



## UNESCO Publications Board

### Meeting Minutes

**Meeting date:** 30 November 2011

**Meeting time:** 10.00 AM

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

#### Call to order

The Chair, ADG/ERI called the meeting to order at 10.00 AM and welcomed those members and observers present.

#### Attendees

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

##### Chair

Mr Eric Falt, Assistant Director-General, ERI

##### Members

Mr David Atchoarena, Director, ED/PDE

Ms Angela Melo, Director, SHS/HPD

Ms Marina Apaydin, Deputy Director Management CLT/WHC

Ms J. Pearson, Director MSS/CLD

Mr Axel Plathe, Head of Kathmandu Office & UNESCO Rep. to Nepal (Member for Field Offices)  
[attending via teleconference]

Mr Abdin Salih, Director, SC/HYD [rep. Mr Qunli Han, Dir SC/EO]

Mr David Storki, CI/KSD [rep. Mr Indrajit Banerjee, Dir. CI/KSD]

Mr Brian Smith, IIEP [rep. Mr Khalil Mahshi, Director, IIEP, Member for Institutes]

##### Ex officio members

Ms Vida Habash, AFR/CEO/CEM

Ms Clare Stark, BSP/ADG [rep. Ms Ranwa Safadi, BSP/ADG]

##### Secretary

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

##### Observers

Ms Patricia Toigo, Publications Officer, ED

Ms Anne Candau, Publications Officer, SC

Ms Mimouna Abderrahmane, Publications Officer, SHS

Ms Natalia Tolochko, Assistant Publications Officer, SC

Mr Neil Ford, Director, ERI/DPI

Ms Ulrika Peppler-Barry, Chief, ED/EO/KMS

Ms Samantha Wauchope, ERI/DPI

Ms Cristina Puerta, ERI/DPI

## I. Budgetary implications

1. The Chair began the meeting with a reminder of the implications of budgetary cutbacks on UNESCO's publication activities, as discussed at the policy meeting of the Publications Board last week [23 November]. The Publications Board must collectively take on the responsibility entrusted to it by the DG to ensure that the number of publications produced is reduced, to limit print activities, and to reassess all publication plans.
2. The Chair expressed regret that some sectors have not been represented at this and other Board meetings at the Director level. He emphasized the need for a collaborative effort and the importance of ensuring such representation at future meetings to achieve the Board's important objectives in the coming biennium.
3. As well as the need to reduce the volume of publications, ongoing problems remain which must be addressed by members of the Publications Board and by all colleagues producing or involved with publications. The Board noted that particular issues include:
  - Proposals submitted to the Board must be fully developed conceptually and in terms of their budgets.
  - The use of prefaces and forewords needs to be reduced.
  - The over-use of photographs of staff members is to be avoided.
4. The Board agreed that all Publications Board Members must be empowered and involved in the publishing activities of their sectors. They should be systematically informed of the publications developed and produced by their sectors.

## II. Item 1. Approval of the minutes of the previous meeting

1. The Board approved the minutes of the 19 October 2011 meeting.

## III. Item 2. Review of publication proposals

*Twenty-four publication proposals, including two series of three titles each, were reviewed (see Annex 2). Of these, one was approved for print publication and nine for online publication only. Nine proposals had not followed the gender review process and will require resubmission to the Board. Five proposals were returned for reconsideration by the sectors concerned, to decide whether to cancel them or develop them further.*

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

1. The Board reiterated the need for all sectors and offices to cut back on publication expenses and to reassess all planned activities so as to achieve at least a 50% reduction in publication costs. It was noted that the next meeting of the Executive Board will be looking almost exclusively at budgetary questions and ways to reduce expenditures across the Organization.
  - The Member for ED pointed out that the sector has dramatically reduced its planned activities for the next biennium, however it is their view that field office directors should make such decisions regarding their own budgets.
  - The Bangkok office announced (via email) its decision to discontinue printing of publications and publish online only, and to focus on producing fewer publications of higher quality.
2. The Board emphasized the importance of publishing online where possible. Funds for printing and distribution in many cases can be better directed to develop translations to attract a broader readership.
  - The Member for Field Offices pointed out that access to online publications is limited in some regions, especially in the least developed countries. He suggested that consideration should be given to printing copies of certain works to be distributed in these areas.
  - In many developing economies it is common to connect to the Internet solely via mobile devices such as cell phones. Developing fully searchable mobile applications could be a useful way to reach a broader audience for this type of publication.

3. The Board reminded all present of the policy agreed upon during the 23 November meeting of the Publications Board, by which proceedings would no longer be published in print form.
  - Speeches and presentations can often be more effectively published as audiovisual files on iTunes U, with a well-designed flyer produced to promote them and provide information about programme activities.
4. The Member for MSS pointed out that, while cutting back on printing is essential, this is not enough. The Board must refuse more submissions and cancel other cost areas beyond printing costs if UNESCO is to meet the 50% reduction required.
  - The Board agreed that the process must be accelerated.
5. The Bangkok office asked (via email) why many field offices were continuing to produce publications without submitting the proposals to the Board.
  - The Board agreed that sectors must oversee the publishing activities of colleagues in field offices.
6. The Member for MSS proposed that submissions include cost estimates for staff time. The representative for BSP suggested this be calculated in terms of percentage of staff members' time spent on the project.
  - Board Members agreed that while the inclusion of estimated staff costs would be useful, a robust calculation system would have to be developed before such a requirement could be implemented for all publication projects.
7. The Member for ED questioned the usefulness of having projects reviewed by the gender focal point during the early planning stages. He suggested that the gender equality dimension of the final manuscript should be assessed as part of the peer review process.
  - The Board reiterated the need for the gender dimension to be given appropriate attention from the development stages, as outlined in the gender mainstreaming guidelines.
  - To be consistent, all publications must be reviewed by the gender focal point before being submitted for review by the Board.
8. The Member for CLT suggested that, while early submission of proposals for review by the Board should be encouraged, publications officers should review all proposal forms closely to ensure they are complete before submitting them.
9. The Members for ED and MSS commended Bangkok on its exemplary support for the Publications Board and on bringing a total of 10 submissions to the Board for review at this and the October meeting.
  - Board Members expressed their recognition for the efforts and support of the Bangkok office.
10. The Secretary noted that ED and the Bangkok office produce a substantial number of toolkits and training materials, and that particular attention should be given to developing robust online evaluation tools, which would be a good investment for the sector.
11. The Member for Field Offices suggested that the level of expected media impact could be linked to the issue of whether the publication should be directed to the attention of the ODG for the possible inclusion of a foreword by the DG.
12. The Member for Field Offices suggested the Publications Board should present good examples of UNESCO publications to facilitate discussions of ways to improve the quality of the works produced.

#### IV. Adjournment

1. The meeting was adjourned at 1.10 pm – The next meeting will be held on 14 December 2011.

## Annex 1 – Agenda

1. Approval of the minutes of previous meeting
2. Review of publication proposals
3. A.O.B.
  - a. Date of next meeting

## Annex 2 – Review of publication proposals

1	1111_SC01	The Dynamics of Global Water Futures: Driving Forces 2011-2050	Approved for print
2	1111_ED01	Training modules A: Education for All (EFA) Monitoring and Education Management Information Systems (EMIS) in Asia and the Pacific	Approved online only
3	1111_SHS01	Migrants Inclusion in Cities: Innovative Urban Policies and Practices	Approved online only
4	1111_UIS01	The Quantitative Impact of Conflict on Education	Approved online only
5	1111_BSP01	"How does UNESCO contribute to building a culture of peace and to sustainable development?" - UNESCO Leaders' Forum	Approved online only
6	1111_SC02	Groundwater and Global Change: Trends, Opportunities and Challenges	Approved online only
7	1111_ED02	Practical tips for teaching multi-grade classes: No.9"	Approved online only
8	1111_SHS02	Current Trends in Sport for Development and Peace. A Young Professionals Perspective	Revise or cancel
9	1111_BSP02	Contemporary Art and Reconciliation in South Eastern Europe	Approved online only
10	1111_SC03	Global Water Futures 2050. Five Stylized Scenarios	Approved online only
11	1111_ED03	National Journeys towards Education for Sustainable Development 2012	Resubmit
12-14		<b>UNESCO Education Research and Foresight Occasional Papers - SERIES</b>	
	1111_ED04.1	No.1: The Challenges of Creativity	Resubmit
	1111_ED04.2	No.2: Beyond the Conceptual Maze: The notion of quality in education	Resubmit
	1111_ED04.3	No.3: Desire and Doubt: Driving forces of creativity and rationality	Resubmit
15	1111_ED05	Education sector responses to climate change	Revise or cancel
16-18		<b>Asia-Pacific Education System - SERIES</b>	
	1111_ED06.1	School to work transition information bases in selected Asia Pacific countries (Vol. 5 )	Revise or cancel
	1111_ED06.2	Expanding technical and vocational education and training at the secondary education level (Vol. 6 )	Revise or cancel
	1111_ED06.3	Student Learning Assessment in the Asia-Pacific Region: Analytical Review of Multi-level Monitoring Systems (Vol. 7)	Revise or cancel
19	1111_ED07	ESD Policy Dialogue N°2: Values and Education for Sustainable Development Dialogue	Resubmit
20	1111_ED08	Teacher education course on climate change education for sustainable development	Resubmit
21	1111_ED09	Changing Visions, Changing Lives: Lessons Learnt from Personal Testimonies	Resubmit
22	1111_ED10	End-of-Decade Notes on Education for All Progress in Asia and the Pacific	Approved online only
23	1111_ED11	YouthXchange biodiversity and lifestyles guidebook	Resubmit
24	1111_ED12	Holocaust Education in Primary Schools	Resubmit