UNESCO Publications Board
Meeting Minutes

Comments from the Board:
Meeting date: **29 May 2013 (I) – 3 June (II)**
Meeting time: **10:00 a.m.**
Location: **Room 3.08, Building III, Japanese Garden, UNESCO Headquarters, Paris**

Call to order

The Secretary, called the meeting to order at 10:10 a.m. and welcomed those members and observers present. The Chair arrived shortly afterwards.

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/THE
Mr Indrajit Banerjee, Director, CI/KSD
Mr Guy Berger, Director, CI/FEM *[rep. Mr Indrajit Banerjee, Director, CI/KSD during the second part of the meeting]*
Ms Anathea Brooks, Acting Director, SC/EO *[rep. Mr Qunli Han, Director, SC/EO]*
Ms Angela Melo, Director, SHS/HPD
Ms Vesna Vujicic-Lugassy, Publications Officer, CLT *[rep. Ms Lynne Patchett, Chief, CLT/EO]*
Ms Jennifer Pearson, Director, MSS/CLD
Mr Axel Plathe, Head of Kathmandu Office & UNESCO Rep. to Nepal, Member for Field Offices *[attending via teleconference]*
Ms Estelle Zadra, Chief, Communication & Publications Unit, IIEP *[rep. Mr Khalil Mahshi, Dir. IIEP, Member for Institutes]*

Ex officio Members
Mr Cvetan Cvetkovski, ODG/GE *[rep. Ms S. G. Corat, Dir. ODG/GE]*
Ms Vida Habash, AFR/EO
Ms Ranwa Safadi, BSP/PB

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

Observers
Ms Barbara Blanchard, Assistant Publications Officer, CLT
Ms Anne Candau, Publications Officer, SC
Ms Natalia Denissova, Publications Officer, CI
Ms Catherine Domain, Assistant Publications Officer, ED
Ms Patricia Toigo, Publications Officer, ED
Ms Natalia Tolochko, Assistant Publications Officer, SC
Ms Caroline Bordoni, ERI/DPI/PBM
Ms Jinchai Clarke, ERI/DPI/PBM
Ms Venus Jennings, CI/FEM/MAS
Ms Katerina Markelova, ERI/DPI/PBM

Ms Lydia Ruprecht, Chief a.i. ED/ERF/KMS
Ms Clare Stark, BSP/UN
Mr Rudi Swinnen, MSS/CLD/D

Minutes Secretary
Ms Isabelle Nonain-Semelin, ERI/DPI/PBM

I. Item 1. Approval of minutes

The Board approved the minutes of the 9 April meeting after a comment from SHS.

II. Item 2. Policy discussion

2.1 TASCO (recommendations for statutory distribution)

1.   The Secretary reminded that last year, the Member for MSS/CLD had presented the working group of the Administrative Reform Initiative for "Transforming Administration and Strengthening Client Orientation" (TASCO) and the "Paper smart" policy included in the recommendations made by TASCO.

    The Member for MSS/CLD explained that until recently, publications were distributed according to a defined list. The aim is now to know whether the Members of the Board agree to encourage electronic distribution and to stop systematic statutory distribution, with the exception of depositary libraries.

    ▪   One observer for ED asked what would be the alternative to systematic distribution.

    The Secretary said a system should be put in place to formalize the announcement of new publications being issued.

2.   The Ex Officio Member for AFR asked what specific steps would be taken with regard to Africa where there is not always access to computers and internet.

    ▪   The Secretary explained that the publications would still be distributed systematically to the 160 depositary libraries.

3.   The Ex Officio Member for AFR wondered what would become of the National Commissions' documentation centres.

    ▪   The Secretary pointed out that some of these centres were part of the depositary libraries network.

4.   In response to several questions relating to the depositary libraries, the Secretary stated that the Organization did not receive any automatic feedback from the depositary libraries, except when the latter do not receive the publications. This network has not been properly activated over the past years.

5.   The Chair asked whether this depositary libraries network had ever been evaluated. And, since it is not the case, said that an evaluation by IOS should be suggested.

6.   The Secretary reminded that it had already been agreed that internal distribution of information materials should be stopped. The Chair underlined that this concerned not all but most paper-based distribution, with the exception of depositary libraries.

    There is already a print-on-demand process put in place. The originating client is charged back.

- One observer for ED asked for clarification as to the definition of "information materials" and was referred to the *UNESCO Publications Guidelines* by the Secretary.

7. The Secretary highlighted that what was now being sought was agreement to stop systematic external paper-based distribution of information materials (e.g. publications brochures, printed materials).

   The Chair pointed out that there are very few documents which deserve to be distributed systematically.

8. Several questions were raised regarding the definition of which material should be distributed systematically, and the basis for deciding which material would qualify for this.

   The Chair suggested that an indicative list of publications and information materials to be distributed in a "blanket" fashion (i.e. systematically) be drawn up by each sector on an annual basis. This could be done either at the end or at the beginning of each year, and would be used for information and discussion purposes. The Secretary stressed the fact that a better information system should be put in place, and the sectors will have to inform PUB of forthcoming publications.

   The Member for Field Offices requested a different approach for the Field Offices because they distribute nationally. However, the Chair stressed that the control mechanism could not be expanded to the level of Field Offices.

   In response to the questions raised by the Ex Officio Member for AFR regarding the National Commissions' documentation centres, which should not be compelled to close because they would no longer receive the publications, the Chair explained that the information system which would be set up would enable them to request the materials which they would like to receive. A monthly information letter, including information about some new releases, is already sent to National Commissions.

   The representative for CLT suggested that this list be included in the Publications Plan.

9. To summarize the discussions above, the Board agreed that:

- Each sector would draw up an indicative list of information materials which they wish to distribute systematically;
- This should be put on the agenda for the next meeting of the Board;
- PUB should work on setting up a monthly information system regarding forthcoming publications;
- The Chair will ask IOS to evaluate the depositary libraries network;
- As a first step, this procedure should apply only to Headquarters, as Field Offices still need to distribute materials nationally.

2.2 Open Access (Powerpoint presentation)

1. The purpose of the presentation on Open Access given by the observer for ERI was to provide an update on what has been done so far in this regard, and what is to be achieved.

2. The complete presentation is available from the Publications Unit on request.

3. The Open Access Policy has been adopted during the 191th session of the Executive board.

4. In order to implement this adopted policy, a framework will have to be established, colleagues will have to be trained, and a communication strategy will have to be put in place. Fundraising will be necessary throughout the whole process.

5. A report will be submitted to the 195th session of the Executive Board in 18 months in order to evaluate the policy, the achievements and to recommend revisions if necessary.

6. PUB has already organized an information meeting (5/04/2013) attended by all Publications Officers. During the meeting, each sector received the list of publications chosen to be placed in Open Access. The sectors were requested to study the lists and to inform PUB if there was any objection to put them in the repository. The publications had been selected on the assumption that there was no outstanding rights issue, but the sectors have to inform PUB if anything has been overlooked.

7. During the presentation, the Secretary informed the Members of the Board that a specific Open Access logo had been developed because the existing international logo does not apply to the specific type of Open Access License which will be put in place by the United Nations.

Comments from the Board:

1. The Chair congratulated the observer for ERI on her presentation.

2. The representative for CLT asked whether the implementation of the Open Access policy would have an impact regarding cases where licensing agreements currently need to be signed with National Commissions.

   ▪ The Secretary explained that such agreements would no longer be necessary in a lot of cases. Where a translation is not official and where UNESCO's logo will not be featured in the publication, no control of the content by UNESCO will be necessary and no licensing agreement will have to be drawn up.

   However, where use of the official UNESCO logo is contemplated, the content of the publication will have to be checked by UNESCO and a co-publishing agreement will still have to be signed with the partners.

   UNESCO will try to introduce embargo clauses in such agreements, to the effect that after a certain period of time (18 months for example) the publication will be placed in the repository.

3. Several questions were raised regarding the training and the guidelines which still have to be drafted.

   A general comment was that it is difficult for colleagues from the sectors to get back to PUB on the list of selected publications which has been distributed without having the guidelines to evaluate the potential issues.

   Publications Officers have attended an information meeting, but they have to inform colleagues and programme specialists within each sector, and to provide answers to potential questions or concerns. And, although there had been a lot of exchanges with PUB, they felt that they were not prepared enough without the guidelines.

   ▪ PUB underlined that resources for training were scarce.

   ▪ PUB also stressed that the training and the guidelines would nevertheless be supplied before Open Access is officially launched.

- The Secretary emphasized that each Publication Officer should absolutely do some personal research, reading and training on the subject.

- The Secretary and the observer for ERI assured that there would be more meetings and strongly urged colleagues to get back to them with any questions.

4. The Member for Field Offices underlined that Field Offices will also have to be informed.

  - The Secretary said that PUB is currently preparing specific material for the Institutes and Field Offices.

5. Clarification was provided regarding the Open Educational Resources platform currently being developed by CI. The Member for CI explained that this platform will help the Organization track the use made of the publications included in it. But the Member for CI made it clear that the OER platform would not include all publications.

  The Member for CI said that the link to the OER platform, as well as the CI guidelines, would be shared with everyone, and that any related question would be welcome.

III. Item 3. Review of publications proposals

Eleven proposals were presented to the Board. The Board approved eight proposals, with three proposals returned for reconsideration, review and resubmission.

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

1. As a general comment, the Chair asked the colleagues to look at the ranking priorities made by the Member States, a document which was distributed on 28 May 2013.

  The Chair encouraged the Members of the Board to read the ERI *Monthly Report on the Use of UNESCO Public Information Products,* and to look at the disparities between where money is spent and where impact is achieved.

2. The sectors were invited to be very careful in planning publications for the General Conference. There may be a feeling that there is a need to release a publication at that time, however it was underlined that a launch during the General Conference is not always the best in terms of impact.

  The Member for MSS/CLD clarified that when there are too many publications planned at that time, they are outsourced. The side events are in fact what put the most pressure on the General Conference team.

  The sectors were informed that there will be no distribution of publications during the General Conference by the CLD team.

3. The representative for CLT took this opportunity to mention the two publications on Lumbini, already approved by the Board (i.e. *Lumbini, the Birthplace of Lord Buddha. Eight perspectives of the Sacred Garden* and *Views of Lumbini: the Birthplace of Buddha*), and which could be launched during a side event, perhaps both at the same time, in November.

III. Item 4. A.O.B.

The next meeting of the Publications Board will be held in June (date to be confirmed).

IV. Item 5. Adjournment

In consideration of the length of the discussions which took place during the 29 May meeting, as well as of the attendees' agendas, after consulting the Members (and observers) present, the Chair adjourned the meeting at 13.10.

The meeting resumed on 3 June at 10.40 and was adjourned at 12.25.

Minutes submitted by Isabelle Nonain-Semelin, ERI/DPI/PBM

Annex 1 – Agenda

1. Approval of the minutes of the 9 April 2013 meeting

2. Policy discussion

    2.1 TASCO (recommendations for statutory distribution)

    2.2 Open Access (Powerpoint presentation)

3. Review of publication proposals

4. A.O.B.

5. Adjournment

Annex 2 – Overview of proposals reviewed

	Proposal No.	*Series*	*Title*	*Decision*	*Estimated media impact*
1.	0513_ED01		**(RESUBMISSION 1012_ED05)** Currículo integrado para o Ensino Médio: das normas à prática transformadora	Approved	3
2.	0513_SHS01		Innovative Practices: Towards a Better Inclusion of Internal Migrants in India	Revise and resubmit	-
3.	0513_ED02		ICT Curriculum Development for Pre-Service Teacher Education: Asian Cases and Lessons Learned	Revise and resubmit	-
4.	0513_CLT01	World Heritage Paper Series	Earthen Architecture in today's world - Proceedings of the UNESCO International Colloquium on the Conservation of World Heritage Earthen Architecture, 17-18 December 2012	Approved	5
5	0513_ED03		A Regional Guide for Planning and Implementing Technology:	Approved	2

			Enhanced Project-Based Learning in Asia and the Pacific		
6.	0513_CI01		Renewing the Knowledge Societies Vision: Towards Knowledge Societies for Peace and Sustainable Development	Approved	6-7
7.	0513_ED04		Measuring the education sector response to HIV and AIDS: Guidelines for the construction of core indicators	Approved	5
8.	0513_CLT02		Reconstructing Afghanistan through Restoring its Heritage: Ten years of safeguarding cultural heritage in post-conflict Afghanistan	Approved	8
9.	0513_ED05		Facing the heat - Putting Climate Change Education into practice (preliminary title)	Approved	7
10.	0513_CI02		Youth Radio Toolkit: A practical guide for radio stations working with and for youth	Approved	4
11.	0513_ED06	EFA Global Monitoring Report	EFA Global Monitoring Report 2013-14. Learning and Teaching for Development. (provisional title)	Revise and resubmit	-