Orientation Seminar
for
New Members
of the
Executive Board of UNESCO

Saturday 9 April 2016
# New Members

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<thead>
<tr>
<th>Group I</th>
<th>Group II</th>
<th>Group III</th>
<th>Group IV</th>
<th>Group V (a)</th>
<th>Group V (b)</th>
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</thead>
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<td>France*</td>
<td>Lithuania</td>
<td>Brazil*</td>
<td>Iran (Islamic Republic of)</td>
<td>Cameroon</td>
<td>Lebanon</td>
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<td>Greece</td>
<td>Russian Federation*</td>
<td>Haiti</td>
<td>Malaysia</td>
<td>Côte d’Ivoire</td>
<td>Oman</td>
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<td>Italy*</td>
<td>Serbia</td>
<td>Mexico*</td>
<td>Pakistan*</td>
<td>Ghana</td>
<td>Qatar</td>
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<td>Spain*</td>
<td>Slovenia</td>
<td>Nicaragua</td>
<td>Republic of Korea*</td>
<td>Kenya</td>
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<td>United Kingdom of Great Britain and Northern Ireland*</td>
<td>Paraguay</td>
<td>Sri Lanka</td>
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<td>United States of America*</td>
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<td>Viet Nam</td>
<td>Senegal</td>
<td>South Africa</td>
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* Re-elected at the 38th session of the General Conference.
Renovation of Room X
Constitution
Article III    Organs

The Organization shall include a General Conference, an Executive Board and a Secretariat.
Article V  Executive Board

A.  Composition

1. (a) The Executive Board shall be elected by the General Conference and it shall consist of **fifty-eight Member States**.

2. (a) Each Member of the Executive Board shall appoint **one representative**. It may also appoint **alternates**.

   (b) ... appoint a person qualified in one or more of the fields of competence of UNESCO ... the importance of continuity, each representative shall be appointed for the duration of the term of the Member of the Executive Board, unless exceptional circumstances warrant his replacement.

4. (a) Members of the Executive Board shall serve from the close of the session of the General Conference which elected them until the close of the second ordinary session of the General Conference following their election.

   (b) Members of the Executive Board are **eligible for re-election**.
Article V  Executive Board

B.  Functions

6.  (a) . . prepare the agenda for the General Conference . . examine the programme of work for the Organization and corresponding budget estimates . . submit recommendations as it considers desirable to the General Conference.

(b) . . responsible for the execution of the programme adopted by the Conference . . to ensure the effective and rational execution of the programme by the Director-General.

9.  . . meet in regular session at least four times during a biennium and may meet in special session if convoked by the Chairperson on his initiative or upon the request of six Members of the Executive Board.
Rules of Procedure of the Executive Board
I. Sessions
Rule 1  [Const. V.B.9] Frequency

1. The Executive Board shall meet in regular session at least four times during a biennium.

2. The Board shall as a general rule hold two regular sessions per year.
Rule 2

Date and place

The Board shall normally meet at Headquarters.

It may meet elsewhere if so decided by a majority of the Members.
Rule 3 [Const. V.B.9]

Special sessions

1. The Executive Board may meet in special session if convoked by the Chairperson on his own initiative or on the request of six Members of the Board.
Rule 4  Convocation

...sent by the Chairperson to each Member of the Board at least thirty days before the opening of each regular session
II. Agenda
Rule 5  Provisional agenda

1. … dispatched to all Members of the Board at least thirty days before the opening of a regular session

2. The provisional agenda shall include:
   - questions referred to the Board by the General Conference;
   - questions proposed by the United Nations;
   - questions proposed by Member States;
   - questions the inclusion of which has been decided by the Board at previous sessions;
   - questions proposed by Members of the Board;
   - questions proposed by the Director-General;
   - questions required by the Constitution, the present Rules or any other applicable Rules and Regulations.

3. Items proposed shall have a direct link with the Organization’s fields of competence.
Rule 6 Revised provisional agenda

The Chairperson may prepare a revised provisional agenda to include any questions proposed between the dispatch of the provisional agenda and the opening of the session.
Rule 8 Amendments, deletions and new items

The Board may amend or add new items to the agenda so adopted if so decided by a majority of the Members … such new items shall not be discussed until 48 hours after their inclusion in the agenda, unless otherwise decided by the Board.
III. Composition
Rule 9  Members

1. The Executive Board shall be elected by the General Conference, and it shall consist of **58 Member States**. The President of the General Conference shall sit *ex officio* in an advisory capacity on the Executive Board.

3. Each State Member of the Executive Board shall appoint a **representative**.

4. … be appointed for the duration of the term of the State Member, unless exceptional circumstances warrant his replacement. The alternates appointed by each State Member of the Board shall act in the absence of its representative

5. … transmit to the Director-General **in writing** the name and curriculum vitae of its representative and the name of his alternates … **inform the Director-General of any changes** in those appointments.
## Composition of the Executive Board for 2015-2017 by Electoral Group

<table>
<thead>
<tr>
<th>Group I</th>
<th>Group II</th>
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<th>Group IV</th>
<th>Group V (a)</th>
<th>Group V (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany 2017</td>
<td>Estonia 2017</td>
<td>Brazil 2019</td>
<td>China 2017</td>
<td>Chad 2017</td>
<td>Egypt 2017</td>
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<td>Trinidad and Tobago 2017</td>
<td>Sri Lanka 2019</td>
<td>Senegal 2019</td>
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<td>Turkmenistan 2017</td>
<td>South Africa 2019</td>
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<td>Viet Nam 2019</td>
<td>Togo 2017</td>
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<td>Uganda 2017</td>
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# Composition of the Executive Board for 2015-2017 by Electoral Group

<table>
<thead>
<tr>
<th>Group</th>
<th>Members of the Bureau</th>
<th>SP (18)</th>
<th>CR (30)</th>
<th>NGP (24)</th>
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<tbody>
<tr>
<td></td>
<td><strong>Chairperson of the Executive Board:</strong> Mr Michael Worbs (Germany)</td>
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<tr>
<td>I</td>
<td><strong>Vice-Chairperson:</strong> Sweden</td>
<td>Italy Spain United Kingdom of Great Britain and Northern Ireland</td>
<td>France Germany Italy Netherlands United States of America</td>
<td>France Greece Spain Sweden</td>
</tr>
<tr>
<td>II</td>
<td><strong>Vice-Chairperson:</strong> Lithuania <strong>NGP Committee:</strong> Ms Besiana Kadaré (Albania)</td>
<td>Estonia Russian Federation Serbia</td>
<td>Albania Lithuania Russian Federation Slovenia Ukraine</td>
<td>Albania Lithuania Russian Federation Serbia</td>
</tr>
<tr>
<td>III</td>
<td><strong>Vice-Chairperson:</strong> Dominican Republic <strong>Chairperson of the FA Commission:</strong> Ms Lorena Sol de Pool (El Salvador)</td>
<td>Brazil Dominican Republic Saint Kitts and Nevis</td>
<td>Argentina Mexico Nicaraguan Paraguay Saint Kitts and Nevis</td>
<td>El Salvador Haiti Nicaragua Saint Kitts and Nevis</td>
</tr>
<tr>
<td>IV</td>
<td><strong>Vice-Chairperson:</strong> Malaysia <strong>Chairperson of the CR Committee:</strong> Mr Kamal Abdul Naser Chowdhury (Bangladesh)</td>
<td>Japan Republic of Korea Sri Lanka</td>
<td>Bangladesh China Nepal Pakistan Viet Nam</td>
<td>China India Iran (Islamic Rep. Of) Sri Lanka</td>
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<tr>
<td>V (a)</td>
<td><strong>Vice-Chairperson:</strong> South Africa <strong>Chairperson of the PX:</strong> Mr Komlavi Francisco Seddoh (Togo)</td>
<td>Cameroon Côte d'Ivoire Kenya</td>
<td>Ghana Mozambique Nigeria Senegal Uganda</td>
<td>Chad Ghana Guinea Togo</td>
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<td>V (b)</td>
<td><strong>Vice-Chairperson:</strong> Morocco <strong>Chairperson of the Special Committee:</strong> Ms Samira Al Moosa (Oman)</td>
<td>Egypt Lebanon Oman</td>
<td>Algeria Egypt Qatar Morocco Sudan</td>
<td>Algeria Lebanon Oman Qatar</td>
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IV. Officers
Rule 10 Elections

1. ...elect, from among the representatives of the Member States elected to the Executive Board, a Chairperson... The Board shall also elect six Vice-Chairpersons.

2. ... two-year mandate
Rule 11  Temporary Chairperson

…the President of the General Conference shall preside until the Board has elected its Chairperson.
Rule 13  General powers of the Chairperson

In addition to exercising the powers conferred upon him elsewhere by these Rules, the Chairperson shall have the following powers: he shall declare the opening and closing of meetings, shall direct the discussion, ensure the observance of these Rules, accord the right to speak, rule on points of order, put questions to the vote and announce decisions. He shall have the right to take part in the discussions and to vote but shall not have a casting vote. He shall represent the Board with Member States, the United Nations, the Specialized Agencies, governmental and nongovernmental organizations and the Director-General. He shall exercise all other functions given to him by the Board.
1. To assist him in the exercise of his functions, the Chairman may convolve, in connection with sessions of the Board and, in case of necessity, between sessions, the Vice-Chairpersons and the Chairpersons of the permanent commissions, the Special Committee, the Committee on Conventions and Recommendations and the Committee on Non-Governmental Partners who shall constitute, with him, the Bureau of the Board.
Rule 14  Bureau cont...

2. Questions relating to invitations to conferences and the conclusion of agreements with international organizations or other matters on which it appears unnecessary to open a discussion shall be studied by the Bureau, which shall transmit to the Board suggestions as to the required decision. Any Member may, at the time of the transmission of those suggestions, request a discussion of any item for which the Bureau has recommended adoption of decisions without discussion; in that case, the item mentioned shall be discussed by the Board.
3. The Bureau will act as an agenda committee to recommend the allocation of time and the order of business for the session.
Rule 15  Functions of Vice-Chairpersons

1. In the absence of the Chairperson during the session, his functions shall be exercised in turn by the Vice-Chairpersons.

2. …The office of Chairperson may only be held by the representative of a Member of the Board.
V. Commissions and Committees
Rule 16  Permanent commissions and committees

1. ... a Finance and Administrative Commission, a Programme and External Relations Commission, a Special Committee, a Committee on Conventions and Recommendations and a Committee on Non-Governmental Partners.

2. Chairpersons elected from among the representatives appointed by the Members elected to the Board ... each commission and committee shall elect, from among the representatives of its Members, a temporary Chairperson preferably belonging to the same electoral group.

4. The commissions and committees shall examine and report to the Executive Board on all questions referred to them by the Executive Board.

5. The Finance and Administrative Commission is requested by the Board to submit the draft programme and budget to a technical examination ... financial implications and to make a detailed report thereon to the Board.
Structure Subsidiary Bodies

Programme & External Relations Commission (PX)
   Composition: All Board Members

Finance & Administrative Commission (FA)
   Composition: All Board Members

Special Committee (SP)
   Composition: 18 Members (3 per Group)

Committee on Conventions & Recommendations (CR)
   Composition: 30 Members (5 per Group)

Committee on Non-Governmental Partners (NGP)
   Composition: 24 Members (4 per Group)

Joint Meeting of PX and FA Commissions (JOINT)
Terms of reference of the Special Committee (SP)

At its 198th session (November 2015), the Executive Board, having established its Special Committee, gave it the following terms of reference (198 EX/Decision 6 (I))

“The Executive Board,

1. Recalling its previous decisions concerning the terms of reference of the Special Committee,

2. Decides that:

   (a) the Special Committee shall comprise 18 members, that is to say three for each electoral group;

   (b) in the light of 192 EX/Decision 16 (VII), the Special Committee will meet once a year as appropriate;

3. Also decides to refer to the Special Committee for consideration and the preparation of reports thereon:

   (a) questions pertaining to the functioning of the Secretariat, in particular, those pertaining to evaluation, internal control, oversight and accountability systems and mechanisms;

   (b) relations with the United Nations Joint Inspection Unit (JIU), and reports prepared by the Joint Inspection Unit that are not referred to the commissions of the Executive Board;

   (c) methods of work of the General Conference and the Executive Board, including those of their commissions and committees;

   (d) any other questions that the Executive Board may refer to it.”
Terms of reference of the Committee on Conventions and Recommendations (CR)

The Executive Board,
1. Recalling 98 EX/Decision 9.6 (II), whereby it defined, in paragraph 12, the terms of reference of the Committee on Conventions and Recommendations in Education, namely:
   (a) to examine periodic reports by Member States on their implementation of the Convention and Recommendation against Discrimination in Education;
   (b) to examine communications addressed to UNESCO in connection with specific cases alleging a violation of human rights in education, science and culture;
   (c) to examine the report of the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendation concerning the Status of Teachers

2. Also recalling 104 EX/Decision 3.3, whereby it decided that the Committee would thenceforth be designated the “Committee on Conventions and Recommendations” and established the conditions and procedures for consideration of communications received by the Organization concerning cases and questions of violations of human rights within UNESCO’s fields of competence,

3. Renews the terms of reference mentioned above, and decides that the Committee will also consider all questions entrusted to the Executive Board concerning the implementation of UNESCO’s standard-setting instruments, in accordance with Article 18.1 of the Rules of Procedure concerning recommendations to Member States and international conventions covered by the terms of Article IV, paragraph 4, of the Constitution, ensuring in particular the monitoring of the conventions and recommendations referred to, respectively, in the Annex to 177 EX/Decision 35 (II) as amended by 196 EX/Decision 20 and in 34 C/Resolution 87.
Committee on Non-Governmental Partners (NGP)

At its 198th session (November 2015), the Executive Board, having established its Committee on Non-Governmental Partners, gave it the following terms of reference (198 EX/Decision 6 (III)):

‘The Executive Board,

1. Recognizing the important contribution made by non-governmental partners to the preparation and implementation of UNESCO’s programme,

2. Taking into account the Directives concerning UNESCO’s partnership with non-governmental organizations, adopted by the General Conference at its 36th session, as well as the following resolutions adopted by the General Conference:

(a) 21 C/Resolution 7.11 concerning international non-governmental organizations maintaining relations with UNESCO, and in which bodies or elements linked with the Taiwan authorities are still participating in the name of China;

(b) 26 C/Resolution 13.23, 28 C/Resolution 13.5 and 29 C/Resolution 64 on the Directives concerning UNESCO’s relations with foundations and similar institutions;

(c) 33 C/Resolution 92 concerning the recommendations of the ad hoc working group on relations between the three organs of UNESCO;

3. Decides that in the light of 192 EX/Decision 16 (VII), the Committee on Non-Governmental Partners will meet once a year, as appropriate;
Committee on Non-Governmental Partners cont ...

4. Also decides that the terms of reference of its Committee on Non-Governmental Partners shall be as follows:

(a) to continue improving its methods of work by, inter alia, carrying out thematic debates on the involvement of non-governmental partners in UNESCO’s action in order to:
   (i) encourage presentations by Members of the Committee, non-governmental partners and invited guest speakers on good practices and lessons learned at the international, regional, national and local levels for outreach to and partnership with non-governmental actors;
   (ii) give further impetus to the involvement of youth in the work of NGOs;
   (iii) strengthen coordination and cooperation between non-governmental partners and the National Commissions;

(b) to examine once a year, at the spring session, matters within its competence relating to the establishment of relations between UNESCO and non-governmental organizations, as stipulated in the above-mentioned Directives, and notably to consider any proposals that the Director-General may submit to the Executive Board for the establishment or renewal of associate partnerships with non-governmental organizations;

(c) to ensure that the above-mentioned Directives continue to be implemented in a spirit of openness to the relevant actors of civil society, in particular in those parts of the world where civil society remains isolated or fragile;

(d) to examine all other relevant questions coming within the purview of the Executive Board in relation to UNESCO’s cooperation with non-governmental partners in accordance with the relevant resolutions and decisions of the governing bodies.'
Composition of the Bureau 12 members

- Chairperson
- 6 Vice-chairpersons of the six electoral groups
- Chairpersons of the two Commissions (PX & FA) and the three Committees (SP, CR & NGP)
VI. Director-General and Secretariat
The Director-General or his representative shall participate, without the right to vote, in all meetings of the Executive Board, its organs and its Bureau.
Rule 20 \hspace{1cm} \textbf{Secretariat}

1. The Director-General shall place at the disposal of the Board a staff member who shall act as Secretary of the Board.

2. The Secretary shall prepare all meetings of the Board and its organs, attend all meetings, record the decisions, supervise the preparation of summary records and the translation and distribution to the Members of the Board of documents and summary records... prepare the publication of its decisions.
Secretariat

Secretariat of the Executive Board (GBS/SCX)

• Jacques Rao, Secretary of the Executive Board
• Susana Sam-Vargas, Deputy Secretary of the Executive Board
• Frederick (Russ) Russell-Rivoallan, Personal Assistant to the Chairperson of the Executive Board
• Victoria Moorhead, Executive Assistant to the Chairperson of the Executive Board
• Inés Mens, Chief Documentalist
• Sandrine Garcia, Secretarial Assistant
• Sandra Gallet, Conference Assistant
• Bakary Konate, Junior Conference Assistant

Administrative support - BFM PLATFORM AO 1 (servicing GBS - HRM - ERI - MSS)
• Marc Antoine Demay, Senior Administrative Assistant
VII. Working languages, records and documents
Rule 21

Working languages

Arabic, Chinese, English, French, Russian and Spanish.
Rule 22  Time-limits for distribution of documents

2. Documents relating to items on the provisional agenda of each session shall normally be distributed to its Members in the working languages of the Board at least 30 days before the opening of the session. Exceptions to this Rule may be made only if the permission of the Chairperson has been previously obtained.

3. not discuss any items, except the reports of commissions and committees, until at least 48 hours after the distribution of the relevant documents in its working languages to Members.
Rule 23 Summary records

1. A provisional text shall be submitted to Members for correction as soon as possible.

3. At the beginning of each session the Board shall approve the summary records of the public meetings of the previous session.

4. The summary records of private meetings shall be approved by the Board in private meeting.
Rule 24 Decisions (of a session)

shall be published not later than **one month** after its close.
VIII. Meetings
Rule 29 Private meetings and documents

1. it shall determine the persons who shall be present...
   to the right of Members to be accompanied by
   advisers or experts
The Board deals with the following questions in private meetings:

- Nominations for the post of Director-General (Article 58, par. 2 & 3)
- Appointments, promotions or renewals of contract of officials at D-1 level and above (Article 59).
- Report of the Committee on Conventions and Recommendations concerning the communications to UNESCO relating to human rights in the Organization’s fields of competence.)
IX. Conduct of business
Rule 30 Speeches

1. No one may address the Board without having previously obtained the permission of the Chairperson. The Chairperson may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

2. Representatives of the United Nations and the Specialized Agencies may participate without the right to vote, in the discussions of the Board and its subsidiary organs.

3. Observers of Member States and of non-Member States may be invited by the Board to address it on matters under discussion.

4. Observers of intergovernmental or international non-governmental organizations and other qualified persons may be invited by the Board to address it on matters within their competence.

5. Any Member of the Board may take part in the work of subsidiary bodies to which it does not belong. In such cases, and in the absence of any contrary decision by the Board, it shall not have the right to vote.
Rule 32  **Time-limit on speeches**

The Board may limit the time to be allowed to each speaker.
Rule 34A  Decisions involving expenditure\(^1\)

The Executive Board shall not take a decision involving expenditure unless it has before it a report from the Director-General on the administrative and financial implications of the proposal.

1. Amendment adopted by the Executive Board at its 170th session (170 EX/Dec.5.1, October 2004).
Rule 39 Points of order

During the discussion of any matter a Member may rise to a point of order and the point of order shall be immediately decided by the Chairperson. An appeal may be made against the ruling of the Chairperson. It shall be put to the vote immediately and the Chairperson’s ruling shall stand unless overruled by a majority of Members present and voting.
Rule 40 Procedural motions

Suspension or adjournment of the meeting, adjournment of the debate or closure of the debate.
Rule 43 Closure of debate

During the discussion of any matter, a Member may move the closure of the debate whether or not any other Member has signified his wish to speak. **If such a motion is seconded**, the Chairman shall indicate the proposals which have been submitted on the substance of the item under discussion and which shall be put to the vote after the closure of the debate. Permission to speak against the closure may be accorded to not more than two speakers. The Chairman shall then put to the vote the motion for closure and, if the Board is in favour, he shall declare the closure of the debate.
Rule 44 Order of procedural motions

Subject to Rule 39 the following motions shall have precedence in the following order over all other proposals or motion before the meeting:

(a) to suspend the meeting;
(b) to adjourn the meeting;
(c) to adjourn the debate on the item under discussion;
(d) to close the debate on the item under discussion.
Rule 47 Adoption of draft decisions recommended by plenary commissions

The Board shall adopt the entire set of draft decisions recommended by each plenary commission (Programme and External Relations Commission and Finance and Administrative Commission) as a whole, unless a Member State requests that a specific decision be adopted separately.
X. Voting
Rule 48 Voting rights

Each Member of the Board shall have **one** vote.
Rule 49 Conduct during voting

After the Chairperson has announced the beginning of voting, no one shall interrupt the voting
Rule 50  Simple majority

Decisions of the Board shall be taken by a simple majority of the Members present and voting, except where otherwise specified in these Rules … only Members casting an affirmative or negative vote shall be counted as ‘present and voting’; Members who abstain from voting shall be considered as not voting.
Rule 51 Two-thirds majority

In the following cases a two-thirds majority of the members present and voting is required:
- reconsideration of proposals (Rule 45);
- consultation by correspondence (Rule 60);
- amendment of Rules of Procedure (Rule 66);
- Suspension of Rules of Proecudre (Rule 67);
- Establishment, before each session of the General Conference, of the list of States not members of UNESCO which are to be invited to send obervers to that session.
Rule 52 Show of hands

Voting shall normally be by show of hands.
Rule 53 Roll-call

At the request of any Member, a vote shall be taken by roll-call; Members’ names shall be called in alphabetical order … recorded in the summary record of the meeting.
Rule 54 Secret ballot

1. The nomination of a candidate for the post of Director-General shall be decided by secret ballot.

2. All other elections and decisions relating to individuals shall be voted on by secret ballot whenever five or more Members shall so request or if the Chairperson shall so decide.
XI. Special procedures
Rule 59  Appointments to the Secretariat and consultations on its structure

1. The Director-General shall inform the Board, in a private meeting, of every appointment, promotion or renewal of a contract of officials at D-1 level and above that has taken place since the previous session.

2. The Director-General shall consult, on the basis of a relevant document, the Executive Board at least every two years regarding the structure of the Secretariat and, in particular, on any important changes he contemplates making in it.
XII. Financial and administrative arrangements
Rule 61 Travel expenses and subsistence allowance

The Organization shall pay for travel performed by the representatives of the Members of the Board in the execution of their duties as Members and shall provide them with a subsistence allowance, on the conditions defined in the annex to these Rules.
Travel expenses of the Members of the Board

194 EX/ Decision 4 Part II (C):

Noting the continuing financial challenges faced by the Organization and the need for cost-effective running of the governing bodies,

Decides to:

(a) also **suspend the budget allocated for travel** by:

(i) representatives residing in Paris appointed by Members of the Executive Board for consultations with their government (Article I.1.1(b) of the Annex to the Rules of Procedure of the Executive Board);

(ii) a representative appointed by the Member, or of any other person specially appointed by the Board, to perform a mission on behalf of the Board (Article I.1.2 of the Annex to the Rules of Procedure of the Executive Board);

(c) **further suspend travel and daily subsistence allowances** allocated to representatives of Member States, except those representing **least developed countries (LDCs)** and **small island developing States (SIDS)**;
## REPRESENTATIVES ENTITLED TO TRAVEL EXPENSES (2015-2017)

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<th>The Least developed Countries (LDCs)</th>
<th>Small Islands Developing Member States (SIDS)</th>
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<td>Bangladesh</td>
<td>Dominican Republic</td>
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<td>Chad</td>
<td>Haiti</td>
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<td>Guinea</td>
<td>Mauritius</td>
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Rule 64 Restriction on other expenses and allowances and on remuneration

The representatives and alternates appointed by Members of the Board shall not, during their term of office, accept from the Organization payment of any expenses or allowances other than those provided for in Rules 61... They shall not receive any fees or remuneration from the Organization during their term of office.
Rule 65 Restriction on appointment to Secretariat

Representatives and alternates appointed by Members of the Board may not enter into a contractual relationship with the Secretariat until 18 months have elapsed from the date of cessation of their representative functions.
Intersessional meetings
10. Requests the Chair of the Executive Board, in consultation with the Director-General, to make the necessary practical arrangements and organize on a trial basis, during the 2016-2017 biennium, and without amending the Rules of Procedure, meetings of the Executive Board Members, in principle six times per year; such meetings will be open to States Members of the Executive Board, to Member States non-Member of the Executive Board as observers with enhanced participation status, and to the Secretariat;

11. Decides to suspend the Preparatory Group and the information meetings between the Director-General and the Executive Board on a trial basis during the 2016-2017 biennium, and to integrate their work into the meetings of Executive Board Members as described in paragraph 10 above; such meetings will have no decision-making power, but will foster discussions in view of the regular formal Executive Board sessions during the biennium, to be followed by an evaluation to be included in the report referred to in paragraph 7(c) above;
Dates of the intersessional meetings

• 19 February 2016
• 10 March 2016
• 3 June 2016
• 9 September 2016
• 27 September 2016
• 16 December 2016
Elections to the Executive Board
Procedure for the Election of Members of the Executive Board

Groupings of Member States for the purpose of elections to the Executive Board

As decided by the General Conference at its 37th session, the composition of electoral groups for the purpose of elections to the Executive Board and the distribution of seats on the Executive Board among the groups is as follows:
Distribution of seats in UNESCO Executive Board

*Group V has 20 seats (1 seat rotating between V (a) and V (b) every four years)
Group I (27) Nine seats

Andorra
Austria
Belgium
Canada
Cyprus
Denmark
Finland
France
Germany
Greece
Iceland
Ireland
Israel
Italy
Luxembourg

Malta
Monaco
Netherlands
Norway
Portugal
San Marino
Spain
Sweden
Switzerland
Turkey
United Kingdom of Great Britain and Northern Ireland
United States of America
Group II (25) Seven seats

Albania
Armenia
Azerbaijan
Belarus
Bosnia and Herzegovina
Bulgaria
Croatia
Czech Republic
Estonia
Georgia
Hungary
Latvia
Lithuania
Montenegro

Poland
Republic of Moldova
Romania
Russian Federation
Serbia
Slovakia
Slovenia
Tajikistan
The former Yugoslav Republic of Macedonia
Ukraine
Uzbekistan
### Group III (33) Ten seats

<table>
<thead>
<tr>
<th>Antigua and Barbuda</th>
<th>Argentina</th>
<th>Haiti</th>
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<tbody>
<tr>
<td>Bahamas</td>
<td>Barbados</td>
<td>Honduras</td>
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<td>Belize</td>
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<td>Jamaica</td>
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<tr>
<td>Bolivia</td>
<td>(Plurinational State of)</td>
<td>Mexico</td>
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<td>Brazil</td>
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<td>Cuba</td>
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<td>Saint Kitts and Nevis</td>
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<td>Dominican Republic</td>
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<td>Saint Vincent and the Grenadines</td>
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<td>El Salvador</td>
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<td>Guatemala</td>
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<td>Venezuela (Bolivarian Republic of)</td>
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<tr>
<td>Guyana</td>
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</tbody>
</table>
Group IV (44) Twelve Seats

Afghanistan
Australia
Bangladesh
Bhutan
Brunei Darussalam
Cambodia
China
Cook Islands
Democratic People's Republic of Korea
Fiji
India
Indonesia
Iran (Islamic Republic of)
Japan
Kazakhstan
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Malaysia
Maldives
Marshall Islands
Micronesia (Federated States of)
Mongolia
Myanmar
Nauru
Nepal
New Zealand
Niue
Pakistan
Palau
Papua New Guinea
Philippines
Republic of Korea
Samoa
Singapore
Solomon Islands
Sri Lanka
Thailand
Timor-Leste
Tonga
Turkmenistan
Tuvalu
Vanuatu
Viet Nam
Group V (64) Twenty seats

Algeria
Angola
Bahrain
Benin
Botswana
Burkina Faso
Burundi
Cameroon
Cabo Verde
Central African Republic
Chad
Comoros
Congo
Côte d’Ivoire
Djibouti
Democratic Republic of the Congo
Egypt
Equatorial Guinea
Eritrea
Ethiopia
Gabon
Gambia
Ghana
Guinea
Guinea-Bissau
Iraq
Jordan
Kenya
Kuwait
Lebanon
Lesotho
Liberia
Libya
Madagascar
Malawi
Mali
Mauritania
Mauritius
Morocco
Mozambique
Namibia
Niger
Nigeria
Oman
Palestine
Qatar
Rwanda
Sao Tome and Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
South Sudan
Sudan
Swaziland
Syrian Arab Republic
Togo
Tunisia
Uganda
United Arab Emirates
United Republic of Tanzania
Yemen
Zambia
Zimbabwe
Provisions governing the procedure for the election of Member States to the Executive Board

A. Submission of the names of candidate states

Rule 1

The Director-General shall ask each Member State, **at least three months** prior to the opening of any ordinary session of the General Conference, whether it intends to stand for election to the Executive Board. If so, its **candidature must be sent to him or her** at least six weeks, as far as possible, prior to the opening of the session.
Provisions governing the procedure for the election of Member States to the Executive Board

Rule 2
At least four weeks prior to the opening of the ordinary session of the General Conference the Director-General shall send Member States the provisional list of Member States candidates.

Rule 3
At the opening of the ordinary session of the General Conference the Director-General shall have drawn up and delivered to the Chairperson of the Nominations Committee and to each head of delegation a list of the Member States’ candidatures that have been transmitted to him or her by that date.

Rule 4
Subsequent candidatures shall be admissible only if they reach the Secretariat of the General Conference at least forty-eight hours before the beginning of the ballot.
Orientation Material

Basic Texts 2015

The Constitution of UNESCO (Pocket-size)

Rules of Procedure of the Executive Board 2015

Pocket-size

Executive Board Brochure 2016