Application dossier for UNESCO Global Geoparks

Format of e-file: Application dossier max. 50 pages (excluding annexes) by weblink (e.g. Dropbox, WeTransfer etc.). Do not send a paper dossier because UNESCO may request revisions.

Timeline: Applications are only accepted annually between 1 October and 30 November.

How to send it: your comprehensive and carefully formatted application dossier must be submitted through the official channel as defined by your National Commission for UNESCO or government body in charge of relations with UNESCO, involving, if applicable, your National Geoparks Committee.

Ahead of any formal application, any aspiring UNESCO Global Geopark (aUUGp) should submit an expression of interest via the official channel as defined by the National Commission for UNESCO or the government body in charge of relations with UNESCO, involving, if applicable, the National Geoparks Committee. Expression of interest must be submitted before 1 July annually.

A comprehensive and carefully formatted application dossier (including supporting material to demonstrate that the area has already been functioning as a de facto Global Geopark for at least one year) should be submitted through the official channel as defined by the National Commission for UNESCO or the government body in charge of relations with UNESCO to the UNESCO Secretariat involving, if applicable, the National Geoparks Committee. This should be accompanied by an explicit endorsement of any relevant local and regional authorities and a letter of support from the National Commission for UNESCO or the government body in charge of relations with UNESCO. The UNESCO Secretariat shall involve the main national contact point in all communication with the aspiring Global Geopark, including the findings of the field evaluation mission, the outcome of the decisions of the Council, and the endorsement by the UNESCO Executive Board.

In order to ensure a balanced geographical representation of UNESCO Global Geoparks, the number of "active" applications is limited to two per Member State. An application is considered "active" upon receipt of the dossier by the UNESCO Secretariat and ceases to be active once a final decision is made regarding its designation as a UNESCO Global Geopark, or if the application is suspended. Only applications from UNESCO Member States will be considered for designation as a UNESCO Global Geopark.

The UNESCO Secretariat will check the completeness of each new application. If incomplete or incorrectly formatted, the UNESCO Secretariat will ask for a revised application. Once an application is considered complete, the UNESCO Secretariat will send the geological section of each new application to IUGS for a desk-top assessment.

At the same time, the UNESCO Global Geoparks Bureau will assign a maximum of two evaluators to undertake a field mission. The costs of travel and accommodation for the evaluators must be borne by the management body of the applying area. Additional participants to these missions, including representatives of National Geopark Committees, may participate as observers and without a role in the compilation of the mission report. Observers will be responsible for funding their participation in the mission.

Upon completion of the field evaluation mission, a report must be prepared by the evaluators and submitted to the UNESCO Secretariat, which will then make the report available to the Council for review. The report must follow a template prepared by the Council.

Documentation related to a UNESCO Global Geopark application, including the reports of the desk-top assessment and the evaluators, will be made publicly available on the UNESCO website.

A – GENERAL INFORMATION

1. Name of the proposed aUGGp (please clearly indicate the name you want to use for official documents, UNESCO logo and website, UNESCO and Global Geoparks Network communications, etc.)
2. Location
3. Surface area (km^2)
4. Short physical and human geography characteristics
5. Organization in charge and management structure
6. Contact person (name, position, telephone, e-mail)
7. Website (please provide URL)
8. Social media (please provide list of all channels used)

B – DOCUMENTS CHECKLIST

- ✓ Expression of interest (sent ahead of the application by 1 July)
- ✓ Application dossier
- ✓ Annexes to the application dossier :
  - Annex 1: Self-evaluation document
  - Annex 2: An additional and separate copy of section E 1.1
  - Annex 3: An explicit endorsement of any relevant local and regional authorities and a letter of support from the National Commission for UNESCO or the government body in charge of relations with UNESCO
  - Annex 4: A large-scale map of the aUGGp
  - Annex 5: One-page geological and geographic summary
  - Annex 6: Complete bibliography of the area in Earth Sciences highlighting international publications

C. LOCATION OF THE AREA

In addition to the map requested as annex 4, please also provide geographic coordinates using latitude/longitude format, and shape file data on the area. The coordinate reference system typically used for GIS data in UNESCO is (Latitude/Longitude) WGS84 (EPSG: 4326).
Use for the general geographic location in your application file the [standard UN geographical maps (available online).](#)

D. MAIN GEOLOGICAL HIGHLIGHT AND OTHER ELEMENTS
What do you consider the **most important geological highlight and other element, site, activity** of your aUGGp? Why should people visit your Geopark?

E- VERIFICATION OF UNESCO GLOBAL GEOPARK CRITERIA

E.1 – TERRITORY

E.1.1   GEOLOGICAL HERITAGE AND CONSERVATION
1.   General geological description of the aUGGp
2.   Listing and description of geological sites within the aUGGp
3.   Details on the interest of these sites in terms of their international, regional, national, or local value (for example scientific, educational, aesthetic)
4.   Current or potential pressure on the geological sites regarding their preservation and proper maintainance
5.   Current status in terms of protection of geological sites within the aUGGp

E.1.2 BOUNDARIES
Explain the boundaries of the aUGGp and what they correspond to (administrative boundaries, national park, etc.)

E.1.3 VISIBILITY
1.   Explain through what measures and infrastructure the aUGGp assures its visibility (e.g. permanent signage at museums and info-centers entrance, geosite interpretation panels, entrance doors, road panels, directional signage, educational panels, leaflets, publications, website, social media, etc.)
2.   Indicate in how many languages information is available.

E.1.4   FACILITIES AND INFRASTRUCTURE
1.   Give an account of the quality of the aUGGp's general information and service infrastructure.
2.   Describe the facilities available for the public and how this affects sustainable tourism and economic development.

E.1.5   INFORMATION, EDUCATION AND RESEARCH
1.   What information and interpretation do you provide to the broad public and on what medium?
2.   Demonstrate that information on boards, in brochures and leaflets are understandable by a non-specialist audience.
3.   Indicate what educational programmes you run and how good or innovative they are, commenting on what could be improved. Present what kind of educational activities (not only on geology but also on nature, culture, intangible heritages, as well as on climate change and natural hazard) your Geopark offers (university field courses, school environmental educational programmes, vocational training, programmes for families and kids, etc.).
4.   Explain what scientific research is conducted by or in cooperation with the aUGGp in geosciences as well as in other fields of different heritages.

E.2   OTHER HERITAGE
One of the main purposes of a UNESCO Global Geopark is to explore, develop and celebrate the links between geological heritage and all other aspects of the area's natural, cultural and intangible heritages. A UNESCO Global Geopark brings together geological heritage with cultural and local characteristics of the area. This section should contain an account of the state of **other natural & cultural tangible/ intangible sites practices and values** and their state of conservation. Include in your description how the aUGGp presents, interprets and integrates its geological heritage, in a holistic way with the other heritages of the area.

E.2.1: NATURAL HERITAGE
1. Briefly analyse the situation of the natural heritage of the area, and how it is valued, interpreted, promoted and maintained.
2. Indicate if this heritage is valued or inscribed at a local, national, regional or international level.
3. Provide information on any areas that are recognised as protected areas or under other UNESCO programmes (World Heritage Sites, Biosphere Reserves).

E.2.2 CULTURAL HERITAGE
1. Briefly analyse the situation of the cultural heritage of the area and how it is valued, interpreted, promoted and maintained.
2. Clarify if this heritage is valued or inscribed on a local, national, regional or international level, and provide a complete set of information on any aspects that are recognised on other UNESCO Programmes.

E.2.3   INTANGIBLE HERITAGE
1. Briefly analyse the situation of the intangible heritage of the area and how it is valued, interpreted, promoted and maintained.
2. Clarify if this heritage is valued or inscribed on a local, national, regional or international level, and provide a complete set of information on any aspects that are recognised on other UNESCO Programmes.

E.2.4   INVOLVEMENT IN TOPICS RELATED TO CLIMATE CHANGE AND NATURAL HAZARDS
1. Briefly analyse the situation regarding the relevance and involvement of the aUGGp in issues related to climate change and natural hazards.
2. Are sites threatened by any of them? Are there actions being undertaken in relation to mitigation and adaptation in relation to these hazards?

E.3   MANAGEMENT
Introduction: UNESCO Global Geoparks are managed by a body having legal existence recognized under national legislation. This management body should be appropriately equipped (finances, staff) and should include all relevant local and regional actors and authorities (organigram). In order to permit a UNESCO Global Geoparks to develop and evolve smoothly a management plan/master plan has to be developed after a thorough analysis of the situation, agreed upon by all relevant stakeholders and partners, that provides for the organization and well-functioning of the future UGGps, as well as the social and economic needs of the local populations, protects the landscape in which they live and conserves their cultural identity. This plan must be comprehensive, incorporating all different available physical, intangible or natural resources of the area, the aUGGp mission and objectives, governance, development and action plans, communication, protection, infrastructure and facilities, finances, partnerships and other relationships within the aUGGp, and last but not least a framework for its implementation (timing, staffing, budgeting).
A management plan/master plan is fundamental to guaranteeing the development of a UGGp. Therefore, each aspiring area must have at least some framework for a future management plan/master plan ready, which will be verified during the evaluation.

1. What legal form has your aUGGp?
2. Does your aUGGp have an existing management plan? (is this plan belonging to the aUGGp or to a local /regional/national authority?)
3. Describe the aUGGp management body.
4. Give a summary of the budget and the financial state of the aUGGp.
5. Provide clear information about the staff dedicated to the Geopark (use the table below and list by professional categories, e.g. engineer, guides, rangers, scientists, administrators,); include also voluntary staff contributing in-kind and other professionals who may not work directly for the aUGGp organization.
6. Inform if there is a geoscientist available for work on a daily basis.
7. Present the role and presence of women in the management of the UGGp and within all other employment categories of staff and support network as a whole.

N°	name	employment	function	skill	% time	Gender
1	xxxxx yyyyyyyyyy	permanent/ temporary	e.g. field responsible	e.g. anthropology	e.g.50%	F/M
2	....					

E.4   OVERLAPPING
If your aUGGp overlaps with another UNESCO designated site, such as a World Heritage Site or Biosphere Reserve, your application must be clearly justified and evidence must be provided for how UNESCO Global Geopark status will add value by being both independently branded and in synergy with the other designations.

E.5   EDUCATIONAL ACTIVITIES
Present the progress and success of education activities related to your aUGGp and any projects.

E.6   GEOTOURISM
Present the progress and success of activities related to the sustainable tourism offer.

E.7   SUSTAINABLE DEVELOPMENT AND PARTNERSHIPS

E.7.1 SUSTAINABLE DEVELOPMENT POLICY
1. Present the impact of the aUGGp on local sustainable development, development policies and strategies.
2. Provide an overall evaluation of projects of the aUGGp related to sustainable development.

E.7.2   PARTNERSHIPS
1. Present the partnerships developed by the aUGGp and if these are formal partnerships with criteria set up by the Geopark (with local stakeholders like hotels restaurants, guides, etc.).
2. Explain if your aUGGp has a branding policy for local products, formal partnership agreements, criteria, promotional actions, etc..
3. Clarify if the aUGGp promotes these partnerships (festivals, fairs, website, leaflets, etc.).
4. Present the overall quality and visibility of this policy (criteria used, quantity of partners, etc.).

E.7.3 FULL AND EFFECTIVE PARTICIPATION OF LOCAL COMMUNITIES AND INDIGENOUS PEOPLES
1. Provide information on the full and effective participation of the local communities and indigenous peoples in planning and implementing the management and development of the aUGGp.
2. Present how local communities and indigenous peoples are involved and what actions the aUGGp takes to, for example:
   − Strengthening their roles in decision-making;
   − Ensuring their continued access to and use of the site and its resources, both tangible (e.g. food, water, fuel, shelter) and intangible (e.g. places of meaning and spirituality);
   − Recognizing and sustaining their distinctive cultures, including their languages, knowledge systems, practices, values and worldviews?
3. As language may be a barrier, does the UGGp team makes use of local interpreters, or other methods, to ensure good communication.

E.8   NETWORKING

A UNESCO Global Geopark cooperates with other UGGps through the Global Geoparks Network (GGN), and regional networks of the GGN. Working together with international partners is among the main characteristics and obligations of UNESCO Global Geoparks. Membership of the GGN is obligatory for UNESCO Global Geoparks. By working together across borders, UNESCO Global Geoparks learn from each other, exchange good experience and contribute to increasing understanding among different communities and cultures and as such help to achieve the UNESCO mandate of building peace in the hearts of people.

1. Provide a summary on this **international cooperation** and the kind of activities with the Global Geoparks Network, partnerships with UNESCO Global Geoparks or other local, regional, international partners.
2. Provide a summary on the networks of partners your Geopark created at national, regional and local level, with schools, universities, enterprises, service providers, etc..

E.9   SELLING OF GEOLOGICAL MATERIAL

Confirm that the aUGGp is not involved in the selling of geological material. Please see also section 3.(vii) of the Operational Guidelines for UNESCO Global Geoparks on this point.

F. INTEREST AND ARGUMENTS FOR BECOMING A UNESCO GLOBAL GEOPARK

Present briefly arguments why you wish to become a UNESCO Global Geopark, regarding your own territory and for the Global Geopark Network.

LIST OF MANDATORY ANNEXES

Annex 1: Self-evaluation document, contact UNESCO Secretariat for the file.

Annex 2: An additional and separate copy of section E 1.1 "Geological Heritage and Conservation" of the application, prefaced by a geological summary of a maximum of 150 words (this will be used only for the geological desktop evaluators from IUGS – International Union of Geological Sciences).

Annex 3: An explicit endorsement of any relevant local and regional authorities and a letter of support from the National Commission for UNESCO or the government body in charge of relations with UNESCO.

Annex 4: A large scale map of the aUGGp showing a clearly defined boundary of the aUGGp and marking all the geosites, museums, towns and villages, other sites of cultural and natural heritage, tourism facilities including visitor and information centres/points. While 1:50,000 is ideal, if your country does not map at that scale then the nearest large-scale map will suffice. In case of any overlap with other UNESCO site designations (World Heritage, Biosphere Reserves) the area of these designations should be clearly indicated on this map. In addition, all protected areas (National or Regional Reserve, parks, etc.) needs to be indicated.

Annex 5: One-page geological and geographic summary, including a detailed map and a standard UN geographical maps indicating the location (template is available below in page 8).

Annex 6: Complete bibliography of the area in Earth Sciences highlighting international publications.
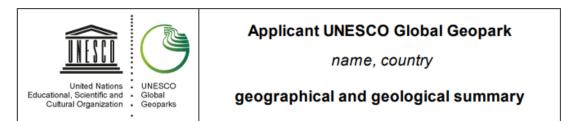
Contact

Kristof Vandenberghe
UNESCO Global Geoparks Secretariat
Section on Earth Sciences and Geoparks
7, Place de Fontenoy
F-75732 Paris cedex 15
France

E-mail:
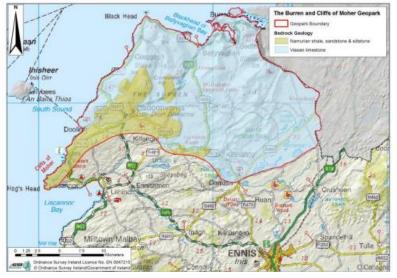k.vandenberghe@unesco.org
ml.faber@unesco.org

Annex 5

Template/example 2016

Applicant UNESCO Global Geopark

name, country

geographical and geological summary

Please replace the map below with a map of your region, using a standard UN map showing the location of the aspiring UNESCO Global Geopark as illustrated in this example.

Please replace the map below with a map of the aspiring UNESCO Global Geopark indicating the boundary, cities, general geographic points, as shown in this example.

1. **Physical and human geography – 1500 characters**
   Including for example: location, geographical coordinates, surface area, distance to main cities/to the border, landscape, relief type (mountain, plains, valleys, caves…), maximum and minimum elevation, climate, nature, administrative region and county, number of inhabitants, economic activity, settlements, infrastructure, etc.

2. **Geological features and geology of international significance – 1500 characters**