to the request and titles of each annex.