

Template **Sustainability and progress report**

NOTA

- If you use this template to create your sustainability report, you must include the following note: “This sustainability and progress report has been developed following the methodology of the research and transfer project of the University of Córdoba and promoted by CUCO UNESCO Córdoba Club, the ‘Guide to activating the heritage resource in the SDGs’.
- In addition to the data indicated in this template, it is recommended to include photographs of the heritage element itself, important pieces, and activities.

Name

(Name of asset resource)

Type:

Cultural heritage: (e.g., museum, monument, visitor centre, library, archive, archaeological site, archaeological groups of sites, industrial heritage or contemporary architecture)

Urban Green Heritage: (e.g., parks and gardens, tree-lined streets, landscaped roadway infrastructures - squares, road dividers or roundabouts - cemeteries and riversides)

House-courtyard: (e.g., individual house, communal housing, tourist accommodation in house-courtyards, convents, monasteries and buildings presented in the courtyard festival.)

Ownership:

(e.g., Spanish state, Andalusia regional Government, private, mixed, or other)

Management model:

(e.g., Spanish state, Andalusia regional Government, private, mixed, or other)

Address:

(From the heritage Resources)

Letter of undertaking

Is a document that allows us to let our stakeholders know about our commitment to sustainability. The practical approach in *Step 05 Reporting and communicating* contains a template for the letter of undertaking.

Mission

Description of the historical, cultural and natural legacy of the heritage resource to humanity and its contribution to promoting peace and social, environmental and sustainable economic development.

Vision

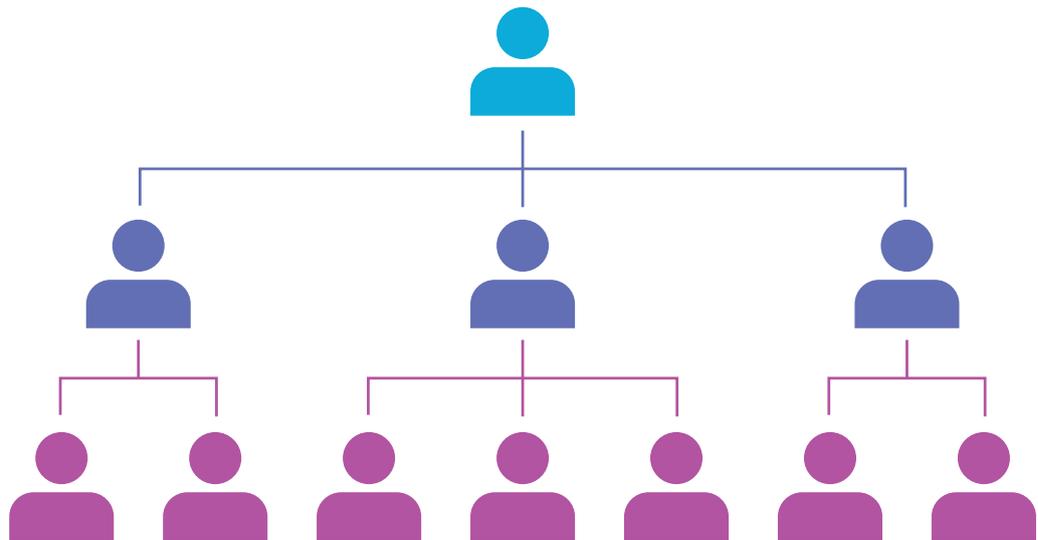
What the targets of the heritage element are in a specific period of time, also including where we want to get to in relation to sustainability. Vision is a long-term target that we review and renew over time.

Values

These transmit the heritage element’s operational principles. They are the attitudes and practices brought together as a team, and reflect the way relations are developed along the road to sustainability.

Organisation Chart

shows the internal structure of the heritage resource and its contact details.

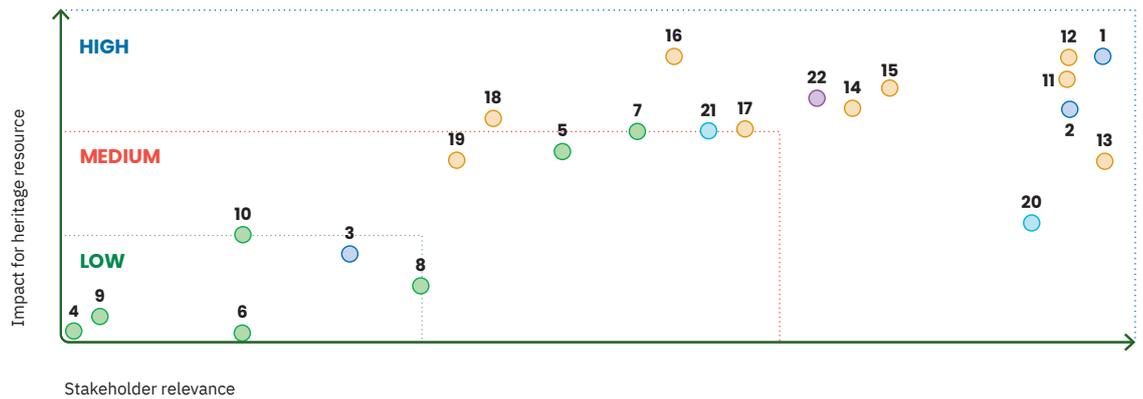


Stakeholder analysis

A brief description of the stakeholders who are directly or indirectly affected by the activity at the heritage resource, as defined in Step 02 Defining priorities.

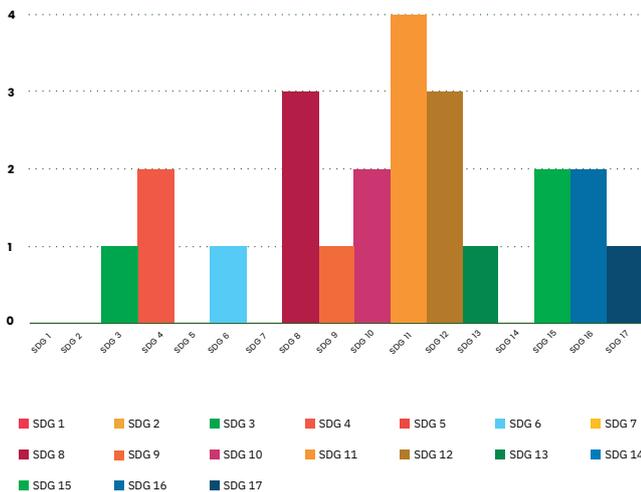
Diagnostics

Putting the starting point of the heritage sustainability goal into context. We suggest including the materiality matrix and the graphics proposed in the practices in Step 02 Defining priorities.

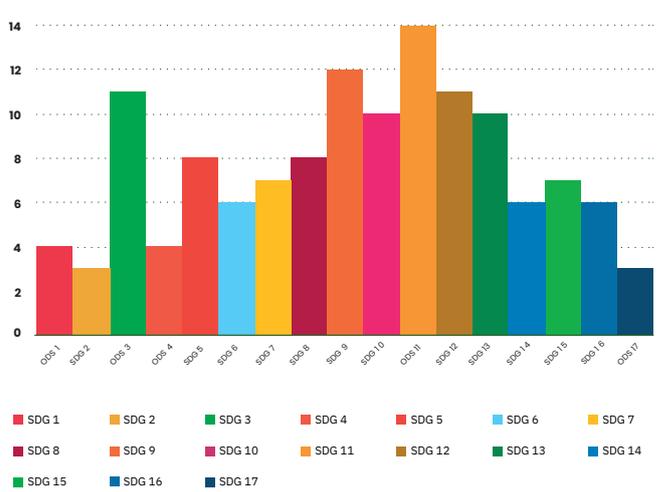


Materiality matrix example

MAIN SDG IMPACT



SECONDARY SDG IMPACT



Example of the impact of relevant issues

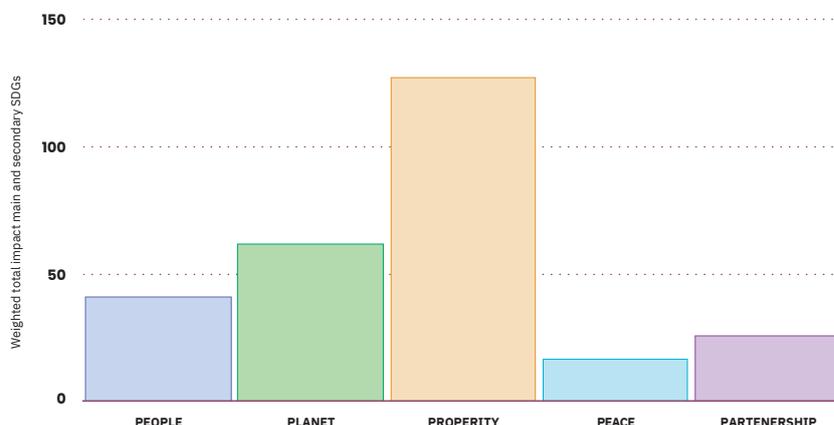
Sustainability route map

Action plan developed in *Step 03 Setting goals*, also indicating, in this case, the department or person responsible for each action proposed.

	ISSUE	PRIOR.	MAIN GOAL	SPECIFIC GOALS	ACTIVITIES	PERFORMANCE INDICATOR	DIFFICULTY	MATERIAL RESOURCES	HUMAN RESOURCES	TERM	
PEOPLE	Dissemination and awareness	HIGH	Promote education and knowledge about the heritage resource	Promote dissemination and knowledge about the heritage resource for all age groups (from children to the elderly)	Plan dynamic activities that publicise the heritage resource (talks, conferences, games, etc)	No. of outreach and educational activities carried out in the past year				Short term	
						No. of people who attended the activities carried out in the past year					
				Attendance rate for the activities according to the places offered.							
				Improve the presence of the heritage resource on social networks and communications media, and give visibility to its activities and work	Create a mailchimp (marketing by e-mail with the opportunity to subscribe)	No. of monthly publications on social networks and outreach channels.				Medium term	
	No. of outreach channels the heritage resource has					Short term					
	Constant updating of the website and social network content		No. of monthly publications on social networks and outreach channels.				Short term				
	Training	HIGH	Improve existing education and knowledge about culture and heritage for the heritage resource's users, visitors and professionals	Promote knowledge about cultural heritage amongst the heritage resource's professionals and employees	Create courses and workshops on various interesting subjects in relation to the heritage resource's management	No. of training activities carried out in the past year					Medium term
						Attendance rate for the activities according to the places offered.					
				No. of people who attended the activities carried out in the past year							
				Promote knowledge about cultural heritage amongst user and visitors to the resource	Create courses and workshops on culture and general heritage	No. of training activities carried out in the past year				Short term	
Attendance rate for the activities according to the places offered.											
No. of people who attended the activities carried out in the past year											
Public health	LOW	Ensure the well-being and comfort of the heritage resource's users	Identify weak points that affect users' comfort	Install elements that contribute to visitors' well-being	No. of elements contributing to visitors' comfort (vegetation, water, air quality, lighting, etc)					Short term	
			Get to know the indicators of the presence of allergens in the vegetation at the heritage resource	Identify the species with the highest allergen index and their flowering times	Indicator of the presence of allergens				Medium term		
Biodiversity	LOW	Promote knowledge about the vegetation at the heritage resource	Get to know about the heritage resource's biodiversity	Set up an index of plant species at the heritage resource	No. of different plant species at the heritage resource					Long term	
Procurement of services	MEDIUM	Promote relations with sustainable and local entities in the procurement of external services	Promote local suppliers	Procure services from local businesses, using local products	Proportion of local products and suppliers					Medium term	
			Incentivise the inclusion of sustainable habits in other bodies	Recruitment of sustainable suppliers	Proportion or number of sustainable suppliers				Medium term		

Sustainability Roadmap Detail

ACTION PLAN IMPACT ON THE SUSTAINABLE DEVELOPMENT DIMENSIONS



Graph of internal coherence with our mission, vision and values

Outreach

Using *Step 03 Setting goals*, give a generic description of the communications channels we are going to use to broadcast our commitment to the SDGs to stakeholders.