



INTERNATIONAL ASSISTANCE REQUEST FORM



-
- The International Assistance request form is available at the following Web address: whc.unesco.org/en/intassistance
 - 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

1. STATE PARTY _____

2. TITLE OF ACTIVITY _____

3. THE ACTIVITY WILL BENEFIT A PROPERTY OR PROPERTIES:

- inscribed on the List of World Heritage in Danger
- inscribed on the List of World Heritage
- nominated for inscription on the List of World Heritage (i.e. Tentative List)

If any of the above, please indicate the name of the property(ies): _____

4. TYPE OF ACTIVITY (see summary table in Paragraph 20 of this Application Form for details)

- Emergency Assistance
- Preparatory Assistance
- Training and Research Assistance
- Technical Co-operation
- Assistance for Education, Information and Awareness Raising

5. PREVIOUS CONTRIBUTIONS FROM THE WORLD HERITAGE FUND:

5.a If the activity is to benefit a World Heritage property or properties, have there been previous contributions from the World Heritage Fund benefiting this / these properties?

- yes - no

5.b Have similar or related activities been previously implemented within the State Party with contributions from the World Heritage Fund?

- yes - no

If yes to either 5.a or 5.b, indicate all previous contributions from the World Heritage Fund in the following format:

Type of international assistance	Year	Amount in US\$	Title of activity

6. PLACE OF ACTIVITY:

Will the activity be held at a World Heritage property? - yes - no
 Will the activity include a field component? - yes - no

If yes, where? _____

7. DATES AND DURATION OF ACTIVITY (foreseen or determined)

Dates: _____

Duration: _____

8. THE ACTIVITY IS

- local
- national
- sub-regional involving a few States Parties from a region
- regional involving most States Parties from a region
- international involving States Parties from different regions

If the activity is sub-regional, regional or international, please indicate the countries which will participate / benefit from the activity:

9. JUSTIFICATION FOR ACTIVITY

Indicate the problems or issues to be discussed/addressed. This description should justify the need for the activity and should provide indications on the degree of urgency of the activities to be undertaken where appropriate. If relevant, give details of ascertained or potential threat to the property(ies) concerned. Whenever possible support the justification with documentary evidence, such as reports, photographs, slides, maps, etc. Please list all documentation submitted.

If relevant, explain how the activity contributes to the implementation of:

- (i) decisions of the World Heritage Committee;
- (ii) recommendations of international expert missions undertaken at the request of the Committee, Chairperson or UNESCO;
- (iii) recommendations of the Advisory Bodies;

- (iv) recommendations of UNESCO World Heritage Centre or other UNESCO Divisions;
- (v) recommendations of management plans concerning the property;
- (vi) guidelines elaborated from results of previous activities supported by the World Heritage Fund at the World Heritage property or State Party.

10. OBJECTIVE(S) OF ACTIVITY(IES)

Clearly state the objectives of the activity proposed to be supported by the World Heritage Fund.

11. PROGRAMME AND WORK PLAN OF THE ACTIVITY(IES)

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

12. TIMETABLE OF ACTIVITY(IES)

Provide a schedule (eg. bar-chart) covering the whole duration of the activity and giving the details such as:

- (i) preparation of the activity;
- (ii) duration of each action;
- (iii) schedule for purchase of the equipment, if relevant;
- (iv) dates on which certain funds are required to enable the successful completion of the activity(ies);
- (v) evaluation following the implementation (mandatory).

13. PROFILES OF SPECIALISTS, TRAINERS, TECHNICIANS AND / OR SKILLED LABOUR, IF THE ACTIVITY FORESEES THE PARTICIPATION OF SUCH PERSONS

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.

14. PROFILES OF TRAINEES / PARTICIPANTS, IF THE ACTIVITY FORESEES THE PARTICIPATION OF SUCH PERSONS

Indicate the target groups and beneficiaries of the activity, their professions, institutions, or field(s) of specialization.

15. EQUIPMENT

If provision of equipment is foreseen in the activity, provide a detailed list of the equipment to be purchased attaching copies of pro-forma invoices.

16. EXPECTED RESULTS, OUTCOME, FOLLOW-UP

Describe the expected results from the activity, especially with reference to the impact the activity will have to enhance the conservation, management and presentation of the World Heritage property(ies) concerned.

Describe the indicators and evidence which will demonstrate the impact the activity(ies) will have on the objectives mentioned in section 10 above.

Indicate the provisions made for reviewing the outcome of the activity at a national level, and any follow-up activities foreseen.

17. BUDGET

17.a Provide a detailed breakdown of costs in United States dollars of the individual elements within the following sections, including unit costs, if possible:

- (i) **Organization** (venue, office expenses such as photocopies, stationery, secretarial assistance, translation, interpretation, audio-visual arrangements)
- (ii) **Personnel and Consultancy Services** (fees paid to international/national resource persons, indicating fee per day/week/month, etc.)
- (iii) **Travel** (international, national or local travel)
- (iv) **Accommodation, Daily Subsistence Allowance** (per day, etc.)
- (v) **Equipment** (if relevant)
- (vi) **Reporting, evaluation, and publication** (if the publication of the proceedings of the training exercise is foreseen, translation, editing, printing, layout, distribution, and communication costs, etc.)
- (vii) **Miscellaneous** (visas, other costs).

EXAMPLE OF DETAILED BREAKDOWN OF COSTS:

Item	Detail US\$	Subtotal US\$
Organization <ul style="list-style-type: none"> • venue • office expenses • secretarial assistance • translation • simultaneous interpretation • audio-visual equipment • other 	US\$ __ / day for __ days = US\$ __ US\$ __ / week for __ weeks = US\$ __ US\$ __ / page for __ pages = US\$ __ US\$ __ / hour for __ hours = US\$ __ US\$ __ / day for __ days = US\$ __ US\$ __ US\$ __	US\$ __
Personnel / consultancy service <ul style="list-style-type: none"> • international expert for management • international expert for site management • national trainer • national coordinator • other 	US\$ __ / week for __ weeks = US\$ __ US\$ __ / week for __ weeks = US\$ __ US\$ __ / week for __ weeks = US\$ __ US\$ __ / week for __ weeks = US\$ __ US\$ __ / week for __ weeks = US\$ __	US\$ __
Travel <ul style="list-style-type: none"> • international round trip (RT) airfare • domestic travel costs • other 	US\$ __ / RT for __ experts = US\$ __ US\$ __ / bus / day for __ days = US\$ __	US\$ __
Accommodation, Daily subsistence allowance <ul style="list-style-type: none"> • food • board 	US\$ __ / day for __ persons = US\$ __ US\$ __ / day for __ persons = US\$ __	US\$ __
Equipment	US\$ __ / unit for __ units =	US\$ __
Reporting, evaluation and publication <ul style="list-style-type: none"> • reporting • evaluation • editing, layout • printing • distribution • other 	US\$ __ US\$ __ US\$ __ US\$ __ US\$ __ US\$ __	US\$ __
Miscellaneous <ul style="list-style-type: none"> • visas 	US\$ __ for __ participants = US\$ __	US\$ __

17.b Indicate how the total estimated costs listed in Paragraph 17.a above will be met by contributions from:

(i) National agency(ies) in kind (specify in detail)

(ii) National agency(ies) in cash (specify)

(iii) Other bi / multi-lateral organizations, donors, etc (specify whether or not the resources are already available or being requested)

(iv) World Heritage Fund: Describe the reasons why the resources are insufficient at the national level.

18. AGENCY(IES) RESPONSIBLE FOR THE IMPLEMENTATION OF THE ACTIVITY

Please provide the name, title, address and all contact details of the person, agency(ies) who will be responsible for the implementation of the activity as well as those of any other participating agencies.

19. SIGNATURE ON BEHALF OF STATE PARTY

Full name _____

Title _____

Date _____