



United Nations
Educational, Scientific and
Cultural Organization

Ref.: CL/4116

May 21, 2015

Subject: **Invitation to the 38th session of the General Conference**

Sir/Madam,

In accordance with Rule 6, paragraph 1, of the Rules of Procedure of the General Conference, I have the honour to inform you that the 38th session of the General Conference of the United Nations Educational, Scientific and Cultural Organization (UNESCO) will open at the Organization's Headquarters in Paris on **Tuesday, 3 November 2015**, at 10 a.m. It is expected to conclude its work on **Wednesday, 18 November 2015**.

Documents

You will find enclosed the provisional agenda for the session (38 C/1 Prov.), drawn up by the Executive Board at its 196th session, together with the following documents:

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|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 38 C/2 Prov. | Organization of the work of the session |
| 38 C/6 | Recommendations by the Executive Board on the Draft Budget for 2016-2017 |
| 38 C/INF.1 | Invitations to the 38th session of the General Conference |
| 38 C/NOM/1 | Election of the President and Vice-Presidents of the General Conference and of the chairpersons, vice-chairpersons and rapporteurs of the commissions and committees |
| 38 C/NOM/6 | Election of members of the Council of the UNESCO International Bureau of Education and of other organs whose members are elected by the General Conference |

The Draft Budget for 2016-2017, document 38 C/5 was transmitted to you in April 2015. Document comprises two volumes, namely Volume 1 – Draft Resolutions – and Volume 2 – Draft Budget, and separate addenda (1) Technical Note and Annexes, (2) Expenditure Plans based on expected assessed contributions Document and (3) comprehensive partnership strategy – Targets and expected results for each category of partner.

Provisional agenda and supplementary items

In accordance with Rule 9 of the Rules of Procedure of the General Conference, the attached provisional agenda was established by the Executive Board at its

196th session. Any Member State or Associate Member may, at least eight weeks before the date fixed for the opening of the session, i.e. 7 September 2015, request the inclusion of supplementary items on the agenda (Rule 12).

Composition and credentials of delegations

I should like to remind you that Rule 21 of the Rules of Procedure of the General Conference, relating to the composition of delegations, reads as follows:

“1. Each Member State and Associate Member shall appoint no more than five delegates, who shall be selected after consultation with the National Commission, if established, or with educational, scientific and cultural bodies.

2. Each delegation may also include not more than five alternate delegates and as many advisers and experts as each Member State and Associate Member deems necessary.”

To be authorized to participate in the proceedings of the General Conference, members of delegations must be in possession of credentials in due form, in compliance with Rule 23 of the Rules of Procedure. In accordance with that Rule, I invite you to communicate to me, by **27 October 2015** at the latest, the names and credentials of the members of your country's delegation. The envelope containing these documents should be marked “DELEGATES' CREDENTIALS” so as to expedite its delivery to the competent bodies of the Organization.

Other matters

Additional information concerning practical issues, such as privileges and immunities, passports and visas, and accommodation is annexed to this letter.

Complete information also is available online at the following address:

<http://www.unesco.org/new/en/general-conference/>

I hope that this information will facilitate your country's participation in the next session of the General Conference.

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

Irina Bokova
Director-General

Enclosures: 6

cc: Permanent Delegations and Observers to UNESCO
National Commissions for UNESCO

GENERAL INFORMATION

Privileges and immunities

The privileges and immunities enjoyed by the Organization, representatives of Member States and other persons participating in the work of the General Conference are set out in the Agreement between the Government of the French Republic and the United Nations Educational, Scientific and Cultural Organization regarding the Headquarters of UNESCO and the Privileges and Immunities of the Organization on French Territory, which came into force on 23 November 1955. This text is to be found in the Organization's *Basic Texts* (2014 edition).

Entry and residence formalities

Travellers are advised to find out from the office of the diplomatic representative of France in their country of residence the formalities that they must follow to enter and stay in France, in accordance with the provisions of the Headquarters Agreement mentioned above.

Climate

The weather in Paris towards the beginning of autumn is usually variable. Average temperatures in Paris during this period vary between 5°C (41°F – minimum daily average) and 14°C (57°F – maximum daily average).

Accommodation

Hotels

It is always difficult to find hotel rooms in Paris, whatever the time of year, and in particular at the time of the General Conference. Therefore, rooms should be booked as early as possible. **The Secretariat is not responsible for hotel bookings.**