



United Nations  
Educational, Scientific and  
Cultural Organization

# Rules of Procedure of the Executive Board

2010 Edition

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<p>All the terms used in this collection of texts to designate the person discharging duties or functions are to be interpreted as implying that men and women are equally eligible to fill any post or seat associated with the discharge of these duties and functions.</p>
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# Rules of Procedure of the Executive Board

Adopted by the Executive Board at its 29th session. Revised text incorporating amendments adopted at the 32nd, 33rd, 37th, 40th, 41st, 42nd, 47th, 48th, 51st, 55th, 56th, 61st, 63rd, 64th, 66th, 67th, 68th, 70th, 72nd, 81st, 83rd, 86th, 87th, 91st, 94th, 96th, 99th, 101st, 123rd, 142nd, 144th, 146th, 149th, 150th, 156th, 157th, 166th, 170th and 182nd sessions.<sup>1</sup>

(Marginal references are to the Constitution of UNESCO.)

## 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 determine at each session the date and place of the next session. The date may be modified if necessary by the Chairman. The Board shall normally meet at the Headquarters of the Organization or at the seat of the General Conference. 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 Chairman on his own initiative or on the request of six Members of the Board.
2. That request must be made in writing.

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1. See 32 EX/Decision 6; 33 EX/Decision 7.1; 37 EX/Decision 8.1.II; 40 EX/Decision 2; 41 EX/Decision 6.1; 42 EX/Decision 6.1; 47 EX/Decision, Annex I; 48 EX/Decision 5.2; 51 EX/Decision 9.5(1); 55 EX/Decisions 6.8, 6.10, 6.11; 56 EX/Decision 11.2; 61 EX/Decisions 5.2.4.1, 5.2.7; 63 EX/Decision 18.7; 64 EX/Decision 16; 66 EX/Decision 8.9; 67 EX/Decision 3.6.8; 68 EX/Decision 9.3; 70 EX/Decision 15; 72 EX/Decision 9.2; 81 EX/Decision 9.2; 83 EX/Decision 3.1(II); 86 EX/Decision 10.2; 87 EX/Decision 7.4; 91 EX/Decision 4; 94 EX/Decision 5.1 (Second Part, Part I, Chapter 2); 96 EX/Decision 4; 99 EX/Decision 9.9; 101 EX/Decision 4; 123 EX/Decision 4; 142 EX/Decision 3.1.2; 144 EX/Decision 3.1.5; 146 EX/Decision 3.1.2; 149 EX/Decision 5.7; 150 EX/Decision 4.2; 156 EX/Decisions 5.4 and 5.5; 157 EX/Decision 6.4; 166 EX/Decision 5.2; 170 EX/Decision 5.1; 182 EX/Decision 61.

Rule 4

### **Convocation**

1. A written notice of convocation shall be sent by the Chairman to each Member of the Board at least thirty days before the opening of each regular session or at least fifteen days before the opening of a special session. The Chairman shall also inform the President of the General Conference of the convocation.
2. The Director-General shall, at the same time, inform the United Nations and the Specialized Agencies of the session and invite them to be represented at it.

## **II. Agenda**

Rule 5

### **Provisional agenda**

1. The Chairman shall prepare a provisional agenda which shall be dispatched to all Members of the Board at least thirty days before the opening of a regular session and as soon as possible in the case of a special session.
2. The provisional agenda shall include:  
all questions referred to the Board by the General Conference;  
all questions proposed by the United Nations;  
all questions proposed by Member States;  
all questions the inclusion of which has been decided by the Board at previous sessions;  
all questions proposed by Members of the Board;  
all 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 Chairman may prepare a revised provisional agenda to include any questions proposed between the dispatch of the provisional agenda and the opening of the session or any other necessary modifications.

Rule 7

### **Adoption of the agenda**

The Board shall adopt its agenda at the beginning of each 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 present and voting. Subject to the provisions of Rule 22, 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

[Const. V.A.1(a)]

### **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.
2. Elected States Members of the Executive Board are hereinafter referred to as 'Members' of the Executive Board.
3. Each State Member of the Executive Board shall appoint a representative. It may also appoint alternates.
4. In selecting its representative on the Executive Board, the State Member shall endeavour to appoint a person qualified in one or more of the fields of competence of UNESCO and with the necessary experience and capacity to fulfil the administrative and executive duties of the Board. Bearing in mind the importance of continuity, each representative shall 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 in all his functions.
5. Each State Member of the Executive Board shall transmit to the Director-General in writing the name and curriculum vitae of its representative and the name of his alternates. It shall also inform the Director-General of any changes in those appointments. The Director-General shall communicate the above-mentioned information to the Chairman of the Executive Board.

[Const. V.A.1(b)]

[Const. V.A.2(a)]

[Const. V.A.2(b)]

## **IV. Officers**

Rule 10

[Const. V.B.8]

### **Elections**

1. At the opening of the session following each ordinary session of the General Conference, the Board shall elect, from among the



representatives of the Member States elected to the Executive Board, a Chairman. The Board shall also elect six Vice-Chairmen from among its Members. The Chairman shall be elected by secret ballot. If the Chairman finds that there is a lack of consensus regarding the election of the Vice-Chairmen, an election by secret ballot shall then be held.

2. The Chairman shall not be immediately re-eligible. At the end of the two-year mandate of the outgoing Chairman, a new Chairman shall be elected from among the representatives of the other Members of the Board.

Rule 11                    **Temporary Chairman**

At the opening of the first session held by the Executive Board after each ordinary session of the General Conference, the President of the General Conference shall preside until the Board has elected its Chairman.

Rule 12                    **Replacement of Chairman**

If the Chairman is for any reason unable to complete his term of office, the Board shall elect a successor, in accordance with the provisions of Rule 10, to replace him for the remainder of the term.

Rule 13                    **General powers of the Chairman**

In addition to exercising the powers conferred upon him elsewhere by these Rules, the Chairman 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 non-governmental organizations and the Director-General. He shall exercise all other functions given to him by the Board.

Rule 14                    **Bureau**

1. To assist him in the exercise of his functions, the Chairman may convoke, in connection with sessions of the Board and, in case of necessity, between sessions, the Vice-Chairmen and the Chairmen of the permanent commissions, the Special Committee, the Committee on Conventions and Recommendations and the Committee on International Non-Governmental Organizations who shall constitute, with him, the Bureau of the Board.

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-Chairmen**

1. In the absence of the Chairman during the session, his functions shall be exercised in turn by the Vice-Chairmen.
2. Should the Chairman be unable to exercise his functions between sessions, the Vice-Chairmen shall designate, by vote if necessary, a Vice-Chairman to replace him until such time as Rule 12 may be applied. The office of Chairman may only be held by the representative of a Member of the Board.

## **V. Commissions and committees**

Rule 16

#### **Permanent commissions and committees**

1. After the election of new Members of the Board at each ordinary session of the General Conference, the Board shall establish from among its Members the permanent commissions and committees necessary to assist it in the execution of its tasks, such as a Finance and Administrative Commission, a Programme and External Relations Commission, a Special Committee, a Committee on Conventions and Recommendations and a Committee on International Non-Governmental Organizations.
2. The Chairmen of the Commissions, the Special Committee, the Committee on Conventions and Recommendations and the Committee on International Non-Governmental Organizations shall be elected by the Board by secret ballot from among the representatives appointed by the Members elected to the Board. At the opening of each session and for the duration of that session, each commission and committee shall elect, from among the representatives of its Members, a temporary Chairman preferably belonging to the same electoral group as its Chairman in order to replace the latter in the exercise of all his functions during his temporary absence.

3. If a Chairman of a commission or any other subsidiary body is for any reason unable to complete his term of office, the Board shall elect by secret ballot a successor to replace him for the remainder of the term.
4. The commissions and committees shall examine and report to the Executive Board on all questions referred to them by the Executive Board, or, if necessary, by its Chairman, and shall exercise such other responsibilities as may be entrusted to them by the Board.
5. The Finance and Administrative Commission is requested by the Board to submit the draft programme and budget to a technical examination, which shall include a detailed study of the advisability of some of the administrative measures proposed and of their financial implications and to make a detailed report thereon to the Board.

Rule 17

### **Temporary committees**

The Board may also establish such temporary committees as it considers necessary for the execution of its task. The terms of reference of such committees shall be specifically defined by the Executive Board at the time of their establishment.

Rule 18

### ***Ex officio* member**

The Chairman of the Executive Board shall be *ex officio* a Member of all organs of the Board.

## **VI. Director-General and Secretariat**

Rule 19

[*Const. VI.3*]

### **Director-General**

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. He may formulate proposals for appropriate action by the Board and make either oral or written statements concerning any question under consideration.

Rule 20

### **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 of the Executive Board 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. He shall carry out all tasks entrusted to him by the Chairman of the Board. He shall establish and keep up to date the archives of the Executive Board and prepare the publication of its decisions.

## **VII. Working languages, records and documents**

Rule 21

### **Working languages**

Arabic, Chinese, English, French, Russian and Spanish shall be the working languages of the Executive Board.

Rule 22

### **Time-limits for distribution of documents**

1. The proposed programme and budget to be submitted to the General Conference in its working languages shall be distributed to Members of the Executive Board at least 30 days before the opening of the session of the Board at which it is to be considered.
2. Documents relating to items on the provisional agenda of each session of the Board 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 Chairman has been previously obtained.
3. Unless the Board decides otherwise, it shall 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 present.

Rule 23

### **Summary records**

1. A summary record of all plenary meetings of the Board shall be prepared by the Secretariat. A provisional text shall be submitted to Members for correction as soon as possible but shall not be made public.
2. A corrected text of the summary records of public meetings shall be published not later than three months after the close of each session.
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**

The decisions adopted by the Board during the session shall be published not later than one month after its close.

Rule 25

### **Verbatim records and recordings**

A verbatim record or a sound recording of the Board's proceedings may be made if the Board so decides; the publication and disposal of these records shall be subject to the decision of the Board. The Members of the Board may have free access to the sound recordings of their own interventions in public or private meetings and, if they so wish, may take a verbatim transcript of their own speeches.

Rule 26

### **Communication of documentation to Member States, etc.**

The Director-General shall communicate all documents and final summary records of public meetings of the Board, and the text of the decisions adopted at each session, to Member States, National Commissions, the United Nations and the Specialized Agencies immediately on publication.

## **VIII. Meetings**

Rule 27

### **Quorum**

1. At meetings of the Board the quorum shall consist of a majority of its Members.
2. The Board shall not decide on any matter unless a quorum is present.
3. At meetings of subsidiary bodies the quorum shall consist of a majority of the Members appointed to the body in question. However, if, after five minutes' adjournment, there is still no quorum as above defined, the Chairman may request the agreement of all Members actually present temporarily to waive the provisions of this paragraph.

Rule 28

### **Publicity of meetings**

The meetings of the Board shall, unless the Board decides otherwise, be held in public.

Rule 29

### **Private meetings and documents**

1. When, in exceptional circumstances, the Board decides to hold a private meeting it shall determine the persons who shall be present, having regard to Article VI.3 of the Constitution, to the right of Members to be accompanied by advisers or experts, and to agreements entered into with the United Nations and the Specialized Agencies.
2. Any decision taken by the Board at a private meeting shall be announced at a subsequent public meeting.
3. At each private meeting, the Board shall decide whether a report of its work at that meeting shall be published.
4. Private documents shall normally be made accessible to the public after a period of twenty years.

## **IX. Conduct of business**

Rule 30

### **Speeches**

1. No one may address the Board without having previously obtained the permission of the Chairman. The Chairman 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 31

### **Order of speeches**

The Chairman shall call upon speakers in the order in which they signify their wish to speak.

Rule 32

### **Time-limit on speeches**

The Board may limit the time to be allowed to each speaker.

Rule 33

### **Closing of list of speakers**

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Board, declare the list closed. He may, however, accord the right of reply to a Member if a speech delivered after the list has been declared closed makes this desirable.

Rule 34

### **Texts of proposals**

At the request of any Member, supported by two other Members, discussion of any substantive motion, resolution or amendment shall be suspended until the text is circulated in the working languages to all Members present.

Rule 34A

### **Decisions involving expenditure<sup>1</sup>**

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.

Rule 35

### **Withdrawal of proposals**

A proposal may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal has not been amended. A proposal withdrawn may be reintroduced by any other Member.

Rule 36

### **Division of proposals**

Parts of a proposal shall be voted on separately if a Member requests that the proposal be divided. Those parts of a proposal which have been approved in separate vote shall then be put to a vote as a whole. If all the operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Rule 37

### **Voting on amendments**

1. When an amendment to a proposal is moved, the amendment shall be voted on first.
2. When two or more amendments to a proposal are moved, the Board shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on, until all the amendments have been

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1. Amendment adopted by the Executive Board at its 170th session (170 EX/Dec.5.1, October 2004). The numbering of this rule by adding an "A" to it does not indicate any hierarchy with respect to the other rules.

put to the vote. The Chairman shall determine the order of voting on amendments under this Rule.

3. If one or more amendments are adopted, the amended proposal shall then be voted upon.
4. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 38

#### **Order of voting on proposals**

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Board decides otherwise, be voted on in the order in which they were submitted. The Board may, after each vote on a proposal, decide whether to vote on the next proposal.
2. A motion requiring that no decision be taken on a proposal shall have priority over that proposal.

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 Chairman. An appeal may be made against the ruling of the Chairman. It shall be put to the vote immediately and the Chairman's ruling shall stand unless overruled by a majority of Members present and voting.

Rule 40

#### **Procedural motions**

During discussion of any matter, a Member may propose a procedural motion: suspension or adjournment of the meeting, adjournment of the debate or closure of the debate.

Rule 41

#### **Suspension or adjournment of the meeting**

During the discussion of any matter, a Member may move the suspension or the adjournment of the meeting. Any such motion, if seconded, shall be put to the vote immediately and without discussion.

Rule 42

#### **Adjournment of debate**

During the discussion of any matter, a Member may move the adjournment of the debate on the item under discussion. On moving the adjournment a Member shall indicate whether he moves the adjournment *sine die* or to a particular time which he shall specify. Any such motion, if seconded, shall be put to the vote immediately and without discussion.



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 motions 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 45

### **Reconsideration of proposals**

When a proposal has been adopted or rejected it may not be reconsidered at the same session of the Board, unless the Board, by a two-thirds majority of the Members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 46

### **New documents during sessions**

When, during sessions of the Board or of its subsidiary organs, new documents are requested, the Director-General shall, prior to a decision being taken thereon, submit an estimate of the cost of their production.

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 Chairman has announced the beginning of voting, no one shall interrupt the voting except on a point of order in connection with the actual conduct of 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. For the purposes of determining the majority, 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 Procedure (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 observers to that session.

Rule 52

### **Show of hands**

Voting shall normally be by show of hands. In this case, if there is any doubt concerning the result of a vote, the Chairman may take a second vote by show of hands or by roll-call.

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 and the vote of each Member participating shall be 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 Chairman shall so decide.

Rule 55

**Conduct of voting by secret ballot**

1. Before the vote begins, the Chairman shall appoint two tellers to scrutinize the votes cast.
2. When the counting of the votes is completed and the tellers have reported to the Chairman, he shall announce the results of the ballot bearing in mind that the voting will be recorded as follows:
  - (a) From the total number of the Members of the Board will be deducted:
    - the number of Members absent, if any;
    - the number of blank ballot papers, if any;
    - the number of invalid ballot papers, if any.
  - (b) The remaining number will constitute the number of votes recorded. The majority required will be more than half that number.
  - (c) Those receiving a number of votes in favour, equal or superior to the majority required shall be declared elected.

Rule 56

**Voting in elections**

1. When a single elective place is to be filled, any candidate obtaining in the first ballot an absolute majority (i.e. more than half) of the votes cast shall be declared elected.
2. If no candidate obtains an absolute majority in the first ballot, further ballots shall be taken. Any candidate obtaining an absolute majority of the votes cast shall be declared elected. If, after four ballots have been taken, no candidate has obtained an absolute majority, a final ballot shall be taken, restricted to the two candidates who obtained the most votes in the fourth ballot. The candidate obtaining a majority of the votes cast shall be declared elected.
3. When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot an absolute majority of the votes cast shall be declared elected. If the number of candidates obtaining such a majority is less than the number of places to be filled, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not exceeding twice the number of places remaining to be filled.

4. If necessary, in order to determine the candidates to participate in a restricted ballot, an eliminating ballot may be taken restricted to the candidates having obtained the same number of votes in the previous ballot.
5. If, in the final ballot or an eliminating ballot, two or more candidates obtain the same number of votes, the Chairman shall decide between them by drawing lots.

Rule 57

#### **Equally divided votes**

If a vote is equally divided, in voting not concerned with elections, a second vote shall be taken after a suspension of the meeting. If there is still no majority in favour of the proposal, it shall be considered as lost.

## **XI. Special procedures**

Rule 58

#### **Nomination of Director-General**

1. At least six months before the expiry of the term of office of the Director-General or as soon as possible in case of vacancy at any other time, the Executive Board shall invite Member States to suggest, confidentially, the names of persons who might be considered for the post of Director-General, requesting them at the same time to provide full biographical details regarding these persons.
2. The Executive Board shall consider in private meeting all the names so suggested, together with any proposed by Members of the Board, provided that no candidature shall be considered unless biographical details are available.
3. The person to be nominated by the Executive Board shall be chosen by secret ballot.
4. The Chairman of the Board shall inform the General Conference of the candidate nominated by the Board.

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 and report on the proper application of the personnel management system.
2. The Director-General shall consult the Executive Board at least once every two years regarding the structure of the Secretariat and, in particular, on any important changes he contemplates making in it and on any questions of policy involved in making appointments to senior posts in the Secretariat.

Rule 60

### **Special consultation by correspondence**

Should the approval of the Executive Board be required for measures of exceptional urgency and importance while the Board is not in session, the Chairman may, if he judges proper, consult the Members by correspondence. The proposed measures shall be adopted if they are approved by two thirds of the Members.

## **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.

Rule 62

### **Reimbursement of office expenses**

The Organization shall also reimburse to the representatives of the Members at their request secretariat and communication expenses incurred in the performance of their functions as Members, on the conditions defined in the annex to these Rules.

Rule 63

### **Representation allowance**

A representation allowance, of an amount to be determined from time to time by the General Conference, on the proposal of the Board, shall be paid to the Chairman of the Executive Board, during his term of office as Chairman, on the conditions fixed by him.

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, 62 and 63. 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.

**XIII. Amendment and suspension**

Rule 66

**Amendment**

These Rules of Procedure, except when they reproduce provisions of the Constitution or decisions of the General Conference, may be amended by a decision of the Executive Board taken by a two-thirds majority of the Members present and voting, provided that the proposal for amendment has first been placed on the agenda.

Rule 67

**Suspension**

A Rule of Procedure, except when it reproduces provisions of the Constitution or decisions of the General Conference, may be suspended by a decision of the Board taken by a two-thirds majority of the Members present and voting provided that 24 hours' notice of the proposal for suspension has been given. The notice may be waived if no Member objects.

## **Regulations for payment of travel expenses, subsistence allowance and office expenses to representatives appointed by the Members of the Executive Board<sup>1</sup>**

### **I. Travel expenses and subsistence allowances**

The payment of travel expenses and the subsistence allowance provided for in Rule 61 of the Rules of Procedure of the Executive Board shall be subject to the following conditions:

1. **Travel expenses payable by the Organization**
- 1.1 Journeys (round trips) carried out in the execution of official duties:
  - (a) By representatives appointed by the Members of the Executive Board (or subject to the provisions of paragraph 5 below, by their alternates), between their normal place of residence and the place of any meeting of the Board or of its subsidiary organs.
  - (b) By representatives appointed by the Members of the Executive Board only, between the seat of their government or the capital city of their country and the place of any session of the Executive Board, on the understanding:
    - (i) that the journeys referred to in this section shall take place after the receipt of the provisional agenda of any session of the Executive Board;
    - (ii) that those journeys shall not exceed the number of regular or special sessions held each year; and
    - (iii) that paragraph 3.1.3 of the present annex regarding the subsistence allowance shall not apply to such cases.
- 1.2 Travel of 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, within the terms of a specific decision

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1. See 32 EX/Decision 6; 33 EX/Decision 7.1; 42 EX/Decision 6.1; 55 EX/Decision 6.10; 56 EX/Decision 11.2; 66 EX/Decision 8.9; 87 EX/Decision 7.4; 94 EX/Decision 5.1 (Second Part, Part I, Chapter 2); 99 EX/Decision 9.9; 129 EX/Decision 7.6; 135 EX/Decision 8.1; 146 EX/Decision 3.1.2; 166 EX/Decision 5.2.

of the Board. Between sessions, the Bureau may authorize such a mission. The Chairperson should inform the Board annually of all missions undertaken in the preceding year.

## **2. Route, mode and class of travel**

- 2.1 The amount of transportation costs payable shall be:
  - (a) By air: standard business class for the representatives of States Members of the Board and first class for the Chairperson;
  - (b) By rail: first class, with sleeper;
  - (c) By sea: minimum first-class accommodation on the ship travelled in; or the actual fare by direct route, whichever is less.
- 2.2 However, the sum payable for rail or sea travel shall in no way exceed the cost of travel by air as specified in paragraph 2.1(a) above.
- 2.3 Costs resulting from delays (other than those for which the traveller is not responsible), indirect route or travel originating or terminating elsewhere than the traveller's normal place of residence shall not be payable.
- 2.4 If a private car is used for travel, transportation costs shall be payable at the rate per kilometre of direct route applied by the Organization, but not exceeding the costs of standard first class or business class air travel as specified in paragraph 2.1(a) above; no transportation costs shall be payable in respect of other persons travelling in the same car.
- 2.5 Whenever possible, tickets and reservations shall be obtained through UNESCO; when this is not done, the authorized costs may be reimbursed to the traveller in the currency in which expenditure was made or in euros.

## **3. Subsistence allowance**

- 3.1 A subsistence allowance shall be payable:
  - 3.1.1 During travel, for each day spent in travel the costs of which are paid by the Organization;
  - 3.1.2 During meetings of the Board or of its subsidiary organs, for each day throughout the period of meetings spent in the locality in which the meetings are held, provided the representative or alternate does not normally reside in that locality;
  - 3.1.3 During missions, for each day required for the performance of this mission and spent elsewhere than in the locality in which the representative appointed by the Member normally resides.



- 3.2 When the interval between two sessions is not sufficient to enable a representative appointed by the Member to return conveniently to his normal place of residence he may receive, at his request, instead of the payment of the round trip to his place of residence, a daily subsistence allowance equivalent to 75 per cent of the daily subsistence allowance granted during sessions for the period between the close of one session and the opening of the next, provided that the amount so to be provided by the Organization shall not exceed the cost of a round trip between the place of meeting and the representative appointed by the Member's normal place of residence.
- 3.3 The rates payable to representatives appointed by the Members of the Board shall be those applicable to the Director-General.
- 3.4 The subsistence allowance for days spent in travel may be paid either in the currency of the country or final destination or, in case of travel to attend meetings, in the currency of the country in which the meeting is held. The subsistence allowance for the period of meetings shall be paid in the currency of the country in which the meetings are held. At the request of the Board Members or their alternates, up to one third of the subsistence allowance may be paid in another currency.
- 3.5 The subsistence allowance shall not be deemed to cover the following expenses which shall be reimbursable to the traveller upon request:
  - 3.5.1 Passports or visas required for travel the costs of which are paid by the Organization;
  - 3.5.2 Excess baggage, if the excess is certified to consist of documents or equipment necessary for business in connection with the Board;
  - 3.5.3 Baggage insurance premiums, subject to a maximum insured amount of \$1,000;
  - 3.5.4 Taxi fares from place of residence or business to station, port or airport and vice versa or between two transportation termini if a necessary part of travel;
  - 3.5.5 Representation expenses incurred during a mission covered by paragraph 1.2.

#### 4. **Insurance**

- 4.1 The Organization shall take out an *accident insurance* policy for the duration of each session, including travel to and from the place of meeting, for a capital sum of \$125,000, for each of the representatives appointed by the Board Members during each session of the Board, or his alternate when he replaces the representative appointed by the Member for an entire session. This

insurance shall cover the following risks: death and permanent, total or partial disablement resulting from an accident to the person insured occurring at any time during each session of the Board, including accidents during both journeys between the place of residence and the place in which the meeting is held.<sup>1</sup>

4.2

Representatives appointed by the Board Members shall also be covered by a *health insurance* policy providing for the payment of medical expenses (hospitalization, consultations, pharmaceutical expenses) incurred during their stay in the place of meeting of the Board or the General Conference. These expenses shall be reimbursable at the rate of 100 per cent up to a ceiling of \$12,500 per Member insured and per session. Chronic or pre-existing illness, as well as optical and dental expenses, are excluded from this scheme.<sup>2</sup>

## 5. **Alternates**

When an alternate or alternates attend a session or group of meetings instead of the representative appointed by the Member, a subsistence allowance and transportation costs shall be payable for one alternate only provided the alternate does not normally reside in the locality where the meetings are held, and that the representative appointed by the Member renounces, for that session or group of meetings, any entitlement he may have under subparagraphs 1.1, 3.1.1 and 3.1.2.

## 6. **New members**

Representatives appointed by the Members newly elected to the Board shall be eligible to receive a subsistence allowance in respect of any meetings held immediately after the close of the session of the General Conference at which they are elected provided they do not normally reside in the locality where the meetings are held; however, their transportation expenses on this occasion shall not be payable by the Organization.

## 7. **General conditions**

7.1 Any exchange calculations involved in the application of these regulations shall be based on the official rates available to UNESCO on the day on which the transactions is effected.

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1. See 66 EX/Decision 8.9.

2. See 87 EX/Decision 7.4; 94 EX/Decision 5.1 (Second Part, Part I, Chapter 2); 99 EX/Decision 9.9.

- 7.2 Any payment made under these regulations shall be subject to the implicit undertaking by the representative appointed by the Member that payment for the same purpose has not been received from any other source.
- 7.3 Any question concerning the interpretation of these regulations shall be submitted to the Chairman of the Board who shall consult the Board if necessary.

## **II. Reimbursement of office expenses**

The reimbursement of office expenses provided for in Rule-62 of the Rules of Procedure of the Executive Board shall be subject to the following conditions:

1. Expenses in the following categories shall be eligible for reimbursement:
  - secretarial expenses;
  - stationery;
  - cable, postage and telephone charges.
2. Reimbursement shall be made annually on the basis of statements presented by the representative appointed by the Member, accompanied whenever possible by full documentation substantiating the request.
3. Reimbursement shall be made in the currency in which the expenditure was incurred or in euros.
4. The amount to be reimbursed to any representative appointed by the Member shall not exceed \$100 in any year.