



Item 1.6 of the provisional agenda

ORGANIZATION OF THE WORK OF THE SESSION

OUTLINE

Source: Rules 26 to 52 of the Rules of Procedure of the General Conference: 156 EX/Decision 7.2.

Background: After considering the matter at its 156th session, the Executive Board submits to the General Conference its recommendations concerning the organization of the work of the 30th session.

Purpose: The recommendations submitted to the General Conference correspond fairly closely to the organization of the work of the 28th and 29th sessions, with the exception of Commissions IV and V, whose responsibilities the Executive Board recommends that the General Conference modify. They are based on the findings of the “ad hoc working group on the structure and function of the General Conference” (29 C/Resolution 87).

Decision required: After examining the document, the General Committee of the General Conference will submit to the plenary its recommendations concerning the organization of the work of the session.

I. GENERAL REMARKS

Timetable

1. The 30th session of the General Conference will open on **Tuesday, 26 October** at 10 a.m. and will conclude its work on **Wednesday, 17 November**. Thursday, 11 November is a public holiday in the host country but will be regarded as a working day in the timetable of the session. On the other hand, no meeting is planned at this stage for Monday, 1 November, which is also a public holiday. Likewise, meetings will not normally be held on Saturday afternoons.

Times of meetings

2. Meetings will be held from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. (with possible extensions). The General Committee of the General Conference and the bureaux of the commissions will meet from 9 a.m. to 10 a.m.

3. The Executive Board has stressed on several occasions that it is important to observe the scheduled timetables in order for the work to proceed smoothly. The chairpersons of the various organs of the General Conference, on whom the primary responsibility falls in this respect, are invited to apply, as appropriate, Rule 65 of the Rules of Procedure under which work may proceed after five minutes' adjournment if there is no quorum at the start of the meeting. They are also invited to arrange to be replaced by a vice-chairperson should they be absent or delayed. They are further invited as far as possible to reduce the amount of time spent on formalities or exchanges of courtesies.

Time limits for statements

4. In the **general policy debate**, the time limit for statements will be **eight minutes**, as at the two previous sessions.¹ In the commissions, the chairpersons will take whatever measures they deem appropriate concerning possible time limits on statements.

Seating arrangements

5. In all rooms the Member States will be seated in the alphabetical order of their names in French, beginning with Ireland, whose name has been drawn by lot.

II. DOCUMENTATION AND INFORMATION FOR DELEGATES

6. The efforts made to reduce the volume of documentation and to improve the presentation of working documents for the 29th session will be continued in the run-up to the 30th session. These documents belong to several different categories:

- **the 30 C/... series:** these are documents requiring a decision by the General Conference; they constitute the **main series** of documents;
- **the 30 C/INF ... series:** these documents bring information to the attention of the General Conference but do not require a decision;

¹ As in the past, heads of delegation speaking in the general policy debate may request the President to have written texts of up to 2,000 words appended *in extenso* to the verbatim record of the plenary meetings in order to provide a fuller version of their oral statements. The verbatim record will clearly indicate any text that has been added in writing.

- **the 30 C/REP ... series:** this series is used for reports to the General Conference by the subsidiary organs it has set up (the steering committees of intergovernmental programmes, for example) and for the reports of international or regional conferences organized by UNESCO;
- **the 30 C/NOM ... series:** 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.);
- **the 30 C/DR ... series:** the draft resolutions submitted by Member States (see paras. 31 to 39 below) are circulated in this series.

7. As at the 29th session, the information requested by the General Conference on the follow-up to some of the resolutions it adopted at previous sessions will be provided in the Director-General's introduction to the general policy debate (the full version of which will be issued in document 30 C/INF.1) when the intention is merely to provide the General Conference with information and not to propose a decision.

8. Each commission will be provided with an information document presenting in very concise form the various questions submitted for its consideration in all the other documents that it will receive. Most of these documents will be sent to Member States before the session. Each delegation will also receive, on arrival, a full set of documents, which will also be available in the rooms in which they come up for consideration. **Lastly, all documents will be accessible on the Internet as soon as they appear: <http://www.unesco.org/confgen>. This will also apply to the Journal of the General Conference during the session.**

9. The General Conference expressed the wish that “significant improvements be made to information for delegates: both basic information and daily updates on the progress of the proceedings, particularly by improving the Journal and by designating, on an experimental basis, a Vice-President to be responsible for informing the delegates” (29 C/Resolution 87, para. 1.31). At the beginning of the session, the President of the General Conference will request one of the Vice-Presidents to take over this function. Furthermore, the Director-General will continue the efforts made at the 29th session to improve information for delegates (new presentation of the Journal, General Conference Guide, Delegates' Information Office, notices, signs, etc.).

III. VOTING RIGHTS

10. In order to exercise its right to vote, each State must have submitted valid credentials in accordance with the procedures set forth in Rule 23 of the Rules of Procedure.

11. It must also be up to date with its financial contributions. According to Article IV.C, paragraph 8(b), of the Constitution, “A Member State shall have no vote in the General Conference if the total amount of contributions due from it exceeds the total amount of contributions payable by it for the current year and the immediately preceding calendar year”. But paragraph 8(c) provides that the General Conference may decide to make an exception to the rule “if it is satisfied that failure to pay is due to conditions beyond the control of the Member State”. The procedure applicable to communications from Member States invoking that provision is determined by Rule 86 of the Rules of Procedure.

12. Under that Rule, communications from Member States have to be submitted in the first three days of the session at the latest; beyond that deadline, the States concerned may no longer be authorized to take part in voting during the session. The examination of those communications, to be entrusted to the Administrative Commission, will be subject to the criteria set forth in paragraph 7 of Rule 86; delegates are invited to consult the above-mentioned texts for details. The Administrative Commission will, as of its first meeting on the morning of Wednesday, 27 October, consider items 1.3 and 5.1 of the agenda on this subject, and take them up again on Saturday, 30 October.

IV. PLENARY MEETINGS

Opening of the 30th session

13. The detailed timetable planned for the first three plenary meetings is as follows:

	Plenary meetings	Other meetings
Tuesday, 26	<u>First plenary meeting</u>	
10 a.m.	<ul style="list-style-type: none"> • Opening of the session (speeches by the Temporary President, the Chairperson of the Executive Board and the Director-General) • Establishment of the Credentials Committee • Adoption of the agenda 	
12 noon		First meeting of the Credentials Committee First meeting of the Nominations Committee
3 p.m.	<u>Second plenary meeting</u>	
	<ul style="list-style-type: none"> • Election of the President and Vice-Presidents (on report of the Nominations Committee) • Establishment of the commissions and committees • Request for the admission of Palestine to UNESCO • Admission of observers from non-governmental organizations other than those maintaining formal relations with UNESCO • First report of the Credentials Committee 	
5 p.m.		First meeting of the Legal Committee , which elects its Chairperson
Wednesday, 27		
9 a.m.		First meeting of the General Committee of the General Conference
10 a.m.	<u>Third plenary meeting</u>	
	<ul style="list-style-type: none"> • Recommendations of the General Committee on the organization of the work of the session • Introduction to the general policy debate <i>Presentation by the Chairperson of the Executive Board and the Director-General of reports on activities, the Draft Programme and Budget for 2000-2001 and of the other items on which the general policy debate will be based</i> 	
11.30 a.m.	<ul style="list-style-type: none"> • Beginning of the general policy debate 	

General policy debate

14. In conformity with 29 C/Resolution 87 (Structure and function of the General Conference), “During the general policy debate, the heads of delegations may *inter alia* wish to focus on the basic thrust and orientation of the programme submitted to the General Conference for adoption” (para. 1.18). According to the same resolution, the President of the General Conference is “invited to inform the chairpersons of the programme commissions immediately of concrete proposals emanating from the general policy debate” (para. 1.19).

15. Delegations wishing to speak in the general policy debate should, if possible before the opening of the session, inform the Secretariat of the General Conference, which will draw up, a provisional list of speakers and submit it for approval to the General Committee of the Conference.

Adoption of the provisional budget ceiling for 2000-2001

16. The provisional budget ceiling will be adopted in the second week of the session, at a date to be fixed by the General Committee on the basis of a report by the Administrative Commission. The General Conference will have before it a draft resolution which will be presented by the Director-General and be drawn up on the basis of the figures given in the Draft Programme and Budget - corrected or amended, if need be, in accordance with the appropriate rules and regulations. The Administrative Commission will prepare its report on the basis of the amount of the budget ceiling submitted to the Executive Board by the Director-General, the recommendations of the Executive Board and any proposals presented by the Member States under Rule 83 of the Rules of Procedure.

Elections

17. The election of the **Members of the Executive Board** is scheduled for **Tuesday, 9 November**. It will be carried out according to the “Provisions governing the procedure for the election of Member States to the Executive Board” (Appendix 2 of the Rules of Procedure). If necessary, a second ballot will be held on Wednesday, 10 November. Pursuant to Article 1 of these Provisions, applications should reach the Director-General at least six weeks before the opening of the session. In accordance with Article 4, “subsequent applications shall be admissible only if they reach the Secretariat of the General Conference at least 48 hours before the beginning of the ballot”.

18. The **appointment of the Director-General** is scheduled for **Friday, 12 November** (morning).

19. Voting in all the other elections will be organized by the Nominations Committee, which will submit the results to the plenary for approval.

V. GENERAL COMMITTEE OF THE GENERAL CONFERENCE

20. The General Committee of the General Conference (Rules 42 to 44 of the Rules of Procedure) is composed of the President, the 36 Vice-Presidents and the Chairpersons of the Committees and Commissions of the General Conference. The Committee’s role, as set out in Rule 44, is to assist the President in directing the general work of the session. The Chairperson of the Executive Board attends its meetings, without the right to vote.

21. The first meeting of the General Committee is scheduled to be held at 9 a.m. on Wednesday, 27 October. The Chairperson of the Executive Board will submit to it at that meeting the recommendations formulated by the Board regarding the organization of the work of the session. Thereafter, it will generally meet every other day from 9 a.m. to 10 a.m. The President of the General Conference and the Chairpersons of the Commissions and Committees will make the necessary arrangements to ensure that the various organs of the General Conference may begin their work promptly at 10 a.m., under one of their vice-chairpersons, without having to wait for a meeting of the General Committee to end, should it go on beyond that time.

VI. COMMISSIONS AND COMMITTEES

22. According to its Rules of Procedure, the General Conference includes a **Credentials Committee**, a **Nominations Committee**, a **Legal Committee** and a **Headquarters Committee**. It also comprises “such commissions and other subsidiary organs as it deems necessary for the transaction of the business of that session” (Rule 45 of the Rules of Procedure). As at its 29th session, the General Conference will establish **five programme commissions** and an **Administrative Commission**. Annex I shows the envisaged allocation of agenda items to the various organs of the Conference. **At its 156th session, the Executive Board decided to recommend to the General Conference that it modify the respective responsibilities of Commissions IV and V as determined at the 28th and 29th sessions of the General Conference (156 EX/Decision 7.2: see Annex III): Commission IV should be responsible for Major Programme III (Cultural development: the heritage and creativity) and Commission V for Major Programme IV (Towards a communication and information society for all). The questions it was planned to entrust to Commission V are to be distributed among the programme commissions, including the transdisciplinary project “Towards a culture of peace”. On 13 November, a plenary meeting will be devoted to a consolidated debate on the project**

23. The work of the programme commissions will be **coordinated** by their chairpersons at regular meetings chaired by one of their number (to be designated by common consent). As and when necessary, joint meetings of the commissions may be held to examine matters of an intersectoral nature.

24. The **bureaux** of the commissions will be responsible for preparing the processing of draft resolutions (classification, grouping of draft resolutions, contacts with sponsors) and will, if necessary, be able to act as negotiation groups.

25. The **Credentials Committee** (Rules 33 and 34 of the Rules of Procedure) consists of nine members elected at the first plenary meeting of the General Conference on the proposal of the Temporary President. It will meet immediately, at 12 noon, to examine the credentials of delegations, representatives and observers. It will present its first report to the General Conference at the end of the second plenary meeting, and will hold as many further meetings as may be necessary. Until the Credentials Committee has made its report and the General Conference given a ruling, all delegations will be attending provisionally, with the right to vote.

26. The **Nominations Committee** (Rules 35 and 36 of the Rules of Procedure) consists of the heads of all delegations entitled to vote. It will hold its first meeting at 12 noon on Tuesday, 26 October in order to establish, after examining the recommendations of the

Executive Board, the list of nominations for the offices of President and Vice-Presidents of the General Conference, and to consider nominations to the Chairs of the commissions. The Committee will meet in due course in order to draw up the lists of nominations for all the other offices to be filled by election by the General Conference.

27. The **Legal Committee** (Rules 37 to 39 of the Rules of Procedure) submits its reports either directly to the General Conference or to the organ from which the matter has been referred or which has been designated by the General Conference. At the 30th session it will be composed of the following 21 members, elected at the 29th session:

Algeria	France	Russian Federation
Argentina	Germany	Switzerland
Bangladesh	Ghana	Turkey
Benin	Guatemala	United Kingdom of Great
Chile	Iran (Islamic Republic of)	Britain and Northern
Cuba	Iraq	Ireland
Czech Republic	Kenya	Venezuela
Egypt	Lebanon	

28. The **Headquarters Committee** (Rules 40 and 41 of the Rules of Procedure) meets between the sessions of the General Conference to advise the Director-General on all questions relating to the Organization's Headquarters. From the 30th to the 31st sessions, it will be composed of the following 25 Member States, elected at the 29th session:

Benin	Lebanon	Romania
Cuba	Malaysia	Saint Lucia
Finland	Malawi	Senegal
France	Monaco	Slovakia
Gabon	Myanmar	Syrian Arab Republic
Ghana	Nigeria	Turkey
India	Panama	Uganda
Iraq	Philippines	Uruguay
Kazakhstan		

VII. DECISION-MAKING PROCESS

29. The normal method by which the decisions of the General Conference are taken is by a vote (Rules 86 to 100 of the Rules of Procedure). When it is impossible to reach a consensus, the General Conference has to take its decisions by a vote. Any delegation which so desires may thus request that a vote be taken on a given matter. Nevertheless, at the last few sessions of the General Conference consensus has been by far the preferred method of arriving at a decision. The Executive Board has reiterated on several occasions, for the information of the General Conference, its commitment to the practice of consensus and the value of that practice for an international organization.

30. In debates which reveal the existence of a general agreement or a consensus, the President may, after satisfying himself that no speaker has stated his opposition to a proposal or has expressed a wish to modify it, and if he deems it appropriate, decide to take a decision before everyone on the list has spoken.

VIII. DRAFT RESOLUTIONS INVOLVING AMENDMENTS TO THE DRAFT PROGRAMME AND BUDGET

31. At its 29th session, the General Conference used a new procedure for processing draft resolutions proposing the adoption of amendments to the Draft Programme and Budget. The procedure derived from an amendment made to its Rules of Procedure by the General Conference at its previous session and from some of the recommendations made by the working group on the structure and function of the General Conference established in pursuance of 28 C/Resolution 37.2. The General Conference endorsed all of the working group's recommendations at its 29th session (29 C/Resolution 87) and consequently made various amendments to the Rules of Procedure (Rule 83 with regard to draft resolutions relating to the C/5 document).

32. The same procedure will be used for the 30th session, with a few adjustments resulting, on the one hand, from a change made by the General Conference to the statutory deadline for submission of such draft resolutions and, on the other, from the new presentation of the Draft Programme and Budget adopted pursuant to 29 C/Resolution 87 and 154 EX/Decision 5.1. The procedures for the submission and processing of draft resolutions relating to the Draft Programme and Budget which are set out below have been drawn up on this basis.

Form

33. To simplify the wording of draft resolutions, Member States are invited to use the form in Annex II. This form is intended to help the sponsors of draft resolutions and not to place restrictions on the formulation of their proposals.

Deadline for submission

34. Pursuant to Rule 83 of the Rules of Procedure as amended at the 29th session, draft resolutions relating to the C/5 document must reach the Director-General **at least 45 days before the opening of the session**, i.e., in the case of the 30th session, by **10 September** at the latest. Draft resolutions arriving after that date will not be issued.

Content

35. Draft resolutions should refer either to the Draft Programme and Budget, particularly the strategies and expected results presented therein, or to the proposed resolutions. In all cases, in order to determine whether the draft resolutions may be considered by the General Conference, the criteria used at the 29th session will again be applied at the 30th session:

- the draft resolution should seek to shift the emphasis of a main line of action proposed in document 30 C/5, or to add or delete a main line of action;
- the draft resolution should be international, regional or subregional in scope;
- if the draft resolution has budgetary implications, these should be in an amount equal to or greater than \$40,000 (Note: this does not apply to draft resolutions without budgetary implications, which may be submitted to the General Conference for consideration if they meet the other criteria);
- the draft resolution should concern activities which could not be funded under the Participation Programme.

Processing of draft resolutions deemed suitable for submission to the General Conference

36. When the draft resolutions reaching the Secretariat by 10 September at the latest appear to meet the content criteria set out in paragraph 35, they will be translated into the six working languages of the General Conference and distributed at the earliest opportunity to Member States. An acknowledgement of receipt will be sent to their sponsors within 10 working days of receipt. A document will be issued for distribution to each commission, containing the Director-General's comments on the draft resolutions to be assigned to it. The document will contain general observations on the draft resolutions submitted to the commission and more specific comments, if need be, on some of them, and will sort the various draft resolutions into groups according to the type of decision which might be envisaged by the General Conference. The document may be supplemented after its issue by one or more addenda.

Processing of draft resolutions not deemed suitable for submission to the General Conference

37. Draft resolutions which reach the Secretariat after 10 September or do not appear to meet the criteria set out in paragraph 35 will not be translated or distributed. No later than 10 working days following the receipt of each such draft resolution, the Director-General will send to the Member States concerned a letter explaining why the draft resolution in question does not appear to him to be suitable for submission to the General Conference and suggesting ways and means of accommodating the proposal, for instance by redrafting it, should there be sufficient time for the revised draft resolution to reach the Secretariat by 10 September at the latest, or by making use of other mechanisms such as the Participation Programme, or again by ensuring execution of the activities proposed within the framework of the implementation of the Programme and Budget for 2000-2001. In all cases the aim will be wherever possible to find a satisfactory outcome, other than through the General Conference, for the proposal concerned. That it is "inadmissible" therefore on no account signifies refusal, nor a negative appraisal of its worth.

38. The sponsors of such draft resolutions may nevertheless request the General Conference to rule on their "admissibility" in the last resort. **Member States wishing to avail themselves of this procedure are requested to inform the Secretary of the General Conference as soon as possible.** Pursuant to Rule 84 of the Rules of Procedure, such appeals shall be examined by the Legal Committee. Any draft resolutions finally deemed admissible as a result of this examination will be immediately distributed in the six languages.

Other draft resolutions

39. Draft resolutions concerning **agenda items other** than the Draft Programme and Budget, which are governed by Rule 82 of the Rules of Procedure, must as a general rule be distributed in the working languages at least 24 hours before being discussed and put to the vote. They may therefore be submitted later than draft resolutions concerning the C/5 document but, in order to make adequate allowance for translation and distribution, sponsors are invited to deliver them to the Secretariat at least 48 hours before the meeting at which they are to be considered.

IX. SPECIAL MEETINGS DURING THE 30th SESSION

40. The special meetings planned for the 30th session will all focus on UNESCO's transition from the twentieth to the twenty-first century.

41. At its 29th session the General Conference expressed the wish that the commissions should be enabled "to have genuine discussions and to bring significant influence to bear on developments in the Organization's programmes", and that to that end they should "devote less time to formalities for adopting the proposed programme at a given session and to examining draft resolutions" and "focus the major part of their work on the main lines of emphasis of the ensuing programme" (29 C/Resolution 87, para. 1.23). At that session, one meeting was accordingly set aside at the close of the work of each programme commission for a preliminary debate on the lines of emphasis of the Draft Programme and Budget to be prepared for submission to the General Conference at its 30th session. The results of those meetings then served as a basis for the Director-General for the various consultations he undertook on the preparation of document 30 C/5. In the light of this experience and in view of the fact that, during the 2000-2001 biennium, it will be necessary to prepare the Medium-Term Strategy for 2002-2007 at the same time as the next two-year programme, two meetings of each programme commission will be set aside for a debate on **UNESCO in the twenty-first century** (item 4.1 of the agenda).

42. A **round table of ministers of culture** on the theme "UNESCO and cultures in the twenty-first century" is scheduled for Tuesday, 2 November. This meeting, which will be held alongside the formal proceedings of the General Conference, will be open to ministers of culture who wish to take part, it being understood that those of all the Member States are invited to do so. Its purpose will be to enable policy decision-makers to discuss with each other, in a very flexible setting, the broad lines of emphasis that they wish to give to the Organization's future action, particularly under the next Medium-Term Strategy.

43. *Twenty-first Century Talks* will be held on Saturday, 6 and Monday, 8 November. These future-oriented and transdisciplinary *Talks*, organized by UNESCO's Analysis and Forecasting Office, will facilitate dialogue among key intellectuals, scientists and decision-makers from the various regions of the world. They are intended for the delegates of Member States, although they will be open to the public. Some of the major challenges that the future holds for UNESCO will be addressed, and the exchanges of views among the participants will be followed by a dialogue with the delegates.

44. A special Youth Forum will be held during the second week of the session. The Forum, comprising five meetings, will discuss all the Organization's future aims and activities (156 EX/Decision 7.2, para. 4(c)).

45. A limited number of informal seminars, workshops and round tables dealing with matters of substance, but not necessarily related directly to the debates on the Draft Programme and Budget in the programme commissions, will be organized in parallel to the work of these commissions. The themes of these meetings will be related to the activities of the programme sectors (156 EX/Decision 7.2, para. 4(d)).

46. Particulars of the special meetings mentioned above (paras. 40 to 45) will be provided before the General Conference session in the form of an information document.

X. OTHER MATTERS

47. The General Conference decided, at its 29th session, that it should in future “request the Executive Board to consider on its behalf questions of less importance which are usually placed on the agenda of the Conference, including minor administrative and budgetary questions”, it being understood that the reports submitted to it by the Board on those matters “should be adopted without discussion, unless a delegation requests a debate on one of them” (29 C/Resolution 87, paras. 1.6 and 1.32). The Executive Board decided to consider at its 157th session (September-October 1999) the list of questions which it may recommend that the General Conference, at its 30th session, request the Board to consider on its behalf during the 2000-2001 biennium. The decision that the Board adopts at its 157th session will be communicated to the General Conference in an addendum to this document.

ANNEX I

Assignment of items of the agenda to the various organs of the Conference

Plenary

- 1.1 Opening of the session by the President of the 29th session of the General Conference
- 1.2 Establishment of the Credentials Committee and report by the Committee to the General Conference
- 1.4* Adoption of the agenda
- 1.5 Election of the President and Vice-Presidents of the General Conference and of the Chairpersons, Vice-Chairpersons and Rapporteurs of the Commissions and Committees
- 1.6* Organization of the work of the session
- 1.7* Admission to the work of the General Conference of observers from non-governmental organizations other than those maintaining formal relations with UNESCO, and recommendations of the Executive Board thereon
- 2.1 Report of the Director-General on the activities of the Organization in 1996-1997, introduced by the Chairperson of the Executive Board
- 2.2 Report by the Executive Board on its own activities in 1998-1999, including its methods of work, pursuant to 29 C/Resolution 88
- 3.2 Adoption of the provisional budget ceiling for 2000-2001
- 3.3 Part II.A: Transdisciplinary project: Towards a culture of peace
- 3.4 Adoption of the Appropriation Resolution for 2000-2001
- 10.1 Appointment of the Director-General
- 11.1 Election of Members of the Executive Board
- 12.1 Venue of the 31st session of the General Conference
- 13.1 Request for the admission of Palestine to UNESCO

Commission I

- 3.3 Consideration and adoption of the Draft Programme and Budget for 2000-2001
 - Part II.A: Transverse activities
 - UNESCO Institute for Statistics
 - Anticipation and future-oriented studies
 - Fellowship and Procurement Services and Related Programme Support
 - Coordination of activities in favour of priority groups
 - Part II.B: Information and Dissemination Services
 - Part III: Support for Programme Execution
- 4.1 UNESCO in the twenty-first century
- 4.9 Proposals by Member States for the celebration of anniversaries in 2000-2001
- 4.12 Report of the United Nations Secretary-General on the Causes of Conflict and the Promotion of Durable Peace and Sustainable Development in Africa
- 5.2 Draft guidelines for the rational implementation of decentralization
- 5.4 Visibility of UNESCO in the Member States
- 6.1 Adoption of the Statutes of the UNESCO Institute for Statistics

* On the recommendation of the Executive Board.

- 8.1 Report by the Director-General on the changes in the classification of international organizations admitted to the various types of relations with UNESCO
- 8.2 Report by the Executive Board on NGO participation in sessions of the General Conference

Commission II

- 3.3 Consideration and adoption of the Draft Programme and Budget for 2000-2001
- Part II.A: Major Programme I - Education for all throughout life
Transdisciplinary project: Towards a culture of peace
- 4.1 UNESCO in the twenty-first century
- 4.2 Implementation of 29 C/Resolution 55 concerning educational and cultural institutions in the occupied Arab territories: Report by the Director-General
- 4.4 Proposal by the Executive Board for an overall strategy for human rights education
- 4.7 World Conference on Higher Education for the Twenty-first Century: Vision and Action
- 4.8 Establishment of an international long-term programme for the development of technical and vocational education following the second International Congress on Technical and Vocational Education (Seoul, Republic of Korea, April 1999)
- 6.2 Establishment of the International Institute for Capacity-Building in Africa
- 7.2 Initial special reports by Member States on the implementation of the Recommendation concerning the Status of Higher-Education Teaching Personnel
- 7.3 Third consultation of Member States on the implementation of the Revised Recommendation concerning Technical and Vocational Education
- 7.4 Sixth consultation of Member States on the implementation of the Convention and Recommendation against Discrimination in Education

Commission III

- 3.3 Consideration and adoption of the Draft Programme and Budget for 2000-2001
- Part II.A: Major Programme II - The sciences in the service of development
Transdisciplinary project: Towards a culture of peace
- 4.1 UNESCO in the twenty-first century
- 4.6 Declaration on Science and the Use of Scientific Knowledge and the Science Agenda - Framework for Action
- 7.1 Implementation of the Universal Declaration on the Human Genome and Human Rights: Report by the Director-General

Commission IV

- 3.3 Consideration and adoption of the Draft Programme and Budget for 2000-2001
- Part II.A: Major Programme III - Cultural development: the heritage and creativity
Transdisciplinary project: Towards a culture of peace
- 4.1 UNESCO in the twenty-first century
- 4.2 Implementation of 29 C/Resolution 55 concerning educational and cultural institutions in the occupied Arab territories: Report by the Director-General
- 4.3 Jerusalem and the implementation of 29 C/Resolution 22
- 4.10 Preparations by UNESCO for the United Nations Year of Dialogue among Civilizations

- 4.11 The transatlantic slave trade and slavery: a crime against humanity
- 7.5 Draft convention concerning the protection of the underwater cultural heritage

Commission V

- 3.3 Consideration and adoption of the Draft Programme and Budget for 2000-2001
 - Part II.A: Major Programme IV - Towards a communication and information society for all
- 4.1 UNESCO in the twenty-first century
- 4.5 Proposals for a new programme merging the General Information Programme (PGI) and the Intergovernmental Informatics Programme (IIP)
- 7.6 Draft recommendation on the promotion and use of multilingualism and universal access to cyberspace

Administrative Commission

- 1.3 Report by the Director-General on communications received from Member States invoking the provisions of Article IV.C, paragraph 8(c), of the Constitution
- 3.1 Methods of preparing the budget, budget estimates for 2000-2001 and budgeting techniques
- 3.2 Adoption of the provisional budget ceiling for 2000-2001
- 3.3 Consideration and adoption of the Draft Programme and Budget for 2000-2001
 - Part I General Policy and Direction
 - Part II Programme Execution and Services
 - Part II.A Participation Programme
 - Part III Support for Programme Execution
 - Part IV Management and Administrative Services
 - Part V Common Services
 - Part VI Renovation of Headquarters Buildings
 - Part VII Anticipated cost increases
- 5.1 Conditions under which the right to vote may be granted on an exceptional basis to the Member States referred to in Article IV.C, paragraph 8(c), of the Constitution
- 9.1 Financial report and audited financial statements relating to the accounts of UNESCO for the financial period ended 31 December 1997, and report by the External Auditor
- 9.2 Financial report and interim financial statements relating to the accounts of UNESCO as at 31 December 1998 for the financial period ending 31 December 1999
- 9.3 Scale of assessments and currency of Member States' contributions
- 9.4 Collection of Member States' contributions
- 9.5 Working Capital Fund: level and administration
- 9.6 UNESCO Coupons Programme (Facility to assist Member States in acquiring the educational and scientific material necessary for technological development)
- 9.7 Managing the UNESCO complex: Report by the Director-General and report of the Headquarters Committee
- 9.8 Staff Regulations and Staff Rules
- 9.9 Staff salaries, allowances and benefits
- 9.10 Implementation of personnel policy and geographical distribution
- 9.11 United Nations Joint Staff Pension Fund and UNESCO Staff Pension Committee

- 9.12 Report by the Director-General on the state of the Medical Benefits Fund and appointment of Member States' representatives to the Board of Management for 2000-2001

Nominations Committee

- 1.5 Election of the President and Vice-Presidents of the General Conference and of the Chairpersons, Vice-Chairpersons and Rapporteurs of the Commissions and Committees
- 11.1 Election of Members of the Executive Board
- 11.2 Election of members of the Legal Committee for the 31st session of the General Conference
- 11.3 Election of members of the Headquarters Committee to serve until the 31st session of the General Conference
- 11.4 Election of an External Auditor
- 11.5 Election of four members of the Conciliation and Good Offices Commission responsible for seeking the settlement of any disputes that may arise between States Parties to the Convention against Discrimination in Education
- 11.6 Election of members of the Council of the UNESCO International Bureau of Education
- 11.7 Election of members of the Intergovernmental Committee for the Intergovernmental Informatics Programme
- 11.8 Election of members of the International Coordinating Council of the Programme on Man and the Biosphere
- 11.9 Election of members of the Intergovernmental Council of the International Hydrological Programme
- 11.10 Election of members of the Intergovernmental Committee for Promoting the Return of Cultural Property to its Countries of Origin or its Restitution in Case of Illicit Appropriation
- 11.11 Election of members of the Executive Committee of the International Campaign for the Establishment of the Nubia Museum in Aswan and the National Museum of Egyptian Civilization in Cairo
- 11.12 Election of members of the Intergovernmental Council of the International Programme for the Development of Communication
- 11.13 Election of members of the Intergovernmental Council of the General Information Programme
- 11.14 Election of members of the Intergovernmental Council of the Management of Social Transformations (MOST) Programme
- 11.15 Election of members of the Intergovernmental Committee established by the Statutes of the International Bioethics Committee
- 11.16 Election of members of the Intergovernmental Committee for Physical Education and Sport (CIGEPS)
- 11.17 Election of members of the Governing Board of the UNESCO Institute for Statistics

Legal Committee¹

- 5.1 Conditions under which the right to vote may be granted on an exceptional basis to the Member States referred to in Article IV.C, paragraph 8(c), of the Constitution
- 5.3 Proposed amendments to the Rules of Procedure of the General Conference
- 6.1 Adoption of the Statutes of the UNESCO Institute for Statistics
- 6.2 Establishment of the International Institute for Capacity-Building in Africa
- 6.3 Administrative Tribunal: Extension of its period of jurisdiction
- 6.4 Draft amendment to Article VI, paragraph 2, of the Constitution
- 6.5 Draft amendment to the Rules of Procedure of the General Conference

¹ The legal aspects of certain issues discussed under other agenda items may also be considered by the Legal Committee.

ANNEX II

**Recommended form for the submission of draft resolutions proposing
the adoption of amendments to the Draft Programme and Budget for 2000-2001**

General Conference, 30th Session

**Draft resolution proposing the adoption of amendments to the Draft Programme and
Budget for 2000-2001**

Submitted by

State(s)

Referring to:

- Major programme:
(or transdisciplinary project/transverse activity)

Programme
(or Chapter for Parts I, II.B, III, IV, V)

- Proposed resolution (paragraph):
- Main line of action (paragraph):

Proposed modification, deletion or addition:

- If the amendment has budgetary implications, please state the amount and the possible funding source (budget proposed for one or other of the subprogrammes, transdisciplinary projects or chapters of document 30 C/5, and under which scenario: A or B, reserve for draft resolutions [if such a reserve is decided by the General Conference]):
.....
.....

Explanatory note (no more than 20 lines if possible):

If possible, fax number (or e-mail address) for subsequent correspondence

Name:

Date:

.....

Signature(s) (for each
sponsoring State)

ANNEX III

156 EX/Decision 7.2 - Draft plan for the organization of the work of the 30th session of the General Conference

The Executive Board,

1. Recalling 29 C/Resolution 87, whereby the General Conference decided to make a number of changes to its functioning, several of which took effect during the 29th session,
2. Emphasizing the need to continue the reform of the structure and the working methods of the General Conference,
3. Having considered documents 156 EX/26, 156 EX/26 Add. and Corr., and Add.2 and Add.3,
4. Approves the suggestions in these documents, subject to the following comments and modifications:
 - (a) Commission V as proposed in document 156 EX/26 will not be established. Commission IV will be split into two commissions:

Commission IV will be responsible for Major Programme III - Cultural development: the heritage and creativity;

a new Commission V will be responsible for Major Programme IV - Towards a communication and information society for all;
 - (b) the distribution of the items which were assigned to Commission V in document 156 EX/26 will now be as follows:
 - (i) the transdisciplinary project “Towards a culture of peace” will be dealt with in each programme commission (from II to V); a consolidated debate on the subject will then take place in plenary meeting;
 - (ii) item 4.4, “Proposal of the Executive Board for an overall strategy for human rights education”, will be discussed in Commission II;
 - (iii) the transverse activity “Anticipation and future-oriented studies” will be considered by Commission I;
 - (iv) the transverse activity “Fellowships and Procurement Services and Related Programme Support” will be considered by Commission I;
 - (v) “Coordination of activities in favour of priority groups” will be assigned to Commission I;
 - (vi) item 4.2, “Implementation of 29 C/Resolution 55 concerning educational and cultural institutions in the occupied Arab territories: Report by the Director-General”, will be considered by Commissions II and IV;

- (vii) item 4.10, "Preparation by UNESCO of the United Nations Year of Dialogue among Civilizations", will be considered by Commission IV;
 - (viii) item 6.1, "Adoption of the Statutes of the UNESCO Institute for Statistics", will be dealt with in Commission I;
 - (ix) the Participation Programme will be dealt with by the Administrative Commission;
- (c) a special Youth Forum will be organized during the second week, comprising five meetings. That Forum will discuss all the Organization's future aims and activities;
 - (d) a limited number of informal seminars, workshops and round tables dealing with substance, but not necessarily related directly to the debates on the Draft Programme and Budget (30 C/5) in the programme commissions, should be organized in parallel to the work of these commissions during the General Conference. The themes should be related to the activities of the programme sectors;
5. Decides to examine at its 157th session the list of questions which it may recommend that the General Conference, at its 30th session, request the Board to consider on its behalf during the 2000-2001 biennium;
 6. Invites the Director-General to draw up document 30 C/2 on the organization of the work of the General Conference on this basis.

30th SESSION OF THE GENERAL CONFERENCE PROVISIONAL TIMETABLE OF WORK

		DATE	PLENARY MEETINGS	COM I	COM II	COM III	COM IV	COM V	ADM	LEG	CRE	NOM	BUR		
OCTOBER	26 TUE	1 2	Opening of the session (items 1.1, 1.2, 1.4, 1.5, 1.6, 1.7, 13.1) General policy debate (Items 2.1, 2.2, 3.2) id. (continued) DGs reply								1 2	1 item 1.5			
	27 WED	3 4		1 2 3	TA (4), items 5.4, 6.1					1 2	1 2	3 4	1 2 item 1.5	1	
	28 THU	5 6		4						3	3	DR			
	29 FRI	7 8		5 6	Part II B, item 4.9					4 5	4 5				2
	30 SAT	9		7	Part III,					6 7	6 7		3 item 11.1	3	
	31 SUN														
	NOVEMBER	1 MON													
2 TUE		10 11	id. (continued)	8 9 10	items 4.12, 5.2, 8.1, 8.2				8 9	8 9					
3 WED		12 13		11 12		item 4.1				10 11	10 11	items 5.3, 6.1, 6.2, 6.3		4 item 11.1	4
4 THU		14 15		13						13	13		item 3.2		
5 FRI		16				13	Report					13	Report		5 item 11.1
6 SAT															
7 SUN															
8 MON						1 2	II.2	1 2	14 Report					6	
9 TUE			(1)					3		3	MP III, TP (3), items 4.2, 4.3, 4.10, 4.11, 7.5			6 items 11.2-11.17	
10 WED			(2)	1 2	MP I, TP (3), items 4.2, 4.4, 4.7, 4.8, 6.2, 7.2-7.4	4 5	II.3, item 7.1	4 5					7 items 11.2-11.17	7	
11 THU				3 4		6 7		TP (3)	6 7	6 7	item 4.1	1 2	MP IV, items 4.5, 7.6		
12 FRI		17	Appointment of the DG (item 10.1)	5 6		7 8	II.1, item 4.6	8		3 4		8 items 11.2-11.17		8	
13 SAT		18	TP (3)	7 8	item 4.1			9 10	9 10	item 4.1	5 6	5 item 4.1			
14 SUN															
15 MON		19 20	items 12.1, 11.2-11.17											9	
16 TUE		21 22	Adoption of reports item 3.4 then closure			9	Report			7	Report				
17 WED		23 24												10	

- (1) Item 11.1: Election of Members of the Executive Board
(2) Item 11.1: 2nd round if necessary
(3) Part II. A: Transdisciplinary project "Towards a culture of peace"
(4) Part II. A: Transverse activities
(5) The Commission may return to these items at a later stage



30 C/2 Add.
25 October 1999
Original: French

Item 1.6 of the provisional agenda

ORGANIZATION OF THE WORK OF THE SESSION

ADDENDUM

1. The revised agenda (30 C/1 Rev.) includes new items recommended by the Executive Board to the General Conference.
2. By 157 EX/Decision 7.2, the Board recommended to the General Conference that these items be examined by the following bodies:

Commission I

- 4.12 Report of the United Nations Secretary-General on the Causes of Conflict and Promotion of Durable Peace and Sustainable Development in Africa
- 5.4 Visibility of UNESCO in the Member States
- 6.6 Draft Statutes of the Standing Committee of National Commissions for UNESCO
- 13.2 Reinforcement of cooperation with Haiti
- 13.3 Reinforcement of the cooperation between UNESCO and the Federal Republic of Nigeria

Commission III

- 6.7 Revised Statutes of the Intergovernmental Oceanographic Commission

Commission IV

- 4.10 Preparations by UNESCO for the United Nations Year of Dialogue among Civilizations
- 4.11 The transatlantic slave trade and slavery: a crime against humanity
- 4.13 Intellectual works of universal value that have fallen into the public domain and are regarded as forming part of the common heritage of humanity

Administrative Commission

- 9.13 Consequences of the switch to the euro
- 9.14 New management and monitoring instruments

Legal Committee

- 6.4 Draft amendment to Article VI, paragraph 2, of the Constitution
- 6.5 Draft amendment to the Rules of Procedure of the General Conference
- 6.6 Draft Statutes of the Standing Committee of National Commissions for UNESCO
- 6.7 Revised Statutes of the Intergovernmental Oceanographic Commission