



United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4024

Subject: **Invitation to the 37th session of the General Conference**

Sir/Madam,

In accordance with Rule 6, paragraph 1, of the Rules of Procedure of the General Conference, I have the honour to inform you that the 37th session of the General Conference of the United Nations Educational, Scientific and Cultural Organization (UNESCO) will open at the Organization's Headquarters in Paris on Tuesday, 5 November 2013, at 10 a.m. It is expected to conclude its work on Wednesday, 20 November 2013.

Documents

You will find enclosed the provisional agenda for the session (37 C/1 Prov.), drawn up by the Executive Board at its 191st session, together with the following documents:

37 C/2 Prov.	Organization of the work of the session
37 C/6	Recommendations by the Executive Board on the Draft Programme and Budget for 2014-2017
37 C/11	Recommendations by the Executive Board on the Draft Medium-Term Strategy for 2014-2021
37 C/INF.1	Invitations to the 37th session of the General Conference
37 C/NOM/1	Election of the President and Vice-Presidents of the General Conference and of the chairpersons, vice-chairpersons and rapporteurs of the commissions and committees

The Draft Programme and Budget for 2014-2017, document 37 C/5 and Addenda, were transmitted to you in March and April 2013. Document 37 C/5 (Draft) comprises two volumes, namely Volume 1 (Draft Resolutions) and Volume 2 (Draft Programme and Budget), and separate addenda (a) Technical Note and Annexes and, (b) Implementation Plan for Document 37 C/5 based on the Expected Cash Flow Situation for 2014-2015.

Composition and credentials of delegations

I should like to remind you that Rule 21 of the Rules of Procedure of the General Conference, relating to the composition of delegations, reads as follows:

To ministers responsible for relations with UNESCO

“1. Each Member State and Associate Member shall appoint no more than five delegates, who shall be selected after consultation with the National Commission, if established, or with educational, scientific and cultural bodies.

2. Each delegation may also include not more than five alternate delegates and as many advisers and experts as each Member State and Associate Member deems necessary.”

To be authorized to participate in the proceedings of the General Conference, members of delegations must be in possession of credentials that are in due form, in compliance with Rule 23 of the Rules of Procedure. In accordance with the provisions of that Rule, I would ask that you please communicate to me, by **28 October 2013** at the latest, the names and credentials of the members of your country's delegation. The envelope containing these documents should be marked “DELEGATES' CREDENTIALS” so as to expedite its delivery to the competent bodies of the Organization.

Other matters

Additional information concerning practical issues, such as privileges and immunities, passports and visas, transport and accommodation, is annexed to this letter.

The Secretariat remains at your disposal for any further information that you may require. Your requests should be sent to the Secretariat of the General Conference (e-mail: io.gonzalez@unesco.org). Information also is available online at the following address:

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

I hope that the elements with which we provide you through this letter will facilitate your country's participation in the next session of the General Conference.

Accept, Sir/Madam, the assurances of my highest consideration.

Irina Bokova
Director-General

Encs: 5

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

GENERAL INFORMATION

Privileges and immunities

The privileges and immunities enjoyed by the Organization, representatives of Member States and other persons participating in the work of the General Conference are set out in the Agreement between the Government of the French Republic and the United Nations Educational, Scientific and Cultural Organization regarding the Headquarters of UNESCO and the Privileges and Immunities of the Organization on French Territory, which came into force on 23 November 1955. This text is to be found in the Organization's *Basic Texts* (2012 edition).

Entry and residence formalities

Travellers are advised to find out from the office of the diplomatic representative of France in their country of residence the formalities that they must follow to enter and stay in France, in accordance with the provisions of the Headquarters Agreement mentioned above.

Climate

The weather in Paris towards the beginning of autumn is usually variable. Average temperatures in Paris during this period vary between 5°C (41°F – minimum daily average) and 14°C (57°F – maximum daily average).

Travel and accommodation

Travel reservations

Participants may book their return journeys through the branch of UNESCO's accredited travel agency, **American Express** (see email address and fax number in the attached form).

Hotels

It is always difficult to find hotel rooms in Paris, whatever the time of year, and in particular at the time of the General Conference. Therefore, rooms should be booked as early as possible. UNESCO's accredited travel agency will book hotel rooms for participants upon request. Persons wishing to use its services are requested to complete the enclosed form and send it directly to the address indicated as soon as possible. **The Secretariat is not responsible for hotel bookings.**

**GENERAL CONFERENCE – 37th SESSION
Paris, 5-20 November 2013**

Request for hotel reservation and/or travel reservation

This form should be completed and returned to the following address as soon as possible:

<p>AMERICAN EXPRESS</p> <p>Email: ded6.occitania@aexp.fr</p> <p>Fax: (33 1) 72 28 19 87</p> <p>Opening hours:</p> <p>Monday to Friday, 9 a.m. to 6 p.m.</p>

(Please use block capitals)

Accommodation required for:

User's surname(s) and first name(s):

.....

Address:

Email:

Fax No.: Credit card No.: Expiry date:

I (we) wish to book room(s) from

for night(s).

(Please fill in a separate form for each person if the dates of accommodation required are not the same)

Hotel category (approximate price in euros)	Single room	Double room
Deluxe (Single: 500-750 and more; double 550-800+)		
**** A. Superior 1st class (Single: 200-450+; double: 250-500+)		
*** B. Ordinary 1st class (Single: 127-250; double: 185-300)		
** C. Superior 2nd class (Single: 130-160; double: 140-170)		

If you have a preference for a particular hotel, please give its name. Everything possible will be done to meet your request.

Name of hotel:

FLIGHT RESERVATION

Date	Class (Eco/1st / business,)	Departure from	Arrival at	Company ¹	Departure time
.....

PRE-RESERVATION TRAVEL BY TRAIN

Date	Class (1st/2nd class)	Departure from	Arrival at	Company ¹	Departure time
.....

DATE

SIGNATURE

¹ If no particular indication is provided, UNESCO policy will apply (the less expensive fare in the required category with a company agreed by UNESCO).