





## **MOMAr**

Models of Management for Singular Rural Heritage



## **CONTRACT OBJECT**

1

OA1.3. Methodology and forms to draft local/regional "Reports on the Models of Management in force for Heritage" in partner rural areas.

# Methodological Guide and design of the common forms



- Diputación de Zaragoza (España)
- Mehedinti County (Romania)
- South Bohemia Regional Development Agency (Czech Republic)

- Groningen Province (Holland)
- Ministry of Regional Development and Transport of Saxony-Anhalt (Germany)
- Regional Government of Corsica (France)



### **CONTRACT OBJECT**



OA1.4. Report on the Models of Management in force for Heritage.

# Report on current management models in the field of cultural heritage in the rural territory of the province of Zaragoza

- An analysis of the existing management models on heritage, cultural and natural resources in the rural territory of the Province of Zaragoza, taking into account the special circumstances of the territory.
- Identification and evaluation of a minimum of three good practices and a failed practice.

## **GUÍA METODOLÓGICA Y FORMULARIOS COMUNES**

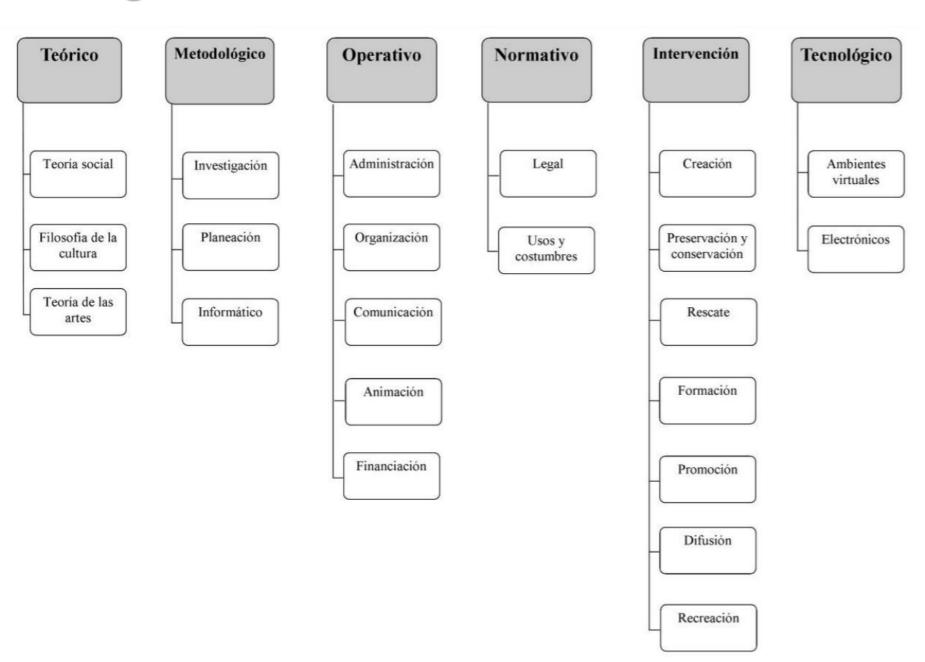
- Guidance on minimum content
- Type form or cataloging form | Homogenization

## **Management Models Approach:**

- Legal framework
- Institutional framework and resources
- Planning, execution, monitoring and feasibility processes
- Products, results and improvements



## **Cultural Manager's Toolbox**





## **BIBLIOGRAPHIC REVIEW**





## **BIBLIOGRAPHIC REVIEW**





#### FICHA DE EVALUACIÓN Y DETECCIÓN DE BUENAS PRÁCTICAS:

#### **EVALUATION AND DETECTION OF GOOD PRACTICES**

I. ÁMBITO DE INTERVENCIÓN DE LA ACTUACIÓN O PRÁCTICA.

1.		temas prioritarios 2 puntos				
A.	¿Se trata de un Fondo y/o tema prioritario de intervención de los considerados críticos¹	Sí, se trata de una práctica de FEDER o FC distinto				
F	para la consecución de la igualdad de oportunidades?	1 punto				
		NO 0 puntos				
II.	IMPACTO.					
A.	¿Se ha incorporado la perspectiva de género en el desarrollo del proyecto/intervención?	NO 0 puntos				
		SI 1 punto				
B.	¿De qué forma?	Especifica 1 punto				
		Transversal 1 punto				
		Ambas 2 puntos				
C.	El proyecto o la intervención, ¿ha contribuido o se prevé que vaya a contribuir a eliminar desigualdades de género?	SI 1 puntos				
		NO 0 puntos				
D.	. Co ha proviete u evaluado el imposto de	NO 0 puntos				
	¿Se ha previsto y evaluado el impacto de género a lo largo del proyecto? ¿Cuándo se ha medido?	SI, evaluación en momentos concretos 1 punto				
		SI, evaluación continua 2 puntos				
E.	¿Se ha previsto la asignación específica de	SI 1 punto				
$\vdash$	recursos para lograr un impacto igualitario en mujeres y hombres del proyecto (por ej. en	NO 0 puntos				
	términos de asignación de partidas					
	específicas para este objetivo, de presupuestos para la contratación de agentes					
	de igualdad, etc.)?					
F.	Grado de eficacia del proyecto obtenido y/o previsto en el logro de eliminación de	Muy eficaz 2 puntos				
Ë		Moderadamente eficaz 1 punto				
	desigualdades.	Nada eficaz 0 puntos				



## **BIBLIOGRAPHIC REVIEW**

Proceso de XXX						
Responsable del proce	Responsable del proceso:					
Equipo:						
	DENOMINACI	ÓN DEL PROCESO				
	MISIÓN/FINALII	DAD PROCESO				
Desde la perspectiva de	las personas atendidas.					
Desde la perspectiva de	l financiador.					
	DESTINATARIO	OS/AS FINALES				
Perfil, características, te	ndencias, necesidades					
CLIENTES EXTERNOS E INTERNOS DEL PROCESO/OBJETIVOS						
Personas						
destinatarias						
Profesionales						
	ENTRADAS	SALII	DAS			
			FUENTE DEL DATO /			
	INDICADORES	FRECUENCIA	RESPONSABLE			
PLAN DE MEJORA DEL PROCESO 2013						
	ACCIÓN	RESPONSABLE	PLAZO			
L		1				



## **METHODOLOGICAL GUIDE AND COMMON FORMS**

MANAGEMENT FRAMEWORK						
ANTECEDENT	CONTENT					
Model Identification	Name of the proposed typology					
	<b>General Description</b>		Location (include location map)			
Good Identification	Property					
	Monument Category					
Identification of Values of the good	Aesthetic value Historical Value Scientific Value Social Value		Landscape Value Architectural Value Construction Value Other Values			
Use Identification	Proposed Use		Actual Use		Original Use	
	Organization Background	N	ame	Adress Phone	Mission	Structure
Administrator ID	Background of the Legal Representative	Na	ame	Position	Responsability	
	Available Resources	Human		Physical	Financial	
	Rules-Regulations		Property Rights			
Identification of variables that condition the use	Loading capacity	Other variables				



## MANAGEMENT MODEL STRUCTURE

1. MANAGEMENT FRAMEWORK 2. CULTURAL ASSESSMENT 3. CONTEXT AND EXPECTATION  1. USE 2. FUNCTIONALITY 2. SERVICES 3. BENEFICIARIES 4. EXPECTED BENEFITS 1. IDENTIFICATION PROCESS 3. DOCUMENTATION PROCESS 4. INVESTIGATION PROCESS 5. DEPRESENTATION PROCESS 5. DEPRESENTATION PROCESS 6. IDENTIFICATION OF THE ADMINISTRATOR  4. INSTITUTIONALITY 2. ORGANIZATION 3. MEANS 4. INSTITUTIONALITY 5. MANAGEMENT TOOLS 5. MANAGEMENT TOOLS 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 6. EXPECTED SITUATION 4. MEASURES TO ADOPT 1. LETTERS 6. CONTEXT OF THE ADMINISTRATOR 6. REPORT OF THE ADMINISTRATOR 6. REPORT OF THE ADMINISTRATOR 7. SCENARIO ANALYSIS 8. ANNEXES 9. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR 9. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 9. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		
3. CONTEXT AND EXPECTATION  1. USE  2. FUNCTIONALITY 2. SERVICES 3. BENEFICIARIES 4. EXPECTED BENEFITS 1. IDENTIFICATION PROCESS 3. DOCUMENTATION PROCESS 4. INVESTIGATION PROCESS 5. DEPRESENTATION PROCESS 6. IDENTIFICATION PROCESS 7. DEPRESENTATION PROCESS 8. DEPRESENTATION PROCESS 9. DEPRESENTATION PROCESS 1. IDENTIFICATION OF THE ADMINISTRATOR  4. INSTITUTIONALITY 2. ORGANIZATION 3. MEANS 1. MANAGEMENT PLAN 4. DISSEMINATION PLAN 5. MANAGEMENT TOOLS 4. MAINTENANCE PLAN 5. SECURITY PLAN 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 7. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR 1. LETTERS 7. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		1. PROPERTY IDENTIFICATION
1. USE 2. SERVICES 3. BENEFICIARIES 4. EXPECTED BENEFITS 1. IDENTIFICATION PROCESS 3. DOCUMENTATION PROCESS 3. DOCUMENTATION PROCESS 4. INTERPRETATION PROCESS 5. DEPRESENTATION PROCESS 6. INTERPRETATION PROCESS 7. DEPRESENTATION OF THE ADMINISTRATOR 8. MEANS 1. MANAGEMENT PLAN 8. SECURITY PLAN 9. SECURITY PLAN 9. DISSEMINATION PLAN 1. INVESTMENTS 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR	1. MANAGEMENT FRAMEWORK	2. CULTURAL ASSESSMENT
2. SERVICES 3. BENEFICIARIES 4. EXPECTED BENEFITS 4. EXPECTED BENEFITS 5. PATRIMONIAL FUNCTIONS 5. MANAGEMENT TOOLS 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 7. LETTERS 7. LETTERS 7. DENTIFICATION PROCESS 1. IDENTIFICATION PROCESS 4. INVESTIGATION PROCESS 5. DEPRESENTATION PROCESS 6. INTERPRETATION OF THE ADMINISTRATOR 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 7. SERVICES 8. ANNEXES 8. ANNEXES 8. COST ESTIMATE 9. COST ESTIMATE 1. ETTERS 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		3. CONTEXT AND EXPECTATION
3. BENEFICIARIES 4. EXPECTED BENEFITS 1. IDENTIFICATION PROCESS 3. DOCUMENTATION PROCESS 3. DOCUMENTATION PROCESS 4. INTERPRETATION PROCESS 5. DEPRESENTATION PROCESS 5. DEPRESENTATION PROCESS 6. DEPRESENTATION PROCESS 7. MANAGEMENT DOLS 8. MEANS 1. IDENTIFICATION OF THE ADMINISTRATOR 9. ORGANIZATION 9. MANAGEMENT PLAN 9. MANAGEMENT PLAN 9. SECURITY PLAN 9. SECURITY PLAN 9. DISSEMINATION PLAN 1. INVESTMENTS 9. COST ESTIMATE 1. INVOSTMENTS 9. COST ESTIMATE 1. INCOME PROJECTION 1. CASH FLOW 1. EXPECTED SITUATION 1. EXPECTED SITUATION 1. MEASURES TO ADOPT 1. LETTERS 1.		1. USE
4. EXPECTED BENEFITS  1. IDENTIFICATION PROCESS  3. DOCUMENTATION PROCESS  3. DOCUMENTATION PROCESS  4. INTERPRETATION PROCESS  5. DEPRESENTATION PROCESS  1. IDENTIFICATION OF THE ADMINISTRATOR  4. INSTITUTIONALITY  2. ORGANIZATION  3. MEANS  1. MANAGEMENT PLAN  4. DISSEMINATION PLAN  4. DISSEMINATION PLAN  6. BUDGET  6. BUDGET  7. SCENARIO ANALYSIS  7. SCENARIO ANALYSIS  8. ANNEXES  2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR  1. LETTERS  2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR	2. FUNCTIONALITY	2. SERVICES
3. PATRIMONIAL FUNCTIONS 2. INVESTIGATION PROCESS 3. DOCUMENTATION PROCESS 4. INTERPRETATION PROCESS 5. DEPRESENTATION PROCESS 6. DEPRESENTATION PROCESS 7. DEPRESENTATION PROCESS 8. DEPRESENTATION PROCESS 9. DEPRESENTATION PRO		3. BENEFICIARIES
3. PATRIMONIAL FUNCTIONS 2. INVESTIGATION PROCESS 3. DOCUMENTATION PROCESS 4. INTERPRETATION PROCESS 5. DEPRESENTATION PROCESS 5. DEPRESENTATION PROCESS 6. DEPRESENTATION OF THE ADMINISTRATOR 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 2. INVESTIGATION PROCESS 4. INTERPRETATION PROCESS 4. INTERPRETATION PROCESS 5. DEPRESENTATION PROCESS 6. DEPRESENTATION OF THE ADMINISTRATOR 6. DEPRESENTATION OF THE ADMINISTRATOR 6. MAINTENANCE PLAN 6. MAINTENANCE PLAN 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 6. BUDGET 6. EXPECTED SITUATION 6. EXPECTED SITUATION 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 7. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		4. EXPECTED BENEFITS
3. DOCUMENTATION PROCESS 4. INTERPRETATION PROCESS 5. DEPRESENTATION PROCESS 5. DEPRESENTATION PROCESS 6. IDENTIFICATION OF THE ADMINISTRATOR 2. ORGANIZATION 3. MEANS 1. MANAGEMENT PLAN 5. MANAGEMENT TOOLS 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 1. EXPECTED SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 8. ANNEXES 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		1. IDENTIFICATION PROCESS
4. INTERPRETATION PROCESS 5. DEPRESENTATION PROCESS 1. IDENTIFICATION OF THE ADMINISTRATOR 2. ORGANIZATION 3. MEANS 1. MANAGEMENT PLAN 5. MANAGEMENT TOOLS 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR	3. PATRIMONIAL FUNCTIONS	2. INVESTIGATION PROCESS
5. DEPRESENTATION PROCESS  1. IDENTIFICATION OF THE ADMINISTRATOR  2. ORGANIZATION 3. MEANS  1. MANAGEMENT PLAN 5. MANAGEMENT TOOLS 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 7. SCENARIO ANALYSIS 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		3. DOCUMENTATION PROCESS
1. IDENTIFICATION OF THE ADMINISTRATOR  2. ORGANIZATION 3. MEANS  1. MANAGEMENT PLAN 5. MANAGEMENT TOOLS 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 7. SCENARIO ANALYSIS 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		4. INTERPRETATION PROCESS
4. INSTITUTIONALITY 3. MEANS 1. MANAGEMENT PLAN 5. MANAGEMENT TOOLS 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 7. SCENARIO ANALYSIS 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		5. DEPRESENTATION PROCESS
3. MEANS  1. MANAGEMENT PLAN 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 4. DISSEMINATION PLAN 5. BUDGET 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		1. IDENTIFICATION OF THE ADMINISTRATOR
1. MANAGEMENT PLAN 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 5. BUDGET 6. BUDGET 6. BUDGET 7. SCENARIO ANALYSIS 7. SCENARIO ANALYSIS 8. ANNEXES 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR	4. INSTITUTIONALITY	2. ORGANIZATION
5. MANAGEMENT TOOLS 2. MAINTENANCE PLAN 3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 7. SCENARIO ANALYSIS 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		з. MEANS
3. SECURITY PLAN 4. DISSEMINATION PLAN 1. INVESTMENTS 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		1. MANAGEMENT PLAN
4. DISSEMINATION PLAN  1. INVESTMENTS  2. COST ESTIMATE  3. INCOME PROJECTION  4. CASH FLOW  1. EXPECTED SITUATION  2. OPTIMIST SITUATION  3. PESIMIST SITUATION  4. MEASURES TO ADOPT  1. LETTERS  2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR	5. MANAGEMENT TOOLS	2. MAINTENANCE PLAN
1. INVESTMENTS 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		3. SECURITY PLAN
6. BUDGET 2. COST ESTIMATE 3. INCOME PROJECTION 4. CASH FLOW  1. EXPECTED SITUATION 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		4. DISSEMINATION PLAN
3. INCOME PROJECTION 4. CASH FLOW 1. EXPECTED SITUATION 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		1. INVESTMENTS
4. CASH FLOW  1. EXPECTED SITUATION  2. OPTIMIST SITUATION  3. PESIMIST SITUATION  4. MEASURES TO ADOPT  1. LETTERS  8. ANNEXES  2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR	6. BUDGET	2. COST ESTIMATE
1. EXPECTED SITUATION 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		3. INCOME PROJECTION
7. SCENARIO ANALYSIS 2. OPTIMIST SITUATION 3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		4. CASH FLOW
3. PESIMIST SITUATION 4. MEASURES TO ADOPT 1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		1. EXPECTED SITUATION
4. MEASURES TO ADOPT  1. LETTERS  2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR	7. SCENARIO ANALYSIS	2. OPTIMIST SITUATION
1. LETTERS 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		3. PESIMIST SITUATION
8. ANNEXES 2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR		4. MEASURES TO ADOPT
		1. LETTERS
CERTIFICATE OF DOMAIN TITLE	8. ANNEXES	2. CERTIFICATE OF VALIDITY OF THE ADMINISTRATOR
3. CERTIFICATE OF DOMAIN TITLE		3. CERTIFICATE OF DOMAIN TITLE
4. OTHERS		4. OTHERS

1.1.3

**PROPERTY** 

## 1. MANAGEMENT FRAMEWORK

1.1
PROPERTY
IDENTIFICATION

## Owner

Indicate the name of the owner, if it is a legal person, inform the company name, RUT, address of its headquarters and name and position of the legal representative.

#### **Owner type**

Indicate if the owner is public, private or non profit.

#### **CBR Registration**

Report the name of the Real Estate Conservator and the record, number and year of the registration where the property of the property is registered.

#### Role and pricing

Report the role number registered in the Internal Revenue Service and its tax assessment.

#### **Rights constituted**

Indicate other current rights that limit or condition the property, such as: garments, mortgages or usufructs. If these rights do not exist, it must be recorded in the doc.