



UNESCO
Asia-Pacific Awards for
*Cultural Heritage
Conservation*

With the support of

thinkCITY

2018 UNESCO Asia-Pacific Awards for Cultural Heritage Conservation

Please find all the necessary information to submit an entry, including;

- 1) ENTRY FORM | Cultural Heritage Conservation**
- 2) GUIDELINES FOR PROJECT DESCRIPTION | Cultural Heritage Conservation**
- 3) PROJECT DESCRIPTION | Cultural Heritage Conservation**
- 4) REGULATIONS | Cultural Heritage Conservation**
- 5) OCCUPANT COMMENTS | Cultural Heritage Conservation**
- 6) OWNER CONSENT | Cultural Heritage Conservation**
- 7) RIGHTS AUTHORIZATION | Cultural Heritage Conservation**



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ENTRY FORM | Cultural Heritage Conservation

The form should be submitted together with the Project Description Dossier by **15 May 2018**.

To: Culture Unit
United Nations Educational Scientific and Cultural Organization
UNESCO Bangkok Office
920 Sukhumvit Road, Bangkok 10110, THAILAND

Tel: (66 2) 3910577 ext 509
Fax: (66 2) 391 0866
Email: culture.bgk@unesco.org

Please **FILL OUT in English**, PRINT, SIGN and SEND together with required materials. UNESCO reserves the right to request additional information for the submission dossier.

Name of the Project (Max. 60 characters)

Name and Address of the Cultural Heritage Property
(Name, Street, City, Postcode, State, Country)

Brief Synopsis of the Conservation Project (4 sentences, Max. 200 words)

First sentence: Historic background and significance of the heritage property
Second sentence: Condition before conservation
Third sentence: Summary of conservation project
Fourth sentence: Current use and condition of the heritage property

Start and Completion Date of the Project: Between May 2008 - May 2018
(or May 2017 if a project has a new use, see Article 3.4)

Individuals Responsible for Project

Name(s) (title - first name - last name)

Owner of the Cultural Heritage Property (Whose permission for submission has been obtained, if project is not submitted by owner)

Name (title - first name - last name)

Address (Street, City, Postcode, State, Country)

Telephone

Fax

Email

Architect/Designer/Consultant (Add as necessary)

Name (title - first name - last name)

Address (Street, City, Postcode, State, Country)

Telephone

Fax

Email

Name (title - first name - last name)

Address (Street, City, Postcode, State, Country)

Telephone

Fax

Email

General Contractor

Name (title - first name - last name)

Address (Street, City, Postcode, State, Country)

Telephone

Fax

Email

Type of Cultural Heritage Property (Check all that apply by double clicking on boxes below)

Residential building

- detached house
- attached house
- apartment
- other _____

Commercial building

- shop
- market
- office building
- other _____

Religious properties

- temple
- monastery
- mosque
- shrine
- church
- sanctuary
- synagogue
- gurudwara
- sacred landscape
- other _____

Institutional building

- hospital
- school or educational facility
- cultural facility
- public facility
- other _____

Military properties

- fort
- citadel
- defensive system
- other _____

Agricultural, industrial and technological properties

- field system
- agricultural landscape
- agricultural settlement
- water management (dams, irrigation, etc.)
- mine, mining landscape
- factory
- bridge
- canal
- railway
- industrial settlement
- other _____

Urban and rural settlements/

historic towns and villages

- town
- town centre
- village
- communal group of dwellings
- other _____

Cultural landscapes, parks and gardens

- cultural landscape
- park
- garden
- other _____

Modern heritage

- building
- group of buildings
- town
- industrial property
- other _____

Burial monuments and sites

- burial mounds
- mausoleum
- tomb
- cenotaphs
- cemetery
- other _____

Archaeological heritage

- earthworks
- burial mounds
- settlements (towns, villages, etc)
- temples
- other public buildings
- defensive works
- cemeteries
- routes, etc.
- underwater archaeological sites
- other _____

Vernacular architecture

- building
- construction system (bridges, etc.)
- other _____

Cultural routes

- pilgrimage route
- trading route
- road
- canal
- railway
- other _____

Symbolic properties and memorials

- monument
- memorial
- other _____

Current Function of the Property

Institutional

- hospital
- educational
- cultural
- public
- other

Commercial

- retail
- restaurant
- hotel
- office
- other

Religious

- Residential
- Agricultural
- Industrial
- Recreational
- Other _____

Previous Function of the Property

Same as current function

Institutional

- hospital
- educational
- cultural
- public
- other

Commercial

- retail
- restaurant
- hotel
- office
- other

Religious

- Residential
- Agricultural
- Industrial
- Recreational
- Other _____

Submission Checklist (Please check each item to meet the conditions of entry)

- Completed entry form
- Completed project description (using official format only, including title page)
- Occupant comment form(s)
- Owner consent form
- Drawings, A4 format
- Photographs (before conservation – in process – after conservation – in use / current state)
- CD (PDF entry dossier, high resolution files of all photographs and drawings submitted, i.e. 300dpi TIFF/JPEG)
- Rights authorization form (copyright for drawings, illustrations photographs)

Dossiers which do not fulfil the requirements will not be presented to the Jury

Submitter

Name (title - first name - last name)

Address (Street, City, Postcode, State, Country)

Telephone

Fax

Email

How did you learn about the Asia-Pacific Heritage Awards?

Conditions of Entry (Please check each item to meet the conditions of entry)

- I hereby declare that all the information provided is accurate, to the best of my knowledge, as of the date of submission.
- I hereby confirm that the conservation project being submitted is not involved in any on-going legal dispute.
- I hereby confirm that all entry materials provided are my own property or have been provided with the full consent of the authors/original owners.
- I hereby acknowledge that with the submission of the entry materials I am granting UNESCO the rights to use, publish, display or communicate all materials and particulars of the project, without charge to UNESCO.
- I hereby declare that I will not use the UNESCO logo or Awards logo without prior written authorization of UNESCO.

Signature of Submitter

Signature of submitter

Official stamp (if available)

Date



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GUIDELINES FOR PROJECT DESCRIPTION | Cultural Heritage Conservation

The project description should be well documented through text and linked to the submitted photographs and drawings.

A: Project summary

The summary should give a *brief* overview of the project answering the following questions:

- What is the project's background? (How did the project come about? What was the motivation behind it?)
- What were the major goals and objectives of the conservation project? If there was a client, what was the client's brief?
- What were the key interventions undertaken to achieve these goals?
- In which time frame was the project carried out? How long did it take to complete the project?
- What was the scale of the project in size (ha or sqm) and cost (in US\$)?
- Who were the partners involved? Who were the key institutional and individual partners involved (government, private sector, universities, specialists, etc)? Please state clearly if the project was a private or public-private initiative

Max. 1000 words

B: Description of the cultural heritage property

Please provide a detailed description of the background and cultural significance of the heritage property by relating to the following aspects:

- What is the heritage property's historical background and context? What was its origin? e.g. if it is a built structure, when was it erected and for which purpose?
- What is the heritage property's overall cultural significance? What is its local significance? Does the heritage property have broader regional or global significance? Please elaborate on the individual heritage values that contribute to the heritage property's overall cultural significance, e.g. cultural, social, historical, architectural, scientific, spiritual and other values. Also make clear how these values are conveyed in physical and non-physical attributes of the heritage property
- What is the heritage property's current use and function? Does it differ from its previous use? Please briefly outline the use and function of the heritage property and on how it has changed over time
- What is the protection status of the heritage property? Is it a national monument or listed heritage property? Does it have a conservation or management plan? etc.

Max. 1500 words

C: Description of the condition of the cultural heritage property before conservation

Please explain the condition of the heritage property before the project was undertaken, for instance, the condition of physical features, layout, setting, structural stability, finishes, etc. (If the heritage property is a building please specifically explain the condition of interior, exterior and site context.)

Please explain the factors affecting the condition of the heritage property prior to the conservation project. Factors could include, but are not limited to:

- Structural factors (material deterioration, etc.)
- Environmental factors (extreme weather conditions, erosion, effects of climate change or natural disasters, etc.)
- Biological factors (weeds, pests, micro-organisms, etc.)
- Social factors (improper use, vandalism, politically motivated acts, insurgencies, armed conflict, etc.)
- Management and institutional factors (ownership issues, neglect, lack of maintenance, tourism impact, etc.)
- Economic factors (funding, monetary issues, etc.)

Please state if any of these factors are ongoing and explain how they will be addressed in the future.

Max. 1000 words

D: Detailed description of the conservation work

- Please explain the conservation philosophy used and the conservation principles applied (e.g. international/national guidelines, international charters, conservation publications, etc.).
- What was your methodology for the implementation of the project? How was the implementation process structured? If it was carried out in different phases, please give an overview of the phases.
- Did the project comply with existing heritage legislation/regulations, especially those concerning heritage protection? (please refer to section A. on the protection status of the heritage property)

Max. 1000 words

E: Explanation of how the project meets the criteria for the awards

Understanding the Place

- a. *The articulation of the heritage property's values in order to convey the spirit of place through the conservation work*
 - How does the conservation work demonstrate an understanding of, articulate and enhance the spirit of place of the heritage property?
 - What are the authentic elements and aspects that define the character of the heritage property and how were they dealt with in the conservation process?
- b. *The interpretation of the cultural, social, historical, architectural, scientific and spiritual significance of the heritage property in conservation work*
 - How well are the property's heritage values (see section A.) interpreted in the conservation work? How did the values guide the conservation work?
 - How does the conservation work sustain the values and the attributes which convey the values, especially the values of local significance?
- c. *Appropriate use or adaptation of the heritage property*

- Please specify the use of the heritage property by using the following categories: continuing original use; return to original use; minimal change of use; completely new use.
- How does the current use respect the cultural significance?
- What was the degree of intervention for the heritage property's (new) use? How much was the heritage property altered to accommodate its (new) use?
- Is the intensity of use appropriate? Does the number or type of users have an impact on the spirit of place? Do the users have a physical impact on the heritage property? If it is a tourist facility what is its carrying capacity in terms of visitor numbers? Are there any restrictions regarding the use?
- How does the heritage property's use affect the spirit of place?

Max. 2000 words

Technical Achievements

- d. *The understanding of the technical issues of conservation/restoration in interpreting the heritage property's significance*
 - What were the technical issues in interpreting the property's significance?
 - How did the project tackle these issues? Were the technical solutions informed by research?
 - What kind of research was carried out to understand the technical issues of the conservation project? E.g. if a building, what kind of research was done to understand the structural systems of the building and its evolution?
- e. *The use and quality control of appropriate building, artisan, and conservation techniques*
 - Did the conservation project employ traditional building/artisan/conservation techniques? If yes, please explain the rationale for choosing these specific techniques by relating to their qualities in the local context.
 - Did the project employ any scientific conservation techniques? Please explain.
 - How did the project control and ensure the quality of the work carried out? (E.g. How were skilled craftspeople sourced? Did people have to be trained in traditional building/artisan/conservation techniques, etc.?)
- f. *The use of appropriate materials*
 - What kinds of materials were used in the conservation process?
 - Did the conservation project employ local materials? If yes, please explain the rationale for choosing these specific materials by relating to their qualities in the local context.
 - If new materials (e.g. industrial material, cement/concrete, etc.) were introduced, what was the reason for doing so?
- g. *How well any added elements or creative technical solutions respect the character and inherent spatial quality of the property*
 - Please explain the relation of newly added elements to the inherent quality of space of the heritage property. (E.g. are the new elements appropriate in height, scale, form, etc.?)
 - Do they respect the inherent aesthetic and social-functional qualities of the heritage property?

Max. 2000 words

Social and Policy Impact

- h. *The complexity, sensitivity and technical consistency of the project*
- Please provide a brief summary of the project relating to its overall complexity, sensitivity and technical consistency.
 - Did the project comply with existing heritage regulations (respond to section A. on protection status of the property)?
 - Projects will be judged according to the degree of their complexity and their compliance with the Heritage Awards criteria
- i. *The ongoing socio-economic and environmental viability and relevance of the project, and provision for its future use and maintenance*
- What is the ongoing socio-economic viability of the project? How does the local community benefit from the project socially, economically and environmentally?
 - If the project is a private or public-private initiative, please explain the responsibilities of the individual partners in maintaining and taking care of the heritage property in the future
 - Is there a funding system in place for the heritage property's future conservation?
- j. *The manner in which the process and the final product contribute to the surrounding environment and the local community's cultural continuum*
- How well did the heritage property integrate into its surrounding environment or urban landscape context after the completion of the conservation project? (Does it visually and structurally integrate with its surroundings?)
 - Is the conservation project socially accepted? How did the project involve the community? How does the project sustain or enhance the local community's way of life? (E.g. does the project help to keep identities, practices, customs, histories, traditions or other forms of intangible heritage alive?)
- k. *The influence of the project on conservation practice and policy locally, nationally, regionally or internationally*
- Did the project attract attention in the media and raise awareness for heritage conservation?
 - Did the project receive local or national recognition by the authorities or other institutions/organisations?
 - Did the project result in any political commitment or action regarding heritage conservation in the region?
 - Do you know of any subsequent projects that have been inspired by the conservation project?
 - Did the project have any influence on the conservation practice and policy locally, nationally, regionally or internationally? Please explain

Max. 1500 words

ANNEX

Please provide all requested materials as described in the Project Description Dossier Form.

Example for photo submission:

Please make the photo documentation as coherent as possible by providing information about the location of the submitted photographs.

Site Plan showing location of photographs



(Insert site plan
or floor plan)

Caption (e.g. building name)

BEFORE



(Insert photograph)

Caption (e.g. interior, exterior, other)

AFTER



(Insert photograph)

Caption (e.g. interior, exterior, other)



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REGULATIONS | Cultural Heritage Conservation

Article 1 – Objective

- 1.1 The UNESCO Asia-Pacific Awards for Cultural Heritage Conservation (“the Awards”) recognize the achievement of the private sector and public-private initiatives in successfully conserving or restoring structures, places and properties of heritage value in the region.

Article 2 – Award and Frequency

- 2.1 The Awards, which are established for an indeterminate period, shall be awarded on an annual basis.
- 2.2 The Awards shall consist of a number of winners to be determined by the Jury in the following categories:
 - a. **Award of Excellence**, which demonstrates exceptional achievement in all criteria and has major catalytic impact at the national or regional level;
 - b. **Award of Distinction**, which demonstrates outstanding achievement in all criteria and has significant impact at the national or regional level;
 - c. **Award of Merit**, which demonstrates superior achievement in all criteria;
 - d. **Honourable Mention**, which demonstrates noteworthy achievement in selected criteria.
- 2.3 Each Award winner will receive one bronze plaque.
- 2.4 Certificates of recognition will be presented to all parties included on the entry form.
- 2.5 The format and number of the Awards may be varied from time to time at the discretion of UNESCO and the Jury.
- 2.6 The Awards will be made out in the name stated on the project entry form.

Article 3 – Eligibility for the Awards

- 3.1 The following are eligible for consideration: residential, commercial and institutional buildings; religious properties; urban and rural settlements, historic towns and villages; archaeological heritage; cultural landscapes, parks and gardens; military properties; modern heritage; agricultural, industrial and technological properties; burial monuments and sites; cultural routes; vernacular architecture; and symbolic properties and memorials.
- 3.2 The project must be the result of private sector initiative or public-private partnership. The involvement of private individuals or organizations in terms of ownership, tenancy, financing or

other contributions to the project should be clear. Projects that are financed, owned and undertaken wholly by government entities are not eligible.

- 3.3 The work must have been completed within the preceding 10 years at the time of submission. For buildings with a new use, the project must also have been occupied or put to viable use for at least one year at the time of submission.
- 3.4 Entries that have been previously submitted will not be eligible for resubmission unless invited to do so by the Jury, or unless substantial additional restoration has been carried out since the previous submission.

Article 4 – Criteria for the Awards

- 4.1 The Awards recipients will have conclusively demonstrated excellence in:

Understanding the Place:

- a. How well the conservation or restoration work articulates the property's heritage values in order to convey the spirit of place.
- b. How well the conservation or restoration work interprets the property's cultural, social, historical and architectural significance.
- c. Appropriate use or adaptation of the property.

Technical Achievement:

- d. The understanding of the technical issues of conservation/restoration in interpreting the property's significance.
- e. The use and quality control of appropriate building, artisan and conservation techniques.
- f. The use of appropriate materials.
- g. How well any added elements or creative technical solutions respect the character and inherent spatial quality of the property.

Social and Policy Impact:

- h. The overall complexity, sensitivity and technical consistency of the project.
- i. The on-going socio-economic and environmental viability and relevance of the project, and provision for its future use and maintenance.
- j. The manner in which the process and the final product contribute to the surrounding environment and the local community's cultural and historical continuum.
- k. The influence of the project on conservation practice and policy locally, nationally, regionally or internationally.

Article 5 – Selection Process and Jury

- 5.1 The Awards recipients shall be selected on the proposal of an internal Jury.
- 5.2 The Jury shall be composed of:
 - a. 1 representative from UNESCO and
 - b. 8 to 10 international conservation experts renowned for their knowledge of conservation in the Asia-Pacific region.
- 5.3 UNESCO shall appoint the Jury for the full period of the Awards process.

Article 6 – Conditions of Entry

- 6.1 Entries may be submitted by the registered owner, registered lessee, or conservation consultant, architect or designer, any of whom would have had to be involved in the process, preferably throughout the entire project duration.
- 6.2 Each entry must be submitted to UNESCO before **15 May 2018**.
- 6.3 Submission of an entry will be taken to imply granting UNESCO the rights to use, publish, display or communicate all materials and particulars of the successful schemes, without charge to UNESCO.
- 6.4 The wording of plaques and certificates will be based strictly on the details given on the entry form.
- 6.5 All submitting persons or firms will be responsible for delivery of their respective entries. Entry materials will not be returned.
- 6.6 One or more entries may be submitted by the same individual or institution.
- 6.7 The use of the UNESCO logo for any purposes related to the Awards requires prior written authorization from UNESCO.

Article 7 – Materials Required for Submission

Each entry must be submitted with the following documentation in full:

- 7.1 Official entry form
- 7.2 Heritage Awards project description (using the provided official format).
- 7.3 Occupant's comments
- 7.4 Owner consent
- 7.5 Rights authorization form (copyright for drawings, illustrations and photographs)
- 7.6 Drawings, A4 format or A3 format
- 7.7 Photographs
- 7.8 Additional materials (articles, videos, etc.) may be provided, as per the guidelines on the Awards website
- 7.9 CD/DVD (including entry dossier in PDF format, drawings and photographs)

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2018 | Occupant Comments

Culture Unit
UNESCO Bangkok Office
920 Sukhumvit Road
Bangkok, Thailand 10110

Dear Sir:

As an **<occupant/user/visitor>** of **<insert name of project>**, which is being submitted to the 2018 UNESCO Asia-Pacific Heritage Awards for Cultural Heritage Conservation, I would like to provide my comments as follows.

<Insert comments on your experience with this building, such as how well it works, how it relates to the community, etc.>

Signature

Name of occupant

Date

UNESCO
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2018 | Owner Consent

Culture Unit
UNESCO Bangkok Office
920 Sukhumvit Road
Bangkok, Thailand 10110

Dear Sir:

This is to certify that the above building is the property of **<insert owner/company>**. I hereby grant permission to **<insert name of submitter>** to nominate the above building for the 2018 UNESCO Asia-Pacific Heritage Awards for Cultural Heritage Conservation.

Sincerely yours,

Signature

Name of owner

Date

