« Cultural Route of the Council of Europe »

CERTIFICATION CYCLE

Type of evaluation:

☐ **REGULAR EVALUATION**
☐ **APPLICATION FOR CERTIFICATION**

(Please insert the logo of the Cultural Route / candidate network)

Name of the Cultural Route (IN ENGLISH):

Name of the Cultural Route (IN FRENCH):

DOCUMENT 1

EUROPEAN INSTITUTE OF CULTURAL ROUTES

**EPA on Cultural Routes
of the Council of Europe**
*28, rue Münster
L-2160 Luxembourg*

Mail ► culturalroutes@coe.int
Tel ► + 352 24 12 50
Site ► www.coe.int/routes

www.coe.int

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SUMMARY

INTRODUCTION

This "Certification form" (Document 1) constitutes the basis for submitting the documentation for the regular evaluation of your route and for applications to be certified as a "Cultural Route of the Council of Europe". The file is prepared in accordance with the Council of Europe Committee of Ministers Resolution CM/Res(2013)67 Revising the rules for the award of the "Cultural Routes of the Council of Europe" certification and specifically with the CM/Res(2013)67 Resolution appendix.

Please complete the "certification form" (Document 1) providing the information concerning the network, as well as the "Self-Assessment Grid" (Document 2), and the "Declaration of Honour" (Document 3).

When completing the various sections of Document 1, should you need to provide additional information, please attach them in a separate document called **"Annexes to the certification form (Document 1)"**. All annexes should be listed in a summary, indicating the section number and title as stated in the Form (e.g. *"Annex N°1: GENERAL INFORMATION"*).

The submission of the **complete certification form** including **Document 1, Document 2, and Document 3** must be complemented by the following **additional required documentation**:

   a) Updated legal statutes of the network;
   b) Updated list of members of the network (in excel format; following the template provided on section 2.2 "Network Governance");
   c) Ordinary and extraordinary General Assembly meeting reports of the past three-years (if applicable);
   d) Financial information (Current operational budget, 3-year Budget forecast; Extra-budgetary funding received for the implementation of specific activities, i.e Grants from EC LEADER programme, INTERREG, etc.);
   e) 3-year Programme of Activities forecast.

For the preparation of the printed version of your application, please consider following the above-mentioned order when submitting the additional documentation. For the digital version of the application, please submit one single PDF document for each of the above-mentioned sections from "a" to "e". Should you wish to include any other additional information, please add it as "Annex g: additional information".

Please note that the digital and printed versions of the application must contain the exact same information.

The **complete application** as well as a printed **hardcopy of all documentation** should be submitted electronically as well as **by post by 31st July at the latest** to the following postal address:

Enlarged Partial Agreement on Cultural Routes of the Council of Europe (EPA)
c/o European Institute of Cultural Routes
Attn : Stefano DOMINIONI
Abbaye de Neumünster, 28 rue Münster
L-2160 Luxembourg
GRAND DUCHY OF LUXEMBOURG

A digital copy of the complete application must be submitted electronically via a dedicated Council of Europe website (https://mycloud.coe.int/)**.** The instructions on how to access and upload the documents to the platform will be sent in due course.

All documents submitted will be treated as confidential and become the property of the Enlarged Partial Agreement on Cultural Routes (EPA) and kept in its archives at its headquarters at the European Institute of Cultural Routes in Luxembourg.

For any questions concerning the application, please contact: culturalroutes@coe.int

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CERTIFICATION CYCLE: TIMELINE

Year 0

End of March:

Notification letter sent by the Executive Secretary of the Enlarged Partial Agreement (EPA) on Cultural Routes of the Council of Europe to the Cultural Routes of the Council of Europe under regular evaluation launching the certification cycle.

Call for Applications for certification as « Cultural Routes of the Council of Europe » posted on the Enlarged Partial Agreement on Cultural Routes of the Council of Europe (EPA) website.

31st July:

Deadline for submitting the complete certification form through the Council of Europe website and by post to the Enlarged Partial Agreement (EPA) on Cultural Routes of the Council of Europe at its headquarters at the European Institute of Cultural Routes (EICR).

August:

Analysis of the documentation submitted on 31st July. Selection of independent experts by the EPA Secretariat, contracted to prepare the evaluation reports.

September- December:

Independent expert review and contact with Cultural Route management in order to verify the documentation submitted and prepare the evaluation report.

Field visit along the route by the independent expert and meeting with the Cultural route management. Preparation of evaluation report by the independent expert.

1st December:

Deadline for submission of the evaluation report by the independent expert.

December -January:

Examination of the evaluation report by the EPA Secretariat with the support of the EICR and drafting of recommendations to the Bureau of the EPA Governing Board.

Year +1

February:

Examination of the evaluation report by the Bureau of the Enlarged Partial Agreement, experts audition where necessary and drafting of recommendations to the EPA Governing Board.

March:

Sending of expert reports to certified and candidate routes along with any requests for further information from the Bureau. Invitation to present the Cultural Route during the EPA Governing Board April meeting.

April:

Governing board meeting.

Examination of the evaluation report and of the recommendations of the EPA Bureau to the EPA Governing Board.

Audition of certified Cultural Routes under regular evaluation and candidate routes applying for certification. Decision concerning the renewal / award of the certification.

May:

Notification letter send by the EPA Secretariat to the auditioned Cultural Routes concerning the renewal of the certification of their network as "Cultural Route of the Council of Europe".

Notification letter send by the EPA Secretariat to the auditioned candidates concerning the results of their application for certification of their network as "Cultural Route of the Council of Europe".

Important:

Cultural Routes and candidates for certification should be informed that in case of force majeure, a delay in part of the above-mentioned timeline may occur. Networks will be notified by the EPA Secretariat in such case and should not assume a change of timeline unless they have been duly notified by the EPA Secretariat.

DOCUMENT 1: CERTIFICATION FORM

1. GENERAL INFORMATION

1.1. NAME OF THE CULTURAL ROUTE

In English:

In French:

1.2 DESCRIPTION

General theme:

Definition of the cultural route (explanation of the theme, its scope, its aims…):

Historical and cultural context (beginnings, historical growth, influence on European history and heritage):

1.3 CONTACTS

Information on the contact person responsible for the evaluation dossier within the network:

SURNAME, name:
Head office address:
Postcode: City: Country:
Telephone:
Email:
Skype contact details:

President of the Cultural Route:

SURNAME, name:
Address:
Postcode: City: Country:
Telephone:
Email:
Skype contact details:

Manager of the Cultural Route:

SURNAME, name:
Address:
Postcode: City: Country:
Telephone:
Email:
Skype contact details:

1.4 PRIOR EVALUATIONS *(for Cultural Routes under regular evaluation only)*

Recommendations received during the previous Evaluation Cycle and name of the independent expert in charge of the evaluation:

PRIOR APPLICATIONS AS CULTURAL ROUTE OF THE COUNCIL OF EUROPE *(if applicable. For candidate routes applying for certification only)*

Please specify if the route has previously applied for certification as a Cultural Route of the Council of Europe and when, as well as the name of the independent expert in charge of the evaluation:

Should you wish to submit any additional information for this section, please insert it here below. The use of URL links instead of annexes should be favoured where possible. Any other additional document that cannot be inserted in the certification form should be attached in "Annex N°1: GENERAL INFORMATION".

2. RESPONSIBLE NETWORK

2.1. NETWORK INFORMATION

a) Name of the network

b) Legal status

c) Headquarters

Full address:
Phone number:
E-mail address:

d) How is the headquarters visibility guaranteed *(signposting,…)*?

e) Which information concerning the Route is available at the headquarters?

f) Website

URL address:
Website language: ☐ English ☐ French
☐ Other languages *Specify:*
Number of monthly visitors:

g) Social networks
☐ Facebook (URL address) **:**
☐ Twitter (URL address) **:**
☐ LinkedIn (URL address) **:**
☐ Instagram (URL address) **:**

Other:

2.2. NETWORK GOVERNANCE

a) List of network members

(All fields are mandatory. Please organize the members by alphabetical order of the country where they are located. **The same list has to be provided in excel format in the additional required documentation**.*)*

Denomination [1]	Accession year	Type [2]	Address	City	Region	Country	Geographic coordinate: Latitude	Geographic coordinate: Longitude	Website	Name of the contact person	Name of the contact person	E-Mail	Phone number

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[1] Please report the name of the member in English and the name in local language into brackets (if applicable).

[2] The following types of members are proposed:

- **National and Regional Coordinator**: a legal person gathering the members of a Cultural Route's network within a specific country/region (all of them or a part of them, depending on the context).
- **National Authority**: an authority at the central level of government (a ministry, a governmental agency, etc.).
- **Regional Authority:** an authority with administrative/legislative functions at a regional level (Italian or French regions, German Länder, autonomous communities of Spain, Swiss cantons, etc.).
- **Local Authority**: an authority with administrative/legislative functions at a regional level (municipalities, intercommunities, districts, French departments, Swiss regions etc.)
- **Chamber of Commerce**: an organization of businesses and companies with the aim to develop and further economy
- **Cultural Institution/NGO**: all members expressly having the conservation and promotion of culture and cultural heritage in all its forms in their mission and goals, and having a NOT-FOR-PROFIT legal status (museums, cultural association, cultural organisation, cultural NGOs).
- **Museum**: from traditional to living history museums and interpretation centers. *Please note: a museum is never a category in itself. In order to be categorised as such, a museum is always identified ALSO with the category of its managing institution / organisation / authority, etc. (in case a museum is an independent institution with legal status it must be categorised simultaneously as a "Museum" and a "Cultural Institution/NGO" or a "Tourism Stakeholder", depending on its mission).*
- **Heritage Site:** this category includes all forms of heritage which do not fall within the "Museum" category, from archaeological to historical monumental sites, from *Please note: a heritage site is never a category in itself. In order to be categorised as such, an heritage site is always identified ALSO with the category of its managing institution / organisation / authority / private owner, etc. (in case an heritage site is an independent institution with legal status it must be categorised simultaneously as a "Heritage Site" and a "Cultural Institution/NGO" or a "Tourism Stakeholder", depending on its mission).*
- **Natural Park/Site**: natural parks or geological sites.
- **Tourism Stakeholder**: all members expressly having the development of the tourism sector in their mission and goals, no matter their legal status (association or NGO, Tourism Board, SME, etc.).
- **SME**: small and medium-sized enterprises including tourist accommodation facilities NOT directly related to the tourism sector.
- **University/Research Center**
- **Natural Person**
- **Other**: all entities which do not fall within the previous categories.

b) Members in the process of acceding to the network and/or potentially interested in a future accession

Denomination	Type / Legal status	City	Country

c)   Members of the Board of Directors of the network

SURNAME	Name	Function in the Board of Directors	Member of the Board of Directors since (*if applicable*)	Institution or organisation represented

d)   Members of the Steering Committee of the network (*if applicable*)

SURNAME	Name	Since (year)	Contact information (email, phone number)

e)   Members of the Secretariat of the network

SURNAME	Name	Since (Year)	Contact information (email, phone number)

f) Members of the Scientific Committee of the network

SURNAME	Name	Since (Year)	Specialization	Institution or organisation represented	Country	Contact information (email, phone number)

g) List of Universities and research centres involved in scientific works on the Route

Name of the University/research centre	Country	Contact information (email, phone number)

h) Member States of the Enlarged Partial Agreement (EPA) on Cultural Routes of the Council of Europe involved in the Route (https://www.coe.int/en/web/cultural-routes/epa-member-states)

Countries crossed or including a network member (in alphabetical order):

Countries involved in the Scientific Committee (in alphabetical order):

i) **Council of Europe member States non-members of the Enlarged Partial Agreement (EPA) involved in the Route (https://www.coe.int/en/web/cultural-routes/epa-member-states)**

Countries crossed or including a network member (in alphabetical order):

Countries involved in the Scientific Committee (in alphabetical order):

j) **Other Countries involved**

Countries crossed or including a network member (in alphabetical order):

Countries involved in the Scientific Committee (in alphabetical order):

2.3. **FINANCIAL AND HUMAN RESOURCES**

Provisional budgets and budget documents for the past three years must be provided in the appendix.

a) **Current operational budget**

Please include in the appendix the functioning budget of the current year (receipts and expenses)

	In €
Member contributions	
Funded projects (EU, …)	
Public funding (subsidies and contracts)	
Sponsors	
Private funds	
Crowdfunding	
By-Products	
In kind contributions	
Other contributions	
TOTAL	

b) **Staff directly employed by the network**

Staff responsibility in the network (Surname, name and position)	Place(s) of work (city, country)	Type of contract (full-time, part-time, independent, etc.)

c) **Staff seconded by a member of the network**

Staff responsibility in the network (Surname, name and position)	Place(s) of work (city, country)	Type of contract (full-time, part-time, independent, etc.)

d) **Project-based financing**

Has the network and/or the different partners which are part of it already responded to calls for projects on European, national or other bases?

Yes ☐   No ☐   Under way ☐

If yes, please complete the following table:

e)   **Projects financed in the past three years (EU, national institutions, private donors, …)**

Project title and website	Funding source (EU, national, private donors, …)	Project partners	Budget (in €)	Project duration	Results and outputs

*Should you wish to submit any additional information for this section, please insert it here below. The use of URL links instead of annexes should be favoured where possible. Any other additional document that cannot be inserted in the certification form should be attached in "Annex N°2: RESPONSIBLE NETWORK".

3. CONFORMITY WITH ELIGIBILITY CRITERIA FOR THEMES

In accordance with the appendix to Council of Europe Committee of Ministers Resolution CM/Res(2013)67, part 1 – List of eligibility criteria for themes.

3.1. EUROPEAN VALUES

a) **Is the theme representative of the values of the Council of Europe, and how?**
(https://www.coe.int/en/web/about-us/values)

b) **Does the route implement on the ground the principles and values expressed in the conventions of the Council of Europe and other international organisations, and how?**

(*Consider the principles expressed in the following Conventions: The European Human Rights Convention, the European Cultural Convention, the Faro Convention, the European Landscape Convention, the White Paper on intercultural dialogue, the UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage and the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage*).

3.2. RESEARCH AND DEVELOPMENT

Has the theme been researched by groups of experts from different regions of Europe? How and by which experts? In which disciplines?

3.3. EUROPEAN MEMORY, HISTORY AND HERITAGE

Is the theme representative of European memory, history and heritage and how?

3.4. YOUTH INVOLVEMENT

Has the theme led to cultural and educational exchanges for young Europeans and how?

3.5. CULTURAL TOURISM AND SUSTAINABLE CULTURAL DEVELOPMENT

Is the theme at the origin of alternative tourism and sustainable land use initiatives? How and where?

3.6. TOURISM PRODUCTS

Is the theme the object of tourism products created in partnership with tour operators, tourism products for different audiences, including school public? Which products and with whom?

Should you wish to submit any additional information for this section, please insert it here below. The use of URL links instead of annexes should be favoured where possible. Any other additional document that cannot be inserted in the certification form should be attached in "Annex N°3: CONFORMITY WITH THE ELEGIBILITY CRITERIA FOR THEMES".

4. ACTIVITIES IMPLEMENTED BY THE NETWORK DURING THE LAST THREE YEARS

In accordance with the appendix to the Council of Europe Committee of Ministers Resolution CM/Res(2013)67, part 2 – List of priority fields of action

4.1. COOPERATION IN RESEARCH AND DEVELOPMENT

Title of the activity	Description of activities	Network members involved	Place	Number of participants	Date	URL Link to programme and visibility material

4.2. ENHANCEMENT OF MEMORY, HISTORY AND EUROPEAN HERITAGE

Title of the activity	Description of activities	Network members involved	Place	Number of participants	Date	URL Link to programme and visibility material

4.3. CULTURAL AND EDUCATIONAL EXCHANGES FOR YOUNG EUROPEANS

Title of the activity	Description of activities	Network members involved	Place	Number of participants	Date	URL Link to programme and visibility material

4.4. CONTEMPORARY CULTURAL AND ARTISTIC PRACTICE

Title of the activity	Description of activities	Network members involved	Place	Number of participants	Date	URL Link to programme and visibility material

4.5. CULTURAL TOURISM AND SUSTAINABLE CULTURAL DEVELOPMENT

a) **Tourism products and activities developed by the network and its members**

Title of the activity	Description of activities	Network members involved	Place	Number of participants	Date	URL Link to programme and visibility material

b) **Public organisations dedicated to tourism, which have included the route in their promotional material**

c) **Catalogues of tour operators who have included the products linked to the theme of the route**

Please specify if a contractual basis with those in charge of the route exists

4.6. PARTICIPATION IN EPA AND EICR STATUTORY ACTIVITIES AND EVENTS

Please specify if representatives of the network have attended events organized by the Enlarged Partial Agreement on Cultural Routes and the European Institute of Cultural Routes in the past three years (E.g.: Annual Advisory Forum, Training Academy, conferences, fairs and exhibitions, etc.)

Name of the event	Date	Venue	Name of the representative of the network	Position within the network	Type of participation *(speaker, moderator, panellist, attendee, co-organiser, etc.)*

*Please insert all the documentation considered useful -such us event programmes, brochures, social media publications, leaflets, etc- here below. The use of URL links instead of annexes should be favoured where possible. Any other additional document that cannot be inserted in the certification form should be attached in "Annex N°4: ACTIVITIES IMPLEMENTED BY THE NETWORK DURING THE LAST THREE YEARS"

5. VISIBILITY

5.1. **VISIBILITY CHARTER**

a) **Has the network developed a graphic charter for the visibility of the route?** *(If yes, please attach a copy)*

Yes ☐　　　　No ☐　　　　Under way ☐

Description:

b) *For certified Cultural Routes only:*

Is the network using the block logo with both its own logo and the certification logo on all communication tools, according to the Guidelines for the use of the logo "Cultural Route of the Council of Europe", to ensure the visibility of the route?

Yes ☐　　　　No ☐　　　　Under way ☐

Description:

For candidate routes only:

Has the network created a logo for the markings of the route? *(If yes, please add a copy below)*

Yes ☐　　　　No ☐　　　　Under way ☐

5.2. **VISIBILITY MATERIAL**

a) **Has the responsible network created materials for the visibility of the route? (Brochures, posters, …)? (If yes, please attach a copy or add the URL link to the digital documents)**

Yes ☐　　　　No ☐　　　　Under way ☐

Description:

b) **If yes, are the supports available in several languages?**

French ☐　　　　English ☐　　　　Other languages ☐

Please specify the languages:

c) **If yes, how does the Network disseminate the communication material to the public?**

d) **How is the Cultural Routes of the Council of Europe programme presented on the communication tools and channels of the route (leaflets, website, etc.)? Please attach copies or add the URL link to the digital documents.**

5.3. MAPS

a) **Does the cultural route have a printed cartography?** *(If yes, please attach a copy)*

Yes ☐　　　　No ☐　　　　Under way ☐

If yes, what is the scale?

b) **Does the cultural route have an interactive, digital or GIS map?**

Yes ☐　　　　No ☐　　　　Under way ☐

If yes, please add the URL address:

Refer to the nature of the maps, their level of accuracy, and to the software used.

5.4. SIGNPOSTING

a) **Does a signposting system indicating the sites/paths/buildings that are part of your cultural route exist?**

Yes ☐　　　　No ☐　　　　Under way ☐

If yes, how is the signposting organized?

b) *For certified cultural routes only:* **How is the logo « Cultural Route of the Council of Europe » visible on the signposting?**

*Should you wish to submit any additional information for this section, please insert it here below. The use of URL links instead of annexes should be favoured where possible. Any other additional document that cannot be inserted in the certification form should be attached in "Annex N°5: VISIBILITY".

6. PUBLICATIONS

6.1. DIRECT PUBLICATIONS

Description of the network's publications listed by type: please indicate the publications edited in the last three years or under publication.

a)   Scientific publication

Author(s)	Title	Place	Edition	Year	URL address

b)   Seminar proceedings

Author(s)	Title	Place	Edition	Year	URL address

c)   Books

Author(s)	Title	Place	Edition	Year	URL address

d)   Press articles

Author(s)	Title	Newspaper or periodical	N°	Date	URL address

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e)   Audio publications

Author(s)	Title	Place	Edition	Year	Support	URL address

f)   Audio-visual publications

Author(s)	Title	Place	Edition	Year	Support	URL address

6.2. INDIRECT PUBLICATIONS

List of publications concerning the network and its activities, which are not directly controlled by the network, listed by the type, edited in the last three years or under publication.

a)   Academic publications

Author(s)	Title	Place	Edition	Year	URL Address

b)   Seminar proceedings

Author(s)	Title	Place	Edition	Year	URL Address

c)   Books

Author(s)	Title	Place	Edition	Year	URL Address

d)   Press articles

Author(s)	Title	Newspaper or periodical	N°	Date	URL Address

e)   Audio publications

Author(s)	Title	Place	Edition	Year	Support	URL Address

f)   Audio-visual publications

Author(s)	Title	Place	Edition	Year	Support	URL Address

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*Should you wish to submit any additional information for this section, please insert it here below. The use of URL links instead of annexes should be favoured where possible. Any other additional document that cannot be inserted in the certification form should be attached in "Annex N°6: PUBLICATIONS".

7. ECONOMIC AND TOURIST IMPACT OF THE CULTURAL ROUTE

Route's impacts on the creation or development of small and medium-sized enterprises as part of the route and/or the theme developed by the route.

7.1. IMPACT INDICATORS

a) Are tools implemented along the route to count the number of visitors of the route on territories crossed?

Yes ☐   No ☐   Under way ☐

If yes, specify in which territories and with which result(s):

| |
| |

If yes, specify which kind of tools and indicators is being or has been used:

| |
| |

b) Are tools implemented along the route to measure the economic impacts of the route on the territories crossed?

Yes ☐   No ☐   Under way ☐

If yes, specify in which territories and with which result(s):

| |
| |

If yes, specify which kind of tools and indicators is being or has been used:

| |
| |

c) Which entity is responsible for the analysis (name, address and contact person and email)?

| |
| |

d) Are small and medium-sized enterprises part of the route and/or the theme developed by the route?

Yes ☐   No ☐

If yes, does the network have agreements with these enterprises?

| |
| |

*Please insert all the documentation considered useful - such as impact analysis results, analysis tools, statistics, charter of ethics, agreements, etc.- here below. The use of URL links instead of annexes should be favoured where possible. Any other additional document that cannot be inserted in the certification form should be attached in "Annex n°7: ECONOMIC AND TOURISM IMPACT OF THE CULTURAL ROUTE"

8. COMMUNICATION MATERIAL *(for candidate routes only)*

Please provide a short description of the route **in both English and French** which will be used for communication purposes if the candidate route is awarded the "Cultural Route of the Council of Europe" certification. Please refer to the Council of Europe website for reference: https://www.coe.int/en/web/cultural-routes/by-theme

Introduction (max. 100 words):

English:
French:

Heritage (max. 100 words):

English:
French:

Travelling today (max. 80 words):

English:
French:

Council of Europe values (https://www.coe.int/en/web/about-us/values) (max. 80 words):

English:
French:

List of all countries involved in the Cultural Route (in alphabetical order):

Contact (general email for use by the public, website -only one-, postal address, name of the President of the Route, name of the Manager of the Route):

Please attach to your application **5 pictures in high definition** (Resolution: 1800x1200 pixels / 300 DPI)

DOCUMENT 2: SELF-ASSESSMENT GRID

For certified Cultural Routes of the Council of Europe:
The self-assessment grid contains 81 questions. Each affirmative answer is awarded 1 point and each negative answer scores 0 points.

For candidate routes:
The self-assessment grid contains 76 questions. Each affirmative answer is awarded 1 point and each negative answer scores 0 points.

	COUNCIL OF EUROPE CULTURAL ROUTES CERTIFICATION CHECK-LIST	Yes	No	Comments (if any)
THEME	Does the theme of the route:			
	- represent a common value - historical, cultural, or heritage -to several European countries?	☐	☐	
	- offer a solid basis for:			
	youth cultural and educational exchanges?	☐	☐	
	innovative activities?	☐	☐	
	cultural tourism products development?	☐	☐	
	Has the theme been researched/developed by academics/experts from different regions of Europe?	☐	☐	
	3.2.1 Co-operation in research and development			
FIELDS OF ACTION	Does the Route:			
	- offer a platform for co-operation in research and development of European cultural themes/values?	☐	☐	
	- play a unifying role around major European themes, enabling dispersed knowledge to be brought together?	☐	☐	
	- show how these themes are representative of European values shared by several European countries?	☐	☐	
	- illustrate the development of these values and the variety of forms they may take in Europe?	☐	☐	

	- have a network of universities and research centres working on its theme at the European level?	☐	☐	
	- have a multidisciplinary Scientific committee?	☐	☐	
	Does the Scientific Committee:			
	work on its theme at the European level?	☐	☐	
	carry out research and analysis of the issues relevant to its theme and/or activities on:			
	- theoretical level?	☐	☐	
	- practical level?	☐	☐	
	3.2.2 Enhancement of the memory, history and European heritage			
	Do the Route activities (according with the theme):			
	- take into account and explain the historical significance of tangible and intangible European heritage?	☐	☐	
	- promote the values of the Council of Europe?	☐	☐	
	- promote the "Cultural Routes of the Council of Europe" brand?	☐	☐	
	- work in conformity with international charters and conventions on cultural heritage preservation?	☐	☐	
	- identify, preserve, and develop European heritage sites in rural destinations?	☐	☐	
	- identify, preserve, and develop European heritage sites in industrial areas in the process of economic restructuring?	☐	☐	
	- valorize the heritage of ethnic or social minorities in Europe?	☐	☐	
	- contribute to a better understanding of the concept of cultural heritage, the importance of its preservation and sustainable development?	☐	☐	
	- enhance physical and intangible heritage, explain its historical significance and highlight its similarities in the different regions of Europe?	☐	☐	
	- take account of and promote the charters, conventions, recommendations and work of the Council of Europe, UNESCO and ICOMOS relating to heritage restoration, protection and enhancement, landscape and spatial planning (European Cultural Convention, Faro convention, European Landscape Convention, World Heritage Convention, ...)?	☐	☐	

3.2.3 Cultural and educational exchanges of young Europeans

Are the youth exchanges (cultural and educational) planned to:

- develop a better understanding of the concept of European citizenship?	☐	☐	
- emphasize the value of new personal experience through visiting diverse places?	☐	☐	
- encourage social integration and exchanges of young people from different social backgrounds and regions of Europe?	☐	☐	
- offer collaborative opportunities for educational institutions at various levels?	☐	☐	
- place the emphasis on personal and real experiences through the use of places and contacts?	☐	☐	
- set up pilot schemes with several participating countries?	☐	☐	
- give rise to co-operation activities which involve educational institutions at various levels?	☐	☐	

3.2.4 Contemporary cultural and artistic practice

Do the Route's cultural activities (contemporary cultural and artistic practice related):

- promote intercultural dialogue and multidisciplinary exchange between various artistic expressions in European countries?	☐	☐	
- encourage artistic projects that establish the links between cultural heritage and contemporary culture?	☐	☐	
- encourage innovative cultural and contemporary art practices* connecting them with the history of skills development?	☐	☐	
- encourage collaboration between culture amateurs and professionals via relevant activities and networks creation? **	☐	☐	
-encourage debate and exchange - in a multidisciplinary and intercultural perspective - between various cultural and artistic expressions in different countries of Europe?	☐	☐	
- encourage activities and artistic projects which explore the links between heritage and contemporary culture?	☐	☐	
- highlight the most innovative and creative practices?	☐	☐	

	- link these innovative and creative practices with the history of skills development? ***	☐	☐	
	3.2.5 Cultural tourism and sustainable cultural development			
	Do the Route's activities (relevant to sustainable cultural tourism development):			
	- assist in local, regional, national and/ or European identity formation?	☐	☐	
	- actively involve 3 major means to raise awareness of their cultural projects: print, broadcast and social media?	☐	☐	
	- promote dialogue between:			
	urban and rural communities and cultures?	☐	☐	
	developed and disadvantaged regions?	☐	☐	
	different parts (south, north, east, west) of Europe?	☐	☐	
	majority and minority (or native and immigrant) cultures?	☐	☐	
	- open possibilities for co-operation between Europe and other continents?	☐	☐	
	- draw decision makers' attention to the necessity of protecting heritage as part of sustainable development of the territory?	☐	☐	
	- aim to diversify of cultural product, service and activities offers?	☐	☐	
	- develop and offer quality cultural tourism products, services or activities transnationally?	☐	☐	
	- develop partnerships with public and private organisations active in the field of tourism?	☐	☐	
	Did the network prepare and use tools all along the route to raise the number of visitors and the economic impacts of the route on the territories crossed?	☐	☐	
NETWORK	Does the Route represent a network involving at least three Council of Europe's member states?	☐	☐	
	Was the theme of the network chosen and accepted by its members?	☐	☐	
	Was the conceptual framework for this network founded on a scientific basis?	☐	☐	
	Does the network involve several Council of Europe member states in all or part of its project(s)?	☐	☐	

	Is the network financially sustainable?	☐	☐
	Does the network have a legal status (association, federation of associations, EEIG,...)?	☐	☐
	Does the network operate democratically?	☐	☐
	Does the network:		
	- specify:		
	its objectives and methods?	☐	☐
	the regions concerned by the project?	☐	☐
	its partners and participating countries (current and potential)?	☐	☐
	the fields of action involved?	☐	☐
	the overall strategy of the programme in the short- and long term?	☐	☐
	- identify potential participants and partners in Council of Europe member States and/or other world countries?	☐	☐
	- provide details of its financing (financial reports and/or activity budgets)?	☐	☐
	- provide details of its operational plan?	☐	☐
	- append the basic text(s) confirming its legal status?	☐	☐
COMMUNICATION TOOLS	Does the Route have its own logo?	☐	☐
	Do all partners of the network use the logo on their communication tools?	☐	☐
	Does the Route have its own dedicated website?	☐	☐
	Is it the website translated into English and French?	☐	☐
	Is it the website translated into other languages?	☐	☐
	Does the network use effectively social networks and web 2.0?	☐	☐
	Does the network publish brochures on the Route?	☐	☐
	if yes, are the brochures translated in English?	☐	☐
	if yes, are the brochures translated in French?	☐	☐
	For certified Cultural Routes of the Council of Europe only:		

	Is the "Cultural Route of the Council of Europe" mention present on all communication materials (including press releases, webpages, publications, etc.)?	☐	☐	
	Is the logo of the Council of Europe present on all communication materials?	☐	☐	
	Is the Council of Europe logo used in accordance to the guidelines for its use (size and position, ...)?	☐	☐	
	Are the logos (Cultural Route + Council of Europe) provided for all the members of the Route?	☐	☐	
	Does the Council of Europe logo appear on road signs/ boards indicating the cultural route?	☐	☐	
	SCORE			

* E.g. visual arts, the performing arts, creative crafts, architecture, music, literature, poetry or any other form of cultural expression

**Particularly in terms of instruction for young Europeans in the relevant fields

***Whether these fields include visual arts, performing arts, creative crafts, architecture, music, literature or any other field

DOCUMENT 3: DECLARATION OF HONOUR

CERTIFICATION CYCLE
"CULTURAL ROUTE OF THE COUNCIL OF EUROPE"
DECLARATION OF HONOUR

We, the undersigned,

Mrs/Mr.   (President),
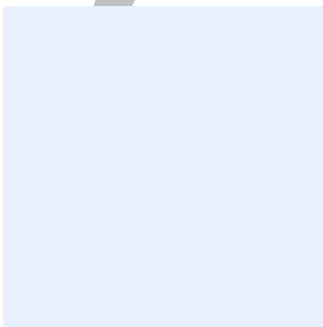Mrs/Mr.   (Treasurer) and
Mrs/Mr.   (Manager),

Representing the network   ,

Hereby certify that the following information submitted in the documents for the certification, is exact:
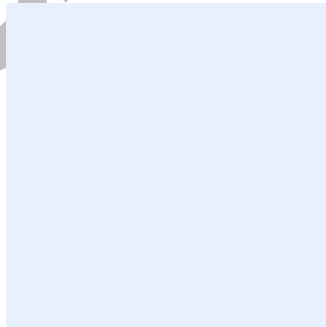
a) Certification form completed (Document 1);
b) Self-assessment grid completed (Document 2);
c) Up to date legal statues of the network;
d) Up to date list of members of the network;
e) Ordinary and extraordinary General Assembly meeting reports of the past three-years (if applicable);
f) Budget documents of the network (Current operational budget, 3-year Budget forecast; Extra-budgetary funding received for the implementation of specific activities, i.e Grants from EC LEADER programme, INTERREG, etc.);
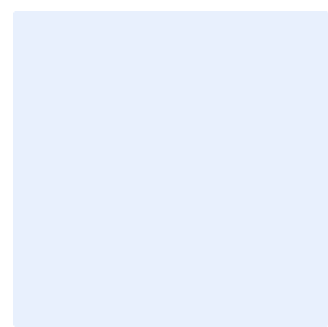g) 3-year Programme of activities forecast.

Done at:
Date:

Signatures:

(President)   (Treasurer)   (Manager)