



Item 1.6 of the provisional agenda

## ORGANIZATION OF THE WORK OF THE SESSION

### OUTLINE

**Source:** Rules of Procedure of the General Conference; 161 EX/Decision 6.2.

**Background:** After considering the matter at its 161st session, the Executive Board submits to the General Conference its recommendations concerning the organization of the work of the 31st session.

**Purpose:** The recommendations submitted to the General Conference correspond fairly closely to the organization of the work of the 30th session, which was based on the conclusions of the “Ad hoc working group on the structure and function of the General Conference” (29 C/Resolution 87). They take account of 155 EX/Decision 6.1.1/6.1.2, by which the Board approved the adjustments made necessary by the substantial reduction in funds allocated to the General Conference, and of 30 C/Resolution 86.

**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.

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\* When this document was originally printed, page 4 of Annex I was inadvertently omitted (Nominations Committee and Legal Committee). It has been reinserted in this revised version.

## I. GENERAL REMARKS

1. As for the previous two sessions, the proposals submitted to the Executive Board for the organization of the work of the 31st session of the General Conference are based on 29 C/Resolution 87, adopted on the basis of the recommendations of the “Ad hoc working group on the structure and function of the General Conference” (28 C/Resolution 37.2). They also take account of decision 6.1.1/6.1.2 adopted by the Executive Board at its 160th session which was designed to take account of the substantial reduction in funds allocated to the General Conference. That decision underlies, in particular, the provisions relating to the General Conference timetable, the planning of the work of the commissions, the volume of documentation and any special meetings which may be organized during the 31st session.

### Timetable and times of meetings

2. The 31st session of the General Conference will open on **Monday, 15 October** at 10 a.m. and will conclude its work on **Saturday, 3 November**. Thursday, 1 November is a public holiday in the host country but will be regarded as a working day in the timetable of the session. It is anticipated that meetings will not normally take place on Saturday afternoons. Meetings will be held from **10 a.m. to 1 p.m.** and from **3 p.m. to 6 p.m.** (with possible extensions). However, the General Committee of the General Conference and the bureaux of the commissions will meet from 9 a.m. to 10 a.m.

3. Observance of the scheduled timetable is important in order for 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 62 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.

### Time limits for statements

4. In the **general policy debate**, it is recommended that speakers restrict their statements to **eight minutes**, as at the two previous sessions.<sup>1</sup> 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 Lebanon, whose name has been drawn by lot.

## II. DOCUMENTATION AND INFORMATION FOR DELEGATES

6. The efforts already made to reduce the volume of documentation and improve the presentation of working documents will be continued in the run-up to the 31st session. Thus it is planned to reduce the volume of documentation for the 31st session by some 40% in comparison with the previous session. These documents belong to several different categories:

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<sup>1</sup> As in the past, heads of delegation speaking in the general policy debate may ask 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.

- **31 C/...**: These are documents requiring a decision by the General Conference; they constitute the **main series** of documents.
- **31 C/INF...**: These documents bring information to the attention of the General Conference but do not require a decision.
- **31 C/REP...**: This series is used for reports to the General Conference by the subsidiary organs it has set up (steering committees of intergovernmental programmes, for example) and for reports of international or regional conferences organized by UNESCO.
- **31 C/NOM...**: 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.).
- **31 C/DR...**: This series comprises draft resolutions submitted by Member States.

7. As on previous occasions, 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 31 C/INF.2).

8. Most of the documents will be sent to Member States before the session. Delegations 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 Director-General will, in accordance with the wishes of the General Conference, continue the efforts made at previous sessions to improve information for delegates (new presentation of the Journal, General Conference Guide, Delegates' Information Office, notices and 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 this 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 this provision is determined by Rule 83 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 83.

13. Voting is the normal process whereby the General Conference takes a decision (Rules 83 to 96 of the Rules of Procedure). Any delegation that so wishes can request and obtain a vote on a particular matter. However, consensus has in fact been by far the most general method of decision-making by the General Conference for the past few sessions. In discussions where there appears to be general agreement or consensus, the President may, after having ascertained that no speaker opposes the motion or has expressed a wish to amend it, proceed to a vote without having exhausted the list of speakers, if he or she deems this to be appropriate.

#### IV. PLENARY MEETINGS

##### Opening of the 31st session

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

	<b>Plenary meetings</b>	<b>Other meetings</b>
<b>Monday, 15</b>	<u>First plenary meeting</u>	
10 a.m.	<ul style="list-style-type: none"> <li>• Opening of the session</li> <li>• Establishment of the Credentials Committee</li> <li>• Adoption of the agenda</li> </ul>	
12 noon		<p>First meeting of the <b>Credentials Committee</b></p> <p>First meeting of the <b>Nominations Committee</b></p>
3 p.m.	<u>Second plenary meeting</u>	
	<ul style="list-style-type: none"> <li>• Election of the President and Vice-Presidents (on report of the Nominations Committee)</li> <li>• Establishment of the commissions and committees</li> <li>• Request for the admission of Palestine to UNESCO</li> <li>• Admission of observers from international non-governmental organizations other than those maintaining formal relations with UNESCO</li> <li>• First report of the Credentials Committee</li> </ul>	

## Plenary meetings

## Other meetings

**Tuesday, 16**

9 a.m.

First meeting of the **General Committee of the General Conference**

10 a.m.

Third plenary meeting

- Recommendations of the General Committee on the organization of the work of the session
- Introduction to the general policy debate:  
*Presentation by the Chairperson of the Executive Board and the Director-General of reports on activities, the Draft Medium-Term Strategy for 2002-2007 and the Draft Programme and Budget for 2002-2003*

First meeting of the **Legal Committee**

11.30 a.m.

- Beginning of the general policy debate

## General policy debate

15. The general policy debate will be devoted as a matter of priority to the Draft Medium-Term Strategy, as stated below (para. 29). 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 2002-2003

16. The provisional budget ceiling will be adopted at the beginning 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 – adjusted 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 80 of the Rules of Procedure.

## Elections

17. The election of **Members of the Executive Board** will take place on **Friday, 26 October** according to the “Procedure for the election of Members of the Executive Board” (Appendix 2 of the Rules of Procedure). If necessary, a second ballot will be held on **Saturday, 27 October**.<sup>2</sup> Pursuant to Rule 1 of these provisions, candidatures should reach the Director-General at least six weeks before the opening of the session. In accordance with Rule

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<sup>2</sup> In accordance with the modifications made to the Rules of Procedure at the 29th session, candidates may now be elected by a simple majority, unless “two or more candidates obtain the same number of votes and, as a result, there are still more candidates than seats to be filled” (Rule 95).

4, “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”.

18. 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

19. The General Committee of the General Conference (Rules 41 and 42 of the Rules of Procedure) is composed of the President, the Vice-Presidents (not to exceed 36) and the chairpersons of the committees and commissions of the General Conference. Its role 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. The General Committee will normally meet every other day from 9 a.m. to 10 a.m. Its first meeting will take place at 9 a.m. on Tuesday, 16 October.

## VI. COMMISSIONS

20. Under Rule 43 of the Rules of Procedure, the General Conference shall establish at each session “such commissions and other subsidiary organs as it deems necessary for the transaction of the business of that session”. In practice these commissions are, on the one hand, the programme commissions reflecting the structure of the Draft Programme and Budget under consideration and, on the other, the Administrative Commission. The structure of document 31 C/5 entails the establishment, as at the 30th session, of the following five programme commissions:

- Commission I: General questions and programme support;
- Commission II: Education;
- Commission III: Natural sciences then social sciences;
- Commission IV: Culture;
- Commission V: Communication.

Each of the programme commissions will consider the part relevant to its mandate of the cross-cutting themes “Eradication of poverty, especially extreme poverty” and “The contribution of the new information and communication technologies to the development of education, science and culture and the construction of a knowledge society”.

21. Annex I shows the envisaged allocation of agenda items to the various organs of the Conference.

22. 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). Depending on the availability of space and time, joint meetings of the commissions may be held if necessary.

23. 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, act as negotiation groups.

## VII. COMMITTEES

24. In accordance with the Rules of Procedure of the General Conference, the following committees shall be established at each session.

25. The **Credentials Committee** (Rules 32 and 33 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 plenary at the end of its second 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 34 and 35 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 Monday, 15 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 36 and 37 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 31st session it will be composed of the following 21 members, elected at the 30th session:<sup>3</sup>

Argentina	Ghana	Switzerland
Belgium	Guatemala	Syrian Arab Republic
Chile	Hungary	Thailand
Côte d'Ivoire	Iran (Islamic Republic of)	Turkey
Egypt	Libyan Arab Jamahiriya	United Republic of Tanzania
France	Mauritania	Uruguay
Germany	Russian Federation	Venezuela

28. The **Headquarters Committee** (Rules 39 and 40 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. Until the closure of the 31st session, it will be composed of the following 25 Member States, elected at the 30th session:

Austria	France	Oman
Belarus	Gabon	Pakistan
Belgium	Guatemala	Panama
Benin	Japan	Saint Lucia

<sup>3</sup> In accordance with the amendment made to the Rules of Procedure (Rule 36.3) at the 30th session, the Legal Committee "established for a session of the General Conference shall meet whenever necessary before the opening of the next ordinary session of the Conference if convened by the President of the latter acting on his own initiative or at the request of the Executive Board".

Costa Rica	Kuwait	South Africa
Côte d'Ivoire	Lebanon	Togo
Czech Republic	Malaysia	United Republic of Tanzania
Democratic People's Republic of Korea	Myanmar	Zimbabwe
	Netherlands	

### VIII. EXAMINATION OF THE DRAFT MEDIUM-TERM STRATEGY FOR 2002-2007 (31 C/4)

29. According to paragraph 4(b) of 160 EX/Decision 6.1.1/6.1.2, “the general policy debate should be focused on the future policy orientations of the Organization”. The heads of delegation who take the floor during this debate are therefore invited to devote their statements, or a large proportion of them, to the proposals contained in the Medium-Term Strategy for 2002-2007 (31 C/4) and to the recommendations of the Executive Board (31 C/11). These two documents will also be examined by the programme commissions, each one in respect of the part that concerns the commission in question, at the beginning of their work.

30. As was the case at the 28th session (1995) in regard to the adoption of the Medium-Term Strategy for 1996-2001, a drafting group of 18 Member States will be established at the beginning of the 31st session. That group will be open to all other delegations that wish to take part in its work. It will be entrusted with preparing for the plenary a draft resolution based on the one proposed in document 31 C/4. The group will take account of observations made during the general policy debate, the recommendations of the Executive Board (31 C/11), the parts of the programme commission reports dealing with the Medium-Term Strategy (item 3.1 of the provisional agenda) and any draft resolutions that may be submitted under item 3.1. The latter should be communicated in writing to the Secretariat of the General Conference **no later than 23 October** (the application of paragraphs 2 and 3 of Rule 80 of the Rules of Procedure being thus suspended with respect to this agenda item).

### IX. EXAMINATION OF THE DRAFT PROGRAMME AND BUDGET FOR 2002-2003 (31 C/5): DRAFT RESOLUTIONS PROPOSING AMENDMENTS

31. Since its 29th session, the General Conference has been following a more selective procedure than in the past for processing draft resolutions proposing the adoption of amendments to the Draft Programme and Budget. That procedure is described in Rules 80 and 81 of the Rules of Procedure.<sup>4</sup> At its 30th session, the General Conference considered that it would be desirable to revise those rules, “in particular to ensure that this part [of the Rules of Procedure] contains objective and verifiable admissibility criteria for such draft resolutions” (30 C/Resolution 87). It therefore requested its President (in the same resolution) “to take the necessary steps” to enable the Legal Committee to carry out that task before the 31st session. Accordingly, that Committee met in November 2000 at the invitation of the President and examined (*inter alia*) this matter, concerning which it adopted the following “explanatory note”:

<sup>4</sup> It should be stressed that these rules apply only to draft resolutions concerning the Draft Programme and Budget. Draft resolutions submitted in connection with other items of the agenda are subject to other rules, set out in Rule 79.



**EXPLANATORY NOTE FOR THE IMPLEMENTATION OF RULES 80  
AND 81, SECTION XIV, OF THE RULES OF PROCEDURE  
OF THE GENERAL CONFERENCE**

I. *The purpose of this Note is to specify and, as appropriate, clarify the procedure for the submission and examination of draft resolutions referred to in Rule 80 of the Rules of Procedure of the General Conference (hereinafter called DRs). The draft resolutions concerned are those containing one or more amendments to the Draft Programme and Budget (the C/5 document) which have “budgetary implications” – that is, if approved, they will affect the amounts proposed for any of the budgetary lines included in Part II of the Draft Appropriation Resolution.*

II. *In the submission and examination of DRs, the following rules shall be strictly applied:*

1. *At least 90 days before the opening of the session of the General Conference,<sup>5</sup> and taking into account Rule 80.2 of the Rules of Procedure, the President of the General Conference or on his behalf the Director-General shall formally communicate to Member States the exact deadline for the submission of DRs. All DRs shall reach the Director-General, in writing, 45 days before the opening of the session of the General Conference.<sup>6</sup>*
2. *The Director-General shall formulate his conclusions on the admissibility of the DRs. To this end, a DR may only be considered inadmissible in one of the following cases:*
  - (a) *when an operative paragraph of Part II of the Draft Programme and Budget is not affected by the DR (such operative paragraphs will always appear in bold and within a box, making them thus clearly identifiable); or*
  - (b) *when the budgetary implication of the DR is equal to or lower than US \$40,000; or*
  - (c) *when the DR does not have international, regional or subregional scope, i.e. when it refers to an activity to be implemented for the benefit of a single Member State; or*
  - (d) *when the activity proposed in the DR conforms to all the conditions required in the appropriate resolutions for the presentation of requests to the Participation Programme (currently 30 C/Resolution 50).*
3. *Within a maximum period of 25 days from the deadline referred to in paragraph 1,<sup>7</sup> Member States shall receive the comments of the Director-General regarding their respective DRs. Such comments shall clearly indicate: (a) whether the DR is admissible or inadmissible; and (b) if it is considered inadmissible, which of the cases specified in paragraph 2 justifies, in the opinion of the Director-General, his conclusion. If a decision is not taken by the Director-General within this 25-day period, the DR shall automatically be considered admissible.*
4. *Any Member State may appeal the conclusions of the Director-General regarding the inadmissibility of its DR. To this end, not later than five days before the opening of the session of the General Conference,<sup>8</sup> its President or on his behalf the Director-General shall receive from such Member State a letter of appeal in which the reasons for this recourse shall be clearly stated. Any letter of appeal not satisfying this deadline or not reasoned shall be automatically rejected.*
5. *Unless otherwise decided by a simple majority of its members, the Legal Committee shall examine all the letters of appeal as the first item of its agenda. It shall confirm or reject the conclusions of the Director-General on each DR which motivated the appeal. To this end, it shall ascertain whether the reasons presented by the Director-General in his comments conform to any of the cases presented in paragraph 2 above. In addition to its letter of*

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<sup>5</sup> That is, 17 July 2001.

<sup>6</sup> i.e. by 31 August.

<sup>7</sup> i.e. by 25 September.

<sup>8</sup> i.e. by 10 October.

*appeal a Member State may make a further written submission. It will be expected to provide orally any additional information required by the Legal Committee.*

6. *A Member State which is a member of the Legal Committee shall not vote on an appeal submitted by itself.*

*III. In the exercise of their respective duties regarding the admissibility of DRs, the Secretariat and the Legal Committee shall apply Section XIV of the Rules of Procedure of the General Conference, as interpreted by this Note.*

*IV. At the request of the General Conference, this Note may be revised by the Legal Committee.*

32. That Note, which explains the provisions of Rules 80 and 81 of the Rules of Procedure, particularly in regard to the criteria to be taken into account for assessing the admissibility of draft resolutions, will be annexed to the Rules of Procedure of the General Conference once it has been approved by that body (item 6.1 of the provisional agenda of the 31st session). It will be used as from the 31st session as the applicable basis for the processing of draft resolutions relating to document 31 C/5.

33. At previous sessions, the General Conference has adopted a number of draft resolutions with budgetary implications as part of the regular budget without stipulating how their implementation should be financed. The particularly serious budgetary constraints now weighing on the regular budget will no longer allow the Director-General to release appropriate resources to take action on such resolutions without prejudice to the execution of the Approved Programme and Budget. All resolutions adopted *in extenso* by the General Conference (and reproduced in Volume 1 of the Records) as well as resolutions approved on the basis of the commission reports should therefore mention clearly the amount of resources needed and the method of funding envisaged for their implementation, either a drive to find extrabudgetary resources or the identification of equivalent savings in the draft programme. In most cases, it will no longer be possible to implement any resolutions that are adopted without these details.

34. Member States proposing draft resolutions are therefore invited to indicate clearly, as far as possible, the amount of their budgetary implications and, in all cases, the source of funding envisaged should they be adopted by the General Conference, namely, the **activity shown in document 31 C/5 that would be curtailed or abolished for the purpose of releasing appropriate funds, or an attempt to find extrabudgetary resources**. For this purpose they are requested to use the form in Annex II.

## **IX. SPECIAL MEETINGS DURING THE 31st SESSION**

35. In accordance with 161 EX/Decision 6.2 (para. 3), a Youth Forum will precede the General Conference (12-14 October): see Annex III.

36. **A round table of ministers of science**, on the theme “Bioethics, international implications” will be organized on 22 and 23 October. This meeting, which will be held alongside the formal proceedings of the General Conference, will be open to ministers of science who wish to take part, on the understanding that those of all Member States are invited to do so.

37. Furthermore, the first meeting of the High-Level Group for follow-up to the Dakar Forum will take place on 29 and 30 October. The Dakar Framework for Action, adopted at the

close of the World Forum on Education held in Dakar (Senegal) in April 2000, invited the Director-General to convene such a group, which “will be composed of highest-level leaders from governments and civil society of developing and developed countries, and from development agencies” (Dakar Framework for Action, para. 19).

38. Lastly, a limited number of **workshops** focusing on fundamental issues will be organized under the aegis of the programme commissions.

## 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 30th 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 1998-1999, introduced by the Chairperson of the Executive Board
- 2.2 Report by the Executive Board on its own activities in 2000-2001 including its methods of work
- 3.1 Consideration and adoption of the Draft Medium-Term Strategy for 2002-2007
- 4.2 Adoption of the provisional budget ceiling for 2002-2003
- 4.4 Adoption of the Appropriation Resolution for 2002-2003
- 7.3 Draft amendment to Article VI, paragraph 2, of the Constitution
- 9.1 Request for the admission of Palestine to UNESCO
- 12.1 Election of Members of the Executive Board
- 13.1 Venue of the 32nd session of the General Conference

#### Commission I

- 3.1 Consideration and adoption of the Draft Medium-Term Strategy for 2002-2007 and preparation of the Draft Programme and Budget for 2004-2005
- 4.3 Consideration and adoption of the Draft Programme and Budget for 2002-2003
  - Part II.A: UNESCO Institute for Statistics
  - Part II.C: Programme Related Services<sup>9</sup>
  - Part III.A: External Relations and Cooperation
- 5.4 Proposals by Member States for the celebration of anniversaries with which UNESCO could be associated in 2002-2003
- 6.2 Proposals for adapting the "Regulations for the general classification of the various categories of meetings convened by UNESCO" to the needs of the Organization
- 6.3 Definition of regions with a view to the execution of regional activities
- 6.4 Relations between the three organs of UNESCO: role of the General Conference with respect to the Medium-Term Strategy (C/4) and the Programme and Budget (C/5)
- 7.1 Draft Statutes of the Standing Committee of National Commissions for UNESCO

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<sup>9</sup> Chapter 1 – Strategic planning and programme monitoring  
Chapter 4 – Coordination of action to benefit Africa  
Chapter 5 – Fellowships Bank Programme  
Chapter 6 – Public Information.

- 10.1 Sexennial Report by the Executive Board to the General Conference on the contribution made by non-governmental organizations to UNESCO's activities (1995-2000)

### **Commission II**

- 3.1 Consideration and adoption of the Draft Medium-Term Strategy for 2002-2007 and preparation of the Draft Programme and Budget for 2004-2005
- 4.3 Consideration and adoption of the Draft Programme and Budget for 2002-2003  
- Part II.A: Major Programme IV – Culture
- 5.3 Implementation of 30 C/Resolution 54 concerning educational and cultural institutions in the occupied Arab territories
- 8.1 Report by the Director-General on the initial special reports by Member States on the implementation of the Recommendation concerning the Status of Higher-Education Teaching Personnel
- 8.2 Updated version of the Revised Recommendation concerning Technical and Vocational Education (1974): Proposal by the Director-General

### **Commission III**

- 3.1 Consideration and adoption of the Draft Medium-Term Strategy for 2002-2007 and preparation of the Draft Programme and Budget for 2004-2005
- 4.3 Consideration and adoption of the Draft Programme and Budget for 2002-2003  
- Part II.A: Major Programme II – Natural sciences  
- Part II.A: Major Programme III – Social and human sciences
- 5.1 Bioethics and the rights of the child
- 5.6 Proposed establishment of the UNESCO-IHE Institute for Water Education
- 5.7 Proposed establishment of the Regional Centre on Urban Water Management in Teheran, under the auspices of UNESCO

### **Commission IV**

- 3.1 Consideration and adoption of the Draft Medium-Term Strategy for 2002-2007 and preparation of the Draft Programme and Budget for 2004-2005
- 4.3 Consideration and adoption of the Draft Programme and Budget for 2002-2003  
- Part II.A: Major Programme IV – Culture
- 5.2 Jerusalem and the implementation of 30 C/Resolution 28
- 5.3 Implementation of 30 C/Resolution 54 concerning educational and cultural institutions in the occupied Arab territories
- 5.5 Acts constituting a crime against the common heritage of humanity
- 8.3 Draft UNESCO declaration on cultural diversity
- 8.4 Draft convention concerning the protection of the underwater cultural heritage
- 8.6 Preparation of a new international standard-setting instrument for the safeguarding of the intangible cultural heritage

### **Commission V**

- 3.1 Consideration and adoption of the Draft Medium-Term Strategy for 2002-2007 and preparation of the Draft Programme and Budget for 2004-2005
- 4.3 Consideration and adoption of the Draft Programme and Budget for 2002-2003  
- Part II.A: Major Programme V – Communication and information

- 8.5 Draft Recommendation on the promotion and use of multilingualism and universal access to cyberspace and report by the Director-General

### **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
- 4.1 Methods of preparing the budget and budget estimates for 2002-2003 and budgeting techniques
- 4.2 Adoption of the provisional budget ceiling for 2002-2003
- 4.3 Consideration and adoption of the Draft Programme and Budget for 2002-2003
- Part I: General Policy and Direction
  - Part II: Programmes and Programme Related Services
  - Part III.B: Human resources management
  - Part III.C: Administration<sup>10</sup>
  - Part III.D: Renovation of Headquarters premises
  - Part IV: Anticipated Cost Increases
- 11.1 Financial report and audited financial statements relating to the accounts of UNESCO for the financial period ended 31 December 1999, and report by the External Auditor
- 11.2 Financial report and interim financial statements relating to the accounts of UNESCO as at 31 December 2000 for the financial period ending 31 December 2001
- 11.3 Scale of assessments and currency of Member States' contributions
- 11.4 Collection of Member States' contributions
- 11.5 Working Capital Fund: Level and administration
- 11.6 UNESCO Coupons Programme (Facility to assist Member States to acquire the educational and scientific material necessary for technological development)
- 11.7 Managing the UNESCO complex: Report by the Director-General and report of the Headquarters Committee
- 11.8 Staff Regulations and Staff Rules
- 11.9 Staff salaries, allowances and benefits
- 11.10 Implementation of personnel policy and geographical distribution
- 11.11 United Nations Joint Staff Pension Fund and UNESCO Staff Pension Committee
- 11.12 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 2002-2003

### **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
- 12.1 Election of Members of the Executive Board
- 12.2 Election of the members of the Legal Committee for the 32nd session of the General Conference

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<sup>10</sup> Chapter 1 – Administrative coordination and support  
Chapter 2 – Accounting and financial control  
Chapter 3 – Information systems and telecommunications  
Chapter 4 – Procurement  
Chapter 5 – Conferences, languages and documents  
Chapter 6 – Common services, maintenance and security.

- 12.3 Election of the members of the Headquarters Committee to serve until the end of the 32nd session of the General Conference
- 12.4 Election of six 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
- 12.5 Election of members of the Council of the UNESCO International Bureau of Education (IBE)
- 12.6 Election of members of the Intergovernmental Council for the Information for All Programme
- 12.7 Election of members of the International Coordinating Council of the Programme on Man and the Biosphere (MAB)
- 12.8 Election of members of the Intergovernmental Council of the International Hydrological Programme (IHP)
- 12.9 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
- 12.10 Election of the 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
- 12.11 Election of members of the Intergovernmental Council of the International Programme for the Development of Communication (IPDC)
- 12.12 Election of members of the Intergovernmental Council of the Management of Social Transformations (MOST) Programme
- 12.13 Election of the members of the Intergovernmental Committee established by the Statutes of the International Bioethics Committee
- 12.14 Election of the members of the Intergovernmental Committee for Physical Education and Sport (CIGEPS)
- 12.15 Election of members of the Governing Board of the UNESCO Institute for Statistics (UIS)

### **Legal Committee<sup>11</sup>**

- 6.1 Admissibility criteria for draft resolutions proposing the adoption of amendments to the Draft Programme and Budget
- 4.3 Consideration and adoption of the Draft Programme and Budget for 2002-2003 (draft resolutions)
- 6.2 Proposals for adapting the “Regulations for the general classification of the various categories of meetings convened by UNESCO” to the needs of the Organization
- 7.2 Administrative Tribunal: Extension of its period of jurisdiction
- 7.3 Draft amendment to Article VI, paragraph 2, of the Constitution
- 7.4 Draft amendment to the Constitution
- 8.1 Report by the Director-General on the initial special reports by Member States on the implementation of the Recommendation concerning the Status of Higher-Education Teaching Personnel

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<sup>11</sup> The legal aspects of certain issues discussed under other agenda items may also be considered by the Legal Committee.

**ANNEX II**

**FORM FOR THE SUBMISSION OF DRAFT RESOLUTIONS  
PROPOSING THE ADOPTION OF AMENDMENTS TO THE  
DRAFT PROGRAMME AND BUDGET FOR 2002-2003**

**31st SESSION OF THE GENERAL CONFERENCE**

**Draft resolution proposing the adoption of amendments to the Draft Programme and Budget for 2002-2003**

**Submitted by:**

**State(s)** .....

**Referring to the proposed resolution in (specify the paragraph)**

.....

**Proposed modification, deletion or addition:**

**State** if possible the amount of budgetary implications of the proposed amendment:

.....

**Indicate** the proposed source of funding (additional funds, reduction of the budget proposed for one or other of the subprogrammes or chapters of document 31 C/5, or recourse to extrabudgetary funding):

.....



**Explanatory note** (no more than 20 lines):

**Please give fax number (or email address) for subsequent correspondence:**

.....

Name:

Date:

.....

**Signature(s) for each sponsoring State**

## ANNEX III

### The UNESCO GENERAL CONFERENCE YOUTH FORUM (2001)

#### **Dates and duration**

A Youth Forum will take place immediately prior to the 31st session of the General Conference. Its main objective will be to yield a qualitative and clear opinion on the Organization's cross-cutting themes as set out in the next Medium-Term Strategy. The Youth Forum will last three days (12-14 October 2001).

#### **Format**

The Youth Forum will comprise six meetings: an opening and closing plenary meeting, and four *thematic rounds*, each comprising an introductory plenary and subsequent *brainstorming groups*.

The opening plenary meeting will introduce the Forum and adopt the agenda and procedures.

The plenary meeting will be followed by a series of four thematic rounds. Each round will treat one subject only which will be introduced in a plenary setting by three thematic 10-minute presentations. They will put an emphasis on the two main cross-cutting themes set out by the Medium-Term Strategy: "eradication of poverty especially extreme poverty" and "the contribution of information and communication technologies to the development of education, science and culture and the construction of a knowledge society".

There will be a 20-minute discussion after the presentations to forge a platform for the brainstorming groups. Following each introductory plenary meeting, the participants will split up into two or three brainstorming groups.

A project evening will give young people a possibility to discuss project frameworks, present and to pitch their projects to a combined audience of representatives of UNESCO, OECD, World Bank and the private sector. Comments from this audience are expected to upgrade young people's knowledge of setting up and presenting their ideas for action.

#### **Result**

The Forum will close with a final plenary meeting, which will adopt the report reflecting the young participants' views on selected priorities within the cross-cutting themes from UNESCO's Medium-Term Strategy. Projects submitted by the Young Professionals at UNESCO will be available as concrete indicators of young people's potential to implement their ideas.

The final report of the Youth Forum will be presented to the General Conference as a brief document reflecting the youth priorities for the beginning of the twenty-first century and related to UNESCO's Medium-Term Strategy.

### **Criteria for participation**

Governments will be asked to include, at their own expense, youth delegates (representatives of youth organizations from Member States under 30 years old) in their delegations. In order to ensure broadly based representation, Member States are invited to further cover the participation costs of young delegates from developing countries.

## 31st SESSION OF THE GENERAL CONFERENCE PROVISIONAL TIMETABLE OF WORK

		DATE	PLENARY MEETINGS	R <sup>(3)</sup>	ADM	I	V	II	III	IV	LEG	CRE	NOM	BUR		
OCTOBER		15 MON	1 } Items 1.1, 1.2, 2 } 1.4-1.7, 9.1									1	1 } Item 1.5			
		16 TUE	3 } 4 }		1 } Item 1.3 <sup>(4)</sup> 2 }			1 } Item 3.1 2 }				3 } Item 6.1 4 }		1		
		17 WED	5 } 6 }		3 } II.B, 4 } II.C, 5 } Items 6 } 4.1, 4.2, 7 } 4.3, 8 } 11.1-11.6			3 } 4 } MP I, 5 } Items 5.3, 6 } 8.1, 8.2				3 } Item 4.3 (DR) 4 }				
		18 THU	7 } 8 }	General Policy Debate (Items 2.1, 2.2, 3.1, 4.2)									5 } 6 }	2 } Item 12.1	2	
		19 FRI	9 } 10 }										7 } Items 6.2, 8 } 7.2, 7.3, 9 } 7.4, 8.1			
		20 SAT	11 }			8 } Items 9 } 11.7-11.12					1 } Item 2 } 3.1			3 } Item 12.1		
		21 SUN														
		22 MON	12 } 13 }		(continued)		10 } (continued) 11 }							10 } (continued) 11 }		3
		23 TUE	14 }		II		1 } Items 3.1 2 }							4 } Item 12.1		
		24 WED	15 }	DG's reply											4	
		25 THU			ADM		4 } II.A <sup>(5)</sup> , 5 } II.C, 6 } Item 6.2							5 } Items 12.2-12.15		
	26 FRI													5		
	27 SAT													6 } Items 12.2-12.15		
	28 SUN															
	29 MON					10 } 10.1								6		
	30 TUE			III									5 } 5.3, 5.5, 6 } 8.3, 8.4, 8.6,			
	31 WED						1 } Item 3.1 2 } 3 } MP V, 4 } Item 6.5 5 }							7 } Items 12.2-12.15		
NOVEMBER		1 THU	16 } 17 }		IV									8 } Items 12.2-12.15		
		2 FRI	18 } 19 }	Items 7.3, 13.1, Adoption of reports, item 4.4, then closure		V									8	
		3 SAT	20 }													

- (1) Item 12.1: Election of Members of the Executive Board
- (2) Item 12.1: 2nd round if necessary
- (3) Adoption of reports
- (4) The Commission may return to this item at a later stage
- (5) UNESCO Institute for Statistics



31 C/2 Rev. Corr.  
27 July 2001  
English only

Item 1.6 of the provisional agenda

**ORGANIZATION OF THE WORK OF THE SESSION**

**CORRIGENDUM**

In Annex I, page 2, subparagraph 4.3, “Part II.A: Major Programme IV – Culture” should read “Part II.A: Major Programme I – Education”.



31 C/2 Add.  
12 October 2001  
Original: French

Item 1.6 of the provisional agenda

**ORGANIZATION OF THE WORK OF THE SESSION**

**ADDENDUM**

1. The revised agenda (31 C/1 Rev.) includes the new items that were recommended by the Executive Board to the General Conference.
2. By 162 EX/Decision 6.2, the Board recommended to the General Conference that these items be considered by the following organs:

**Plenary**

- 9.2 Request for the admission of Tokelau as an Associate Member of UNESCO

**Commission II**

- 5.8 Report on the 46th session of the International Conference on Education: endorsement of the conclusions and proposals

**Commission III**

- 5.10 Proposed establishment of a Regional Centre for Training and Water Studies of Arid and Semi-arid Zones, Egypt, under the auspices of UNESCO
- 5.11 Bioethics programme: priorities and prospects

**Commission IV**

- 5.9 Proclamation of 2004 as International Year to Commemorate the Struggle against Slavery and its Abolition



31 C/2 Add.2  
17 October 2001  
Original: French

Item 1.6 of the agenda

**ORGANIZATION OF THE WORK OF THE SESSION**

**ADDENDUM**

1. At its third plenary session the General Conference, on the report of its General Committee, decided to add six new items to the agenda, and entrust their examination to the following bodies:

**Commission I**

- 5.14 Situation of the UNESCO *Courier*

**Commission III**

- 5.12 Proclamation of a World Science Day for Peace and Development
- 5.13 Proposal for the establishment of an International Centre for Synchrotron-light for Experimental Science and Applications in the Middle East (SESAME) under the auspices of UNESCO

**Commission IV**

- 5.15 UNESCO's association with the *World Book Capital*

**Administrative Commission**

- 6.5 Criteria and directives governing the travel arrangements of the President of the General Conference

**Administrative Commission and Legal Committee**

- 7.5 Amendment to the Rules of Procedure of the General Conference (Rules 39 and 40 relating to the Headquarters Committee)

2. Furthermore, the items below, whose examination has been entrusted to Commission III, will also be considered by the Legal Committee with respect to their legal aspects:

5.6 Proposed establishment of the UNESCO-IHE Institute for Water Education

5.7 Proposed establishment of the Regional Centre on Urban Water Management in Tehran, under the auspices of UNESCO