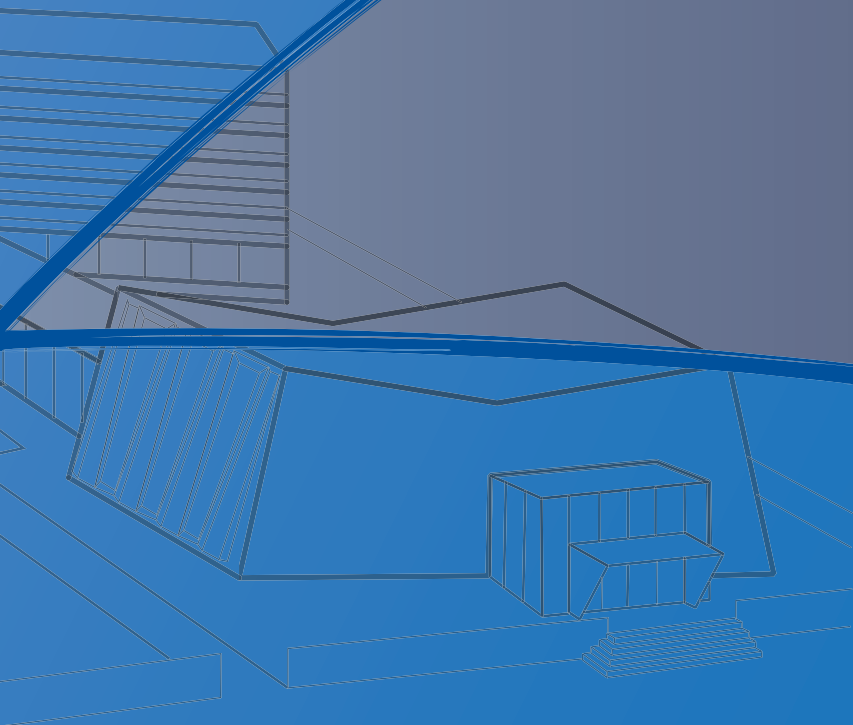




United Nations  
Educational, Scientific and  
Cultural Organization

35C



# Guide

2009

Map

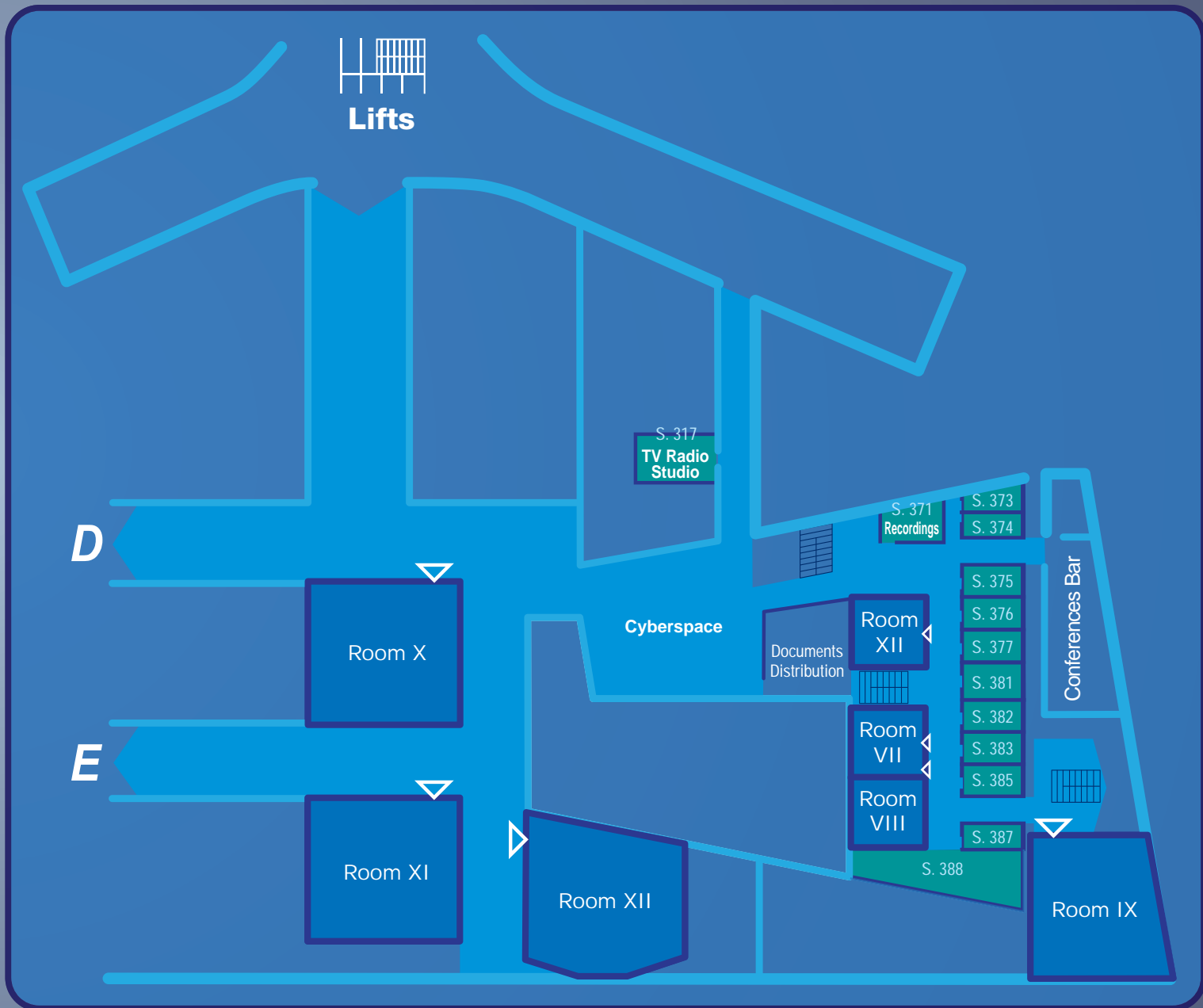
1

# Headquarters Building Ground Floor



# Headquarters Building Basement

Map  
**2**



# Welcome to the 35<sup>th</sup> Session of the General Conference of UNESCO

**T**his guide contains practical information on the structure and work of the General Conference which we hope you will find useful.

The maps of the buildings where meetings are held are on the inside covers.

We have prepared a schedule of the meetings, starting on page 22, which includes part of the programme for the session.

The Delegates' Information Office will be at your entire disposal to answer any questions on the organization of the meetings of the General Conference.

## ***Internet site***

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**All** information concerning the course of the session and the accompanying events are or will be accessible online on the Internet. Delegates are strongly encouraged to check the General Conference site every day:

<http://www.unesco.org/en/general-conference>

***The Secretariat of the General Conference  
wishes you a good session***

*All the terms used in this guide to designate persons are to be interpreted as referring to men and women alike.*

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# What you need to know on arrival

*The 35th session of the General Conference is being held in Paris, at UNESCO Headquarters, from 10 a.m. on Tuesday, 6 October to Friday, 23 October 2009.*

**We** recommend that you arrive in Paris before the opening of the session in order to complete a number of formalities without rushing.

## **Registration**

The registration for **Member States' Delegations** at the 35<sup>th</sup> session is for the first time available online. Each Permanent Delegation is kindly requested to register online all the members of its National Delegation at the following web address: <http://35gc-registration.hq.int.unesco.org>, using the Permanent Delegation generic network account. All members of National Delegations at the conference have to be registered online in order to confirm their participation.

You will be given your badge at the **Delegates' Reception**, opposite Room I of the Fontenoy site. This badge must be shown at the entrances of all buildings and at security checks.

Observers from intergovernmental and non-governmental organizations and foundations are requested to register at the IGO/NGO Reception (Fontenoy building, Pavillon Suffren, 125 Avenue de Suffren).

## Credentials

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**C**redentials must be sent one week before the opening date of the session (Rule 23 of the Rules of Procedure of the General Conference).

Delegations whose credentials have not yet been presented to the Director-General are requested to hand them directly to the Secretariat of the *Credentials Committee*, which is responsible for checking the credentials of all the delegations (*Ms Gisèle Ndédi, Miro Hall, in front of Miro 1, Tel. 80437*).

## Information

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**D**uring the General Conference, the Delegates' Information Office will provide information on the conduct of meetings (*Ms Stella Hughes, Hall of Ceremonies*).

### ◆ *Screens*

**T**he daily schedule of meetings and all other information will be displayed on the closed-circuit television screens.

### ◆ *Mini-journal*

**A** mini-journal will be published every morning of the General Conference, setting out the details and schedule of the day's meetings and summarizing the previous days' Conference activities.

### ◆ *Basic texts*

**D**etailed information on the General Conference and its workings, in particular the Constitution and Rules of Procedure, can be found in *Basic Texts*, which is available in meeting rooms.

## ***Documents***

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To indicate which documents your delegation would like to receive during the General Conference, in what language and how many copies, all you need do is fill in GC form 18 which can be obtained from the *Documents Distribution Service*, in the basement of the Conference Building. You will find your documents every day in your pigeon-hole at the Documents Distribution Service.

In each meeting room, delegates will find at their place a complete set of the documents needed for the work of the body which is using the room. It is recommended that this set of documents remain in the room so that it can be updated.

All UNESCO's General Conference documents are accessible on the Internet.

## ***Working languages***

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The working languages are Arabic, Chinese, English, French, Russian and Spanish.

Simultaneous interpretation is provided in these six languages; all documents which require a decision by the General Conference are also published in these languages. Information documents (35 C/INF) are available in English and French only.

## ***General policy debate***

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Delegations are invited to address any question related to the general policy debate to Ms Patricia Menendez (*Office S.382, Tel. 80752*).



## ***Seating arrangements for delegates***

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In the plenary meeting rooms and in the commissions, one seat is allocated to Member States in the French alphabetical order, starting with Norway, whose name was drawn by lots at the 181st session of the Executive Board. The number of seats per delegation varies according to the room. Places will be set aside for observers.

## ***Recommended reading***

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Two documents must be read – documents 35 C/1 (Agenda) and 35 C/2 Rev. (Organization of the work of the session) – so that you can decide which commissions and meetings you will attend. This also applies to the e-journal of the General Conference, which will be disseminated daily after the first day of the session.

## General Conference

**T**he General Conference meets every two years. The participants are all the Member States and Associate Members; non-Member States, intergovernmental organizations and non-governmental organizations are invited as observers.

The General Conference decides on the main lines of emphasis and general approach to the implementation of UNESCO's work by:

- discussing all the issues concerning the general policy of the Organization, and occasionally by focusing on certain major themes;
- adopting for the next two years a programme and budget, the draft of which is submitted to the General Conference and is the outcome of a consultation process between the Member States and the Secretariat;
- electing the Members of the Executive Board for a four-year term (renewed by half at each session);
- appointing, every four years, the Director-General;
- adopting (every six years) the Medium-Term Strategy of the Organization.

## How the system works

**T**he General Conference carries out its work in several organs – plenary, commissions and various committees and working groups – which sometimes meet simultaneously.

### *Plenary*

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The heads of delegation attend the plenary and take part in the general policy debate. All decisions of the General Conference are taken in plenary.

### *Commissions and committees*

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The General Conference may set up at each session the commissions and committees that it deems necessary. It has been recommended that the General Conference establish seven commissions at its 35th session.

In each commission, the elected bureau is made up of a chairperson, four vice-chairpersons and a rapporteur; it is assisted by a secretariat composed of staff members specially seconded to the commission for the duration of the session. The agendas of the commissions are organized around one of the main themes of UNESCO's programme.

The themes for the commissions at this session are:

<b>PRX Commission:</b>	General questions, programme support and external relations	<i>(Room XII)</i>
<b>ED Commission:</b>	Education	<i>(Room II)</i>
<b>SC Commission:</b>	Natural sciences	<i>(Room XII)</i>
<b>SHS Commission:</b>	Social and human sciences	<i>(Room XII)</i>
<b>CLT Commission:</b>	Culture	<i>(Room II)</i>
<b>CI Commission:</b>	Communication	<i>(Room XI)</i>
<b>ADM Commission:</b>	Administrative and financial issues	<i>(Room XI)</i>

In each debate, a delegation normally takes the floor only once. Delegates who have a draft resolution (DR) to present should, if possible, do so during their statement. Nevertheless, each commission can also decide that its bureau will present DRs at a set moment at the end of the debate.

The Administrative Commission will start work on Tuesday 6 October at 3 p.m., followed by other commissions.

There are also the following statutory committees:

The *Credentials Committee* (Room VI) is made up of nine members elected at the first plenary meeting of the General Conference on the proposal of the Temporary President; it checks the credentials of participants.

The *Legal Committee* (Room VIII) consists of 24 members elected at the previous session; it is responsible for considering draft amendments to the Constitution or Rules of Procedure of the General Conference, and legal matters which are submitted to it.

The *Nominations Committee* (Room IV) consists of the heads of all the delegations with voting rights at the General Conference; it examines and submits to the General Conference proposals concerning the composition of commissions and committees and other bodies whose members must be elected by the General Conference (Rules 34 and 35 of the Rules of Procedure).

The *General Committee* (Room X) steers the work of the General Conference and coordinates the work of commissions and committees; it is made up of the President and Vice-Presidents of the General Conference and the chairpersons of the subsidiary organs. It sets the agenda of the plenary meetings, approves the list of speakers in the general policy debate and examines requests for the inclusion of new items in the agenda. Each commission and committee chairperson reports regularly to it on the progress of the work.

## ***Taking the floor***

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**D**uring the *general policy debate* (national statements), **speakers must limit their statements to 6 minutes** which, for most speakers, means delivering a three-page double-spaced text.

Delegations are requested to send, in advance, to *Ms Catherine Thiounn (Office S.377, tel. 85014)*, the text (in paper and electronic format) of their statement which will be given to the interpreters, the Editor of Records and the press. A photocopying service is available to delegations in front of the sound archives in the basement of the Conference Building (*opposite Office S.371*).

Furthermore, each Member State is requested to submit in advance to the Secretariat, to *Ms Catherine Thiounn (Office S.377, Tel. 85014, email: c.thiounn@unesco.org)*, an official summary,

roughly ten lines long, of the statement to be delivered by its Head of Delegation. The summary must be provided in English and French (working languages of the Secretariat) and in the original language electronically in Word format. The summaries and texts of statements will be posted daily on the General Conference website.

In the *commissions*, the time limit on speeches is set by the chairperson. In order to take the floor in commission, please contact the secretariat of the commission before or during the meeting, but in any event before the list of speakers is closed.

To be sure of accurate interpretation and a reliable report, it is useful to hand a copy of your text in advance to the secretary and to the rapporteur of the commission, even if it is not typed. The conference officers are at speakers' disposal to make photocopies.

Normally, speakers speak from their seats; however, during the general policy debate in Room I, heads of delegation speak from the platform.

## ***Draft resolutions***

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**A *draft resolution***, or *DR*, is a proposal submitted by one or more delegations with a view to having it adopted as a decision of the General Conference. Most DRs aim to modify guidelines laid down in the draft programme and budget and are examined initially in commission; some go directly to the plenary when they concern agenda items examined only in plenary.

In each commission, the bureau undertakes an initial analysis of the DRs and prepares the decisions to which they may give rise on the commission's behalf.

For that purpose, account is taken in particular of the rules governing their admissibility (Rules 79 to 82 of the Rules of Procedure).

## ***Voting procedures***

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**E**ach Member State has one vote, unless its credentials have not been accepted as fully valid by the Credentials Committee or it has not satisfied the provisions of paragraph 2 of Rule 83 of the Rules of Procedure concerning arrears in contributions.

There are several ways of voting: by show of hands (the most common), by secret ballot (for elections) or by roll-call (in exceptional cases). To vote by show of hands, raise your country's nameplate.

Decisions are taken by a simple majority of members present and voting except in cases where a two-thirds majority is required, for instance for the admission of new members (Rules 84 and 85 of the Rules of Procedure).

Often, when there is general agreement, decisions are taken without a vote by consensus.

## ***Elections***

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**M**any elections, organized by the Nominations Committee, take place during the General Conference:

- election of the Director-General, on the proposal of the Executive Board;
- election of the General Committee of the General Conference, which takes place, on the proposal of the Executive Board, at the beginning of the plenary;

- election of the Members of the Executive Board, which takes place in accordance with the distribution of Member States by electoral group (Group I: 9 seats, Group II: 7 seats, Group III: 10 seats, Group IV: 12 seats, Group V: 20 seats); candidacies must be communicated to the Director-General if possible at least six weeks before the session and in any event at least 48 hours before the election;
- elections of the bureaux of the commissions and committees of the General Conference;
- elections of the intergovernmental committees and councils associated with UNESCO's programme.

The dates will be shown in the timetable of work, the e-journal and in announcements displayed on screens. For the election of the Members of the Executive Board, a *voting bureau* is set up in Room V from 10 a.m. to 1 p.m. on the days of the election; delegates may vote there at their convenience without any break in the discussions (see document 35 C/2 Rev.).



## Stages of the General Conference

### *The first three plenary meetings*

#### **Tuesday, 6 October, 10 a.m.**

The General Conference begins with an opening ceremony in *plenary*, temporarily presided over by the head of the delegation whose country was President at the previous session. The *Temporary President* proposes to the General Conference the choice of the nine members of the *Credentials Committee*, which meets on the same day, and the establishment of the *Nominations Committee*.

The General Conference then *approves its agenda*, prepared by the Executive Board.

#### **Tuesday, 6 October, 3 p.m.**

The General Conference elects its President and Vice-Presidents, on the proposal of the *Nominations Committee*; the latter, consisting of all the heads of delegation, will have met that morning to consider the Executive Board's recommendations on the issue. The *Credentials Committee* then submits its first report to plenary. Then, the Chairperson of the Executive Board will introduce the *Report of the Director-General on the activities of the Organization in 2006-2007 (35 C/3)* and the *Report by the Executive Board on its own activities (35 C/9)*.

Next, the Director-General introduces the general policy debate by presenting the draft programme and budget. On that occasion he reviews UNESCO's actions since the last

session of the General Conference (35 C/INF.2). The general policy debate concludes with the Director-General's reply.

### ***Wednesday, 7 October, 10 a.m.***

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The third plenary meeting will begin with consideration of the General Committee's recommendations on the organization of work (35 C/2 Rev.). The general policy debate (national statements) will then begin and will continue until the afternoon of Saturday, 10 October.

### ***Thursday, 8 October, 10 a.m.***

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A Plenary Ministerial Forum will be held in Room II throughout the day, concurrently with the delivery of national statements.

### ***Monday, 12 October, 10 a.m.***

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Reply by the Director-General to the general policy debate.

### ***Thursday, 12 October, 3 p.m.***

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The appointment of the Director-General.

### ***The last three days of the session***

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During the last three days of the session, the plenary resumes its work in order to consider and adopt the reports of the commissions presented by their chairpersons and the budget. Once approved in plenary, the drafts prepared by the commissions become decisions (called resolutions) of the General Conference.

## ***Other events of the session***

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Alongside the formal proceedings of the General Conference, several meetings are to be held, in particular:

- Round Table of Ministers of Education: The lessons of the five major international conferences on education for a new education for a new century (9-10 October);
- Round Table of Ministers of Sciences: Building stewardship for the Ocean: the contribution of UNESCO to Responsible Ocean Governance (12-13 October);
- Youth Forum (1-2-3 October);
- Partners Forum (5 October);
- Ministerial Forum (8 October).

# General Conference documents

There are plenty of these: some of them are bound and can be recognized by the colour of their cover. Old General Conference hands often refer to them by their number, or symbol.

All the documents bear the symbol 35 C because they correspond to the 35th session of the General Conference.

## Documents

### **35 C/ (number)**

These are documents requiring a decision by the General Conference; they constitute the *main series* of documents.

- 35 C/1 Prov. Rev.:** Revised provisional agenda of the session
- 35 C/2 Rev.:** Organization of work
- 35 C/3:** Report by the Director-General (2006-2007)
- 35 C/5:** Draft Programme and Budget for 2010-2011
- 35 C/6:** Recommendations by the Executive Board on the Draft Programme and Budget for 2010-2011

## **35 C/INF**

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**T**hese documents bring information to the attention of the General Conference but do not require a decision.

**35 C/INF.1:** Invitations to the 35th session

**35 C/INF.2:** Opening of the general policy debate by the Director- General

## **35 C/REP**

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**T**his series is used for statutory reports to the General Conference by the intergovernmental committees and councils and for reports of international or regional conferences organized by UNESCO.

## **35 C/NOM**

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**T**hese documents contain information on the elections to be held by the General Conference (names of outgoing countries, number of seats to be filled, etc.).

## **35 C/DR**

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**T**his series comprises draft resolutions submitted by Member States.

## ***E-journal***

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**D**uring the session, the *e-journal* of the General Conference, which is an online information tool, will provide a daily overview of the work of the Conference. It will also contain official notices and other information of interest to participants (<http://www.unesco.org/en/general-conference>).

## **Records**

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**P**ursuant to 181 EX/Decision 32, unrevised provisional verbatim records of the plenary proceedings will be produced during the 35th session; the final verbatim records will naturally continue to be published after the session.

The recorded sound in the six working languages of all plenary meetings will be available on the General Conference website: <http://www.unesco.org/en/general-conference>, where it will be possible to listen live to plenaries and ministerial round table meetings. The recordings of all meetings are kept in the Organization's archives, where they may be consulted.

## **List of participants**

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**A** provisional list of delegates, representatives and observers is available on the website of the General Conference (<http://www.unesco.org/en/general-conference>).

# Activities organized during the General Conference

## *Secretariat activities*

### ***Exhibition***

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**D**uring this session, an installation on the theme “Cultures and developments”, designed to raise awareness of the decisive role now played by culture in the sustainability of development, will be staged in the Ségur Hall. Being open-ended, it will display productions from everywhere, reflecting both geographical diversity and the diversity of approaches that may be taken in devising the most appropriate forms of development for our time.

Organized into eight areas as diverse as “creating the city” and “cultivating water”, the exhibition raises key development issues and shows the extent to which their solution is to be found by taking into account societies, their cultures, knowledge and skills, while giving pride of place to human dignity, a concept that underpins the Constitution of UNESCO.

All Headquarters and field units, institutes, UNESCO Chairs, various partners and, above all, the National Commissions, play a role in these eight areas in giving shape to a renewed vision that can place culture at the heart of sustainable development.

## ***Other activities***

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- Coordination meetings of electoral groups;
- Information meetings organized by programme sectors;
- Regional meetings with representatives of National Commissions organized by the Secretariat.



## Tuesday, 6 October

9 a.m. .... 2 p.m. ....

**10 a.m.** *Opening of the session*

**3 p.m.** *Election of the President and Vice-Presidents*

**11 a.m.** *Introduction to the general policy debate*

**4 p.m.** .....

*Notes*

## Wednesday, 7 October

9 a.m. .... 2 p.m. ....

**10 a.m.** *Recommendations of the General Committee on the organization of the work of the session*

**3 p.m.** .....

**11 a.m.** .... **4 p.m.** .....

*Notes*

## Thursday, 8 October

9 a.m. .... 2 p.m. ....

10 a.m. *Plenary Ministerial Forum* ..... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Friday, 9 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Saturday, 10 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Sunday, 11 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Monday, 12 October

9 a.m. .... 2 p.m. ....

10 a.m. *Reply by the Director-General to the general policy debate* 3 p.m. ....

11 a.m. .... 4 p.m. ....

Notes

## Tuesday, 13 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

Notes

## Wednesday, 14 October

9 a.m. .... 2 p.m. ....

10 a.m. *Election of Members of the Executive Board* 3 p.m. ....

11 a.m. .... 4 p.m. ....

Notes

## Thursday, 15 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. *Appointment of the Director-General*

11 a.m. .... 4 p.m. ....

Notes

## Friday, 16 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Saturday, 17 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Sunday, 18 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Monday, 19 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

*Notes*

## Tuesday, 20 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. .... 4 p.m. ....

Notes

## Wednesday, 21 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. *Adoption of the  
commission reports  
in plenary*

11 a.m. .... 4 p.m. ....

Notes



## Thursday, 22 October

9 a.m. .... 2 p.m. ....

10 a.m. .... 3 p.m. ....

11 a.m. *Tribute to the  
Director-General* ..... 4 p.m. ....

Notes

## Friday, 23 October

9 a.m. .... 2 p.m. ....

10 a.m. *Adoption of the  
commission reports  
in plenary (continued)* ..... 3 p.m. ....

11 a.m. .... 4 p.m. *Investiture of the  
Director-General*

Notes

# UNESCO: A practical guide

## Archives

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Here you will find the archives of the International Institute of Intellectual Co-operation, of the Preparatory Commission of UNESCO, every session of the General Conference and Executive Board, all UNESCO documents and publications and the Secretariat's records. The Micrography Unit holds all UNESCO texts since 1972 on microfiche; in some cases, since 1945. The Unit allows access through the Internet to full texts of UNESCO documents from the end of 1995, and for the decisions of the Executive Board and resolutions of the General Conference from 1946. The reading room is in the basement of the Fontenoy Building (access through office F.016 bis).

*Opening hours:* Monday to Friday, 9 a.m. to 12.30 p.m., 2 p.m. to 6 p.m.; Saturday, 9 a.m. to 1 p.m.; Tel. 81950, 81949.

## Bank

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You can carry out all banking operations at the branches of the Société Générale situated respectively

- on the ground floor of the Fontenoy building, Tel. 01 53 69 55 60, 81640;
- in the hall of the Miollis Building, Tel. 82827.

The Miollis and Fontenoy branches are usually open from Monday to Friday:

*Opening hours:* 9.30 a.m. to 12.15 p.m. and 1.15 p.m. to 5.15 p.m.

Only the Fontenoy branch will remain open non-stop throughout the General Conference

(5-23 October 2009), with staff on duty during the lunch hour.

On both Saturdays, that is, on 10 and 17 October 2009, the Fontenoy branch alone will be open, exceptionally, from 9 a.m. to 1 p.m.

Cash dispensers are available 24 hours a day in Fontenoy and in Miollis next to the bank.

## ***Bookshop***

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**L**ocated at the entrance of the Fontenoy Building, the bookshop sells UNESCO publications, CDs, CD-ROMs and some United Nations publications. You will also find trade-marked UNESCO gifts, as well as numismatic and philatelic items.

Delegates are entitled to a reduction on presentation of their badge.

*Opening hours:* Monday to Saturday, 9 a.m. to 6 p.m., Tel. 82222, 80370.

## ***Cafeterias***

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Both serve lunch and are situated as follows:

- Seventh floor of the Fontenoy Building  
*Opening hours:* Monday to Saturday: 11.30 a.m. to 2.30 p.m.
- Basement of the Miollis Building  
*Opening hours:* Monday to Friday: 11.30 a.m. to 2.30 p.m.

## ***Cloakrooms***

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**C**loakrooms are available near Room I.

## **Commissary**

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**A**s a delegate you have access, on presentation of your badge, to the UNESCO Commissary, which offers a wide range of articles (luxury foods, perfumes, gifts, etc.). The Commissary is situated in the first basement of the Bonvin Building.

*Opening hours:* Monday to Friday, 11.45 a.m to 2.30 p.m. and 4 p.m. to 6.30 p.m.; Saturday 10.30 a.m. to 1.30 p.m.

Delegates are also entitled to a special allowance of duty-free cigarettes, cigars, tobacco and alcohol. A branch of the Commissary, specializing in gifts and essential items, is located in the basement of the Conference Building.

*Opening hours:* Monday to Friday 10.45 a.m. to 5.45 p.m.; Saturday 10.45 a.m. to 1.30 p.m.

## **Conference bar**

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**T**his bar is located in the basement of the Conference Building, Fontenoy. Open 8.30 a.m. to 9 p.m., Monday to Saturday. Serves coffee, tea, drinks, cakes and sandwiches all day, and hot and cold meals for dinner only.

Refreshments will also be available in the Salle des Pas Perdus.

## **Emergencies**

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**I**nside UNESCO, call the Central Guard Service in the Fontenoy Building, Tel. 81637 and 81617; in the Miollis Building, Tel. 82580. Outside UNESCO, call "Police secours", Tel. 17.

## Fire

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Inside UNESCO, for all buildings, Tel. 18. Outside UNESCO, call the Paris fire brigade, Tel. 18.

## Health

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- **Medical emergencies:** During the General Conference, a medical unit of the Paris SAMU (Service d'aide médicale d'urgence – Emergency medical assistance) is permanently on duty in the Miró Hall, Conference Building, Tel. 80588.

For a serious emergency outside UNESCO, call the SAMU directly, Tel. 15.

Irrespective of time or place, if you need a doctor, telephone SOS Médecins on 01 43 37 77 77. You can also call the emergency service of St Joseph's Hospital, 185, rue Raymond Losserand, 14th arrondissement, Tel. 01 44 12 34 58, saying that you are from UNESCO.

**Medical service and infirmary**, located on the second floor of the Fontenoy Building, office 2096.

**Opening hours:** Monday to Friday, 9 a.m. to 6.30 p.m., Saturday, 9 a.m. to 1.30 p.m. On duty during night meetings and Saturday afternoon, Tel. 80867.

In the Miollis Building, the infirmary is on the ground floor, office MR.28, Tel. 83231, open from Monday to Saturday, 9 a.m. to 4.30 p.m.

## **Hotels**

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You may call upon the *American Express Business Travel* agency located in UNESCO. Please note that no hotel booking will be taken into consideration unless a credit card number and expiry date is provided. Credit cards are indeed indispensable for booking purposes.

## **Internet spaces**

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Computers providing access to the Internet are available at various points in the Fontenoy Building: Miró 1, Mall in front of Room XI. Full information about the General Conference can be found at <http://www.unesco.org/en/general-conference>. You can also use the Wifi terminals to access the Internet.

## **Library/Reading room**

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Ready access to a selection of daily newspapers and periodicals, dictionaries, encyclopaedias, directories, guidebooks and other materials.

Consult the online catalogue that lists UNESCO's documents/publications since 1972 and the Library's acquisitions since 1946.

Access to online information resources such as the Economist Intelligence Unit, World Bank e-library, ScienceDirect, and others. Photocopiers, printers, Wifi hotspots and information services are available.

**Location:** Ground floor, Fontenoy Building (R.004).

**Opening hours:** Monday to Friday, 9.30 a.m. to 5.30 p.m., Saturdays 9.30 a.m. to 12.30 p.m. Tel. 80356/60; email: [library@unesco.org](mailto:library@unesco.org), <http://www.unesco.org/library>.

## ***Lost and found***

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If you have lost or found something, please contact the Delegates' Reception or the Guard Service, Tel. 81637.

## ***Mail***

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You may have mail sent to you in your name, mentioning also the name of your delegation, to the UNESCO address:

*UNESCO, 7 place de Fontenoy,  
F-75352 Paris 07-SP France  
Telephone: (33 1) 45 68 10 00  
Fax: (33 1) 45 67 16 90*

You will find mail addressed to you at your permanent delegation's office or, if your delegation has no office, at the Delegates' Reception, in the Conference foyer. Observers from IGOs, NGOs and Foundations should contact their Reception in the Mall.

## ***Meeting room reservations***

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To book a meeting room, please contact the Meeting Room Reservation Service, which will endeavour to meet the requests of groups of delegations according to availability (Secretariat of the General Conference, Office S.385, Tel. 82136/82137).

## ***Newspapers***

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A newsagent in the hall of the Fontenoy Building stocks daily newspapers, magazines and books.

## ***Parking***

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**P**arking will be tolerated in some parts of Avenues Suffren, Ségur and Lowendal for cars not registered in the diplomatic series (green licence plates) which bear a special “35 C” sticker on their windscreens. These stickers can be obtained from the Safety, Security and Transport Section of the Headquarters Division, 1st floor, blue wing, office 1.017.

## ***Photocopies***

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**A** photocopying service is available in the basement of the Conference Building, in front of the Sound Archives Unit (S.371). In meeting rooms, speak to the conference room officers.

## ***Photographs***

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**You** may make arrangements with the two Conference photographers, whom you will find at their counter in the hall outside Room I, for photographs to be taken.

## ***Postal service***

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**Postboxes** are to be found near the Place de Fontenoy entrance, and in the hall of the Miollis Building.

The post office is to be found at 5, avenue de Saxe, which is to the right on leaving the building on the Place de Fontenoy.

***Opening hours:*** open continuously from Monday to Friday, from 8 a.m. to 7 p.m., and on Saturday mornings, from 8.30 a.m. to 12.30 p.m.



For emergencies, a post office is open all night and on Sundays at 52, rue du Louvre, in the first arrondissement.

## ***Prayer Room***

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Office S.007 is available to delegates as a prayer room.

## ***Press***

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The Press Room is on the ground floor of the Fontenoy Building (Ms Sue Williams, Miró Hall 3 and 4, Tel. 81706).

## ***Recordings***

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Sound recordings of all the plenary meetings and of the meetings of the subsidiary organs of the Conference may be consulted in the sound archives. See Mr Farid Zidour (Office S.371, Tel. 80014). Recordings may be purchased at the price of €10.

Members of delegations can obtain video recordings of statements by delegates from the radio and television studio (Office S.317). Contacts: Christine Carbonnel or Marc Vasseur (Tel. 80068; email: [studio@unesco.org](mailto:studio@unesco.org)). Contribution towards costs is:

- Copy on a DVD disc: €45;
- Copy on a VHS cassette: €40.

Television corporations wishing to obtain professional cassettes should contact the studio directly (Office S.317; email: [studio@unesco.org](mailto:studio@unesco.org); Tel. 80068).

Video transmissions via satellite can be organized from the studio (Office S.313). Feed costs shall be defrayed by UNESCO. Orders and

payments for satellites must be made by the television corporations (broadcasters) receiving the transmission. Contact: Claudio Bruno (Tel. 80077; email: [c.bruno@unesco.org](mailto:c.bruno@unesco.org)).

UNESCO does not transfer webcast files on to DVD discs. Such files are available in video format on demand on the Organization's website at the following address: <http://www.unesco.org/en/general-conference>.

Official photographs of heads of delegation in audience with the Director-General will be taken by the UNESCO service. Digital files of the photographs will be emailed to the various delegations. Delegations wishing to have the photographs printed on glazed paper (two at the most) may contact the Photo Unit (Office 2030). Contact: Michel Ravassard (Tel. 81687; email: [m.ravassard@unesco.org](mailto:m.ravassard@unesco.org) and [phototheque@unesco.org](mailto:phototheque@unesco.org)).

## ***Restaurant***

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**T**he Lowendal restaurant is open for lunch from Monday to Saturday on the seventh floor of the Fontenoy Building from 12 noon to 2.30 p.m. Reservations, Tel. 81600.

## ***Shuttle***

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**A** regular shuttle service runs between the Fontenoy and Miollis buildings (see Map 1).

## ***Speaking clock***

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**T**o find out the time at any moment of the day or night: Tel. 3699 from an outside line or a mobile telephone.

## ***Tadao Ando Meditation Area***

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(see Map 1).

### ***Telephone***

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**UNESCO's** telephone number for a call made in France is 01 45 68 10 00; for a call made from abroad it is (33 1) 45 68 10 00. If you receive a call, it will be redirected by the switchboard to your permanent delegation. If your delegation does not have a permanent office, the calls will be redirected to the "telephone centre" in the Fontenoy Building (see Map 1).

If you are expecting a call at a specific time, stay near the "telephone centre", or tell the switchboard operator where you will be. You might usefully advise your correspondent to ask for a "person-to-person" call, which is billed from the moment the requested correspondent comes on the line.

To call an extension in UNESCO, dial the last five figures directly. To reach a number in Paris, dial 0 and then the 10-digit number of your correspondent. You can call outside Paris and outside France directly from the office of your permanent delegation, which will receive the bill later, or from the switchboard in the Conference Building; in the latter case, you pay immediately.

### ***Travel***

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**You** may book your return or any other journey in France or abroad at the travel agency *American Express Business Travel* located in the Salle des Pas Perdus.

*Opening hours:* Monday to Friday 9 a.m. to 12 noon and 1 p.m. to 5.30 p.m.; Saturday 9 a.m. to 1 p.m.

For flight information, you can call Orly Airport, Tel. 01 49 75 15 15 or Charles de Gaulle Roissy Airport, Tel. 01 48 62 22 80.

## **Visas**

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**I**f you need a visa for your return journey, you may contact the Visa Service from 9.30 a.m. to 12.30 p.m. and from 4 p.m. to 6 p.m., Monday to Friday; Saturday 9.30 a.m. to 12.30 p.m., Tel. 81771 and 81860.

## **Weather**

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**A**t the time of the General Conference, the weather in Paris is changeable with some sunshine but with mornings and evenings rather cool. A coat and an umbrella are advisable. The average daily temperatures vary between 5° and 15° centigrade.

# Paris: A Practical Guide

## ***Cultural activities in Paris***

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The UNESCO Community Association has designed special programmes for persons accompanying participants: information can be obtained from the Association's stand in the Salle des Pas Perdus (Tel. 85190).

## ***Department stores***

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*Bon Marché* (metro station: Sèvres-Babylone) is the nearest. Buses 80 and 28 will take you to Saint Lazare train station, which is only a few minutes' walk from *Printemps* and *Galeries Lafayette*, both on Boulevard Haussmann.

## ***Exchange rates (August 2009)***

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Local currency is the Euro.

US \$1 = € 0.71

## ***Museums***

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All national museums, such as the Louvre, are closed on Tuesdays; Paris City museums are closed on Mondays.

## ***Parking***

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There are many public fee-paying parking spaces in Paris, indicated by a sign with a white P on a blue background.

## ***Restaurants near UNESCO***

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**W**ould you like to lunch or dine outside UNESCO? A list of restaurants can be obtained from Delegates' Reception.

## ***Theatres, concerts, cinemas and Paris by night***

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There are two weekly publications on cultural events: *Pariscope* and the *Officiel des spectacles*, which can both be bought at all news-stands.

## ***Transport in Paris***

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### *Individual car hire*

**A**ll the major car hire firms are represented in Paris. The travel agency at UNESCO can reserve a car from any firm.

### *Taxis*

**Y**ou can find taxis at the taxi ranks shown on the map on the back of this guide; it is more reliable to telephone one of the following numbers: 01 45 66 00 00, 01 49 36 10 10 or 01 47 34 00 00. Give the address of the building where you are (see the inside cover of this guide) and UNESCO's telephone number (01 45 68 10 00). On arrival, the meter will already show a certain amount. That amount, which corresponds to the price of the journey made to pick you up, is charged to you. There are three rates, according to the time and distance from the city centre: rate A – in Paris from 10 a.m. to 5 p.m. Monday to Saturday; rate B – from 5 p.m. to 10 a.m. Monday to Saturday and for Orly and Roissy Airports; rate C – on Sundays and public holidays.

## Public transport

**Metro:** One ticket is valid for one trip regardless of the distance travelled. It is cheaper to buy 10 tickets at a time, asking for a “carnet”.

Stations close to UNESCO: *Ségur, Cambronne, Sèvres-Lecourbe, École Militaire.*

If you intend to move about frequently, we recommend that you buy the *carte orange* (season ticket), available in all stations. To obtain one, you will need a passport photograph. A coupon hebdomadaire (for one week) or a coupon mensuel (for one month) allows for an unlimited number of trips.

**Bus:** Use the same tickets, coupons and cards as for the metro, one ticket per trip.

You must punch the tickets but not the coupons or cards. Buses which pass near UNESCO are the 28, 80, 82, 87 and 92.

Bus stops and metro stations are shown on the map on the back of this guide.

For further information on travel in Paris and the Paris region, you may consult the RATP (Paris Transport) website: <http://www.ratp.info/informer/anglais/index.php>.

# Locations

## ***Buildings***

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### **7, place de Fontenoy**

Main building (Building I)

Conference Building (Building II)

Saxe Building (Building III)

Patios (Building IV)

### **Miollis Building (Building V)**

**1, rue Miollis**

### **Bonvin Building (Building VI)**

**31, rue François Bonvin**

(access possible through the Miollis Building)

## ***Location of meeting rooms***

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Room I: *Map 1*

Room II: *Map 1*

Room III: *Map 1*

Room IV: *Map 1*

Room V: *Map 1*

Room VI: *Map 2*

Room VII: *Map 2*

Room VIII: *Map 2*

Room IX: *Map 2*

Room X: *Map 2*

Room XI: *Map 2*

Room XII: *Map 2*

Hall of Ceremonies: *Map 1*

Rooms XIII, XIV, XV: *Bonvin Building*

Room XVI: *Miollis Building*



## Other

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Information Office

*Hall of Ceremonies, Map 1*

Voting Bureau

*Room V, Map 1*

Credentials Committee (Secretariat)

*Miró Hall (MR.01) Map1*

Documents Distribution

*Map 2*

List of speakers and list of participants

*S.382, Map 2*

Delegates' Reception Desk

*Map 1*

Documents Reception Desk

*S.388, Map 2*

Press Room

*Miró Hall 3, Map 1*

IGO/NGO Office

*Office 5086*

Prayer Room

*Office S.007*





# UNESCO Place de Fontenoy



**UNESCO** Headquarters  
7, place de Fontenoy  
75352 Paris Cedex 07SP  
[www.unesco.org](http://www.unesco.org)



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Cultural Organization