



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

The Director-General

To all Permanent Delegates
and Observers to UNESCO

Ref.: DG/24/15/4163

May 21, 2015

Sir/Madam;

Subject: **38th session of the General Conference: Participation in the General Policy debate**

As you know, at its 196th session, the Executive Board adopted 196 EX/Decision 21 (II) on the organization of the work of the 38th session of the General Conference, which will take place from **3 to 18 November 2015**. In accordance with the Executive Board's decision, the General Policy Debate will begin in the morning of Wednesday, 4 November and conclude at the end of the afternoon of Saturday, 7 November.

In conformity with 165 EX/Decision 7.1 of the Executive Board, the list of speakers has, for several years, been drawn up following a procedure similar to the one used by the United Nations General Assembly. This system endeavours to strike a better balance in the scheduling of the participation of speakers throughout the debate, on the one hand, and to take into account the protocol rank of speakers when processing the preferences expressed in requests for inclusion on the list of speakers, on the other.

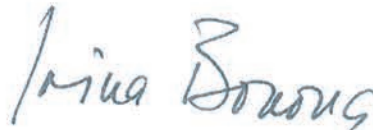
I should be grateful, therefore, if you would kindly convey to the General Conference Secretariat (e-mail: GPD38@unesco.org), **preferably by 30 June 2015, the name and title of the representative who will make the statement on behalf of your country at this debate, and proposing two optional dates**. The enclosed form may be used to submit your request. On the basis of the requests received, the Secretariat will draw up a provisional list of speakers, which will be made available on the General Conference website at the earliest opportunity.

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As and when necessary, updates will be made to the list thereafter, to accommodate requests that might be received late or changes indicated by some Member States with regard to the initial dates requested or the person designated to participate in the debate. It goes without saying that the Secretariat will endeavour to satisfy these requests within the options that remain open after the provisional list has been drawn up. Should the speaker included on the provisional list be replaced subsequently by a lower-ranking speaker, the latter might be assigned a date or time slot other than the one initially scheduled.

I wish to draw your attention to the allocated speaking time for statements. At its 196th session, the Executive Board recommended to the General Conference that such time should be fixed, as at the 37th session, at **six minutes maximum**. The Board also recommended to the General Conference that it install, as it did at previous sessions, a visual and sound system to gauge speaking time, and that it empower the President of the General Conference to call to order any speaker exceeding this time limit.

Accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in blue ink, appearing to read 'Irina Bokova', written in a cursive style.

Irina Bokova

Registration Form
GENERAL POLICY DEBATE
(38th session of the General Conference)

Member State (or Associate Member):

1st date requested:
Morning
Afternoon
2nd date requested:
Morning
Afternoon
(N.B.: at least 48 hours between each date)

Intervention limited to 6 minutes (i.e. 3 standard-page document)

Speakers' surname and first name:
.....
Status:

Request submitted by:

(Name and status)

Date:

Signature:

To be returned to the Secretariat of the General Conference
(e-mail: GPD38@unesco.org)