

STEERING COMMITTEE FOR CULTURE, HERITAGE AND LANDSCAPE (CDCPP)

CDCPP(2012) 4

27 April 2012

1st Plenary Session
Strasbourg, 14 – 16 May 2012

HEREIN – Progress report 2011

DOCUMENT FOR INFORMATION

Item 5.3.3 of the draft agenda

The Committee:

- **noted** the information document
- **thanked** member States for their continued financial support in the development of
HEREIN

1. The HEREIN network

Launched in 1999 with the aim of establishing a network and an online tool providing a permanent information system on heritage, the European Heritage Network (HEREIN) has become an important reference for government bodies, professionals, researchers and non-governmental organisations active in the field of cultural heritage.

In 2011 a new member State, the Republic of Moldova, joined the network. To date, **43** Council of Europe member States are members of the HEREIN network. The member States which are **not yet members of HEREIN** are Albania, Liechtenstein, Monaco and San Marino.

Of the 43 HEREIN network members, 39 have already nominated a national coordinator. The **HEREIN network members which have not yet appointed their national coordinators** are the Czech Republic, Lithuania, Luxembourg and Malta.

Member States not only actively participate in the work, they also financially support the overall activities with their voluntary contributions. For 2011, thanks should be extended to Azerbaijan, Belgium – Wallonia, Finland, France, the Netherlands, Norway, Slovenia, Sweden and Switzerland.

During 2011, the functioning of the HEREIN Network was formalised through a ***Charter on the functioning of the HEREIN Network***, drawn up by the CoE Secretariat with the support of its legal department and disseminated to the Steering Committee representatives, HEREIN coordinators and thesaurus correspondents. The Charter presented is appended to this document.

According to the Charter, the next meeting of the HEREIN coordinators is planned for autumn 2012.

2. The HEREIN 3 database

The decision for a new enhanced version of the database supporting the Network's activity, HEREIN 3, as taken at the CDPATEP plenary meeting in May 2010, will lead to the launch of the enhanced tool mid-2012.

Four training sessions for using the new HEREIN 3 were organised in 2011 (three took place in Strasbourg on the new database; the fourth took place in London on the Case Study Modules). Further training sessions will be organised in the second half of 2012.

The development of the tool and the testing sessions took place in 2011 and will continue in the first half of 2012, monitored by the Council of Europe with the support of the selected project management assistant company. Previous obstacles encountered in the launching of the updated version of HEREIN are being addressed and HEREIN 3 should be operational by June 2012.

The Secretariat wishes to set up a more transversal work programme, so that HEREIN can be better integrated with the field activities, the follow-up of the heritage conventions and European standard setting.

The experience gained in developing the HEREIN 3 database will provide a useful basis for the planned Landscape information system ELCIS; additionally, part of the HEREIN open source software could be reused and customised to serve the needs of ELCIS.

3. The HEREIN Thesaurus

Twenty member States have appointed thesaurus correspondents and actively participate in the development of the HEREIN Thesaurus. They meet on an annual basis and ensure that the HEREIN thesaurus is multilingual and appropriately designed.

Although not a CoE priority in 2011, the Secretariat continued to ensure two Editorial Group meetings, correspondent updates and the development and hosting of the Thesaurus tool.

The Herein AISBL (see below) announced its offer to cover expenses for the publication in print of the HEREIN Thesaurus in 4 languages (English, French, Spanish and German).

4. The HEREIN AISBL

An international not-for-profit association under Belgian law, the HEREIN AISBL, was established in November 2010 by a group of participating countries, with a view to supporting the development of the HEREIN tools and network. The founding members of the AISBL are Belgium (Wallonia), Finland, France, Greece, Slovenia, Switzerland and the United Kingdom

The HEREIN Association is open to the participation of further member States.

In December 2011, a Cooperation Agreement between the CoE and the AISBL was signed. As mentioned above, the HEREIN Thesaurus will be published in print during 2012. A publication on the topic of public access and interpretation of heritage (theme 5 of HEREIN 3) is also planned by the AISBL. Drafts of these publications will be subject to approval by the Council of Europe.

Practical cooperation between the CoE Secretariat and the HEREIN AISBL will be further developed in the coming year.

5. The HEREIN communication tools

The Herein name and logo were registered in 2011 and their copyright protection will run until 30 November 2020.

The HEREIN web domain (<http://www.european-heritage.net>) was made available at no cost to the Council of Europe by ADEC (Association pour le développement des entreprises et des compétences); the ownership of the domain will be renewed by tacit agreement.

During 2011 the Secretariat ensured the dissemination of a two-monthly **HEREIN Newsletter**. Past editions are available on the CoE website.

Since 2011 HEREIN also has a **Facebook page**, intended to reach out to professionals and the general public interested in the HEREIN network and activities.

The HEREIN **webpage** under the CoE domain is updated on a regular basis (http://www.coe.int/t/dg4/cultureheritage/heritage/Herein/Default_en.asp).

APPENDIX I



CDPATEP (2011) 25

Strasbourg, 14 December 2011

CHARTER ON THE FUNCTIONING OF THE EUROPEAN HERITAGE NETWORK

IMPLEMENTATION GUIDELINES

The European Heritage Network (hereafter HEREIN) is a permanent information system linking government departments responsible for cultural heritage, under the umbrella of the Council of Europe. The members of the HEREIN network shall include the States Parties to the European Cultural Convention which have appointed a national co-ordinator with the network. The members agree to abide by the principles set out in this Charter.

PURPOSE OF THE HEREIN NETWORK

1. The purpose of the HEREIN network, set up on the basis of the conclusions of the 4th European Conference of Ministers responsible for Cultural Heritage (Helsinki, 1996) and Resolution No. 2 (III.2) of the 5th ministerial conference (Portorož, 2001), is to facilitate co-operation among all European countries to further develop and adapt heritage policies and practices. This programme is based on an active network of public heritage authorities in the countries of Europe and on high-performance communication and interactive work tools. It offers practical assistance with the implementation of the Granada (architectural heritage), Valletta (archaeological heritage), Faro (value of heritage to society) and Florence (landscape, in conjunction with the dedicated ELCIS network) conventions. HEREIN is also an information tool for regional and technical assistance programmes and incorporates information derived from the implementation of these programmes.

2. HEREIN plays a part in the achievement of the Council of Europe's objectives in the fields of democracy, human rights and social cohesion. In this respect, it promotes citizens' right to access their heritage, participate in cultural life and be involved in improving their shared living environment. It acts as a monitoring body for the *sustainable use of heritage resources as a factor in the qualitative development of the territory and intercultural dialogue* among populations.

3. Being directly accessible to a broad audience (not only national and local authorities but also conservation and development professionals, researchers and the general public) HEREIN has become a reference point for intergovernmental co-operation and the work of IGOs and NGOs. It is an international forum for exchanges, bringing together, under the auspices of the Council of Europe, all public and private partners involved in the transmission of heritage. The services provided by HEREIN are also accessible via the Council of Europe's "CultureWatchEurope" platform alongside the Compendium of cultural policies.

NETWORK SERVICES

HEREIN offers the following services:

A pan-European database on heritage policies

4. The HEREIN database provides an overview of the heritage policies pursued in member states (identification, inventories, protection, conservation, financing, integrated conservation and sustainable development strategies, dissemination and awareness-raising, innovation, etc). The information, accessible by theme or country, is entered and updated directly by the national co-ordinators appointed by member states. The system allows for easy extraction of data meeting users' needs.

5. The database on heritage policies covers the architectural and archaeological heritages seen in the light of the recent Faro Convention, in conjunction with the dedicated ELCIS information system currently being developed to follow-up the European Landscape Convention. *The Council of Europe's intergovernmental committee responsible for the cultural heritage (hereafter the Steering Committee)* may decide to adapt or extend the fields covered bearing in mind the focuses of the various Conventions and topical events, subject to the availability of the necessary material resources.

6. The system can provide tailor-made case-study modules corresponding to specific aspects of the implementation of the conventions or priority co-operation topics identified by the country and the Steering Committee, or particular modules focusing on regional co-operation.

Development of on-line services for users

7. In addition to the database on the heritage policies of the various countries, the HEREIN site offers users a series of services. The list of these services may be amended or extended with the agreement of the Steering Committee in accordance with recognised needs and available resources:

- access to a multilingual Thesaurus enabling cultural heritage experts to identify terms and concepts in different languages and find relevant information in the database. It facilitates an understanding of concepts and access to information and to date covers 12 languages;
- a European portal providing access to Internet resources or national databases in the field of cultural heritage identified via the network members;
- professional theme-based forums on topics of shared interest, at the request of network members;

- a “Heritage Discovery” section reflecting the diversity of Europe’s shared heritage, as defined by the Faro Convention, offers virtual exhibitions and other products forwarded by countries or resulting from transnational co-operation;
- any other on-line publication resulting from and showcasing the activities of the network.

ORGANISATION OF THE NETWORK

Members and their commitments

8. HEREIN members are the States Parties to the European Cultural Convention (CETS No. 018) which appoint a national HEREIN co-ordinator in accordance with the provisions set out in the Appendix to this Charter. HEREIN members shall be involved in the management and operational bodies of the network referred to in this Charter and shall have free access to the various services offered by HEREIN. All members shall agree to be bound by the provisions of this Charter. In particular, HEREIN members shall undertake to:

8.1 maintain an ongoing relationship between their representative on the Steering Committee, their national co-ordinator and the senior cultural heritage officials of their country in order to steer the activities relating to the follow-up of conventions and the development of the HEREIN system;

8.2 develop and regularly update the national/regional information entered into the database on heritage policies in the specified format and provide the necessary information for the other services offered by HEREIN in accordance with the priorities laid down by the Steering Committee;

8.3 co-operate with the Network Secretariat in the active running of the network and provide news items on the Internet site;

8.4 promote at national level the Network and its activities, products and services;

8.5 ensure that their national HEREIN co-ordinator and their HEREIN Thesaurus correspondent comply with the provisions of this Charter of relevance to them.

Council of Europe contribution and commitment of the HEREIN Network members

9. The Council of Europe, on the basis of the resources specified for this purposes in its budget and a “special account” budgetary line funded by voluntary contributions from countries, shall ensure the hosting of the HEREIN server by a specified operator and the Network Secretariat.

Management and operational bodies at the Council of Europe

10. The functioning and development of HEREIN shall be ensured in the following way:

Role of the Steering Committee

11.1 The Steering Committee shall oversee the HEREIN network, define its main policy lines and operational arrangements in accordance with the principles set forth in this Charter. It shall appoint, for a given period, two of its members to monitor HEREIN and report back to it;

11.2 In its guidelines, the Steering Committee shall specify in particular the aspects of the database which need to be further developed and the necessary adjustments to the database structure. It shall also lay down the subject of the specific case studies to be carried out in accordance with the follow-up to the various conventions and its own priorities.

Role of the HEREIN co-ordinators

12. The role of the HEREIN co-ordinators is described in the appendix to this Charter. Subject to the availability of the necessary resources, the co-ordinators shall meet at least once a year in a member state of the Network or in Strasbourg. This meeting shall afford an opportunity for a methodological exchange and could give rise to joint projects and targeted co-operation within the parameters of the activities defined by the Steering Committee. With the assistance of the webmaster, the co-ordinators shall take part in the process of information exchange and in developing HEREIN services.

12.1 The co-ordinators shall be required to play an advisory role and put forward suggestions to the Steering Committee. The two members of the Steering Committee shall attend the co-ordinators' meetings.

Secretariat of the HEREIN network

13. The Network Secretariat shall be provided by the Council of Europe Secretariat, and more specifically the administrative unit responsible for follow-up to the heritage-related conventions. It shall obtain the technical expert opinions required to implement the guidelines laid down by the Steering Committee, in terms of both information and IT aspects regarding maintenance. The Secretariat shall be responsible for:

13.1 co-ordinating and supervising the HEREIN activities, by linking the guidelines laid down by the Steering Committee and the activities of the HEREIN co-ordinators;

13.2 managing the HEREIN database and website;

13.3 managing the HEREIN resources and financial administration, the corresponding ordinary budget appropriation and the special account for voluntary contributions; ensuring the carrying out of any joint projects with other partners such as the EU;

13.4 promoting the Network and its activities, products and services;

13.5 maintaining relations with specific external partners, in particular the AISBL HEREIN and the EHHF. It shall assist with the carrying out of any additional projects and conclude agreements and relevant administrative arrangements. Where required for appropriate project management, it shall set up a working party comprising experts and the two members appointed by the Steering Committee. The Secretariat may, by means of an administrative arrangement, assign tasks to the AISBL extending and consolidating the work initiated by the HEREIN Network.

HEREIN DATABASE RIGHTS

14. Responsibility for the content of the database on heritage policies, as recompiled for the 2011 version and as expanded by the HEREIN co-ordinators and correspondents shall lie with the member states. This information shall be accessible without charge.

The home page of the HEREIN website (<http://www.european-heritage.net/>) states that “the content of the database is provided by the governmental authorities of the participating countries and remains under their responsibility. The Council of Europe cannot be held accountable for this information”.

15. Registration of the HEREIN name and logo was applied for on 19 November 2010 (Deposit Nos. 103783291 and 103783301) and obtained on 25 March 2011 – running until 30 November 2020.

16. The HEREIN website domain (<http://www.european-heritage.net/>) purchased prior to the project by ADEC (Association pour le développement des entreprises et des compétences, 37 rue d'Ingwiller, F-67350 La Walck) has been made available without charge to the Council of Europe, with renewal by tacit agreement.

17. The Council of Europe has full copyrights and production rights on the HEREIN database and the HEREIN Thesaurus.

18. The Steering Committee may propose, as appropriate, relevant amendments to this Charter.

APPENDIX II

PROFILE AND DUTIES OF THE HEREIN CO-ORDINATORS AND THESAURUS CORRESPONDENTS

1. APPOINTMENT

Any State Party to the European Cultural Convention and member of the Council of Europe's Steering Committee with responsibility for Culture (hereafter "Steering Committee") may join the European Heritage Network (HEREIN) by appointing a co-ordinator. HEREIN co-ordinators are tasked with co-ordinating and regularly inputting to the database of heritage policies in their country and ensuring that the information contained in this database is up-to-date. They shall also contribute to the other HEREIN services.

HEREIN co-ordinators are appointed by the representatives of their country on the Steering Committee in consultation with the competent senior authorities for cultural heritage in their country. They shall maintain ongoing contact with the representative(s) of their country on the Steering Committee. They are the direct contact person for the Council of Europe Secretariat with regard to the network's activities.

2. PROFILE

HEREIN Co-ordinators should:

- have thorough and detailed knowledge of their country's policies on cultural heritage and have sufficiently senior status to ensure access to contact points for information gathering (across the relevant government departments of their country and in regional authorities, specialist institutes, local authorities, organisations, etc.);
- have good knowledge of websites relating to the cultural heritage of their country;
- be capable of co-ordinating the inputting of data and validating all national data entries, regardless of their source;
- have sound working knowledge of the principles of relational databases;
- be able to work within a multi-disciplinary and multinational team;
- have excellent written and oral communication skills.

Duties

HEREIN co-ordinators shall:

- ensure that the information on their country contained in the HEREIN database is up-to-date;
- identify several correspondents or contact points able to provide the information required for data entry;
- maintain close contact with the latter and organise, where necessary, co-ordination meetings;
- grant the correspondents the necessary permissions enabling them to input data;
- validate the data entered in respect of their country;
- co-ordinate activities with the Thesaurus correspondent;
- take the necessary measures to follow-up the heritage conventions in the context of the selected case-study modules;
- co-ordinate the collection of information for the case-study modules with the appointed experts;
- keep in contact with other HEREIN co-ordinators and help raise the profile of the Network;
- report back to the representative of their country on the Steering Committee.

HEREIN co-ordinators shall work in close co-operation with:

- 1. the regional co-ordinator(s) for the country in question**
- 2. the content provider(s) for the country in question**
- 3. the case-study module co-ordinator(s) and/or expert(s) for the country in question**
- 4. the Thesaurus correspondent for the country in question.**

1. One or more regional HEREIN co-ordinators shall be appointed by the HEREIN co-ordinator once they have been identified as providers of information and data. Each regional co-ordinator may represent a region or an entity. The HEREIN co-ordinators and regional co-ordinators may, in turn, appoint content providers with whom they shall work in order to compile the database entries.

2. One or more HEREIN content providers shall be appointed by the HEREIN co-ordinator and/or regional co-ordinator where the latter do not have direct access to the information required for data entry and need to contact other contact providers in the country. Contact providers may represent an institution (archaeological, architectural, etc.) or an organisation (local or national)

3. A CSM (case-study module) co-ordinator and one or more HEREIN case-study module experts shall be appointed by the co-ordinator in consultation with his or her country's member on the Steering Committee when a new case-study module is being prepared. Additional experts from international organisations may also be appointed depending on the topic being dealt with.

3a. The case-study module expert(s) shall appoint **contact providers** where they do not have direct access to all the information required for entering data and need to contact other contact providers in the country

3b. The Secretariat shall, in liaison with the members of the Steering Committee, appoint experts responsible for carrying out comparative analyses and using the data. It shall take charge of the contracts concluded with the appointed experts in this connection.

4. A HEREIN Thesaurus correspondent shall be appointed by the member on the Steering Committee of the country concerned in consultation with the HEREIN co-ordinator. This Thesaurus correspondent, whose profile is set out below, shall work in close co-operation with the HEREIN co-ordinator. Together they shall provide a link between the HEREIN database and the Thesaurus.

Any State Party to the European Cultural Convention and member of the Steering Committee may join the HEREIN Thesaurus group and appoint a correspondent as its representative. Thesaurus correspondents should have the following profile:

Thesaurus correspondent profile

Correspondents should:

- have sufficient experience in the thesaurus field;
- have thorough and detailed knowledge of the terminology used in the cultural heritage sector (architecture, archaeology, landscape) in their own official language(s);
- have an understanding of English and/or French (the official languages of the Council of Europe);
- be able to organise, as required, meetings with the appropriate persons in their countries in order to decide on the correct entry for the Thesaurus.