

Conditions that must be met before a category 2 institute/centre can be considered fully operational

1. Following the decision of the General Conference to establish an institute or centre, the agreement must then be signed by the Director-General and the Member State(s) concerned.
2. The agreement enters into force only when the parties have informed each other in writing that *all the formalities required to that effect by the domestic law of the country* and by UNESCO's internal regulations have been completed. The date of receipt of the last notification shall be deemed the date of entry into force of the Agreement.
3. The centre/institute must have functional autonomy necessary for the execution of its activities and the legal capacity:
 - to contract;
 - to institute legal proceedings;
 - to acquire and dispose of movable and immovable property
4. The centre/institute must have a constitutive act describing precisely:
 - (a) the legal status, within the national legal system, and the legal capacities described above;
 - (b) a governing structure for the institute/centre allowing UNESCO representation within its governing body
5. The centre/institute must have a Governing Board, which allows for representation of Member States which have sent the institute/centre notification for membership, and a representative of the Director-General. Before constituting the Governing Board, the institute/centre should first invite other Member States and Associate Members in the region to participate in the activities of the future centre. Those that are interested should send notification to this effect to the institute/centre. The director of the centre/institute should then inform the Director-General and other parties to the agreement of the receipts of such notifications.
6. Governing Board must meet to:
 - approve its own Rules of Procedure (however for its first meeting, the rules of procedure shall be established by the Government and UNESCO)
 - approve the long-term and medium-term programmes of the Institute/Centre
 - approve the annual work plan and staffing table of the Institute/Centre
 - adopt the rules and regulations and determine the financial, administrative and personnel management procedures of the Institute/centre.
7. The Governing Board may also have to decide on the participation of other organizations and entities. Future Governing Boards will examine the annual

reports submitted by the director of the Centre, including a biennial self-assessment of the Centre's contribution to UNESCO's programme objectives.

8. Director of the institute/centre must be named.

9. Secretariat must be constituted.

10. Premises and working space must be made available, as provided in each agreement.

11. The institute/centre must be provided with the necessary resources for its administration and proper functioning by the Government(s).

All of the above conditions must be met before a category 2 institute/centre can be considered fully operational, until then it may not use the name or logo of UNESCO.