



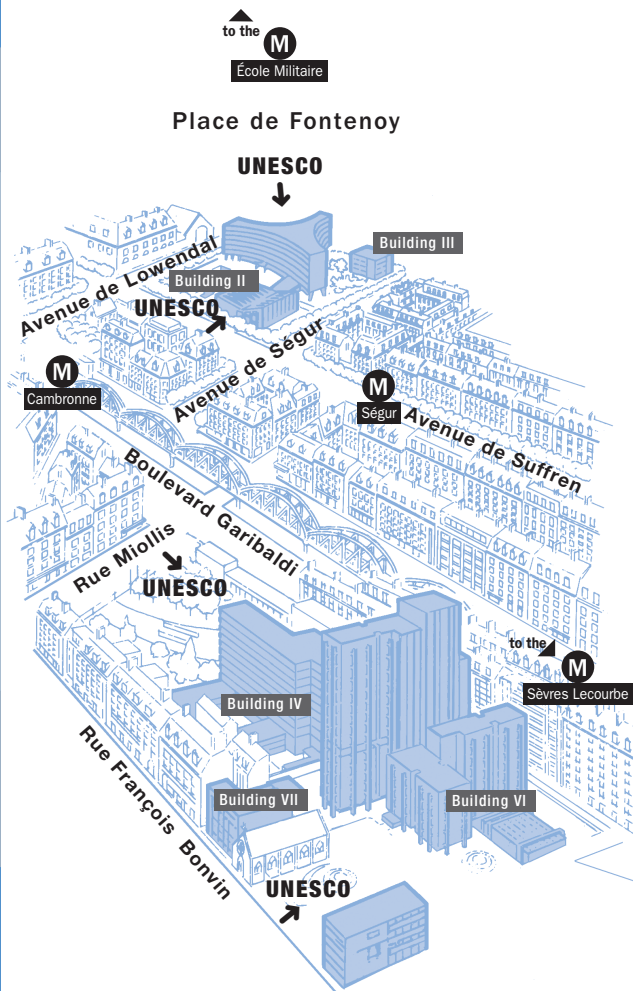
United Nations
Educational, Scientific and
Cultural Organization

34C

Guide

General Conference

Paris, 2007



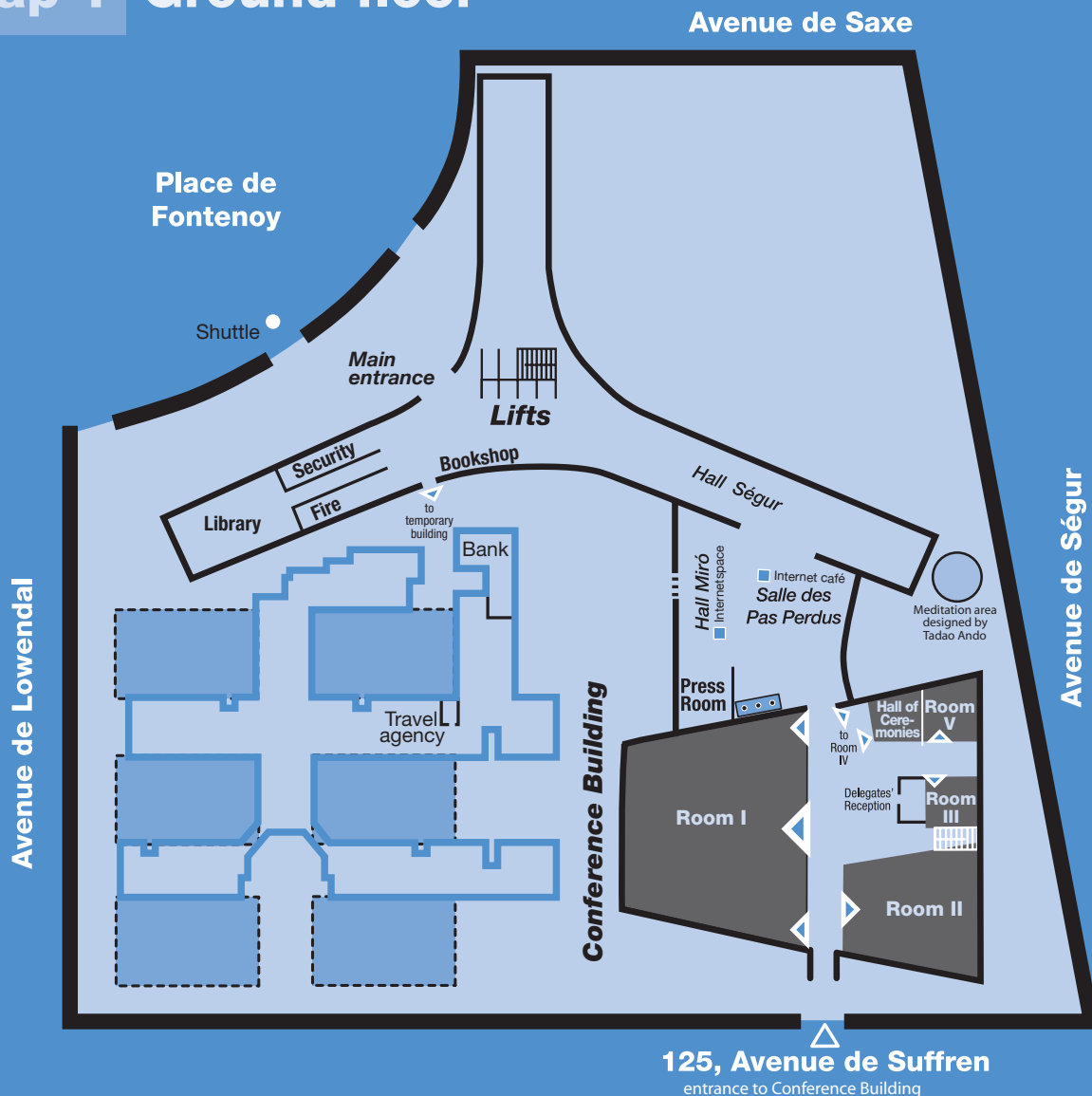
United Nations Educational,
Scientific and Cultural Organization

7 place de Fontenoy
75352 Paris 07 SP

1 rue Miollis
75015 Paris

Headquarters Building

Map 1 Ground floor



Since 1 June 1995, UNESCO has been a NON-SMOKING organization

Welcome to the 34th session of the General Conference of UNESCO

This guide contains practical information which we hope you will find useful: information on the structure and work of the General Conference.

The maps of the buildings where meetings are held are on the inside covers.

We have prepared a schedule of the meetings, starting on page 22, which includes part of the programme for the session.

The Delegates' Information Service will be at your entire disposal to answer any further questions on the organization of the Conference.

Online information

All information concerning the course of the session and the accompanying events will be accessible online on the Internet. Delegates are strongly encouraged to check the General Conference site every day:

http://www.unesco.org/en/general_conference

***The Secretariat of the General Conference
wishes you a good session***

*All the terms used in this guide
to designate persons are to be interpreted
as referring to men and women alike.*

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What you need to know on arrival

The 34th session of the General Conference is being held in Paris, at UNESCO Headquarters, from 10 a.m. on Tuesday, 16 October to Saturday, 3 November 2007.

We recommend that you arrive in Paris on the eve of the session in order to complete a number of formalities without rushing.

Registration

Registration will take place at the *Delegates' Reception* in the foyer opposite Room I of the Conference Building, on the Fontenoy site. You will be given your *badge* which must be shown at the entrances of all buildings and at security checks.

The same service also registers persons accompanying delegates and provides them with a badge which allows them access to buildings throughout the General Conference.

Observers from intergovernmental and non-governmental organizations and foundations are requested to register at the IGO/NGO Reception (Fontenoy building, Pavillon Suffren, 125 Avenue de Suffren).

Credentials

Credentials must be sent one week before the opening date of the session (Rule 23 of the Rules of Procedure of the General Conference).

Delegations whose credentials have not yet been presented to the Director-General are requested to hand them directly to the Secretariat of the **Credentials Committee**, which is responsible for checking the credentials of all the delegations (Ms Gisèle Ndédi, *Miro Hall, in front of Miro 1, Tel.: 80437*).

Information

To find out all you want to know about the schedule, content and workings of the General Conference, contact the **Delegates' Information Service** (Ms Stella Hughes, *tel.: 81671*).

The daily schedule of meetings will be displayed in the hall of the Conference Building and on the closed-circuit television screens.

Detailed information on the General Conference and its workings, in particular the Constitution and Rules of Procedure, can be found in the **Basic Texts**, which are available in meeting rooms.

Documents

To indicate which documents your delegation would like to receive during the General Conference, in what language and how many copies, all you need do is fill in G.C. form 18 which can be obtained from the **Documents Distribution Service**, in the basement of the Conference Building (see map 2). You will find your documents every

day in your pigeon-hole at the Documents Distribution Service.

In each meeting room, delegates will find at their place a complete set of the documents needed for the work of the body which is using the room. It is recommended that set of documents should remain in the room so that it can be updated.

All UNESCO's General Conference documents are accessible on the Internet.

Working languages

The working languages are Arabic, Chinese, English, French, Russian and Spanish. Simultaneous interpretation is provided in these six languages; all documents which require a decision by the General Conference are also published in these languages. Information documents (34 C/INF) are available in English and French only.

General policy debate

Delegations are invited to address any question related to the general policy debate to Ms Patricia Menendez (*Office S.383, Tel: 80728*).

Seating arrangements for delegates

In the plenary meeting rooms and in the commissions, one seat is allocated to Member States in the French alphabetical order, starting with Honduras, whose name was drawn by lot at the 176th session of the Executive Board. The number of seats per delegation varies according to the room. Places will be set aside for observers.

Recommended reading

Two documents must be read – documents 34 C/1 (Agenda) and 34 C/2 (Organization of the work of the session) – so that you can decide which commissions and meetings you will attend. This also applies to the e-journal of the General Conference, which will be disseminated daily after the first day of the session.

34C

General Conference

The General Conference meets every two years. The participants are all the Member States and Associate Members; non-Member States, intergovernmental organizations and non-governmental organizations are invited as observers.

The General Conference decides on the main lines of emphasis and overall policies of UNESCO by:

- discussing all the issues concerning the general policy of the Organization, and occasionally by focusing on certain major themes;
- adopting for the next two years a programme and budget, the draft of which is submitted to the General Conference and is the outcome of a consultation process between the Member States and the Secretariat;
- electing the Members of the Executive Board for a four-year term (renewed by half every two years);
- appointing, every four years, the Director-General;
- adopting the (six-year) Medium-Term Strategy of the Organization.

How the system works

The General Conference carries out its work in several organs – plenary, commissions and various committees and working groups – which sometimes meet simultaneously.

Plenary

The heads of delegation attend the plenary and take part in the general policy debate. All decisions of the General Conference are taken in plenary.

Commissions and committees

The General Conference may set up at each session the commissions and committees that it deems necessary. It has been recommended that the General Conference establish seven commissions at its 34th session.

In each commission, the elected bureau is made up of a chairperson, four vice-chairpersons and a rapporteur; it is assisted by a secretariat composed of staff members specially seconded to the commission for the duration of the session. The agendas of the commissions are organized around one of the main programme areas of UNESCO's programme. At this session, all programme commissions will also meet jointly before the start of their respective work to ensure the necessary interactive discussion of the enhanced interdisciplinary dimensions of the Organization's

work (see “interdisciplinary meeting” in Annex V to document 34 C/2).

The themes for the commissions at this session are:

<i>PRX Commission:</i>	General questions and programme support	<i>(Room XII)</i>
<i>ED Commission:</i>	Education	<i>(Room II)</i>
<i>SC Commission:</i>	Natural sciences	<i>(Room XII)</i>
<i>SHS Commission:</i>	Social and human sciences	<i>(Room XII)</i>
<i>CLT Commission:</i>	Culture	<i>(Room II)</i>
<i>CI Commission:</i>	Communication	<i>(Room XI)</i>
<i>ADM Commission:</i>	Administrative and financial issues	<i>(Room XI)</i>

In each debate, a delegation takes the floor once only. Delegates who have a draft resolution (DR) to present should, if possible, do so during their statement. Nevertheless, each commission can also decide that its bureau will present DRs at a set moment at the end of the debate.

The General questions and programme support Commission and the Administrative Commission will start work on Tuesday 17 October, followed by other commissions.

There are also three statutory committees: the ***Credentials Committee*** (Room VI) is made up of nine members elected at the first plenary meeting of the General Conference on the proposal of the Temporary President; it checks the credentials of participants.

The *Legal Committee* (Room VIII) consists of 24 members elected at the previous session; it is responsible for considering draft amendments to the Constitution or Rules of Procedure of the General Conference, and legal matters which are submitted to it.

The *Nominations Committee* (Room IV) consists of the heads of all the delegations with voting rights at the General Conference; it examines and submits to the General conference proposals concerning the composition of commissions and committees and other bodies whose members must be elected by the General Conference (Rules 34 and 35 of the Rules of Procedure).

The *General Committee* (Rooms X and IV) steers the work of the General Conference and coordinates the work of commissions and committees; it is made up of the President and Vice-Presidents of the General Conference and the chairpersons of the subsidiary organs. It sets the agenda of the plenary meetings, approves the list of speakers in the general policy debate and examines requests for the inclusion of new items in the agenda. Each commission and committee chairperson reports regularly to it on the progress of the work.

Taking the floor

During the *general policy debate*, speakers must limit their statements to 8 minutes which, for most speakers, means delivering a four-page double-spaced text.

Delegations are requested to send, in advance, to Ms Patricia Menendez (*Office S.383, tel.: 80728*), six copies of their statement which will be given to the interpreters, the Editor of Records and the press. A photocopying service is available

to delegations in front of the sound archives in the basement of the Conference Building (*Office S.371*).

In the commissions, the time limit on speeches is set by the chairperson. In order to take the floor in commission, please contact the secretariat of the commission before or during the meeting, but in any event before the list of speakers is closed.

To be sure of accurate interpretation and a reliable report, it is useful to hand a copy of your text in advance to the secretary and to the rapporteur of the commission, even if it is not typed. The room clerks are at speakers' disposal to make photocopies.

Normally, speakers speak from their seats; however, during the general policy debate in Room I, heads of delegation speak from the platform.

Draft resolutions

A draft resolution, or **DR**, is a proposal submitted by one or more delegations with a view to having it adopted as a decision of the General Conference. Most DRs aim to modify guidelines laid down in the draft programme and budget and are examined initially in commission; some go directly to the plenary when they concern agenda items examined only in plenary.

In each commission, the bureau undertakes an initial analysis of the DRs and prepares the decisions to which they may give rise on the commission's behalf.

For that purpose, account is taken in particular of the rules governing their admissibility (Rules 80 and 81 of the Rules of Procedure).

Voting procedures

Each Member State has one vote, unless its credentials have not been accepted as fully valid by the Credentials Committee or it has not satisfied the provisions of paragraph 2 of Rule 83 of the Rules of Procedure concerning arrears in contributions.

There are several ways of voting: by show of hands (the most common), by secret ballot (for elections) or by roll-call (in exceptional cases). To vote by show of hands, raise your country's nameplate.

Decisions are taken by a simple majority of members present and voting except in cases where a two-thirds majority is required, for instance for the admission of new members (Rules 84 and 85 of the Rules of Procedure).

Often, when there is general agreement, decisions are taken without a vote by consensus.

Elections

Many elections, organized by the Nominations Committee, take place during the General Conference:

- election of the General Committee of the General Conference, which takes place, on the proposal of the Executive Board, at the beginning of the plenary;
- election of the Members of the Executive Board, which takes place in accordance with the distribution of Member States by electoral group (Group I: 9 seats, Group II: 7 seats, Group III: 10 seats, Group IV: 12 seats, Group V: 20 seats); candidacies must be communicated to the Director-General if

possible at least six weeks before the session and in any event at least 48 hours before the election;

- elections of the bureaux of the commissions and committees of the General Conference;
- elections of the intergovernmental committees and councils associated with UNESCO's programme.

The dates will be shown in the timetable of work and in announcements displayed on screens. For the election of the Members of the Executive Board, a *voting bureau* is set up in Room V from 10 a.m. to 1 p.m. on the days of the election; delegates may vote there at their convenience without any break in the discussions (see document 34 C/2).

Stages of the General Conference

The first three plenary meetings

Tuesday, 16 October, 10 a.m.

The General Conference begins with an opening ceremony in *plenary*, temporarily presided over by the head of the delegation whose country was President at the previous session. The *Temporary President* proposes to the General Conference the choice of the nine members of the *Credentials Committee*, which meets on the same day.

The General Conference then *approves its agenda*, prepared by the Executive Board.

Tuesday, 16 October, 3 p.m.

The General Conference elects its President and Vice-Presidents, on the proposal of the *Nominations Committee*; the latter, consisting of all the heads of delegation, will have met that morning to consider the Executive Board's recommendations on the issue. The Credentials Committee then submits its first report to plenary.

Wednesday, 17 October, 10 a.m.

The third plenary meeting will begin with consideration of the General Committee's recommendations on the organization of work (34 C/2). Then, the Chairperson of the Executive Board will introduce the *Report of the Director-General on the activities of the Organization in 2004-2005* (34 C/3) and the *Reports by the Executive Board* (34 C/9).

Next, the Director-General introduces the general policy debate by presenting the draft programme and budget. On that occasion he reviews UNESCO's actions since the last session of the General Conference (34 C/INF.2). The general policy debate concludes with the Director-General's reply.

The plenary will sit until 24 October, at the same time as the commissions and committees (see timetable of work, Annex V of document 34 C/2).

The last three days of the session

During the last three days of the session, the plenary resumes its work in order to consider and adopt the reports of the commissions (presented by their chairpersons) and the budget. Once approved in plenary, the drafts prepared by the commissions become decisions (called resolutions) of the General Conference.

Other events of the session

Alongside the formal proceedings of the General Conference, several meetings are to be held, in particular:

- Round Table of Ministers of Education: Education and economic development (19-20 October);
- Round Table of Ministers of Sciences: Science and technology for development (26-27 October);
- Youth Forum (12-13 October);
- Civil Society Forum (25 October).

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General Conference documents

There are plenty of these: some of them are bound and can be recognized by the colour of their cover. Old General Conference hands often refer to them by their number, or symbol.

All the documents bear the symbol 34 C because they correspond to the 34th session of the General Conference.

34 C/ (number)

These are documents requiring a decision by the General Conference; they constitute the main series of documents.

- 34 C/1 Prov. Rev.:** Revised provisional agenda of the session;
- 34 C/2:** Organization of work;
- 34 C/3:** Report by the Director-General (2004-2005);
- 34 C/4:** Draft Medium-Term Strategy for 2008–2013;
- 34 C/5:** Draft Programme and Budget for 2008-2009;
- 34 C/6:** Recommendations by the Executive Board on the Draft Programme and Budget for 2008-2009.
- 34 C/11:** Recommendations by the Executive Board on the Draft Medium-Term Strategy for 2008–2013.

34 C/INF

These documents bring information to the attention of the General Conference but do not require a decision.

34 C/INF.1: Invitations to the 34th session;

34 C/INF.2: Opening of the general policy debate by the Director-General.

34 C/REP

This series is used for reports to the General Conference by the intergovernmental committees and councils, for example, and for reports of international or regional conferences organized by UNESCO.

34 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.).

34 C/DR

This series comprises draft resolutions submitted by Member States.

E-journal

During the session, the e-journal of the General Conference, which is an online information tool, will provide a daily overview of the work of

the Conference. It will also contain official notices and other information of interest to participants. (http://www.unesco.org/en/general_conference)

Records

Pursuant to 176 EX/Decision 35 and paragraph 10 of document 176 EX/35, provisional verbatim records of the plenary proceedings will not be produced during the 34th session; the full verbatim records of the 34th session will naturally still be published after the session. A related innovation is that on-demand navigable sound recordings in the six working languages of all plenary meetings will be available on the General Conference website: http://www.unesco.org/en/general_conference, where you will be able to listen live to plenaries and ministerial round table meetings. The recordings of all meetings are kept in the Organization's archives, where they may be consulted.

List of participants

A provisional list of delegates, representatives and observers is available on the website of the General Conference. (http://www.unesco.org/en/general_conference)

It is regularly updated as and when relevant information is provided by the delegations to the Secretariat (Ms Patricia Menendez, *Office S.383*, tel.: 80752).

Various activities organized during the General Conference

Secretariat activities

During this session, the “*Planet Earth: from Space to Place*” exhibition will be staged in the Ségur Hall, in the run-up to International Year of Planet Earth, 2008. The purpose of the exhibition is to showcase the planet’s diversity, as seen from space, through satellite images. It should also show that, through its programmes, UNESCO’s action is primordial in ensuring the sustainable management of the Earth to the benefit of present and future communities. Through its themes, the exhibition will explore knowledge of the Earth’s system, Earth’s dynamics, Earth’s diversity and Earth undergoing change, in particular climate change and will show how UNESCO contributes, through its programmes, to capacity-building designed to meet the challenges of sustainable development.

Crossroads Africa: The Africa Department will provide a reception service for delegates to respond to all requests for information and documentation on UNESCO’s activities for Africa (Ségur Hall).

The Bureau of Field Coordination with The National Commissions and UNESCO institutes will each present their activities in the Ségur Hall.

Other activities

- Coordination meetings of electoral groups;
- Information meetings organized by programme sectors;
- Regional meetings with representatives of National Commissions organized by the Secretariat;
- Guided tours, organized by the French delegation and the UNESCO Community Association (Salle des Pas Perdus).

Tuesday 16 October

9 a.m. 2 p.m.

10 a.m. *Opening of the session*

3 p.m. *Election of the President and Vice-Presidents*

11 a.m. 4 p.m.

Notes

Wednesday 17 October

9 a.m. 2 p.m.

10 a.m. *Recommendations of the General Committee on the organization of the work of the session*

Introduction to the general policy debate

3 p.m.

11 a.m. *Beginning of the general policy debate* 4 p.m.

Notes

Thursday 18 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Friday 19 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Saturday 20 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Sunday 21 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Monday 22 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Tuesday 23 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Wednesday 24 October

9 a.m. 2 p.m.

10 a.m. *Election of Members
of the Executive Board*

3 p.m. *Director-General's
reply to the general
policy debate*

11 a.m. 4 p.m.

Notes

Thursday 25 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Friday 26 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Saturday 27 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Sunday 28 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Monday 29 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Tuesday 30 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Wednesday 31 October

9 a.m. 2 p.m.

10 a.m. 3 p.m.

11 a.m. 4 p.m.

Notes

Thursday 1st November

9 a.m. 2 p.m.

10 a.m. *Adoption of the
commission reports
in plenary* 3 p.m.

11 a.m. 4 p.m.

Notes

Friday 2 November

9 a.m. 2 p.m.

10 a.m. *Adoption of the
commission reports
in plenary (continued)* 3 p.m.

11 a.m. 4 p.m.

Notes

Saturday 3 November

9 a.m. 2 p.m.

10 a.m. *Closure*

3 p.m.

11 a.m. 4 p.m.

Notes

UNESCO practical guide

Archives

Here you will find the archives of the International Institute of Intellectual Co-operation, of the Preparatory Commission of UNESCO, every session of the General Conference and Executive Board, all UNESCO documents and publications and the Secretariat's records. The Micrography Unit holds all UNESCO texts since 1972 on microfiche; in some cases, since 1945. The Unit allows access through the Internet to full texts of UNESCO documents from the end of 1995, and for the decisions of the Executive Board and resolutions of the General Conference from 1946. The reading room is in the basement of the Fontenoy Building (access through office C.021).

Opening hours: Monday to Friday, 9 a.m. to 12.30 p.m., 2 p.m. to 6 p.m.; Saturday, 9 a.m. to 1 p.m., tel.: 81950, 81955.

Bank

You can carry out all banking operations in the two branches of the Société Générale, one located:

- on the ground floor of the temporary building in Fontenoy in front of the lifts, tel.: 01 53 69 55 60, 81640
- the other in the hall of the Miollis Building, tel.: 82827

Opening hours: Monday to Friday: 9.30 a.m. to 12.15 p.m. and from 1.30 p.m. to 5 p.m. Saturday: 10 a.m. to 12 noon.

Cash dispensers are at your disposal 24 hours a day in Fontenoy in the Hall Miro and in Miollis next to the bank.

Bookshop

Is located at the entrance of the Fontenoy Building and sells UNESCO publications, CDs, CD-ROMs, and certain United Nations publications. You will also find trade-marked UNESCO gifts, as well as numismatic and philatelic items.

Delegates are entitled to a reduction on presentation of their badge. Monday to Saturday, 9 a.m. to 6 p.m., tel.: 82222, 80370.

Cafeteria

Serving lunch:

- Seventh floor of the Fontenoy Building;

Opening hours: Monday to Saturday: 11.30 a.m. to 2.30 p.m.

- Basement of the Miollis Building;

Opening hours: Monday to Friday: 11.30 a.m. to 2.30 p.m.

Cloakrooms

Cloakrooms are available near Room I.

Commissary

As a delegate you have access, on presentation of your badge, to the UNESCO Commissary, which offers a wide range of articles (luxury foods, perfumes, gifts, etc.). The Commissary is situated in the first basement of the Bonvin Building.

Opening hours: Monday to Friday, 11.45 a.m. to 2.30 p.m. and 4 p.m. to 6.30 p.m.; Saturday 10.30 a.m. to 1.30 p.m.

Delegates are also entitled to a special allowance of duty-free cigarettes, cigars, tobacco and alcohol. A branch of the Commissary, specializing in

gifts and essential items, is located in the basement of the Conference Building.

Opening hours: Monday to Friday 10.45 a.m. to 5.45 p.m.; Saturday 10.45 a.m. to 1.30 p.m.

Conference bar

Serves coffee, tea, drinks, cakes and sandwiches all day, with hot and cold meals for dinner only. This bar is located in the basement of the Conference Building, Fontenoy. Open 8.30 a.m. to 9 p.m., Monday to Saturday.

Internetspaces

Computers providing access to the Internet are available at various points in the Fontenoy Building: Salle des Pas Perdus, Mall, Room C.016bis, in front of Room XI:

http://www.unesco.org/en/general_conference

Internet café

Internet connection is provided through Wifi hot-spots in a café in the Salle des Pas Perdus.

Emergencies

Inside UNESCO, call the Central Guard Service in the Fontenoy Building, tel.: 81637 and 81617; in the Miollis Building, tel.: 82580.

Outside UNESCO, call “Police secours”, tel.: 17.

Fire

Inside UNESCO, for all buildings, tel.: 18. Outside UNESCO, call the Paris fire brigade, tel.: 18.

Hotels

You may call upon *Carlson Wagonlit Travel* agency located in UNESCO (see page 41). It is to be noted that no hotel booking will be taken into consideration unless a credit card number+ expiry date is provided. Credit cards are indeed indispensable for booking purposes.

Library/Reading room

Ready access to a selection of daily newspapers and periodicals; dictionaries, encyclopaedias, directories, guidebooks and other materials.

Consult the online catalogue that lists UNESCO's documents/publications since 1972 and the Library's acquisitions since 1946.

Access to online information resources such as Economist Intelligent Unit, World Bank e-library, Science Direct, and others. Photocopiers, printers, Wifi hotspots and information services are at your disposal.

Location: Ground floor, Fontenoy Building (R.004)

Opening hours: Monday to Friday, 9.30 a.m. to 6 p.m., Saturdays 9.30 a.m. to 1 p.m. – tel.: 80356/60; email: library@unesco.org

<http://www.unesco.org/library/fre/index.shtml>

<http://intranet.unesco.org/infors/library/fre/index.shtml>

Lost and found

If you have lost or found something, please contact the Delegates' Reception or the Guard Service, tel.: 81637.

Mail

You may ask for mail to be sent to you in your name, mentioning also the name of your delegation, to the UNESCO address:

UNESCO
7, place de Fontenoy
F-75352 Paris 07-SP France
Telephone: (33 1) 45 68 10 00
Fax: (33 1) 45 67 16 90

You will find mail addressed to you at your permanent delegation's office or, if your delegation has no office, at the Delegates' Reception, in the Conference foyer. Observers from IGOs, NGOs and Foundations should contact their Reception in *office D.187*.

Medical emergencies

- During the General Conference, a medical unit of the Paris SAMU (Service d'aide médicale d'urgence – Emergency medical assistance) is permanently on duty in the Miro Hall, Conference Building, tel.: 80588.

For a serious emergency outside UNESCO, call the SAMU directly, tel.: 15.

Irrespective of place or time, if you need a doctor, telephone SOS Médecins on 01 43 37 77 77.

You can also call the emergency service of St Joseph's Hospital, 185, rue Raymond Losserand, 14th arrondissement, tel.: 01 44 12 34 58, saying that you are from UNESCO.

- Medical service and infirmary, located on the second floor of the Fontenoy Building, office 2096.

Opening hours: Monday to Friday, 9 a.m. to 6.30 p.m., Saturday, 9 a.m. to 1.30 p.m.

On duty during night meetings and Saturday afternoon, tel.: 80867. In the Miollis Building, the infirmary is on the ground floor, office 28, tel.: 83231, open from Monday to Saturday, 9 a.m. to 4.30 p.m.

Meditation area

Designed by Tadao Ando (see Map 1).

Meeting room reservations

To book a meeting room, please contact the Meeting Room Reservation Service, which will endeavour to meet the requests of groups of delegations according to availability (*office S.385, tel.: 82136/82137*).

Newspapers

One newsagent in the hall of the Fontenoy Building stocks daily newspapers, magazines and books.

Parking

Parking space is reserved on the avenue de Suffren and avenue de Ségur, bordering the UNESCO perimeter, for cars displaying the special parking sticker on their windscreen. The stickers may be obtained from Delegates' Reception.

Photocopies

In the basement of the Conference Building, in front of the Sound Archives Unit (S.371), there is a photocopying service at your disposal. In meeting rooms, ask the conference room officers.

Photographs

You may make arrangements with the two Conference photographers, whom you will find at their counter in the hall outside Room I, for photographs to be taken.

Postal service

Postboxes are to be found near the *Place de Fontenoy* entrance, behind the lifts, and in the hall of the Miollis Building.

The post office is to be found at 5, avenue de Saxe, which is to the right on leaving the building on the Place de Fontenoy. The post office is open continuously from Monday to Friday, from 8 a.m. to 7 p.m., and on Saturday mornings, from 8.30 a.m. to 12.30 p.m.

For emergencies, a post office is open all night and on Sundays at 52, rue du Louvre, in the first arrondissement.

Prayer Room

Office E.164/165 is available to delegates as a prayer room.

Press

The Press Room is on the ground floor of the Fontenoy Building (Ms Sue Williams, *Miro Hall 4*, tel.: 81706).

Receptions

The catering services are at your disposal for receptions you may wish to organize at UNESCO Headquarters. Please consult Ms Patricia Menendez, *Office S.383*, tel.: 80752.

Recordings

Sound recordings of all the plenary meetings and of the meetings of the subsidiary organs of the Conference may be consulted in the sound archives. See Mr Farid Zidour (*Office S.371, tel.: 80014*). Recordings may be purchased at the price of €10.

Members of delegations can obtain video recordings of statements by delegates from the studio (*Office S.313*). Contacts: Christine Carbonnel and Hanna Getachew (*tel.: 81668; email: studio@unesco.org*). Contribution towards costs is: copy on a DVD disc: €45 – copy on a VHS cassette: €40.

Television corporations wishing to obtain professional cassettes should contact the studio directly (*Office S.313; email: studio@unesco.org; tel.: 81668*).

Video transmissions via satellite can be organized from the studio (*Office S.313*). Feed costs shall be defrayed by UNESCO. Orders and payments for satellites must be made by the television corporations (broadcasters) receiving the transmission. Contact: Claudio Bruno (*tel.: 80077*); email: c.bruno@unesco.org).

UNESCO does not transfer webcast files on to DVD discs. Such files are available in video format on demand on the Organization's website at the following address:

http://www.unesco.org/en/general_conference

Official photographs of heads of delegation in audience with the Director-General will be taken by the UNESCO service. Digital files of the photographs will be mailed to the various delegations. Delegations wishing to have the photographs printed on glazed paper (two at the most) may contact the Photo Unit (*Office 2030*). Contact: Michel Ravas-

sard (Tel.: 81687); email: m.ravassard@unesco.org and phototheque@unesco.org

Restaurant

The Lowendal restaurant is open for lunch from Monday to Saturday on the seventh floor of the Fontenoy Building from 12 noon to 2.30 p.m. Reservations, tel.: 81600.

Shuttle

A regular shuttle service runs between the Fontenoy and Miollis Buildings (see Map 1).

Speaking clock

To find out the time at any moment of the day or night: tel.: 3699.

Telephone

UNESCO's telephone number for a call made in France is 01 45 68 10 00; for a call made from abroad it is (33 1) 45 68 10 00. If you receive a call, it will be redirected by the switchboard to your permanent delegation. If your delegation does not have a permanent office, the calls will be redirected to the "telephone centre" in the Fontenoy Building (see Map 1).

If you are expecting a call at a specific time, stay near the "telephone centre", or tell the switchboard operator where you will be. You might usefully advise your correspondent to ask for a "person-to-person" call, which is billed from the moment the requested correspondent comes on the line.

To call an extension in UNESCO, dial the five figures directly. To reach a number in Paris, dial 0

and then the 10 digit number of your correspondent. You can call outside Paris and outside France directly from the office of your permanent delegation, which will receive the bill later, or from the switchboard in the Conference Building; in the latter case, you pay immediately.

Travel

You may book your return or any other journey in France or abroad at the travel agency **Carlson Wagonlit Travel** located:

- on the ground floor of the temporary building (PC.067) of the Fontenoy Building.

Opening hours: Monday 10 a.m. to 6 p.m. Tuesday to Friday 9 a.m. to 6 p.m. Saturday 9 a.m. to 1 p.m.

- For information concerning flight times, you can make direct calls to **Orly Airport**, 01 49 75 15 15, or to **Charles de Gaulle Roissy Airport**, 01 48 62 22 80.

Visas

If you need a visa for your return journey, you may contact the Visa Service from 9.30 a.m. to 12.30 p.m. and from 4 p.m. to 6 p.m., Monday to Friday; Saturday 9.30 a.m. to 12.30 p.m., tel.: 81771, 81860.

Weather

At the time of the General Conference, the weather in Paris is changeable with some sunshine but with mornings and evenings rather cool. A coat and an umbrella are advisable. The average daily temperatures vary between 5° and 15° centigrade.

Paris practical guide

Cultural activities in Paris

The French Ministry of Foreign Affairs proposes meetings for delegates with individuals active in the fields of culture, science and education and with specialized departments of the French Government. Contact the *Host Country Reception Office (Salle des Pas Perdus, tel.: 85189)*.

The UNESCO Community Association has designed special programmes for persons accompanying participants: information can be obtained from the Association's stand in the Salle des Pas Perdus (tel.: 85190).

Department stores

Bon Marché (métro: Sèvres-Babylone) is the nearest. Buses 80 and 28 will take you to Saint Lazare train station, which is only a few minutes' walk from *Printemps* and *Galleries Lafayette*, both on Boulevard Haussmann.

Exchange rates (June 2007)

Local currency is now Euro.

1 \$ = 0,74 €

Museums

All national museums, such as the Louvre, are closed on Tuesdays; Paris City museums are closed on Mondays.

Parking

There are many public fee-paying parking spaces in Paris, indicated by a sign with a white P on a blue background.

Restaurants near UNESCO

Would you like to lunch or dine outside UNESCO? A list of restaurants can be obtained from Delegates' Reception.

Theatres, concerts, cinemas and Paris by night

The host Country Reception Office provides programmes of cultural events in Paris during the session and enables you to book concert and theatre seats.

There are two weekly publications on cultural events: *Pariscope* and the *Officiel des spectacles*, which can both be bought at all news-stands.

Transport in Paris

Individual car hire

All the major car hire firms are represented in Paris. The travel agency at UNESCO can reserve a car from any firm.

Taxis

You can find taxis at the taxi ranks shown on the map on the back of this guide; it is more reliable to telephone one of the following numbers: 01 45 66 00 00, 01 49 36 10 10 or 01 47 34 00 00. Give the address of the building where you are (see the inside cover of this guide) and UNESCO's telephone number (01 45 68 10 00).

On arrival, the meter will already show a certain amount. That amount, which corresponds to the price of the journey made to pick you up, is charged to you. There are three rates, according to the time and distance from the city centre: rate A – in Paris from 10 a.m. to 5 p.m. Monday to Saturday; rate B – from 5 p.m. to 10 a.m. Monday to Saturday and for Orly and Roissy Airports; rate C – on Sundays and public holidays.

Public transport

Metro: One ticket is valid for one trip regardless of the distance travelled. It is cheaper to buy 10 tickets at a time, asking for a “carnet”.

Stations close to UNESCO: *Séguir, Cambronne, La Motte-Piquet Grenelle, Sèvres-Lecourbe, École Militaire.*

If you intend to move about frequently, we recommend that you buy the *carte orange* (season ticket), available in all stations. To obtain one, you will need a passport photograph. A coupon *hebdomadaire* (for one week) or a coupon *mensuel* (for one month) allows for an unlimited number of trips.

Bus: Use the same tickets, coupons and cards as for the metro, one ticket per trip. You must punch the tickets but not the coupons or cards. Buses which pass near UNESCO are the 28, 80, 82, 87 and 92. Bus stops and metro stations are shown on the map on the back of this guide.

For further information on travel in Paris and the Paris region, you may consult the RATP (Paris Transport) website: <http://www.ratp.info/informer/anglais/index.php>

Locations

Buildings

7, place de Fontenoy

Main building (Building I)

Conference Building (Building II)

Saxe Building (Building III)

Patios (Building IV)

Miollis Building (Building V)

1, rue Miollis

Bonvin Building (Building VI)

31, rue François Bonvin

(access possible through the Miollis Building)

Location of meeting rooms

Delegates Information Service: *Map 1*

Room I: *Map 1*

Room II: *Map 1*

Room III: *Map 1*

Room IV: *Map 1*

Room V: *Map 1*

Room VI: *Map 2*

Room VII: *Map 2*

Room VIII: *Map 2*

Room IX: *Map 2*

Room X: *Map 2*

Room XI: *Map 2*

Room XII: *Map 2*

Rooms XIII, XIV, XV: *Bonvin Building*

Room XVI: *Miollis Building*

Other

Credentials Committee (Secretariat)

Miro Hall (MR.01) Map 1

Delegates' Reception Desk

Map 1

Documents Distribution

Map 2

Documents Reception Desk

S.388, Map 2

IGO/ONG Office

Office D.187

Information Office

Hall of Ceremonies, Map 1

Internet café

*Salle des Pas Perdus, Mall,
Office C.016 Bis, in front of Room XI*

Prayer Room

Office E.164/165

Press Room

Miro Hall 3, Map 1

Speakers' list and list of participants

S.383, Map 2

Voting Bureau

Room V, Map 1

340

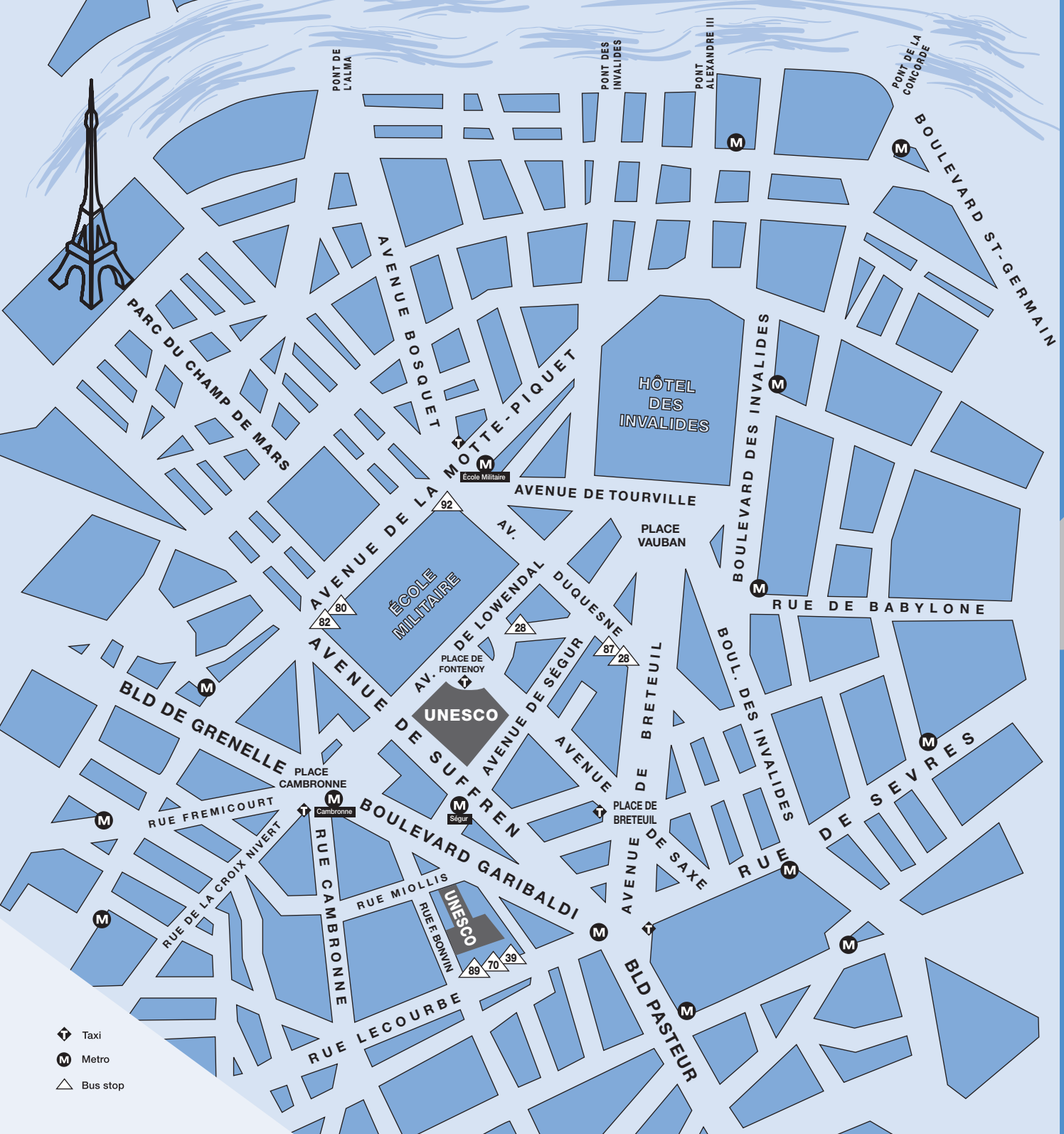
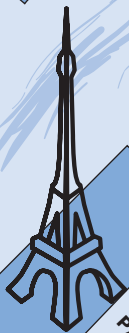
Notes

A series of horizontal dotted lines for taking notes, with a large, faint watermark reading "34C" in the center.

Headquarters Building

Basement Map 2





PONT DE L'ALMA

PONT DES INVALIDES

PONT ALEXANDRE III

PONT DE LA CONCORDE

BOULEVARD ST-GERMAIN

PARC DU CHAMP DE MARS

AVENUE BOSQUET

AVENUE DE LA MOTTE-PIQUET

HÔTEL DES INVALIDES

BOULEVARD DES INVALIDES

AVENUE DE TOURVILLE

PLACE VAUBAN

RUE DE BABYLONE

AVENUE DE LA MOTTE-PIQUET

92

80

ÉCOLE MILITAIRE

PLACE DE FONTENY

AV.

28

UNESCO

81

28

BLD DE GRENELLE

PLACE CAMBRONNE

AVENUE DE SUFFREN

UNESCO

PLACE DE BRETEUIL

RUE FREMICOURT

Cambronne

BOULEVARD GARIBALDI

PLACE DE BRETEUIL

BOUL. DES INVALIDES

RUE DE SEVRES

RUE DE LA CROIX NIVERT

RUE CAMBRONNE

RUE MIOLLIS

RUE BONVIN

UNESCO

89

70

39

RUE LECOURBE

BLD PASTEUR

- Taxi
- Metro
- Bus stop