



## UNESCO Publications Board

### Meeting Minutes

**Meeting date:** 11 June 2012

**Meeting time:** 2.30 PM

**Location:** Room 5.021, UNESCO Headquarters, Paris

#### Call to order

The Chair, ADG/ERI called the meeting to order at 2.30 PM and welcomed those members and observers present.

#### Attendees

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

##### Chair

Mr Eric Falt, Assistant Director-General, ERI

##### Members

Mr Indrajit Banerjee, Director, CI/KSD

Mr Axel Plathe, Head of Kathmandu Office and UNESCO Rep. to Nepal, Member for Field Offices, *[attending via audio-visual conference]*

Ms Jennifer Pearson, Director, MSS/CLD

Mr Svein Osttveit, Dir ED/EO *[rep. Mr D. Atchoarena, Dir. ED/PDE]*

Mr Shahbaz Khan, Chief of Section, SC/HYD/WSD *[rep. Mr Qunli Han, SC/EO]*

Mr Tee Wee Ang, SHS/EST/BIO *[rep. Ms Angela Melo, SHS]*

Ms Lynne Patchett, CLT/EO *[rep. Mr A. Godonou, Dir, CLT/CIH]*

Ms Estelle Zadra, IIEP *[rep. Mr K. Mahshi, Dir, IIEP, Member for Institutes]*

##### Ex officio Members

Ms Vida Habash, AFR/CEO/CEM

Ms Ranwa Safadi, BSP/ADG

Mr Cvetan Cvetkovski, ODG/GE *[rep. Ms S. G. Corat, Dir, ODG/GE]*

##### Secretary

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

##### Observers

Ms Patricia Toigo, Publications Officer, ED

Ms Mimouna Abderrahmane, Publications Officer, SHS

Ms Vesna Vujicic-Lugassy, Publications Officer, CLT

Ms Natalia Denissova, Publications Officer, CI

Ms Natalia Tolochko, Assistant Publications Officer, SC

Ms Lydia Ruprecht, Chief *a.i.* ED/ERF/KMS

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

Mr Ming Kuok Lim, CI/FEM/FOE

##### Minutes Secretary

Ms Samantha Wauchope, ERI/DPI

**I. Item 1. Approval of the minutes of the 2 May meeting**

1. The Board approved the minutes of the 2 May meeting.

**II. Item 2. Information on publications guidelines for field offices**

1. The Member for Field Offices opened the discussion, explaining the need to enhance the dissemination of information to colleagues in field offices concerning the work and decisions of the Publications Board. He proposed that colleagues responsible for publishing activities in each office be identified to act as key points in communication publications-related information.
2. The Secretary, Chief, Publications Unit, ERI/DPI affirmed that a list of such colleagues was prepared in 2010 during the introduction of the Klopotek document management system. This list will require updating however.
3. The Board agreed that ERI/DPI shall develop an updated list of colleagues in field offices who are responsible for publishing activities and will share information and policy decisions of the Publications Board with those on this list.

**III. Item 3. Presentation of proposals to the Board and potential conflicts of interest**

1. The Member for Field Offices opened the discussion by calling on Board Members to consider whether there is any potential conflict of interest in the process by which submissions are presented to the Board and discussed and voted on by Members.
2. He explained that the current practice requires Board Members to present the submissions from their sector and then contribute to assessing these same proposals and to deciding whether they are to be approved.
  - The Member proposed that sector Publications Officers should instead present the proposals.
3. The representative for ED acknowledged that Board Members play a dual role in both presenting their sector's publications and discussing them, drawing on their knowledge of the projects and the subject area, however he did not agree that this represented a conflict of interest.
4. The Ex Officio Member for BSP pointed out that presentation of submissions and involvement in the discussion of these proposals conforms to the instructions in the Director-General's note of 9 May 2011 (DG/Note/11/14):

"Appointed Directors from each sector are responsible for presenting their sectors' projects at each Board meeting; the Board Members should read each briefing note in preparation for meetings and provide their comments during the meeting."
5. The Ex Officio Member for BSP proposed that there is no conflict of interest in the process by which submissions are presented to the Board and discussed by Members as long as the Member is not included in any vote on the submission.
6. Members agreed with this proposal.

**IV. Item 4. Composition of the Board**

1. The Chair opened the discussion. He pointed out that recent meetings of the Publications Board, including today's meeting, have seen a decrease in attendance by Board Members. Also, Members are increasingly leaving meetings early, once the submissions from their sectors have been dealt with.
2. The Chair reminded Members of the importance the Director-General places on the Publications Board, which she established in 2011 to oversee and guide all of UNESCO's publication activities. To adequately carry out this mission requires the active participation of all Members and their regular attendance at Board meetings.

3. Referring to the Director-General's note of 9 May 2011 (DG/Note/11/14), the Chair reiterated that that Members are to be nominated by sector ADGs and appointed for a two-year period. He called on all Members to abide by the commitment they have made at the beginning of this exercise.
4. The Chair will send a memo to sector ADGs to reaffirm the importance of attendance by Members at meetings of the Publications Board.
5. Two sectors do not have formal representation on the Publications Board at present. A separate memo will be sent to the ADGs of these sectors.

## V. Review of publication proposals

*Following the withdrawal of one submission, eleven publication proposals were presented to the Board (see Annex 2). One proposal had been revised following its review at the May meeting. The Board approved eight proposals (including the resubmission), with three returned for reconsideration and review by the sector concerned.*

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

1. The Ex Officio Member for BSP pointed out that the Board has now been in operation for one year. A number of publications approved by the Board have been launched in this period. She asked whether there has been any monitoring or evaluation of these publications.
  - The Publications Unit, ERI/DPI, monitors some sales publications, including major reports such as the World Water Development Report and the Science Report.
  - The Secretary, Chief, Publications Unit, ERI/DPI agreed that more information is needed on the monitoring and evaluation of their publications undertaken by sectors.
2. The Member for MSS referred to the discussion at the 2 May Board meeting of distribution of the 4th edition of the World Water Development Report. She questioned whether the sector had followed up on the distribution plan of the World Water Assessment Programme (WWAP) for this report.
  - The Assistant Publications Officer for SC explained that the programme had provided information on its distribution plan and budget following the meeting.
  - The Secretary confirmed that the WWAP had accelerated its distribution of the report since the 2 May meeting. Approximately 200 copies of the report remain in the warehouse of SMI distribution services.
3. Strong, well designed covers are essential to increasing the impact of UNESCO publications. The Chair called on Members and Publications officers to provide sample cover designs for their submissions where these are available.
4. The distinction between background papers and publications was discussed. Members also requested further information on the process used in distributing background papers, and on whether such documents required ISBN numbers.
  - The Secretary explained that background papers are preparatory documents intended for a limited audience. They are often prepared for discussion at a designated meeting or event.
  - Background papers do not require the approval of the Publications Board. They do not require ISBN numbers, but are given production codes by which they can be referenced.
  - Background papers can be disseminated via UNESCO's Website. The background papers for the Global Monitoring Report are regularly posted on the Web during the development of the report.
5. The Ex Officio Member for AFR asked whether there is a set policy on the number of copies of UNESCO publications that are to be distributed for promotional purposes.
  - The Secretary explained that while there is no set policy on promotional copies, in general approximately 5% of the initial print run would be expected.

**VI. Date for the next meeting**

1. The next meeting of the Publications Board will be held on 4 July 2012.

**VII. Adjournment** The meeting was adjourned at 4.45 PM

*Minutes submitted by Samantha Wauchope, ERI/DPI/PBM  
Minutes approved by the Publications Board, 24 July 2012*

## Annex 1 – Agenda

1. Approval of the minutes of the 2 May meeting.
2. Information on publications guidelines for field offices
3. Presentation of proposals to the Board and potential conflicts of interest
4. Composition of the Board
5. Review of publication proposals
6. Date for the next meeting

## Annex 2 – Overview of proposals reviewed

		Title	Decision	Estimated media impact
1	0612_SC01	Water and Sustainability: Targets, Tools and Regional Cases <b>RESUBMISSION</b>	Approved for print and Web	3
2	0612_ED01	Embracing Diversity: Toolkit for Creating Inclusive, Learning - Friendly Environments	Approved for print and Web	7
3	0612_CLT01	African World Heritage: A breathtaking panorama	Approved for print and Web	9
4	0612_CI01	Freedom of Expression Toolkit: A Guide on the Concepts and Issues for High School and Pre-University Students	Approved for Web	8
5	0612_SHS01	Report of the International Bioethics Committee of UNESCO (IBC) on the principle of respect for human vulnerability and personal integrity	To be revised and resubmitted	
6	0612_SC02	Global Governance for the Realization of the Human Right to Water and Sanitation	<b>Withdrawn</b>	
7	0612_ED02	Alfabetización y Educación de Personas Jóvenes y Adultas: lecciones desde la práctica innovadora en América Latina y El Caribe	To be revised and resubmitted	
8	0612_CLT02	World Heritage - Benefits Beyond Borders	Approved for print and Web	9
9	0612_SC03	Comparison of Carbon and Water Footprints	To be revised and resubmitted	
10	0612_ED03	VIII Jornadas de Cooperación con Iberoamérica sobre Educación Especial e Inclusión Educativa	Approved for Web	1.5
11	0612_CLT03	World Heritage Atlas (provisional title)	Approved for print and Web	9
12	0612_SC04	River Basin Planning	Approved for print and Web	4