

World Heritage Site Coordinator Meeting 8 October 20 – Minutes

Task	Work required	Responsible	Start Date	Due Date
Contract Updates	<p>VH & RH to continue to review the contract to better align with current priorities in accordance with contract term 3.1.</p> <ul style="list-style-type: none"> • Important to consider how the contract is monitored and deliverables can be measured, therefore an agreed monitoring form needs to be created in accordance with contract term 4.3 	VH/RH	01.02.20	Ongoing
World Heritage UK (WHUK) Coordinators Forum	<p>RH to continue attend meetings and provide updates to the steering group in accordance with contract terms 1.1, 1.2, 1.15.</p>	RH	01.02.20	ongoing
WHUK Climate Change Group	<p>RH to continue attend meetings and provide updates to the steering group in accordance with contract terms 1.1, 1.2, 1.15.</p> <ul style="list-style-type: none"> • Important that either IGMT or TWC is represented on this groups meetings and information is passed between parties to inform the work of the LA Environment Services team. • RH will continue to attend and will provide updates to VH following each meeting. • Next meeting date 16.10.20 	RH	08.10.20	ongoing
Reporting	<p>RH to provide a draft version of a monthly report to VH on reporting to the contract and work of the WHS Coordinator in accordance with contract terms 1.1, 1.10 & 4.3. Initially identified possible report sections to be agreed –</p>	RH	08.10.20	30.10.20

	<ol style="list-style-type: none"> 1. UNESCO Periodic Review update 2. Attended Meetings & associated updates 3. Funding Opportunities & Bid updates 4. Management Plan Implementation 5. Destination Work 6. Community Engagement 7. What else would you like to see in this report Val? 			
Community Engagement	<ol style="list-style-type: none"> 1. RH to provide VH with an update regarding IGMT & WHS Coordinator work on a community engagement project, including a copy of the Survey to be issued to businesses and local residents once this has been completed. 2. VH to provide comment and consider what other information could be included in a community survey to support delivery of the Management Plan 3. VH to investigate possibility of TWC providing the architecture for a new IGWHS website. <ol style="list-style-type: none"> a. RH would maintain but would need training as only has very basic HTML/CSS/JS knowledge. b. VH confident that this could be provided but will look into this further. 	<ol style="list-style-type: none"> 1. RH 2. VH 	<ol style="list-style-type: none"> 1. 08.10.20 2. 23.10.20 	<ol style="list-style-type: none"> 1. 23.10.20 2. ?
Steering Group Meetings	<ol style="list-style-type: none"> 1. RH to initiate restart of the Steering Group meetings facilitated through MS Teams. 2. RH to set up meeting in advance with VH, CH, MB to discuss doing things differently for the meetings. <ol style="list-style-type: none"> a. Update the Implementation Plan prior to the next meeting and issue in advance. b. Standing agenda item needs to be the implementation plan. 	<ol style="list-style-type: none"> 1. RH 2. RH 	<ol style="list-style-type: none"> 1. 08.10.20 2. 08.10.20 	<ol style="list-style-type: none"> 1. 30.10.20 2. 16.10.20

	<ul style="list-style-type: none"> c. Move the conversation from what the steering partners have been doing to “what are they doing over the next two months on delivery of the implementation plan.” d. In invite, ask members of the group to provide an idea of what they have been doing, what their ideas are and what issue has affected them the most. This will aid updating the action plan and moving items up the agenda for completion. 			
WHS Coordinator function	<ol style="list-style-type: none"> 1. In advance of each meeting with Service Delivery Manager VH, provide an outline on work that will be completed by RH during the following month. <ul style="list-style-type: none"> a. Provide a work program for discussion at the meeting. This will be aligned to delivery of the contract. b. Inform VH what will be achieved during that month. c. This will be discussed and agreed at each meeting. 	1. RH	1. 08.10.20	1. 30.10.20