



UNESCO Publications Board

Meeting Minutes

Meeting date: 11 January 2012

Meeting time: 11.00 AM

Location: Room 5.021, UNESCO Headquarters, Paris

I. Call to order

The Chair, ADG/ERI called the meeting to order at 11.11 am and welcomed those members and observers present, wishing them a happy new year.

II. Attendees

An attendance sheet was circulated for signatures. The following people were present:

Chair

Mr Eric Falt, Assistant Director-General, ERI

Members

Mr Mark Richmond, [*rep. David Atchoarena, Director, ED/PDE*]

Ms Angela Melo, Director, SHS/HPD

Ms Marina Apaydin, Deputy Director Management, CLT/WHC

Ms J. Pearson, Director, MSS/CLD

Mr Dieter Schlenker, Chief, Information and Knowledge Management Unit, FU/BGK [*rep. Mr Axel Plathe, Head of Kathmandu Office & UNESCO Rep. to Nepal, Member for Field Offices, attending via audio-visual conference*]

Mr Mitrasen Bhikajee, Director, Deputy Executive Secretary IOC [*rep. Mr Qunli Han, Dir. SC/EO*]

Ms Zeynep Varoglu, CI/KSD/ICT [*rep. Mr Indrajit Banerjee, Dir. CI/KSD*]

Mr Indrajit Banerjee, Director, CI/KSD

Mr Khalil Mahshi, Director, IIEP, (Member for Institutes)

Ex officio members

Ms Saniye Gülser Corat, Director, ODG/GE

Ms Vida Habash, AFR/CEO/CEM

Ms Clare Stark, BSP/ADG [*rep. Ms Ranwa Safadi, BSP/ADG*]

Secretary

Mr Ian Denison, Chief, Publications Unit, ERI/DPI

Observers

Ms Patricia Toigo, Publications Officer, ED

Ms Anne Candau, Publications Officer, SC

Ms Vesna Vujicic-Lugassy, Publications Officer, CLT

Ms Mimouna Abderrahmane, Publications Officer, SHS

Ms Natalia Tolochko, Assistant Publications Officer, SC

Mr Rudi Swinnen, Chief of Section, MSS/CLD/D

Ms Lydia Ruprecht, ED/EFR/KMS

Mr Cvetan Cvetkovski, ODG/GE

Ms Estelle Zadra, Chief, Communications and Publications Unit, IIEP

Ms Cristina Puerta, ERI/DPI

Ms Tara Bukow, ERI/DPI

III. **Item 1. Approval of the minutes of the previous meeting and opening comments**

1. The Chair moved to approve the minutes of the last two Publications Board meetings, 30 November 2011 and 14 December 2011.
 - The Member for ED pointed out typo errors on pages 1 and 5 of the minutes for the 14 December meeting.
 - The Secretary acknowledged these changes to be made.
 - The Chair approved the minutes for each meeting.
2. The Chair pointed out that the list of publication submissions had been revised for the meeting in order to discuss the five resubmissions before moving on to any new submissions to the Board. The revised list also grouped new submissions by sectors, for this meeting.

IV. **Item 2. Review of publication proposals**

Eleven publication proposals were reviewed (see Annex 2). Of these, nine were approved for print publication and one for online publication only. One proposal was returned for reconsideration by the submitting Field Office to be further developed and clarified.

The following general points were made during the course of the discussions:

1. The Member for GE pointed out that the submission forms being used were not consistent, and asked that the most updated form be used systematically.
 - The Secretary stated that the submission form has now been completed, with input from AFR and that this will be disseminated to the Board with the minutes for all subsequent submissions.
 - The Representative for BSP asked for clarification concerning the practice of attaching the UNESCO gender focal point (GFP) comments and gender guidelines checklist at the end of the submission form.
 - Both the Member for GE and the Secretary agreed that the gender checklist should be included when submitting a proposal to the Board.
2. An agreement for publications in the Arab world is in the process of being signed with the Government of Saudi Arabia for translating, publishing and website needs in the Arab language. Each sector was asked to contact the Board with a list of priorities for Arab language publications, and not to contact the Delegation directly. Another goal of this funding is to increase partnerships with Arabic publishers in order to better target publications within this region.
 - The Member for Institutes pointed out that this was good news, but asked that this not be turned into a competition. The Member for Institutes added that there is a clear need for high-quality translations in Arabic.
 - The Member for CLT agreed that consistency of translation terms within UNESCO Arabic publications was lacking, and suggested that the Board play a role in determining official translations for new English words.
3. The Member for Institutes raised the issue of establishing monitoring mechanisms to track distribution and use of publications.
 - The Board pointed out the monthly report as one tool for tracking distribution, and added that putting more systems in place would be useful, and that suggestions are welcome.
 - The Member for CI pointed out the Open Educational Resources (OER) platform being established by CI that will enable UNESCO to track use and distribution of documents.
 - The Secretary informed members of plans for a new open access strategy at UNESCO. UNESCO is on the verge of establishing a Creative Commons license that will allow for easier reuse of the content of UNESCO publications. The World Bank has already adopted this type of platform and the OECD is currently working on something similar.

4. The Board requested that each sector submit their publications plans to the Board by January 16th in order to have the entire list of publications by the next Board meeting and for the upcoming Executive Board meeting to be held in February.
 - The Secretary clarified that only approved publications plans will be submitted to the Executive Board meeting.
5. The Member for FO asked that the Board, or DPI, provide more guidance in terms of co-publishing agreements and the development of for-sale publications, asking if a list of co-publishing partners already existed, or if Field Offices could be made aware of co-publishing partners in their respective regions. It was further explained that a potential submission from DPI mentioned a co-publisher in Bangkok, and that this could be an avenue for the Bangkok office to explore.
 - The Board took this comment into account.
6. In light of certain plans to store copies at HQ, as indicated on today's submission forms, the Board requested that sectors develop clear distribution strategies and targets for publications, in order to improve efficiency and reduce waste when printing. Furthermore, the Board asked that future extra-budgetary contractual agreements with partners be scrutinized in terms of deliverables to avoid producing unnecessary publications as part of required outputs.
7. The Board mentioned that there is concern about the practice of printing too many copies at UNESCO and said this practice must be reduced. The Board also requested that print runs and distribution plans be tightly monitored by all Board members and Publications Officers.

V. Adjournment

1. The meeting was adjourned at 12.53 pm. The next meeting will be held on 8 February 2012.

Minutes approved by the Publications Board, 15 February 2012

Annex 1 – Agenda

1. Approval of the minutes of previous meetings
2. Review of publication proposals
3. A.O.B.
 - a. Date of next meeting

Annex 2 – Review of publication proposals

1	0112_SC01	<i>(resubmission)</i> Working title: Conference Proceedings on the Roundtable Meeting on the Science, Technology and Innovation Global Assessment Programme (STIGAP), 4 to 5 July 2011	Approved online only
2	0112_ED03	<i>(resubmission)</i> National Journeys towards Education for Sustainable Development 2012	Approved for print
3	0112_ED04	<i>(resubmission)</i> YouthXchange biodiversity & lifestyles guidebook	Approved for print
4	0112_ED05	<i>(resubmission)</i> Teacher education course on climate change education for sustainable development	Approved for print
5	0112_ED06	<i>(resubmission)</i> Tackling Holocaust education in the primary schools	Approved for print
6	0112_ED01	Reproductive health and HIV prevention: Guide for school health educators in secondary schools in Lebanon (Beirut office)	Approved for print
7	0112_ED02	Why language matters for the Millennium Development Goals? (Bangkok office)	Resubmit
8	0112_CLT01	Politiques pour la créativité: guide pour le développement des industries culturelles et créatives	Approved for print
9	0112_CLT02	Guidelines for project design in the creative industries – a multidisciplinary approach for developing countries	Approved for print
10	0112_CLT03	Risk Management at Heritage Sites - the Case Study of Petra World Heritage Site (Amman office)	Approved for print
11	0112_ERI01	UNESCO Annual Report 2011	Approved for print