



## UNESCO Publications Board

### Meeting Minutes

**Meeting date:** 6 July 2011

**Meeting time:** 3 PM

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

#### I. Call to order

ADG/ERI called the meeting to order at 3 PM and welcomed those members and observers present.

#### II. Attendees

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

##### Chair

Mr Eric Falt, Assistant Director-General, ERI

##### Members

Mr Alberto Tejada-Guibert, Director a.i. SC/HYD

Ms Angela Melo, Director, SHS/HPD

Ms Marina Apaydin, Deputy Director Management CLT/WHC

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

Mr Khalil Mahshi, Director, IIEP (Member for Institutes)

Mr Mark Richmond, Director ED/PSD [representing Mr D. Atchoarena, Dir. ED/PDE]

Mr Jānis Kārklīņš, Assistant Director-General, CI [representing Mr Indrajit Banerjee, Dir. CI/INF]

Mr Andrei Bepalov, Chief ADM/CLD/I [representing Ms J. Pearson, Dir ADM/CLD]

##### Ex officio members

Ms Yuki Daijo, Legal Officer, LA [representing Ms. Maria Vicien-Milburn, DIR/LA]

Ms Elizabeth Cloutier, ODG/GE [representing Ms Saniye Gülser Corat, Director, ODG/GE]

Ms Clare Stark, BSP/ADG [representing Mr FW Russell-Rivoallan, BSP/ADG]

##### Secretary

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

##### Observers

Ms Vesna Vujicic-Lugassy, Publications Officer, CLT

Ms Mimouna Abderrahmane, Publications Officer, SHS

Ms Natalia Denissova, Publications Officer, CI

Mr Jaques Rao, Director ERI/MSO [guest]

Ms Estelle Zadra, Chief, Communication and Publications Unit, IIEP

Mr Martin Wickendem, Chief ADM/CLD/D/PMU

Ms Natalia Tolochko, SC/AO

Ms Samantha Wauchope, Publications Plan Coordinator, ERI/DPI/PBM

Ms Cristina Puerta, Editorial Specialist, ERI/DPI/PBM

#### III. Review/revision of the agenda

1. The agenda was revised to include a review of guidelines to the UNESCO iTunes U site (Annex 1: 3.d).

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

2. The Chair, ADG/ERI moved to approve the minutes of the 8 June 2011 meeting. The minutes were amended and approved.

## V. Item 2. Review of publication proposals

3. The Member for SHS requested the withdrawal of proposal SHS01 from the agenda. SHS02 replaced it as the first SHS proposal reviewed and SHS03 became the second SHS proposal on the agenda.

*Twelve publication proposals were reviewed by the Board (see Annex 2). The following general points were made during the course of the discussions:*

4. The Member for SHS addressed the need for clear guidelines on gender mainstreaming in relation to publications projects. The Board agreed and the representative from ODG/GE proposed that the Division prepare such guidelines in conjunction with the Publications Unit.
5. The Member for Field Offices proposed amending Q. 19 to include specific reference to the MLA expected result/s to which the publication would contribute.
6. It was noted that many proposals concerned publications already in the later stages of editing and/or layout. The Board acknowledged the recent establishment of the Publications Board and proposed that publications on which colleagues have been working for some time should not at this point be penalized. It was agreed however that future proposals should be reviewed during the initial planning stages.
7. The representative from CI questioned whether a distinction should be made when considering proposals financed through extrabudgetary funds. The Chair affirmed the importance of reviewing all publications equally, regardless of their funding.
8. The Member for CLT proposed requiring that agreements with external partners incorporate a clause clearly stating that any publications produced as a result of the agreement must comply with UNESCO publications guidelines and will be subject to approval by the Publications Board.
9. The Member for CLT suggested including the names of all external peer reviewers as well as the institutions or organizations they represent.
10. The Member for Field Offices proposed that submissions relating to communication materials should be screened out by ERI/DPI and not presented to the Board.
11. Chief, Publications Unit, ERI/DPI stressed that the makeup and location of the expected target audience must be clearly defined for all publication projects to determine distribution needs accurately.
12. The representative from CI, ADG/CI, proposed that ERI/DPI provide guidance to sectors on printing and distribution costs. The Chief, Publications Unit, ERI/DPI, replied that such a tool is in development.
13. The Member for Field Offices suggested that proposals for publications that are part of a series would benefit from including a list of the other series titles. He added that for clarity, the type of publication (Q.4a) should be selected from page 95 of the Publication Guidelines.
14. Publications Officer, SHS suggested that ERI provide sectors with a review of each proposal ahead of the Board meeting, to enable the sector to prepare their response.
  - The Chair, ADG/ERI pointed out that this would limit the collaborative nature of the meetings and reduce their usefulness as a learning environment. Board members agreed that the current format was a very useful way to learn more about publication objectives and processes.
15. The Board stressed the importance of thoroughly assessing the added value to UNESCO when considering partnership proposals.

## VI. Item 3. A.O.B. *To be carried over to the next meeting*

**Adjournment** The meeting was adjourned at 18.10 pm

## Annex 1 – Agenda

1. Approval of the minutes of previous meeting
2. Review of publication proposals
3. A.O.B.
  - a. Dealing with UNESCO journals and reviews
  - b. Invitation of outside professionals
  - c. Dates for the next meetings
  - d. Review of guidelines for the UNESCO iTunes U site

## Annex 2 – Review of publication proposals

### ***Proposals reviewed during the meeting:***

- |    |       |   |
|----|-------|---|
| 1  | SC01  | Surveys and Activities of Post-Earthquake Disaster, UNESCO-IPRED-RIHS Workshop                                  |
| 2  | SHS02 | Empowering the poor through human rights litigation: strategies for poverty eradication. Manual for NGOs        |
| 3  | CLT01 | Rabindranath Tagore, Pablo Neruda, Aimé Césaire   |
| 4  | CI01  | ICT Competency Framework for Teachers   |
| 5  | ED01  | Climate Change Starters Guidebook: an issue guide for education planners and practitioners                      |
| 6  | ERI01 | UNESCO in the Pacific   |
| 7  | SC02  | Urban Water Conflicts   |
| 8  | SHS03 | The Right to Take Part in Cultural Life   |
| 9  | CLT02 | Underwater Cultural Heritage and the rules of the UNESCO 2001 Conventions: a manual                             |
| 10 | CI02  | Report on use of ICTs in education for persons with disabilities  |
| 11 | ED02  | YouthXchange climate change and lifestyles guidebook  |
| 12 | SC03  | Shared Borders, Shared Waters: Israeli, Palestinian and U.S. Southwestern Lessons in Water Resources Management |