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To: Permanent Delegations and Observer Missions of all States Parties to the World Heritage Convention

National Commissions for UNESCO of all States Parties to the World Heritage Convention

All UNESCO Regional Offices and UNESCO Representatives

Advisory Bodies to the World Heritage Committee - IUCN, ICOMOS and ICCROM

From: Mounir Bouchenaki  
Director, UNESCO World Heritage Centre

Subject : **Revision of the *Operational Guidelines for the Implementation of the World Heritage Convention***

It is my pleasure to enclose herewith the revised *Operational Guidelines for the Implementation of the World Heritage Convention*. The revised *Operational Guidelines* reflect the decisions taken by the World Heritage Committee at its twenty-second session which was held in Kyoto, Japan from 30 November to 5 December 1998. The changes concern the following matters:

## **Section II: Monitoring the state of conservation of properties inscribed on the World Heritage List**

As a response to decisions taken by the eleventh General Assembly of States Parties and the 29<sup>th</sup> General Conference of UNESCO, the World Heritage Committee adopted a number of decisions with regard to the application of Article 29 of the *World Heritage Convention* that refers to the submission of reports by the States Parties on the application of the *World Heritage Convention*. The Committee agreed on the periodicity of the reporting by the States Parties, the contents of the reports and the manner in which it will handle the States Parties' reports. The Committee adopted at the same time the format for the periodic reporting as well as substantive explanatory notes.

A separate Circular Letter (CL/WHC.3/99) will be addressed to you shortly providing detailed information on this matter. The *Format* and *Explanatory Notes* that were adopted by the Committee for the periodic reporting on the application of the World Heritage Convention will be attached to that circular letter.

## **Section IV: International assistance**

### Sub-section A.(i): Preparatory assistance:

The Committee decided to raise the amount that can be provided as preparatory assistance from US\$ 15,000 to US\$ 30,000. The Chairperson of the World Heritage Committee has the authorization to approve preparatory assistance requests for up to US\$ 20,000, whereas the Bureau of the World Heritage Committee can approve requests for up to an amount of US\$ 30,000. Requests should be submitted making use of the appropriate form. Requests for up to US\$ 20,000 can be submitted at any time of the year, whereas requests between US\$ 20,000 and US\$ 30,000 should be submitted by 1 May and 1 September for examination by the Bureau at its following session.

### Sub-section A.(v): Assistance for education, information and promotional activities:

The Committee decided to expand assistance for promotional activities to also include assistance for education and information. Furthermore, the Committee decided to place particular emphasis on the participation of young people for the benefit of World Heritage conservation.

Only small contributions can be made to these activities usually only up to a maximum of US\$ 5,000. The Chairperson's agreement will be required for contributions up to a maximum of US\$ 10,000 for projects that are of special interest.

States Parties to the Convention are particularly encouraged to develop projects that may contribute to the implementation of the UNESCO Special Project 'Young People's Participation in World Heritage Preservation and Promotion'.

A special form is now under preparation for requests under this category of international assistance and will be sent to you shortly.

**Section V: World Heritage Fund**

The Committee decided that the Secretariat should refer to the *Internal Guidelines for Private Sector Fund-Raising in Favour of UNESCO* to govern external fund-raising in favour of the World Heritage Fund.

**Section VII: Other Matters**

Sub-section A: Use of the World Heritage emblem and the name, symbol or depiction of World Heritage sites:

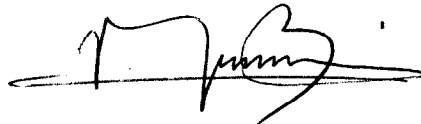
The Committee adopted *Guidelines and Principles for the Use of the World Heritage Emblem*. These are attached to the Operational Guidelines as Annex III. A separate Circular Letter (CL/WHC.4/99) will be addressed to you shortly providing detailed information on this matter.

I would very much appreciate your collaboration in the diffusion of the revised *Operational Guidelines* and in their application. In this respect, I would like to recall that all World Heritage documents are available in English and French from the UNESCO World Heritage Centre and on the World Wide Web under: <http://www.unesco.org/whc>.

The UNESCO World Heritage Centre is at your disposal to respond to any questions you may have.

I thank you in advance for your kind co-operation.

Yours sincerely,



Mounir Bouchenaki  
Director  
World Heritage Centre

Annexed : - Operational Guidelines for the Implementation of the World Heritage Convention (March 1999)