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Executive Board Consejo Ejecutivo المجلس التنفيذي
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Frequently asked Questions on the Executive Board



A way for the Executive Board Secretariat to identify and effectively meet informational needs of Member States

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Abbreviations used in the FAQ

EXB	Executive Board
GC	General Conference
PX	Programme and External Relations Commission
FA	Finance and Administrative Commission
SP	Special Committee
CR	Committee on Conventions and Recommendations
NGO	Committee on International Non-Governmental Organizations
DR	Draft decision
Gen. Con., Rules of Proc.	Rules of Procedures of the General Conference
Ex. Board, Rules of Proc.,	Rules of Procedures of the Executive Board
The Ex. Board of UNESCO	Brochure: The Executive Board of UNESCO

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INTRODUCTION

In order to better meet the information needs of UNESCO Member States, the Executive Board Secretariat has identified the questions most frequently asked by Delegations about the functioning of the Board. This initiative is part of a new approach to briefing Member States and it is complemented by a CD-Rom in English, French and Spanish.

The Frequently Asked Questions (FAQ) has been developed from consultations with more than 25 Member States of the Executive Board, and suggestions from numerous Permanent Delegations and UNESCO Secretariat Staff.

We have compiled from these consultations and suggestions a list of themed questions and answers. All answers have a reference to the source of the information (UNESCO Basic Texts, Executive Board Brochure, Rules of Procedure)

This booklet is an information tool for use as a guide by Permanent Delegations and National Commissions. It is not an authoritative legal text, nor is it intended to be a substitute for, or to provide an interpretation of, the Constitution and the Rules of Procedures.

We invite all Member States of UNESCO to share with us their suggestions or comments so that we can keep this document up to date.

Secretariat of the UNESCO Executive Board.

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I. Mandates and Functions of EXB

What is the Executive Board?

- The Executive Board is one of the three constitutional organs of UNESCO (the others being the General Conference and the Secretariat) and it is elected by the General Conference.
- Acting under the authority of the General Conference the Board examines the programme of work for the Organization and corresponding budget estimates submitted to it by the Director-General.

What are the functions of the EXB?

- The EXB represents the General Conference, exercises the powers delegated to it, and deals with the questions with which it is entrusted. In particular, the EXB:
 - prepares the agenda of the General Conference and examines the programme of work for UNESCO and corresponding budget estimates submitted to it by the Director-General. It submits them to the General Conference with its recommendations (Const. Article V. B. 6a);
 - makes recommendations on the admission of new States that are not members of the United Nations (Const. Article II.2);
 - makes recommendations to the General Conference *vis-à-vis* the appointment of the Director General (Const. Article IV.7);
 - is responsible for the execution of the programme adopted by the General Conference and, in this connection, considers the reports on activities of the Organization submitted by the Director-General (Const. Article V.B.6.b ; V.B.10);
 - summons extraordinary sessions of the General Conference (Const. Article IV.9);
 - summons international and non-governmental conferences on education, the sciences and humanities or the dissemination of knowledge, in accordance with regulations adopted by the General Conference (Const. Article IV.3)

II. Membership of the EXB

Members

○ Who can join the EXB?

All Member States of UNESCO can join the EXB. Since the 27th session of GC (1993) the Board has consisted of Member States of UNESCO rather than of individuals in their personal capacity. Each Member State appoints one representative and may also appoint alternates.

(The Ex. Board of UNESCO, I, 11-11.1)

○ How to become a Member of the EXB?

- The Executive Board Members States are elected by the General Conference.
- At least three months prior to the opening of any ordinary session of the General Conference the Director General sends a letter to ask each Member State whether it intends to stand for election to the Executive Board.
- Subsequent candidatures shall be admissible only if they reach the Secretariat of the General Conference at least forty-eight hours before the beginning of the ballot.
- The election of Members of the Board shall be conducted by secret ballot.

(Gen. Con., Rules of proc., app.2)

○ List of Members by electoral groups for 2007-2009

- See Annex 1

What are the functions and the rights of an alternate member representative to the EXB?

Alternates can be appointed by each Member State of the EXB. He/she shall act in the absence of its representatives in all his/her functions.

(The Ex. Board of UNESCO, I, 11.2)

What are the rights of observers at the EXB?

With the permission of the Chairperson of the EXB:

- observers of Member States and of non-Member States may address the Board on matters under discussion (Ex. Board, Rules of Proc., rule 30.3);
- representatives of the United Nations and the Specialized Agencies may participate in the discussions of the Board and its subsidiary organs (Ex. Board, Rules of Proc., rule 30.2);

- observers of intergovernmental or international non-governmental organizations and other qualified persons may be invited by the Board to address it on matters within their competence (Ex. Board, Rules of Proc., rule 30.4).
- Observers have no right to vote.

What is an electoral group?

In order to correct an imbalance in the geographical distribution of seats on the Board, all members of UNESCO are grouped by regional Electoral Groups. In practice, there are the following six electoral groups:

- Group I (Western European and North American States)
- Group II (Eastern European States)
- Group III (Latin-American and Caribbean States)
- Group IV (Asian and Pacific States)
- Group V (a) (African States)
- Group V (b) (Arab States)

The 58 Member States are elected to the EXB according to this system of regional grouping whereby each region is allocated a specific number of seats on the Board. (The Ex. Board of UNESCO, I, 8.1; Rules of Proc. of the GC, app. 2)

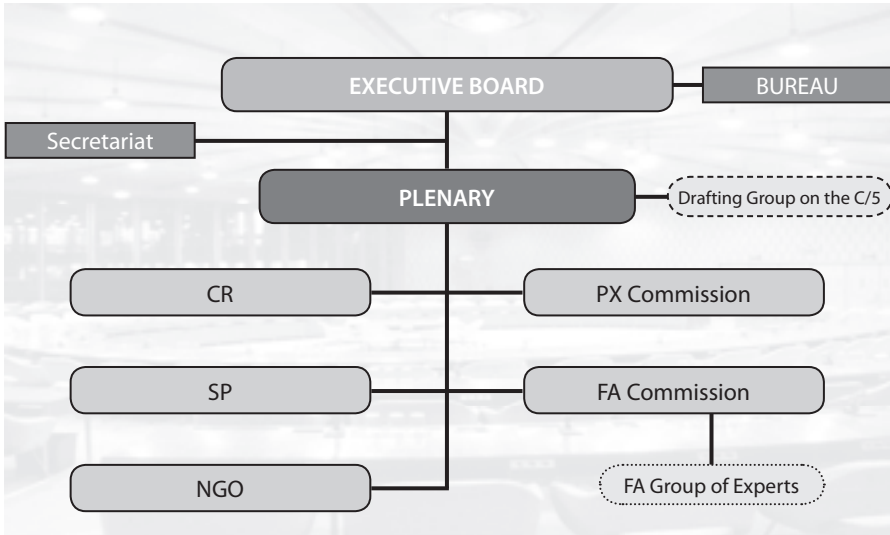
The principle of “equitable representation” is applied for the establishment of committees, working groups and drafting groups.

What is a “clean slate” and how can it be obtained?

In an election of the EXB or one of the subsidiary organs of UNESCO “clean slate” refers to the situation where the number of candidates is the same as the number of seats available for an electoral group. It may be obtained through negotiations inside electoral groups.

III. Structure of the EXB

What is the organic structure of the EXB?



In the light of recommendation R.19 (i) of 33 C/Resolution 92 concerning the report by the ad hoc working group on relations between the three organs of UNESCO, approved by the General Conference at its 33rd session, the Special Committee (SP) should meet only as needed and for the time necessary to fulfill the duties required of it by the Executive Board.

Plenary

○ What is the role of the Plenary?

The Plenary discusses policy questions on the basis of the Director General's written or oral reports. Among other responsibilities, the Plenary of the EXB:

- approves the revised provisional agenda;
- examines its own agenda items (for example all GC items);
- decides on the items to be referred to the commissions, and when adopting the timetable for the session it determines the time to be allocated to them;
- approves the PX and FA agendas;
- approves the provisional timetable of work;
- approves summary records of previous sessions.

The Board adopts the entire set of draft decisions recommended by each plenary commission (PX and FA).

○ When does it meet?

The Plenary usually meets during the first three days of the EXB session and reconvenes the last two days to approve decisions.

○ What is the difference between the general and thematic debates?

The general debate takes place at every session and consists of the statements of Member States of the EXB on the Programme and Budget. The thematic debate is organized at specific times to consider specific matters. It usually includes the participation of a guest speaker.

Decision 23, paragraph 10, the Executive Board “invites the Chairperson of the Executive Board to continue to arrange a thematic debate once a year, ensuring that the debate is related to UNESCO’s programme activities, and provides for an actual exchange of opinions among the Member States” (175 EX/Decision 23)

Commissions/committees

○ What are the roles of commissions and committees? What are the differences between them?

The Executive Board at present has five permanent subsidiary bodies:

- a) Programme and External Relations Commission (PX);
- b) Finance and Administrative Commission (FA);
- c) Special Committee (SP);
- d) Committee on Conventions and Recommendations (CR);
- e) Committee on International Non-Governmental Organizations (NGO).

While all members of the Board are automatically members of both the PX and FA commissions, committees have restricted membership.

• PX and FA Commissions

- The Board divides items between its commissions in accordance with the responsibilities implicit in their respective titles.
 - ◆ The PX Commission generally considers questions relating to the programme and external relations.
 - ◆ The FA Commission generally deals with financial and administrative questions.
- The Commissions meet simultaneously during the sessions of the Board.
- At its first Plenary Meeting the Executive Board decides on the items to be

referred to the commissions, and when adopting the timetable for the session it determines the time to be allotted to them.

(The Ex. Board of UNESCO, III, 23, 25 and 26)

• **Committees**

The Board lays down the specific terms of reference and number of members of its committees for each biennium. (The Ex. Board of UNESCO, III, 28; Ex. Board, Rules of Proc., rule 17)

Any Member of the Board may take part in the work of subsidiary bodies to which it does not belong. In such cases it shall not have the right to vote. (Ex. Board, Rules of Proc., rule 30.5)

- The Special committee (SP) is composed of 18 members, three from each electoral group. Its main functions are:
 - ◆ in-depth study of the questions referred to it by EXB;
 - ◆ methods and machinery for evaluating the activities of UNESCO;
 - ◆ relations with the Joint Inspection Unit of the United Nations;
 - ◆ organization of the work of the General Conference and the EXB.

In the light of recommendation R.19 (i) of 33 C/Resolution 92 concerning the report by the ad hoc working group on relations between the three organs of UNESCO, approved by the General Conference at its 33rd session, the Special Committee (SP) should meet only as needed and for the time necessary to fulfill the duties required of it by the Executive Board;

The Chair of the Executive Board is authorized, in consultation with the Chair of the Special Committee, to identify future items that fall within the Special Committee's terms of reference, for examination at future sessions

(174 EX/Decision 20)

- The Committee on Conventions and Recommendations (CR) is composed of 30 members, five per regional group. Its mandate is to examine:
 - ◆ the periodic reports of Members States on the implementation of Conventions and Recommendations;
 - ◆ all communications relating to cases and questions concerning the exercise of human rights in the fields of competence of UNESCO;
 - ◆ the report of the Joint ILO-UNESCO Committee of Experts on the Application of the Recommendation concerning the Status of Teachers; and
 - ◆ the reports of the Joint Expert Group (CR)/ECOSOC (CESCR) on the Monitoring of the Right to Education once a year.

- The Committee on International Non-Governmental Organizations (NGO), composed of 24 members, four per regional group, studies:
 - ◆ general policy to pursue its dialogue with all relevant non governmental organizations and the Secretariat with a view to promoting the input of those organizations to the work of UNESCO; and
 - ◆ any other matters concerning UNESCO's cooperation with international non-governmental organizations, and, in particular, new applications for the establishment of formal relations.

In addition to these Committees “the Board may also establish such temporary committees as it considers necessary for the execution of its task. The terms of reference of such committees shall be specifically defined by the Executive Board at the time of their establishment” (Ex. Board, Rules of Proc., rule 17)

See list of Members of Committees for 2007-2009 in Annex 2

○ **Who are the members of commissions/committees and how are they elected? How are their chairpersons elected?**

- All Members of the Board are automatically members of both commissions. (The Ex. Board of UNESCO, III, 23)
- For each committee, the Board establishes from among its Members the representatives from each electoral group. The Board lays down the specific terms of reference and number of members of its committees for each biennium. (The Ex. Board of UNESCO, III, 28).
- The Chairpersons of the commissions and committees are elected, in their personal capacity, by the Board by secret ballot from among the representatives appointed by the Members elected to the Board. (Ex. Board, Rules of Proc., rule 16, 2)
- At the opening of each session and for the duration of that session, each commission and committee elects, from among the representatives of its Members, a temporary Chairperson, preferably belonging to the same electoral group as its Chairperson in order to replace the latter in the exercise of all his/her functions during his/her temporary absence. (Ex. Board, Rules of Proc., rule 16, 2)

○ **What rights do observers have in commissions and committees?**

With the permission of the Chairperson of the commission or committee:

- observers may address the commission on matters under discussion;
- any Member of the Board who is not a member of a committee may take part in

the work of subsidiary bodies to which it does not belong;

- Observers have no right to vote.

(Ex. Board, Rules of Proc., rule 30.5).

Bureau of the Board

○ Who are the Members of the Bureau and how are they elected?

The 12 Members of the Bureau of the EXB are:

- the Chairperson of the EXB;
- the six Vice-Chairpersons countries of each electoral group; and
- the five Chairpersons of the permanent commissions (PX, FA) and committees (SP, CR, NGO)

(Ex. Board, Rules of Proc., rule 14.1).

The election of the Bureau takes place at the brief session of the Board held after each ordinary session of the General Conference.

(The Ex. Board of UNESCO, III, 32)

See list of Members of the Bureau for 2007-2009 in Annex 2

○ What is the role and function of this Bureau?

The Bureau has the role of facilitating the Board's discussions, particularly by recommending in advance specific questions for discussions under each item of the agenda. It does not have any decision-making power.

The most important tasks of the Bureau are to:

- assist the Chairperson in his/her functions;
- ensure a balanced distribution of agenda items among the different sessions;
- organize the work of its sessions in such a way as to ensure that the examination of the issues relating to the preparation, implementation and evaluation of the Programme and Budget and the Medium-Term Strategy takes a central place;
- study questions relating to invitations to conferences and the conclusion of agreements with international organizations or other matters which do not appear to require debate and it transmits to the Board its suggestions as to required decision.

(The Ex. Board of UNESCO, III, 33).

What is the role of the Chairperson of the EXB and Vice-Chairpersons?

- **The Chairperson**

- declares the opening and closing of meetings;
- directs the discussions;
- ensures the observance of rules of procedures and accords the right to speak;
- rules on points of order;
- puts questions to the vote and announces decisions;
- has the right to take part in the discussions;
- represents the Board with Member States, the United Nations, the Specialized Agencies, governmental and non-governmental organizations and the Director General;
- Is ex officio a member of all organs of the Board.

(Ex. Board, Rules of Proc., rule 13)

• **Vice-Chairpersons**

The Vice Chairpersons countries are representatives of the members of the EXB from each electoral group.

In the absence of the Chairperson during a session, his/her functions are exercised in turn by the Vice-Chairpersons.

(Ex. Board, Rules of Proc., rule 15)

What is the role of the Director General in the EXB?

- The Director-General or his representative participates, without the right to vote, in all meetings of the EXB, its organs and its Bureau. He may formulate proposals for appropriate actions of the Board and make either oral or written statements concerning any question under consideration. (Ex. Board, Rules of Proc., rule 19)
- At the Plenary, the Director-General::
 - reports on the execution of the programme adopted by the General Conference;
 - reports on the follow-up of decisions and resolutions adopted by EXB and General Conference at previous sessions;
 - presents proposals for the draft programme and budget.

What is the role of the President of the General Conference in the EXB?

The President of the General Conference sits ex officio in an advisory capacity on the Executive Board. (Ex. Board, Rules of Proc., rule 9.1)

Other kinds of groups

○ What is a drafting group?

- The Board frequently establishes temporary working groups and drafting groups to consider specific questions.
- A drafting group is established on the basis of equitable geographical distribution, to prepare the draft comments of the Board on the Medium-Term Strategy (C/4) and the Draft Programme and Budget (C/5).
- This group drafts the Recommendations by the Executive Board on the Draft Programme and Budget (C/6) to submit to the General Conference.

○ What is the Group of Experts on Financial and Administrative Matters (FA group of experts)?

- The FA group of experts is an ad hoc group, with restricted membership. Its mandate is:
 - to assist the FA Commission in its work with a view to increasing its effectiveness.
 - to examine from a strictly technical point of view the administrative and financial aspects of the documents submitted to it.
 - to raise no matters of policy during its work.

(178EX/Decisions/10)

It usually meets the week before the first Plenary Meeting.

- For the 2007-2009 biennium, the Group of Experts comprises 12 experts designated by 12 Members of the Board, two from each group.

(See list of members for 2007-2009 in Annex 2)

IV. Sessions of EXB

Sessions

○ How often and for how long does the EXB meet?

The EXB meets in regular sessions at least four times during a biennium. It holds two regular sessions per year. It meets for two to three weeks each time. There is a short session of the Board immediately after the General Conference.

(Ex. Board, Rules of Proc., rule 1)

○ When are the sessions of the EXB held in private?

The Board has to deal with following questions in private meetings:

- nominations for the post of Director General;
- appointments to the Secretariat: the Director General informs the Members of the Board with regard to certain appointments, promotions or renewals of contract. He consults the Board in private meeting at least once every two years regarding the structure of the Secretariat;
- recommendations by the Board concerning nominations for the posts of President and Vice-Presidents of the General Conference, and for the posts of Chairpersons of the Commissions and Committees;
- any other matters the Board may decide to examine in private meetings.

(The Ex. Board of UNESCO, IV,48)

Agenda and Timetable

○ How is the agenda determined for each session?

1. The Chairperson of the EXB sends the draft provisional agenda to the Bureau to solicit comments or suggestions from Members of the EXB.
2. At least 30 days before the opening of a regular session, Members will receive the provisional agenda prepared by the Chairperson which includes:
 - all questions referred to the Board by the General Conference.
 - all questions proposed by:
 - ◆ the United Nations
 - ◆ Member States
 - ◆ Members of the Board
 - ◆ the Director-General;

- all questions the inclusion of which has been decided by the Board at the previous sessions.
- questions required by the Constitution, the Rules of Procedure or any other applicable Rules and Regulations

(Ex. Board, Rules of Proc., rule 5).

3. Revised provisional agenda: the Chairman may prepare a revised provisional agenda to include any questions proposed between the dispatch of the provisional agenda and the opening of the session or any other necessary modifications (Ex. Board, Rules of Proc., rule 6).

○ **When can an item be added to the agenda?**

The Board may amend or add new items to the agenda any time before the Plenary of the EXB has adopted its revised provisional agenda. In session, items can be added to the agenda so adopted if so decided by a majority of the Members present and voting. Unless the Board decides otherwise, such new items shall not be discussed until 48 hours after their inclusion in the agenda.

(Ex. Board, Rules of Proc., rules 8 and 22)

○ **How is the timetable elaborated?**

1. The Chairperson of the EXB prepares a draft provisional timetable of the items.
2. The Chairperson of EXB sends the draft provisional timetable to the Bureau to elicit comments or suggestions from Members of the EXB.
3. At least 30 days before the opening of a regular session, Members will receive the provisional timetable prepared by the Chairperson.

V. Working Methods of the EXB

Who is allowed to take the floor?

All Members of the Board are allowed to ask for the floor at any moment.

With the permission of the chairperson, the floor can be taken by:

- representatives of the United Nations and the Specialized Agencies.
- observers of Member States and of non-Members States.
- observers of intergovernmental or international non-governmental organizations.
- other qualified persons invited by the Board to address it on matters under discussion.

What is a point of order?

- Points of order involve questions necessitating a ruling by the presiding officer, subject to possible appeal.
- During the discussion of any matter a Member may rise to a point of order and the point of order shall be immediately decided by the Chairperson.

A point of order may relate to:

- the manner in which the debate is conducted.
- the maintenance of order.
- the observance of the rules of procedure.
- the limit of the speeches.
- the way in which presiding officers exercise the powers conferred upon them by the rules

(Ex. Board, Rules of Proc., rule 39).

Can a non-member of the Board raise a point of order?

No. A point of order may only be raised by Members of the Board.

Draft decisions

○ What is a draft decision (DR)?

A draft decision is either a new decision relating to an item on the agenda or a draft amendment to an existing decision in a document.

○ Who can present draft decisions (DR)?

They can be presented by:

- any Member State of the EXB.
- Chairpersons or Vice-Chairpersons.
- a group of countries Members of the Board.

○ How and when should a DR be presented?

- The draft decision should be presented in relation with a document which relates to an item.
- It can be presented any time before or during the session.
- Unless the Board decides otherwise, it shall not discuss any items, except the reports of commissions and committees, until at least 48 hours after the distribution of the relevant documents in its working languages to Members present. (Ex. Board, Rules of Proc., rule 22, 3).
- The draft decision with appropriate signatures is processed by the Executive Board Secretariat and sent for translation and distribution to Board Members in the working languages of the Board.

Does a Member have the right to reopen a debate on an item in the plenary after a decision has already been recommended by the commissions or the committees?

- The Rules of Procedures establish that the Board shall adopt the entire set of draft decisions recommended by each plenary commission (PX and FA) as a whole. (Ex. Board, Rules of Proc., rule 47)
- However, a Member State can request that a specific decision be adopted separately and even if the draft decisions have been recommended by the subsidiary bodies, amendments can be made at this time.

How is voting conducted?

- Each Member of the Board shall have one vote. Voting shall normally be conducted by show of hands. In this case, if there is any doubt concerning the result of a vote, the Chairperson may take a second vote by show of hands or by roll-call. (Ex. Board, Rules of Proc., rule 52)
- After the Chairperson has announced the beginning of voting, no one shall interrupt the voting except on a point of order in connection with actual conduct of voting. (Ex. Board, Rules of Proc., rule 49)

- Types of voting:
 - Show of hands.
 - Roll-call.
 - Secret ballot.

VI. Secretariat of the EXB

What is the role of the Secretariat at the EXB?

The Director-General shall place at the disposal of the Board a staff member who shall act as Secretary of the Board.

The Secretary of the Executive Board:

- assists the Chairperson.
- prepares all meetings of the Board and its organs.
- attends all meetings.
- records the decisions.
- supervises the preparation of summary records.
- supervises the translation of documents and summary records.
- supervises the distribution of documents to Members of the EXB.
- carries out all tasks entrusted to him/her by the Chairperson of the Board.
- establishes and keeps up to date the archives of the Executive Board.
- prepares the publication of the EXB decisions.

(Ex. Board, Rules of Proc., rule 20)

VII. Documentation of EXB

What are the different categories of documents of the EXB?

They are:

- documents of the main series;
- information documents;
- private documents (yellow paper);
- draft decisions (pink paper);
- decisions;
- summary records.

All documents are posted in the official languages of the Organization as soon as the respective language versions become available. The document code is usually on the top right of the first page.

What are the abbreviations of documents?

Standard abbreviations are used in the document code to denote certain shared attributes, e.g. a common structure or a specific type of data content:

ABBREVIATION	Explanation
169/EX...	The number of the session of the EXB
.../EX/...	Executive Board Document
.../EX/1 - onwards	Documents in the main series of documents of the EXB
.../EX/1	Agenda of the EXB
.../EX/PX/...	Agenda or timetable of the Programme and External Relations Commission
.../EX/FA/...	Agenda or timetable of the Financial and Administrative Commission
.../EX/CR/...	Documents of the Committee On Conventions and Recommendations
.../EX/SP/	Agenda of the Special Committee
.../EX/ONG/...	Agenda of the Committee on International Non-Governmental Organizations
.../EX/INF.1-onwards	Information documents of the EXB
.../EX/INF.1	Timetable of the EXB

.../EX/PLEN/DR...	Draft Decisions submitted in plenary meetings of the EXB
.../EX/PX/DR...	Draft Decisions submitted in PX Commission
.../EX/FA/DR...	Draft Decisions submitted in FA Commission
.../EX/PX/FA/DR...	Draft Decisions submitted in PX and FA Commissions
.../EX/CR/DR...	Draft Decisions submitted in CR Committee
.../EX/SP/DR...	Draft Decisions submitted in SP Committee
.../EX/PRIV...	Private documents of the EXB
.../EX/Decisions	Decisions of the EXB
.../EX/SR	Summary Records of the EXB
.../EX/PRIV/SR	Summary Records of the Private sessions of the EXB
General Conference Documents used at the EXB	
...C/3	Report of the Director-General on the activities of the Organization to the General Conference in the past biennium
...C/4	Medium-term Strategy (6 year period)
...C/5	Programme and Budget for the biennium
...C/6	Recommendations by the Executive Board on the Draft Programme and Budget

When are the documents of the EXB distributed?

- At least 30 days before the opening of the session of the Board, the following documents shall be distributed to members of the Board:
 - documents relating to items on the provisional agenda of each session
 - the proposed programme and budget to be submitted to the General Conference in its working languages (submitted for the Board's approval at the session before the General Conference);

(Ex. Board, Rules of Proc., rule 22)

- Unless the Board decides otherwise, it shall not discuss any items, except the reports of commissions and committees, until at least 48 hours after the distribution of the relevant documents in its working languages to Members present. (Ex. Board, Rules of Proc., rule 22.3)
- One month following the session, decisions adopted by the Board are issued in the six working languages. (Ex. Board, Rules of Proc., rule 24)

- The Director General communicates all documents and final summary records of public meetings of the Board, and the text of the decisions adopted at each session, to Member States, National Commissions, the United Nations and the Specialized Agencies immediately on publication. (Ex. Board, Rules of Proc., rule 26)

How many copies does the representative to the Board receive from the Secretariat of the EXB?

- Every representative to the EXB receives one copy from the EXB's Secretariat. When the representative lives outside Paris, the respective Delegation of that Member State also receives one copy from the EXB's Secretariat. It should be noted that additional copies of Board documents are distributed to Member States, including delegations and National Commissions, by UNESCO's documentation distribution service.

Where are documents located?

All public documents of the EXB can be found:

- in Office D.060 (for the documents of the latest session);
- on the Executive Board website;
- on the CD-Rom distributed to members of the EXB.

VIII. Information meetings of the Executive Board.

What is the purpose of information meetings?

As stipulated in 155 EX/Decision 5, paragraph 22, information meetings are held between representatives and alternates of the States Members of the Executive Board resident at Headquarters and the Director-General to enable the Board to perform its monitoring functions, particularly on the progress of programme implementation.

Who can participate?

The information meetings are open to all UNESCO's Member States (169 EX/Decision 4.2)

When do they meet?

Since its inception in 1999, one information meeting was held annually, except in 2007 when the Board felt the need to hold such a meeting twice.

How are they prepared?

- 1- The Chairman fixes the date of each information meeting and sends a letter of invitation to the Board Members and Permanent Delegations of the Member States.
- 2- Board Members are requested to submit written questions in advance to the Chairman of the Executive Board. A deadline is set for the submission of these questions.
- 3- All questions submitted to the Chairman are forwarded to the Office of the Director-General. A consolidated list of these questions or subjects, prepared in English and French, is distributed to the Board members before the meeting. This serves as a guideline both for the Director-General's preliminary remarks and for the Board members during the meeting.
- 4- The Chairman, in consultation with the Director-General, defines beforehand the procedure to be followed particularly during the question-and-answer period, to ensure a smooth functioning of information meetings. The scenario is either distributed to the Board members before the meeting or, as it is often the case, communicated to the Board members by the Chairperson of the Board through his/her opening remarks.

What sort of questions should be submitted?

To address the concern for a more spontaneous and dynamic dialogue during the meeting, the Member States are invited to submit questions that deal mainly with the progress made by the Secretariat in respect of decisions adopted by the Executive Board at its previous session or with items of direct relevance to its following session. They are also enjoined to raise precise, clear questions on follow-up to past Board decisions and the priorities figuring on the agenda of the following Board session.

Is there a final report?

A report on the proceedings of the information meeting is sent to all Member States in English and French, normally a month after the meeting.

IX. Practical questions for Members of the EXB

What privileges and immunities do the members of the EXB have?

Representatives of Members of the EXB and their alternates enjoy, during their stay in France on official duty, such facilities, privileges and immunities as are accorded to diplomats of equal rank belonging to foreign diplomatic missions accredited to the Government of the French Republic. (The Ex. Board of UNESCO, I., 15-16)

What are the entitlements of members of the EXB?

Members of the EXB are entitled, inter alia, to the following:

- subsistence allowance (Ex. Board, Annex to the Rules of Proc.,§3, §5);
- travel expenses (Ex. Board, Annex to the Rules of Proc.,§1, §2,§5);
- travel for consultation (Ex. Board, Annex to the Rules of Proc.,§1.1.b);
- insurance (Ex. Board, Annex to the Rules of Proc.,§4);
- attestation card.

The representatives and alternates appointed by Members of the Board shall not, during their term of office, accept from the Organization payment of any expenses or allowances other than those provided for in Rules 61, 62 and 63 of the Rules of Procedures of the EXB. They shall not receive any fees or remuneration from the Organization during their term of office. (Ex. Board, Rules of Proc., rule 64)

Where are the cloakrooms and lockers and how do Members get access to them?

- A cloakroom is at the disposal of representatives of Members of the Board beside Room X. Each representative keeps the key of his/her own cupboard until the end of his/her mandate.
- A key can be obtained in office D.060.

How can a Member obtain more information?

- EXB's website;
- Executive Board Secretariat
- An Information Meeting is organized once a year by the Secretariat of the EXB for Members of UNESCO;

- related resources
 - Basic Texts
 - Information Brochure
 - Rules of Procedures of the EXB;
- telephone number + 33 1 45 68 1000
- fax number + 33 1 45 68 57 02.

IX. Information meetings of the Executive Board.

COMPOSITION OF THE EXECUTIVE BOARD FOR 2007-2009 BY ELECTORAL GROUP

GROUP I (9 Seats)	TERM EXPIRES
France	2011
Germany	2011
Greece	2011
Italy	2011
Luxembourg	2009
Norway	2009
Portugal	2009
Spain	2011
United States of America	2011

GROUP II (7 Seats)	TERM EXPIRES
Albania	2011
Azerbaijan	2009
Bulgaria	2011
Hungary	2011
Lithuania	2009
Russian Federation	2011
Serbia	2009

GROUP III (10 Seats)	TERM EXPIRES
Argentina	2011
Brazil	2009
Chile	2011
Colombia	2009
Cuba	2011
El Salvador	2011
Jamaica	2011
Mexico	2009
Saint Kitts and Nevis	2009
Saint Vincent and the Grenadines	2009

GROUP IV (12 Seats)	TERM EXPIRES
China	2009
Fiji	2009
India	2009
Japan	2009
Malaysia	2011
Mongolia	2011
Nepal	2009
Pakistan	2011
Philippines	2011
Republic of Korea	2011
Sri Lanka	2011
Thailand	2009

GROUP V (a) (14 Seats)	TERM EXPIRES
Benin	2009
Côte d'Ivoire	2011
Democratic Republic of the Congo	2009
Ethiopia	2009
Madagascar	2011
Niger	2011
Nigeria	2009
United Republic of Tanzania	2011
Senegal	2011
South Africa	2009
Togo	2009
Uganda	2009
Zambia	2011

GROUP V (b) (6 Seats)	TERM EXPIRES
Algeria	2009
Egypt	2009
Kuwait	2011
Lebanon	2009
Morocco	2011
Saudi Arabia	2011
Tunisia	2011

COMPOSITION OF THE BUREAU IN 2007-2009, MEMBERS OF COMMITTEES AND THE GROUP OF EXPERTS ON FINANCIAL AND ADMINISTRATIVE MATTERS (FA)

Groups	Members of the Bureau	Members of Committees			
	Chairman of the Executive Board: Mr Olabiyi Babalola Joseph Yaï (Benin)	SP (18)	CR (30)	NGO (24)	Experts Group FA (12)
I	Vice-Chairperson: Norway Chairperson of the CR Committee: Mr Günter Overfeld (Germany)	Norway Spain United States of America	France Germany Italy Luxembourg Portugal	France Greece Italy Portugal	Germany United States of America
II	Vice-Chairperson: Lithuania Chairperson of the NGO Committee: Mr. András Lakatos (Hungary)	Albania Azerbaijan Bulgaria	Bulgaria Hungary Lithuania Russian Federation Serbia	Albania Azerbaijan Hungary Lithuania	Bulgaria Russian Federation
III	Vice-Chairperson: Brazil Chairperson of the PX Commission: Mr Daniel Fernando Filmus (Argentina)	El Salvador Jamaica Saint Kitts and Nevis	Argentina Chili Colombia Cuba Mexico	Cuba El Salvador Jamaica Saint Kitts and Nevis	Mexico Saint Vincent and the Grenadines
IV	Vice-Chairperson: India Chairperson of the Special Committee: Ms Shahnaz Wazir Ali (Pakistan)	Japan Malaysia Pakistan	China India Republic of Korea Sri Lanka Thailand	China Fiji Philippines Sri Lanka	India Japan
V (a)	Vice-Chairperson: South Africa	Côte d'Ivoire Nigeria Uganda	Ethiopia Madagascar South Africa United Republic of Tanzania Togo	Benin Democratic Republic of the Congo Niger Senegal	South Africa Zambia
V (b)	Vice-Chairperson: Egypt Chairperson of the FA Commission: Ms Samira Hanna-El-Daher (Lebanon)	Algeria Kuwait Lebanon	Algeria Egypt Lebanon Saudi Arabia Tunisia	Egypt Kuwait Lebanon Saudi Arabia	Algeria Morocco