

**Sub-Group 1: Structure, composition and methods of work of the Governing Bodies
(General Conference and Executive Board)**

**Draft Agenda
and Programme of Work**

2 June 2016

- 1. Adoption of the agenda**
- 2. Programme of work**
- 3. Optimizing the efficiency of the decision-making process and working methods within the Governing Bodies of UNESCO: General Conference**
 - a. Mandate**
 - b. Structure**
 - c. Rules of Procedure**
 - i. Voting Rights Working Group amendments**
 - ii. Frequency of meetings**
 - iii. Role of the Bureau**
 - d. Working Methods**
 - e. Relationship with Executive Board and Secretariat**
 - f. Other issues**

23 September 2016

- 4. Optimizing the efficiency of the decision-making process and working methods within the Governing Bodies of UNESCO: Executive Board**
 - a. Mandate**
 - b. Composition and membership**
 - c. Structure**
 - d. Rules of Procedure**
 - i. Frequency of meetings**
 - ii. Role of the Bureau**
 - e. Working methods**
 - f. Relationship with General Conference and Secretariat**
 - g. Other issues**
- 5. Summary of recommendations**
- 6. Report to Working Group**
- 7. Other matters**

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Annotated Draft Agenda

1. Adoption of the agenda

The co-Chairs prepared the draft agenda following parameters set forth in [38 C/Resolution 101](#) and the [Terms of Reference](#) of the Working Group on the governance, procedures and working methods of the governing bodies of UNESCO. The co-Chairs also took into account discussions at the first two meetings of the Working Group held on 17 February and 1 April 2016.

2. Programme of work

It is envisioned that all matters related to the General Conference shall be taken up during the first meeting on 2 June 2016. If time permits, the Sub-Group can also consider issues pertaining to the Executive Board at its first meeting. A second meeting shall be held on 23 September 2016 to consider the remaining items on the draft agenda. A third meeting, if necessary, may also be scheduled.

3. Optimizing the efficiency of the decision-making process and working methods within the Governing Bodies of UNESCO: General Conference

a. Mandate

Delegations are invited to refer to Article IV B. of the [Constitution of UNESCO](#).

b. Structure

Delegations are invited to refer to Sections VII and VIII of the Rules of Procedure of the General Conference, as well as to the schedule of the 38th General Conference found in document [38 C/2 Prov.Rev.](#)

c. Rules of Procedure

i. Voting Rights Working Group amendments

Delegations are invited to refer to proposed amendments prepared by the Voting Rights Working Group at the 38th General Conference contained in document 38 C/WG/1/4.

ii. Frequency of meetings

Delegations are invited to refer to Article IV D. 9.(a) of the Constitution of UNESCO, and also to Rule 1.1. and Rule 5 of the [Rules of Procedure of the General Conference](#).

iii. Role of the Bureau

Delegations are invited to refer to Rule 42 of the Rules of Procedure of the General Conference.

d. Working Methods

Based on proposals presented by Member States during the 1 April 2016 meeting of the Working Group and subsequent submissions, delegations are invited to consider, inter alia, the following:

- *Distribution of minutes of Bureau meetings*
- *Organization of the General Policy Debate; Ministerial Roundtables to focus on strategic issues*
- *Schedule and preparation of the General Conference*
- *Simplification and clustering of agenda items; annotated agenda (Delegations are invited to refer to Rules 9-15 of the Rules of Procedure of the General Conference, as well as document [38 C/1 Prov. Rev.](#))*

e. Relationship with Executive Board and Secretariat

Delegations are invited to consider, inter alia, the following issues:

- *Reporting/ information flow*
- *Enhancing participation of Member States in the preparation of the C/4 and C/5*

f. Other issues

Delegations are invited to refer to documents [38 C/23](#) and [197 EX/28.INF](#), as well as to other relevant documents of previous governance reform exercises in UNESCO available on <http://www.unesco.org/new/en/general-conference-38th/working-group-on-governance/>.

4. Optimizing the efficiency of the decision-making process and working methods within the Governing Bodies of UNESCO: Executive Board

a. Mandate

Delegations are invited to refer to Article V B. of the Constitution of UNESCO.

b. Composition and membership

Delegations are invited to refer to Article V A. of the Constitution of UNESCO, Rule 9 of the [Rules of Procedure of the Executive Board](#), and Rule 102 of the Rules of Procedure of the General Conference.

c. Structure

Delegations are invited to refer to Rule 16 and Rule 17 of the Rules of Procedure of the Executive Board and the schedule of the 199th session of the Executive Board contained in document [199 EX/1.Rev.](#)

d. Rules of Procedure

i. Frequency of meetings

Delegations are invited to refer to Rule 1 of the Rules of Procedure of the Executive Board and Article V B. 9. of the Constitution of UNESCO.

ii. Role of the Bureau

Delegations are invited to refer to Rule 14 of the Rules of Procedure of the Executive Board.

e. Working methods

Based on proposals presented at the 1 April 2016 meeting of the Working Group and subsequent submissions received from Member States, the following issues, inter alia, can be considered:

- *Reduction of agenda items: clustering, taking note of agenda items; annotated agenda (Delegations are invited to refer to Rules 5-8 of the Rules of Procedure of the Executive Board and document 199 EX/1 Rev.)*
- *Organizational meetings of the Executive Board at the beginning of two-year cycle*
- *Enhanced participation of non-Member States*
- *Organization of the General Debate*
- *Thematic Debates*
- *Open-ended informal consultations on draft decisions*

f. Relationship with General Conference and Secretariat

Delegations may wish to discuss proposals relating to the reporting of the Executive Board to the General Conference and enhancing dialogue and cooperation between the main organs.

g. Other issues

Delegations are invited to refer to documents [38 C/23](#) and [197 EX/28.INF](#), as well as to other relevant documents of previous governance reform exercises in UNESCO available on <http://www.unesco.org/new/en/general-conference-38th/working-group-on-governance/>.

5. Summary of recommendations

In light of proposals and discussions, the co-Chairs shall prepare a set of recommendations for onward transmittal to the Working Group for consideration.

6. Report to Working Group

The Co-Chairs shall prepare a report of the Sub-Group 1 meetings to the Working Group.

7. Other matters