

**Resolution CM/ResDip(2008)1
on the revised regulations for the European Diploma for Protected Areas**

*(Adopted by the Committee of Ministers on 20 February 2008
at the 1018th meeting of the Ministers' Deputies)¹*

Appendix 1

**Information form for new application
for the European Diploma for Protected Areas**

Logo
European Diploma

Council of Europe

European Diploma

**Information form
for Candidate Sites**

This form is also available on diskette

Site code (to be given by the Council of Europe)									
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1. Site identification

1.1. Site name

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1.2. Country								
1.3. Date of application								
1.4. Site information compilation date								

Y Y Y Y M M D D

1.5. Addresses: administrative authorities

National authority	Regional authority	Local authority
Name:	Name:	Name:
Address:	Address:	Address:
Tel.....	Tel.....	Tel.....
Fax.....	Fax.....	Fax.....
E-mail	E-mail	E-mail

¹ As amended by Resolution CM/ResDip(2014)2 on 2 July 2014 at the 1204th meeting of the Ministers' Deputies.
Internet : <http://www.coe.int/cm>

1.6. Addresses: site authorities

Site manager	Site information centre	Council of Europe contact
Name:	Name:	Name:
Address:	Address:	Address:
Tel.....	Tel.....	Tel.....
Fax.....	Fax.....	Fax.....
E-mail	E-mail	E-mail

1.7. Summary description

Please continue on separate page if necessary.
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1.8. European interest justifying the application

Please continue on separate page if necessary.
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1.9. Selection methodology

Please continue on separate page if necessary.
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1.10. Main aim or motivation

Please continue on separate page if necessary.
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1.11. Dates (to be filled in by the Council of Europe)

Date of first examination

--	--	--	--	--	--	--	--

Y Y Y Y M M D D

Date of expert visit

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Y Y Y Y M M D D

Date of second examination

--	--	--	--	--	--	--	--

Y Y Y Y M M D D

Date of award

--	--	--	--	--	--	--	--

Y Y Y Y M M D D

2. Site location**2.1. Site centre location**

Longitude

				°			′			″
--	--	--	--	---	--	--	---	--	--	---

W/E (Greenwich)

Latitude

N				°			′			″
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2.2. Area (ha)

Total Area							,			
Core							,			
Buffer							,			
Transition							,			

2.3. Site length (km)

				,				
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2.4. Altitude (m)

Minimum

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Maximum

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Mean

--	--	--	--	--

2.5. Administrative region

Region name

% cover

Marine area not covered by the terrestrial part

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3. Natural heritage**3.1. General abiotic description (Geomorphology, geology and hydrogeology)**

Please continue on separate page if necessary.
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3.2. Habitats

Please continue on separate page if necessary.
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3.3. Flora

Please continue on separate page if necessary.
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3.4. Fauna

Please continue on separate page if necessary.
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3.5. Landscape

Please continue on separate page if necessary.

4. Cultural heritage and socio-economic context**4.1 Cultural heritage**

Please continue on separate page if necessary.

4.2 Socio-economic context

Please continue on separate page if necessary.

5. Educational and scientific interest

Please continue on separate page if necessary.

6. Site description**6.1. Vulnerability**

Please continue on separate page if necessary.

6.2. Protection status

Please continue on separate page if necessary.

6.3. Ownership

Please continue on separate page if necessary.

6.4. Documentation

Please continue on separate page if necessary.

7. Site management**7.1. Management plans**

Please continue on separate page if necessary.

7.2. Budget and personnel

Please continue on separate page if necessary.

8. Map of the site

8.1. Physical map:

National map number

scale

projection

Reference to availability of boundaries in digitised form

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8.2. Map of designated sites described in 6.2

Provide this information on a map with the same characteristics as above.

8.3. Aerial photograph(s) included:

☐

Yes

☐

No

Number

Area

Subject

Copyright

Date

9. Slides

Number	Place	Subject	Copyright	Date

Please continue on separate page if necessary.

Explanatory Notes

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1. Site identification

1.1. Site name

Sites names are entered in their local language. In this way, the difficulties of translation are avoided and the integration of existing data at national or local level is straightforward. In the case of different character sets (for example, Greek), names are transliterated. In the case of the local name “speaking for itself”, a translation into the official language(s) of the document should be added.

1.2. Country

The name of the country is entered in the original language.

1.3. Date of the application

The date that the application is officially transmitted to the Council of Europe must to be filled in according to the following format: year (four digits) followed by the month (two digits) and the day (two digits), as numbers.

Example: 1997.05.14: site officially proposed on the 14th of May 1997.

1.4. Site information compilation date

Enter the date you wish to see as the “compilation date” for the information recorded. The data field takes the same format as shown in 1.3.

1.5. Addresses: administrative authorities

Enter the full reference including name, address and telephone/fax/e-mail, if appropriate, of 1. the national, 2. the regional and 3. the local administration which have responsibility for the site.

1.6. Addresses: site authorities

Enter the full reference including name, address and telephone/fax/e-mail, if appropriate, of:

- a. the authority and/or individual responsible for the management of the site;
- b. the information centre related to the site if it exists; and
- c. the authority and/or individual which guarantees contact with the Council of Europe.

1.7. Summary description

Enter a short paragraph summarising the main characteristics of the area, described more in detail in the sections below.

1.8. European interest justifying the application

Enter the characteristics and elements which identify clearly the European interest of the area.

1.9. Selection methodology

This section should explain the methodology and/or information which was used to declare the European interest explained in the above section.

1.10. Main aim or motivation

An indication should be given of the main aim or motivation for which the site has been given its designation and protection status. This may be different from the European interest for which the Diploma is requested.

1.11. Dates

Once an application has been accepted, it will follow a certain procedure. The dates of subsequent procedural steps are filled in by the Council of Europe: date of a first examination by the expert group, date of the on the spot appraisal, date of the second examination by the expert group and finally the date of the award.

2. Site location

2.1. *Site-centre location*

The geographical co-ordinates (longitude and latitude) of the site centre must be entered in degrees, minutes and seconds of arc. Degrees, minutes and seconds of longitude west of the meridian of Greenwich are conventionally given a "W", and degrees east a "E". This avoids co-ordinate problems if data are subsequently transferred to a Geographical Information System (GIS).

For sites composed of several distinct areas, the co-ordinates of the most important sub-area are entered.

2.2. *Area*

The site's surface area is entered in hectares. If the site has a zonation the relative area in each zone is also entered in hectares, accurate to two places past the decimal point.

If a site has no zonation, only the total area field is filled in.

2.3. *Site length*

This field is only necessary when area measurements are not relevant (for example, caves, cliffs). Site length is entered in kilometres, accurate to three places past the decimal point (metres).

2.4. *Altitude*

Enter the minimum, maximum and mean altitude of the site above sea level. The mean value should be calculated as the weighted average of the altitude classes within the site.

2.5. *Administrative region*

The name of the administrative region(s) in original language together with the percentage of the site within each region must be entered here.

Where sites include a marine component that is not covered by the terrestrial part, the percentage of the site within this component should be noted as well.

3. Natural heritage

3.1. *General abiotic description (geomorphology, geology and hydrogeology)*

A short description of the geomorphology of the site should be entered here, in particular the kind of substrate together with the present relief patterns. The history and the kind of land forming processes can be useful data, as well.

3.2. *Habitats*

A detailed description of the vegetation type(s) of the site must be given, stressing the most important characteristics. If possible, the scientific name(s) of the phytosociological class(es) should also be given.

3.3. *Flora*

An overview of the most important elements of flora and their characteristics within the site must be given. Also, the total number of vascular plants, bryophytes, fungi and lichens together with the indication of rare, threatened, dominant or endemic species can be of interest.

3.4. *Fauna*

An overview of the most important elements of fauna and their characteristics within the site must be given. Also, the total number of mammals, birds, reptiles, amphibians and invertebrates together with the indication of rare, threatened, dominant or endemic species can be of interest.

3.5. *Landscape*

A description of the landscape aspects.

4. Cultural heritage and socio-economic context

4.1. Cultural heritage

This field contains an indication of the historical features, such as remnants or existing elements of human settlements or historical or human activities influencing the present status of the site. This may also include archaeological findings or ethnographical values present in the area.

4.2. Socio-economic context

An overview of the socio-economic context of the area.

5. Educational and scientific interest

A description of the most important educational aspects of the area should be given, such as the presence of a visitor's centre and its work programme, exhibitions, etc. Also, the regular occurrence of guided tours or the inclusion of aspects of the area within local educational programs may be explained.

6. Site description

6.1. Vulnerability

Indicate the nature and extent of pressures upon the site from human and other influences and the fragility of flora, fauna, habitats and abiotic ecosystems or landscape elements described above.

6.2. Protection status

Describe the site protection status (title, date designation received and the percentage cover of the area). An area may have received several different designation types over time. These should be describe in detail.

6.3. Ownership

Enter a general description of the site ownership (for example, "private"; "state", "conservation NGO", etc.), together with the proportion of the site area in each ownership class.

6.4. Documentation

Reference must be made to relevant publications and/or scientific data concerning the site. Information should be entered according to standard conventions for scientific references. Unpublished works or communications, referring to the information given in the recording form, should be included wherever useful. This field may also include reference to ongoing research programs related to the site.

7. Site management

7.1. Management plans

This section contains a concise overview of the management plans undertaken or under preparation, with an agenda of actions. These should take into account the threats that human activities represent for the site, in association with the vulnerability field (6.1.).

Please cite any plans established.

7.2. Budget and Personnel

Describe briefly the financial and human resources and the technical means which are available for the site management.

8. Map of the site

The site boundaries must be drawn on map(s) of the same detail and quality as the officially published topographical maps and meet all the standards of the competent topographical institute, with a scale of 1:100 000 or of greater detail.

If site boundaries are also available from a geographical information system, with reference to map series used for digitisation, scale, projection and parameters, these digital data should be accessible and information related hereto included in the form.

The areas corresponding to the main categories of designation having the highest degree of conservation must be drawn on this map, including the zonation if appropriate.

In addition, an aerial photograph of the site is considered to be very useful to better understand the nature of the site.

9. Slides

A list of slides and other photographic material should be drawn up and provided with the form, with reference to subject, place and date. Although optional, it is very useful to have photographic material to understand the general form of the site concerned, especially when problems or complaints arise for the site. In addition, these slides can be used by the Council of Europe for information or educational purposes concerning the Diploma.

The number of each slide indicated in the form must also figure on a the corresponding slide. With regard to all slides and photographs, the author and copyright should also be provided.

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