



United Nations
Educational, Scientific and
Cultural Organization

36 C

GUIDE

GENERAL CONFERENCE

PARIS • 25 Oct. - 10 Nov. 2011



36th session of the General Conference

United Nations Educational,
Scientific and Cultural Organization

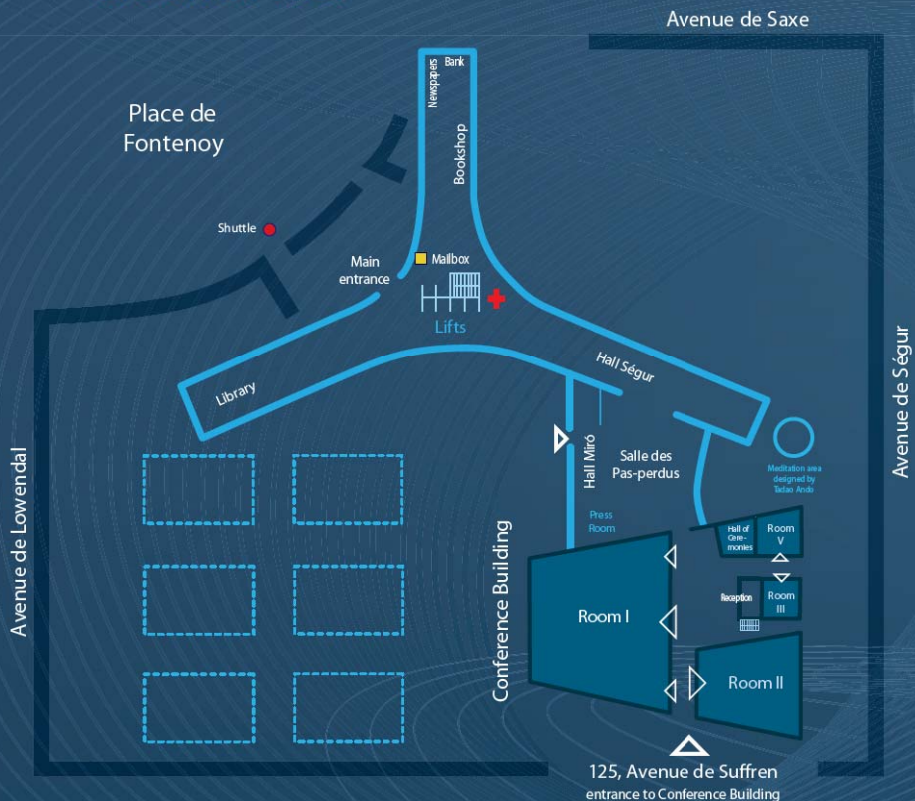
PARIS
25 October
10 November 2011

MAP

1

Headquarters Building

Ground Floor

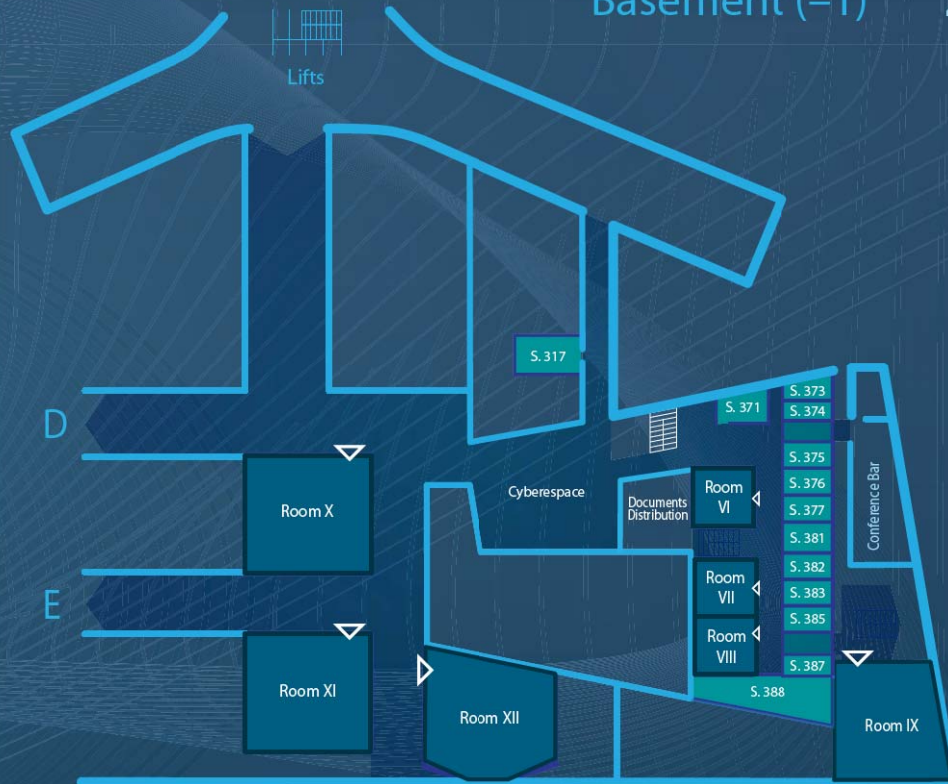


Headquarters Building

Basement (-1)

MAP

2



Welcome to the 36th session of the General Conference of UNESCO

This 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 23, which includes part of the programme for the session.

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

INTERNET SITE

All information concerning the course of the session and the accompanying events are or will be accessible online on the Internet site of the 36th session of the General Conference. 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.

SUMMARY

What you need to know on arrival	3
Registration	3
Credentials	4
Information	4
Documents	5
Working languages	5
General policy debate	5
Seating arrangements for delegates	6
Recommended reading	6
General Conference	7
How the system works	8
Plenary	8
Commissions and committees	8
Taking the floor	10
Draft resolutions.	11
Voting procedures	12
Elections	12
Stages of the General Conference	14
General Conference documents and information	18
Activities organized during the General Conference	21
Diary	23
UNESCO: A practical guide	32
Paris: A practical guide	43
Locations	46

WHAT YOU NEED TO KNOW ON ARRIVAL

The 36th session of the General Conference is being held in Paris, at UNESCO Headquarters, from 10 a.m. on Tuesday, 25 October to Thursday, 10 November 2011.

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

Registration

Registration for Member States' Delegations at the 36th session is for the second 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://36gc-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

Credentials 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 4, Tel. 80437).

Information

During the General Conference, the Delegates' Information Bureau will provide information on the conduct of meetings (Ms Rossella Salvia, Hall of Ceremonies).

■ **Screens**

The 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**

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

Documents

To indicate which documents your delegation would like to receive during the General Conference, in what language and how many copies, all you need to 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 pigeonhole at the Documents Distribution Service.

In each meeting room, delegates will find at their place a complete set of the basic documentation 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

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 (*36 C/INF*) are available in English and French only.

General policy debate (national statements)

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

In the plenary meeting rooms and in the commissions, one seat is allocated to Member States in French alphabetical order, starting with the Republic of Korea, whose name was drawn by lots at the 186th 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

Two documents must be read – *documents 36 C/1 (Agenda)* and *36 C/2 (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

The 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 policy 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 a programme and budget for the next two years, 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

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

Plenary

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

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 36th 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:

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

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 Wednesday, 26 October at 10 a.m., followed by other commissions.

There are also the following four 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 twenty four 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 that 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 of the General Conference (Room X)** steers 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 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

During the general policy debate (national statements), speakers must limit their statements to six 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. 83921)**, 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 Unit 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. 83921, email: c.thiounn@unesco.org), an official summary, roughly 10 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 room clerks 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

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

Each 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

Many 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;
- nomination of the External Auditor.

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 36 C/2*).

STAGES OF THE GENERAL CONFERENCE

The first three plenary meetings

Tuesday, 25 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, 25 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 2008-2009 (36 C/3) and the Reports by the Executive Board on its own activities (36 C/9).

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

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

Wednesday, 26 October and Thursday, 27 October (morning), Leaders' Forum

An international platform for reflection and discussion, UNESCO has created the Leaders' Forum within the 36th session of UNESCO's General Conference to inject from the highest level of governments new inspiration and directions for the future. The Leaders' Forum will be a major opportunity to explore in an open manner innovative, even provocative ideas and new ways of promoting peace and prosperity in a globalized world through UNESCO's fields of competence and thereby help chart the programmatic activities of the Organizations in the future.

Heads of State or Government and Ministers will exchange views on the following theme: "How does UNESCO contribute to building a culture of peace and to sustainable development?"

More information on the format and participants are available on the following website: www.unesco.org/bsp.

Thursday, 27 October, 3 p.m.

The sixth plenary meeting will begin with consideration of the General Committee's recommendations on the organization of work (36 C/2). The general policy debate (national statements) will then begin and will continue until the morning of Monday, 31 October.

Monday, 31 October, 3 p.m.

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

**Wednesday, 9 November, 3 p.m.
and Thursday, 10 November, 10 a.m.**

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

- The Youth Forum will be held over four days before the beginning of the General Conference (from Monday, 17 to Thursday, 20 October 2011). The theme of the Forum will be “How youth drive change”.
- A special plenary meeting will celebrate the 10th anniversary of the UNESCO Universal Declaration on Cultural Diversity, adopted unanimously on 2 November 2001, at the 31st session of the General Conference.

By opening a new phase in the global awareness of the importance of cultural diversity, the Declaration has refreshed international cooperation models and facilitated the increasing recognition of the link between culture and development at the international level. The Declaration also underpinned the elaboration of the new legal instruments in UNESCO's fields of competence, such as the Recommendation concerning the Promotion and Use of Multilingualism

and Universal Access to Cyberspace (2003), the Convention for the Safeguarding of the Intangible Cultural Heritage (2003) and the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (2005).

UNESCO has organized a special programme for 2 November 2011 to commemorate the tenth anniversary of the adoption of the Declaration, including a debate in the framework of the General Conference and a cultural evening side event.

GENERAL CONFERENCE DOCUMENTS AND INFORMATION

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 **36 C** because they correspond to the 36th session of the General Conference.

■ Documents

36 C/ (number)

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

36 C/1 Prov. Rev.	Revised provisional agenda of the session
36 C/2	Organization of work
36 C/3	Report by the Director-General (2008-2009)
36 C/5	Draft Programme and Budget for 2012-2013
36 C/6	Recommendations by the Executive Board on the Draft Programme and Budget for 2012-2013

36 C/INF

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

- | | |
|------------|--|
| 36 C/INF.1 | Invitations to the 36th session |
| 36 C/INF.2 | Opening of the general policy debate by the Director-General |

36 C/REP

This 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.

36 C/NOM

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

36 C/DR

This series comprises draft resolutions submitted by Member States.

■ E-journal

During 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

Pursuant to 186 EX/Decision 22(II), unrevised provisional verbatim records of the plenary proceedings will be produced during the 36th 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. The recordings of all meetings are kept in the Organization's archives, where they may be consulted.

■ List of participants

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

“Open UNESCO / L’UNESCO ouverte”

Every two years, the General Conference of UNESCO offers the international community a unique opportunity to discuss the major challenges of our time. The Conference is traditionally accompanied by an exhibition providing input to the discussions by presenting the Organization’s activities. This year, from 25 October, the Ségur Hall will host a new exhibition entitled “Open UNESCO”.

In addition to addressing the participants of the General Conference, the purpose of the exhibition will be to raise public awareness of the role of UNESCO and to appeal to a young international audience.

“Open UNESCO” will provide a different perspective of the Organization’s daily work by placing special emphasis on the field activities conducted by all its staff. The exhibition, designed as an open forum for dialogue and exchange, presents a modern and human image of the Organization through an interactive approach and proposes an original scenography combining digital contents and tangible objects.

The use of multimedia technology provides visitors with insight into UNESCO’s daily activities through access to various sources of information: documentaries, interviews, photographs, publications, interactive applications and social networks. Each

theme is represented by an interactive, island display, inviting visitors to discover more about UNESCO's activities through a model character that incorporates a tablet computer.

Seven cross-cutting themes will be presented to the public:

- UNESCO: an idea in action
- Crisis preparedness and response
- Knowledge sharing
- Cultural diversity
- One planet, one ocean
- Peace and dialogue
- Human rights

“Open UNESCO” will be a permanent exhibition and will continue throughout the year to provide living accounts of UNESCO's activities across the world.

Other activities

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

Tuesday, 25 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, 26 October

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

9.30 a.m. Leaders' Forum 3 p.m. _____

4 p.m. _____

Notes

Thursday, 27 October

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

10 a.m. Leaders' Forum
(continued) 3 p.m. _____

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

Notes

Friday, 28 October

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

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

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

Notes

Saturday, 29 October

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

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

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

Notes

Sunday, 30 October

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

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

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

Notes

Monday, 31 October

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

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

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

Notes

Tuesday, 1 November

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

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

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

Notes

Wednesday, 2 November

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, 3 November

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

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

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

Notes

Friday, 4 November

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

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

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

Notes

Saturday, 5 November

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

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

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

Notes

Sunday, 6 November

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

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

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

Notes

Monday, 7 November

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

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

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

Notes

Tuesday, 8 November

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

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

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

Notes

Wednesday, 9 November

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

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

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

Notes

Thursday, 10 November

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

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

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

Notes

UNESCO: A PRACTICAL GUIDE

■ Archives

Here you will find the archives of UNESCO and the organizations that preceded it, including the International Institute of Intellectual Cooperation (1925-1946) and the Preparatory Commission for UNESCO (1945-1946). The Unit is available to assist you with all historical queries and to help you to browse the General Conference and Executive Board documents and any other official documents digitized in the UNESDOC database. The documents are of course still available in paper version. In the Archives' reading room, you may also access an extensive audiovisual collection presenting the history of the Organization and depicting its field activities.

Access to the reading room through Office F.016 bis in the basement of the Fontenoy Building.

Opening hours: Monday to Friday, 9 a.m. to 12.30 p.m., 2 p.m. to 5.30 p.m.;
Saturday, 9.30 a.m. to 12.30 p.m.
Tel. 81949, 81950, 81955
Email: archives@unesco.org

■ Bank

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 (from 25 October to 10 November 2011), with staff on duty during the lunch hour.

On Saturdays 29 October and 5 November 2011, 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

Located 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

Both serve lunch and are situated as follows:

- Seventh floor of the Fontenoy Building

Opening hours: Monday to Saturday: 11.45 a.m. to 2.30 p.m.

- Basement of the Miollis Building

Opening hours: Monday to Friday: 11.45 a.m. to 2.30 p.m.

■ Cloakrooms

Cloakrooms are available near Room I.

■ Commissary

As 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 (Building VI).

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

This bar is located in the basement of the Conference Building, Fontenoy. Open 8 a.m. to 9 p.m., Monday to Saturday. Serves coffee, tea, drinks, cakes and sandwiches all day.

Refreshments will also be available continuously in the Salle des Pas Perdus from 9 a.m. to 6 p.m., Monday to Saturday.

■ Emergencies

Inside 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

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

■ Health

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.

- **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 Ségur 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.

■ Hotels

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

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

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*, *Science Direct*, 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, 80360

email: library@unesco.org

<http://www.unesco.org/library>

■ Lost and found

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

■ Mail

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

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

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 / 82139).

■ Newspapers

You will find two newsagents – one in the hall of the Fontenoy Building and another in the Salle des Pas Perdus – which stock daily newspapers, magazines and books.

■ Parking

Parking 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 “36 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

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 clerks.

■ Photographers

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

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.

■ Press

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

■ Quiet Room

Office 1076 on the first floor of the Fontenoy Building is available to delegates as a prayer room.

■ Recordings

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 Unit. See Mr Edwin Murillo Mercado (Office S.371, Tel. 80058).

Members of delegations can obtain video recordings of statements by delegates from the radio and television studio (Office S.317).

- Copy on a DVD disc: €45

Television corporations wishing to obtain professional cassettes should contact the studio directly (Office S.317).

Contacts: Christine Carbonnel: Tel. 80068

email: c.carbonnel@unesco.org, or

Rachida Kameche: Tel. 81125

email: r.kameche@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>

The B-Roll video news releases may be downloaded from the following web page: <http://www.unesco.org/new/fr/media-services/multimedia/news-videos/b-roll/>

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: Tel. 81691 or 81687
email: phototheque@unesco.org

■ Restaurant

The 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

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

■ Tadao Ando Meditation Area

(See Map 1)

■ Telephone

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 Agency

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 Aéroports de Paris [Paris Airports] on 3950 or 08 92 56 39 50.

■ Visas

If 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, 81860.

■ Weather

At 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

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

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 (September 2011)

Local currency is the euro.

US \$1 = € 0.69

■ Museums

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

■ Parking

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

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

■ Theatres, concerts, cinemas and Paris by night

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

Individual car hire

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

Taxis

You can find taxis at the taxi ranks shown on the map on the cover page 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 – outside Paris, at night, and 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 cover page 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

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

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

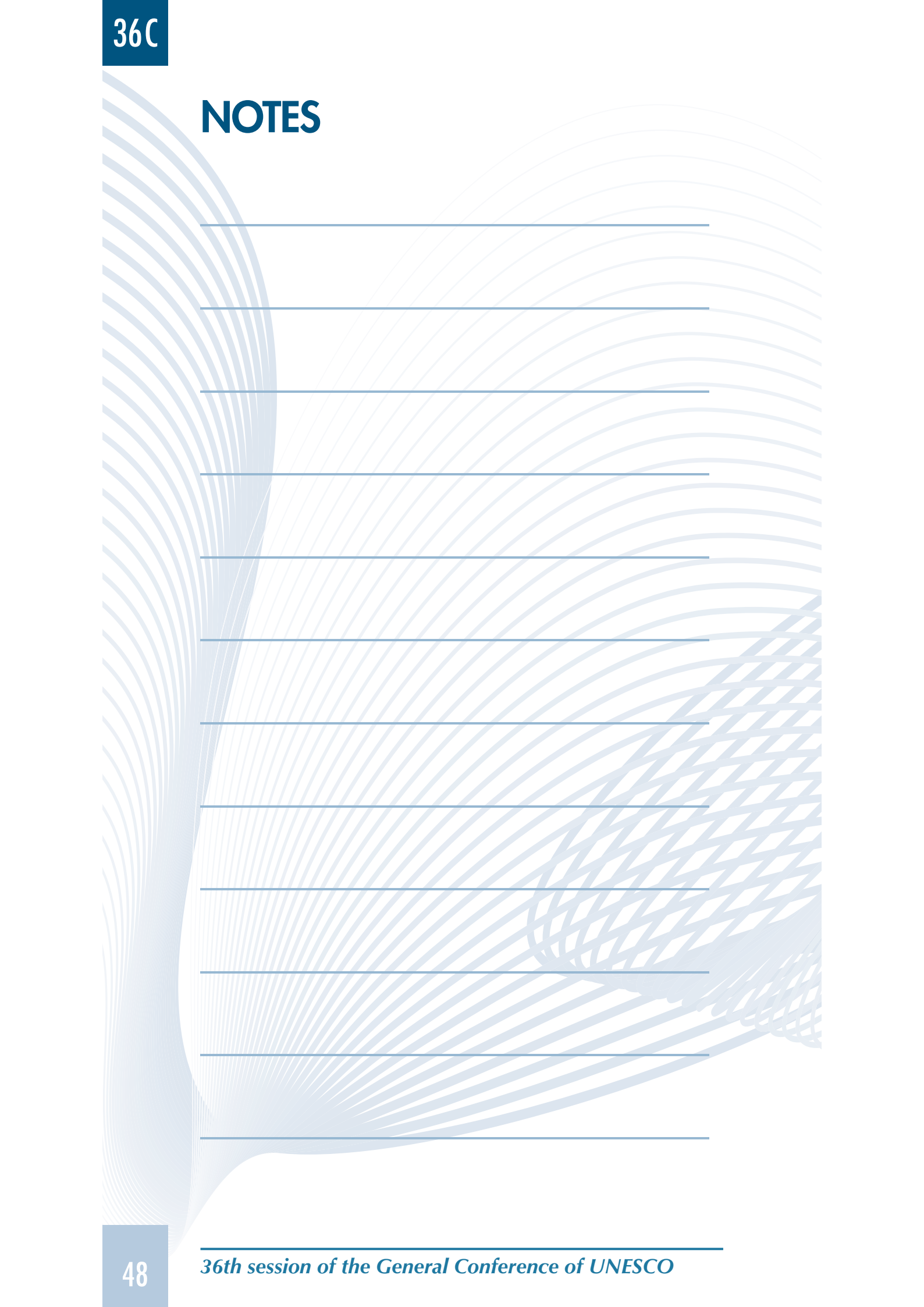
Rooms XIII, XIV, XV: Bonvin Building

Room XVI: Miollis Building

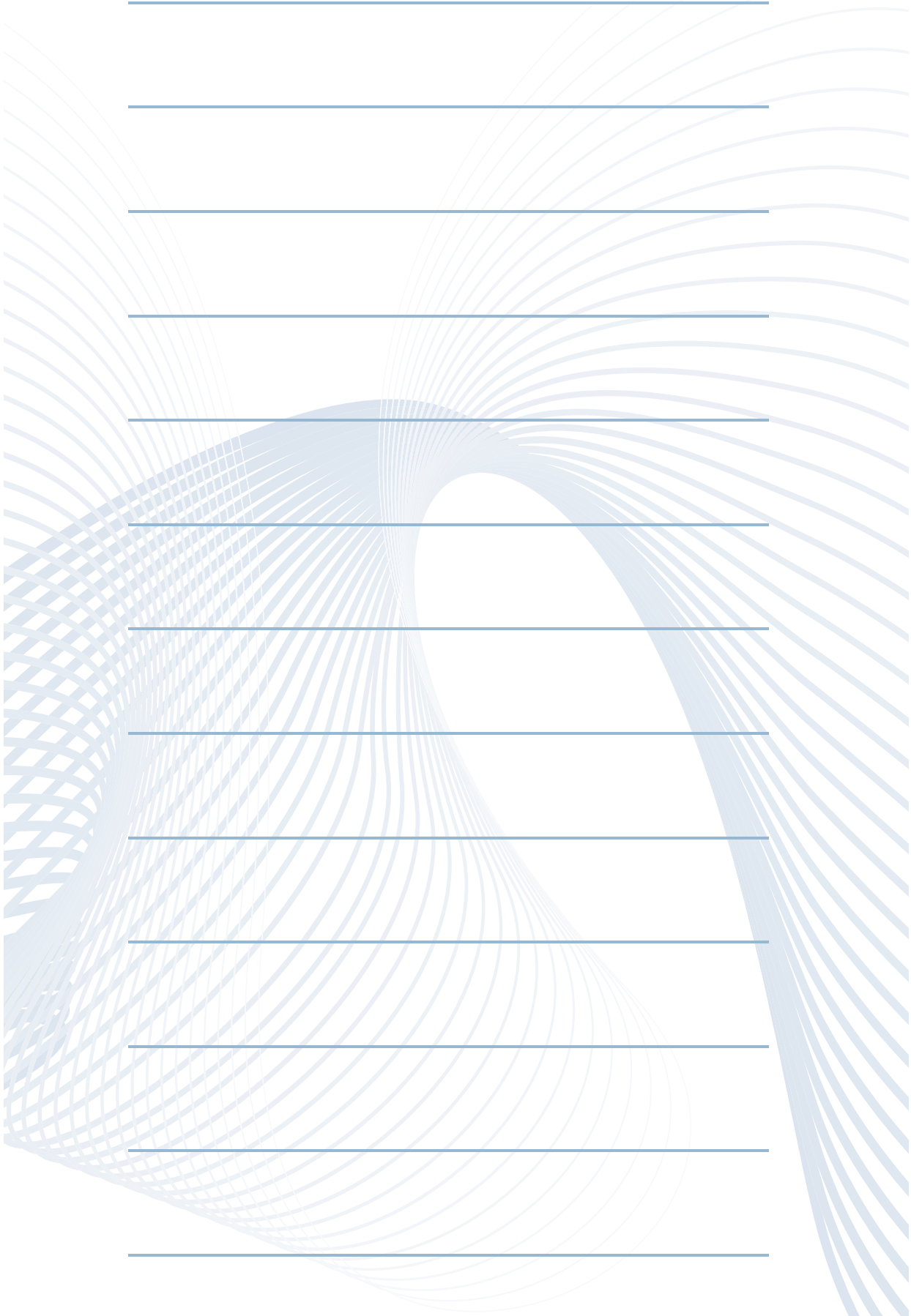
Other

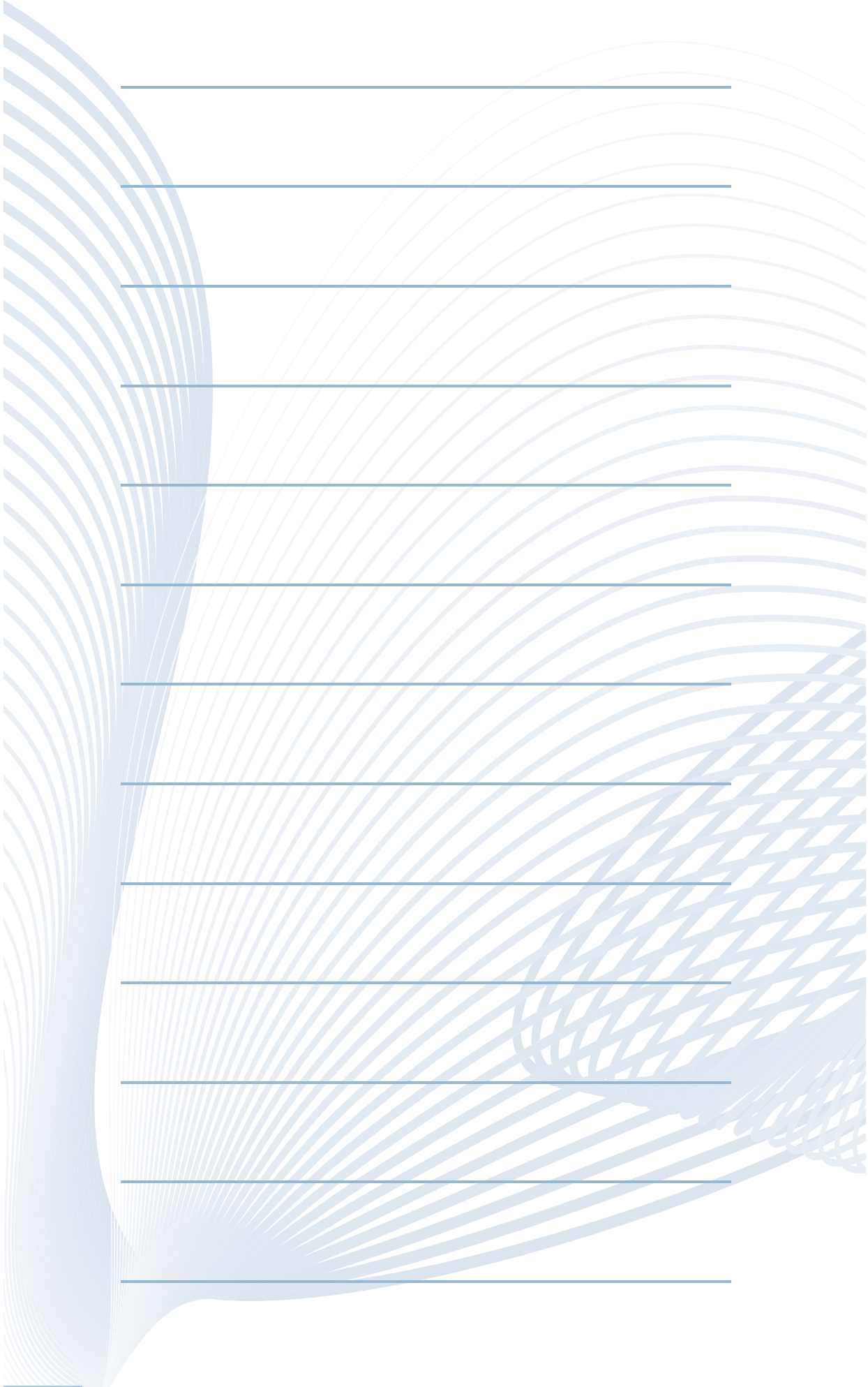
Information Office
Hall of Ceremonies, Map 1
Voting Bureau
Room V, Map 1
Credentials Committee (Secretariat)
Miró Hall (MR.01) Map 1
Documents Distribution (retrieval of published documents)
Mall, Map 2
List of speakers and list of participants
S.382, Map 2
Delegates' Reception Desk
Map 1
Documents and Draft resolutions Reception Office
S.388, Map 2
Press Room
Miró Hall 3, Map 1
Quiet Room
Office 1076

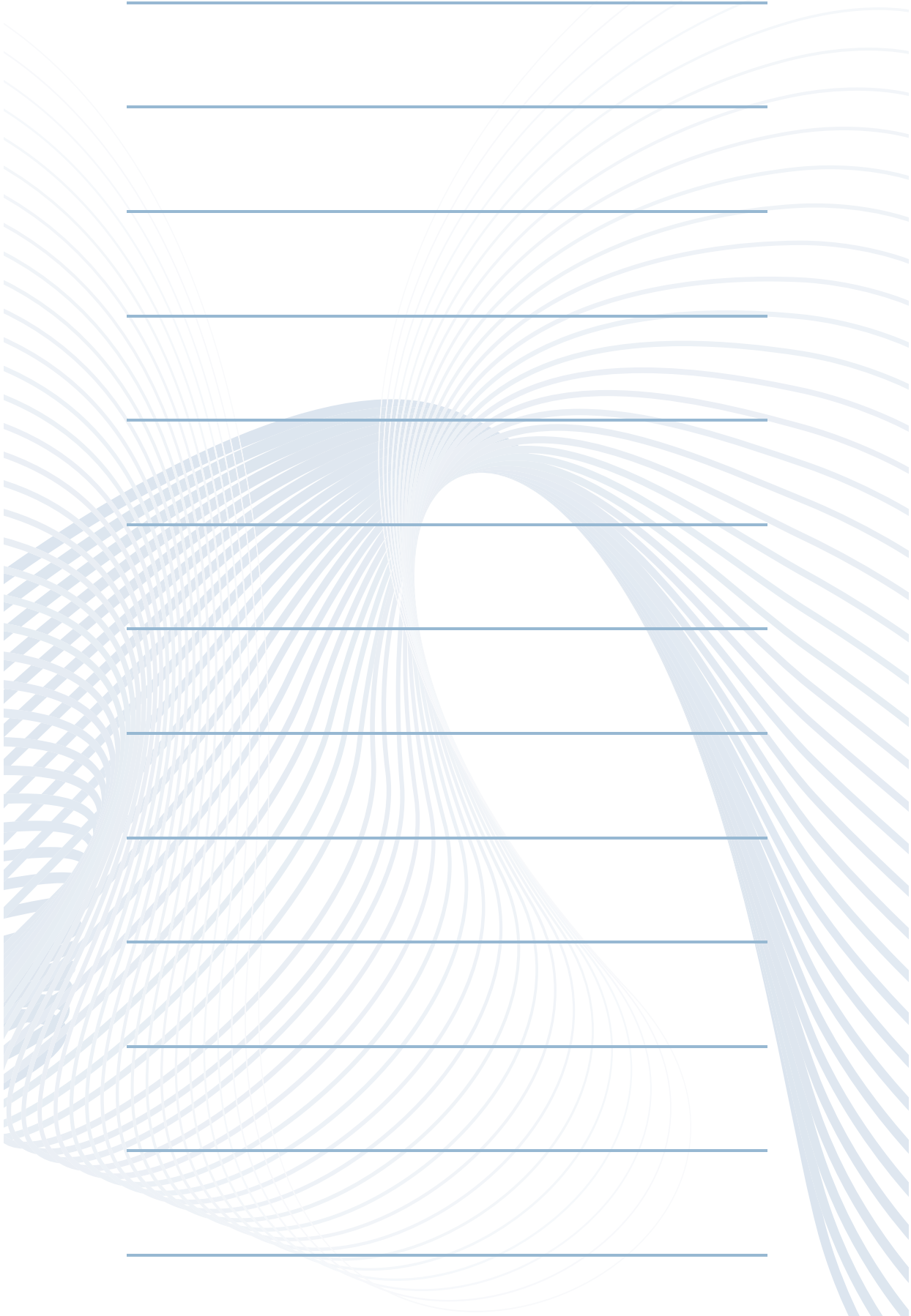
NOTES



A series of horizontal lines for writing notes, set against a decorative background of wavy lines and a grid pattern.

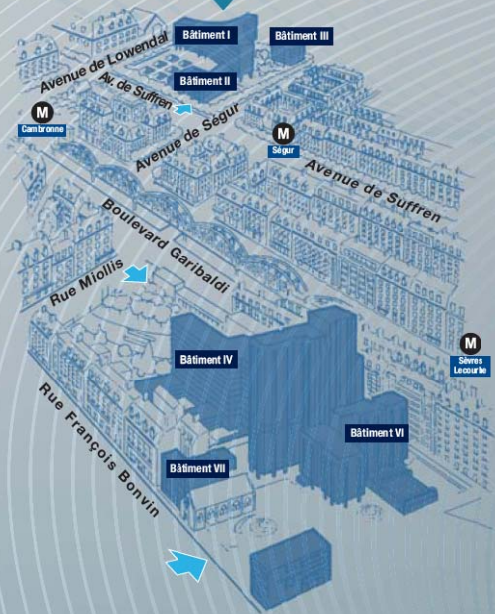






UNESCO

Place de Fontenoy



UNESCO

7, place de Fontenoy
75352 Paris Cedex 07SP

www.unesco.org



United Nations
Educational, Scientific and
Cultural Organization