



29 C/2
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Item 1.6 of the provisional agenda

**ORGANIZATION OF THE WORK OF
THE TWENTY-NINTH SESSION OF THE GENERAL CONFERENCE**

OUTLINE

Source: Rules 25 to 48 of the Rules of Procedure; 151 EX/Decision 7.2.

Background: After considering the matter at its 151st session, the Executive Board submits to the General Conference its recommendations concerning the organization of the work of the General Conference.

Purpose: Established on the basis of proposals by the Director-General, the recommendations that the Executive Board submits to the General Conference follow the plan adopted for the organization of the work of the twenty-eighth session very closely. There are, however, a number of innovations, in particular in respect of the processing of draft resolutions, preliminary discussions on document 30 C/5, and the organization of 'special meetings'.

Decision required: After having examined 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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I. GENERAL REMARKS

Dates and timetable of work

1. The twenty-ninth session is expected to last 23 days - of which 19 are working days - like the twenty-eighth session. It will open on **Tuesday, 21 October 1997** at 10 a.m. and is scheduled to end on **Wednesday, 12 November**. As a general rule, no provision has been made for any night meetings. Tuesday, 11 November is a public holiday in the host country but will be regarded as a working day in the timetable of the session. On the other hand, no meeting is planned for Saturday, 1 November, which is also a public holiday, but the Conference might decide otherwise when the time comes should it see fit. Likewise, no meetings are scheduled for Saturday afternoons, but the Conference might decide to make exceptions, for example for organizing round tables for delegates.

Times of meetings

2. Meetings will be held at the following times:

- General Committee of the General Conference and bureaux of the commission/s: 9 a.m. to 10 a.m.
- Other meetings: 10 a.m. to 1 p.m. and 3 p.m. to 6 p.m. (with possible extensions).

3. For the smooth running of the General Conference session, it is important to observe the scheduled timetables and begin meetings on time. The President and the General Committee should therefore remind delegates, as necessary, of the importance of punctuality. In addition, the chairpersons of the various organs of the General Conference are invited, if there is no quorum at the start of a meeting, nevertheless to call meetings to order punctually under Rule 69 of the Rules of Procedure, whereby work may proceed after five minutes' adjournment. Chairpersons are also invited to arrange to be replaced by a vice-chairperson should they be absent or delayed in the course of a meeting. They are further invited as far as possible to reduce the amount of time spent on formalities or exchanges of courtesies.

Time limits for statements

4. In the general policy debate, the time limit for statements will be **eight minutes**, as at the twenty-eighth session. In the commissions, the chairpersons will make whatever arrangements they deem appropriate concerning possible time limits on statements.

5. As in the past, heads of delegations speaking in the general policy debate may request the President to have written texts of up to 2,000 words appended *in extenso* to the verbatim record of the plenary meetings. In this way, they will be able to provide a fuller version of their oral statements. The verbatim record will be presented in such a way as to distinguish clearly between what was actually said in plenary and what has been added in writing.

Seating arrangements

6. In all rooms the Member States will be seated in the alphabetical order of their names in French, beginning with Burundi, whose name has been drawn by lot.¹

1. The draw took place at the 151st session of the Executive Board.

II. DOCUMENTATION

7. A special effort has been made to reduce the volume of documentation substantially and enable delegates to discern more readily than before the important questions calling for a decision by the General Conference. Only the documents dealing with such questions are classified in the main (29 C) series. In addition to the 29 C/INF (information documents) and 29 C/NOM (documents on elections) series, a new series, 29 C/REP, has been introduced for reports to the General Conference by the Organization's subsidiary organs and the regional and international conferences organized by UNESCO. Furthermore, a number of topics which usually gave rise to a main series document and often a separate agenda item, in particular the reports requested on the implementation of certain resolutions, will be addressed in the Director-General's introduction to the general policy debate (the full version of which will be issued in document 29 C/INF.1), on condition that the intention is merely to provide the General Conference with information and not to propose a decision thereon. This is in line with what is now standard practice in the Executive Board.

8. As at previous sessions, and out of the same concern for savings, some information documents for the General Conference, together with the Journal of the General Conference, will be issued in English and French only. It is consequently necessary to suspend application of the relevant provision of Rule 55 of the Rules of Procedure (in accordance with Rule 109). Likewise, the reports of the commissions will contain only the resolutions proposed for adoption by the plenary, without any narrative account of the debates. Chairpersons of commissions may, however, present the essential aspects of those debates when submitting the resolutions to the plenary. Such presentations will feature in the records of the session. Furthermore, should the General Conference so wish, they might be issued in a provisional version a few days after the close of the session, in the form of 29 C/INF documents, and be sent rapidly to Permanent Delegates and to National Commissions.

9. Requests for additional documentation during the session should be limited, also for the sake of economy. Most documents will be sent to Member States before the Conference, and each delegation will further receive a full set of documents on arrival. What is more, they will be available in every room where they come up for consideration.

III. VOTING RIGHTS

10. 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 the 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 claiming the benefit of that paragraph is determined by Rule 79 of the Rules of Procedure.

11. The attention of Member States is drawn to the changes made to that procedure by the General Conference at its twenty-eighth session (28 C/Resolution 20.3) and to the measures for applying the new Rule 79 decided on by the Executive Board at its 150th session (150 EX/Decision 6.3). One particular consequence is that, from the twenty-ninth session onwards, communications from Member States will have to be submitted in the first three days of the session; beyond that deadline, the states concerned may no longer be authorized to take part in voting during the session. Furthermore, the examination of those communications, to be entrusted to the Administrative Commission, will be subject to more precise criteria than before; delegates are

invited to consult the above-mentioned texts for details. The Administrative Commission will, as of its second meeting, on the morning of Wednesday, 22 October, consider item 1.3 of the agenda on the subject, before taking the matter up again on 27 October to examine the latest communications received.

12. Furthermore, each Member State, to be able to exercise its right to vote, must also have submitted valid credentials in accordance with Rule 22 of the Rules of Procedure.

IV. STRUCTURE AND PROCEEDINGS

13. According to its Rules of Procedure, the General Conference includes a **Credentials Committee**, a **Nominations Committee**, a **Legal Committee** and a **General Committee**. It also comprises 'such commissions and other subsidiary bodies as it deems necessary for the transaction of the business of that session' (Rule 42). As at its twenty-eighth session, the General Conference will establish **five programme commissions**, an **Administrative Commission** and a **Headquarters Committee**. Annex I shows the envisaged allocation of agenda items to the various organs of the Conference.

14. The timetable of work for the various organs is shown in Annex III. As at the previous session, it will comprise three main successive stages:

- (i) The general policy debate; at the same time, Commission I (Parts II.B and III of document 29 C/5) and the Administrative Commission;
- (ii) Commissions II to V (Part II.A of document 29 C/5);
- (iii) The last three days will be devoted to the adoption of the final decisions in plenary; as at the twenty-eighth session, the plenary will adopt all the draft resolutions submitted by each Commission as a whole, unless a Member State requests that a particular resolution be adopted separately.

15. The ad hoc Working Group on the structure and function of the General Conference has recommended that each session adopt the draft programme and budget for the immediate biennium by means of simpler procedures, and give its views on the main lines of emphasis of the programme for the following biennium. This is why a meeting is planned in each programme commission for an overall debate on the main lines of emphasis of the future C/5 document. Similarly, heads of delegation are invited to devote part of their statements in plenary to this question.

16. In addition, two meetings will be organized as part of the general policy debate, in the morning of 25 October, on subjects involving education. Round tables and a joint meeting of the commissions will be organized during the day on 31 October. Lastly, a synopsis of the debates on 31 October is planned in plenary on the morning of 8 November. These various meetings are dealt with in paragraph 45 *et seq.* of this document.

V. PLENARY MEETINGS

Opening of the twenty-ninth session

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

	Plenary meetings	Other meetings
Tuesday, 21	<u>First plenary meeting</u>	
10 a.m.	Opening of the session (speeches by the Temporary President, the Chairperson of the Executive Board and the Director-General) Establishment of the Credentials Committee Adoption of the agenda	
12 noon		First meeting of the Credentials Committee First meeting of the Nominations Committee
3 p.m.	<u>Second plenary meeting</u> Election of the President and Vice-Presidents (on report of the Nominations Committee) Establishment of the commissions and committees (the plenary being temporarily suspended and reconvened successively as meetings of the programme commissions and the Administrative Commission, for the election by those bodies of their Chairpersons) Request for the admission of Palestine to UNESCO Admission of observers from non-governmental organizations other than those maintaining formal relations with UNESCO First report of the Credentials Committee	
5 p.m.		First meeting of the Legal Committee , which elects its Chairperson
Wednesday, 22		
9 a.m.		First meeting of the General Committee of the General Conference
10 a.m.	<u>Third plenary meeting</u> Recommendations of the General Committee on the organization of the work of the session Introduction to the general policy debate <i>Presentation by the Chairperson of the Executive Board and the Director-General of reports on activities, the Draft Programme and Budget for 1998-1999 and of the other items on which the general policy debate will be based.</i>	
11.30 a.m.	Beginning of the general policy debate	

General policy debate

18. The introduction to the general policy debate is described in the above timetable. It should be recalled (cf. para. 7) that the Director-General, in his oral statement or in document 29 C/INF.1, in which the full version will be published, will present information on the implementation of various resolutions adopted at the twenty-eighth session. After the introduction, the general policy debate will be declared open.

19. The statements by heads of delegation should more particularly focus on the Draft Programme and Budget for 1998-1999 and on the main lines of emphasis of the following Programme and Budget (2000-2001), the last phase of the Medium-Term Strategy for 1996-2001.

20. It is recalled that the length of statements is limited to eight minutes (see paragraphs 4 and 5 above). Delegations that have not already done so before the opening of the session are requested to inform the Secretariat of the General Conference if they wish to speak in the general policy debate and at what meeting. In order to ensure that the debate is well organized, this should be done if possible during the first two days of the session. A provisional list of speakers will be drawn up and submitted for approval to the General Committee of the Conference. Delegations wishing to have the text of a statement in the general policy debate distributed in advance are requested to communicate the required number of copies to the Secretariat, which will distribute them.

Adoption of the provisional budget ceiling for 1998-1999

21. The provisional budget ceiling will be adopted on a date to be fixed by the General Committee, on the basis of a report by the Administrative Commission. As usual, 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 figure given in the Draft Programme and Budget - corrected 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 Board and any proposals presented by the Member States under Rule 78A of the Rules of Procedure.

VI. ELECTION OF MEMBERS OF THE EXECUTIVE BOARD

22. The election of Members of the Executive Board is scheduled for **Tuesday, 4 November**. If necessary, a second ballot will be held on **Thursday, 6 November**. The method of voting tried out at the twenty-eighth session will be used again at the twenty-ninth session, with a number of practical improvements which have proved necessary. The following procedure will accordingly be used for the election:

- As of the day before the ballot, ballot papers (colour coded by electoral group) and envelopes, together with relevant information on the ballot, will be distributed by the Secretariat in the voting room, and can be collected either then or on the actual day of the ballot. The delegate collecting them on behalf of his or her delegation shall write his or her name on the list of Member States entitled to vote at the twenty-ninth session and sign it. The ballot will be held from 9 a.m. to 1.30 p.m. The voting room will be equipped with booths, for use by delegates, and two polling stations (each covering half of the Member States). Voting will be supervised by a Vice-President

of the General Conference and four tellers (two for each station) appointed beforehand by the President of the General Conference from among the delegates. They will be assisted by members of the Secretariat.

- Delegates may cast their vote at any time within the period indicated. Before placing an envelope in the ballot box, each delegate is required to give proof of his or her identity, write his or her name on the list of Member States entitled to vote at the twenty-ninth session and sign it.
- A delegate who comes forward to vote on behalf of his or her delegation will be presumed to represent that delegation, once the tellers have checked that he or she belongs to that delegation, it being understood that only one vote is allowed per delegation. After the envelope has been placed in the ballot box, a counter-signature will be appended by a teller on the list of Member States entitled to vote.
- Empty envelopes or those containing more than one ballot paper of the same colour shall be considered null and void.
- Votes will be counted in the voting room after the closure of the ballot, following the usual procedures (Article 16 of the Special provisions governing the procedure for the election of Member States to the Executive Board, which are contained in Appendix 2 to the Rules of Procedure). The envelopes contained in the two ballot boxes will be gathered together for this operation.
- The results of the vote will be announced the same day in plenary by the President of the General Conference.

23. It is consequently necessary, for the duration of the twenty-ninth session, to suspend Articles 11, 12, 13 and 15 of the Special provisions governing the procedure for the election of Member States to the Executive Board.

24. Pursuant to Article 1 of these provisions, applications for the election of the Members of the Executive Board should reach the Director-General at least six weeks before the opening of the session. In accordance with Article 4, 'subsequent applications shall be admissible only if they reach the Secretariat of the General Conference at least 48 hours before the opening of the meeting at which the election is to take place'. For practical reasons, it is nevertheless desirable for these applications to be submitted in the week following the opening of the session.

VII. COMMISSIONS AND COMMITTEES

25. The work of the programme commissions will be **co-ordinated** by their chairpersons at regular meetings chaired by one of their number (to be designated by common consent). As far as possible, the timetable for each commission will be organized by subject matter. As and when necessary, joint meetings of the commissions may be held to examine matters of an intersectoral nature.

26. The **bureaux** of the commissions will be responsible for preparing the processing of draft resolutions (classification, grouping of draft resolutions, contacts with sponsors) and if necessary be able to act as negotiation groups. The commissions will also, as and when required, set up working or drafting groups formed on the basis of the electoral groups.

27. The **Credentials Committee** (Rules 27 and 28 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 General Conference at the end of the second plenary 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.

28. The **Nominations Committee** (Rules 29 and 30 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 Tuesday, 21 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.

29. The **Legal Committee** (Rules 31 to 33 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 twenty-ninth session it will be composed of the following 21 Members, elected at the twenty-eighth session:

Argentina	Iran (Islamic Republic of)	Sudan
Cameroon	Italy	Switzerland
Czech Republic	Lebanon	Thailand
France	Malta	Togo
Germany	Mexico	United Arab Emirates
Ghana	Morocco	Uruguay
Guatemala	Russian Federation	Venezuela

30. The terms of reference of the **Headquarters Committee** are laid down in 28 C/Resolution 33. At the twenty-ninth session it will be composed of the following 25 Member States, elected at the twenty-eighth session:

Algeria	Lithuania	Spain
Costa Rica	Monaco	Sri Lanka
Côte d'Ivoire	Myanmar	Togo
Finland	Nepal	United Republic of Tanzania
France	Nigeria	Uzbekistan
Ghana	Pakistan	Yemen
Honduras	Panama	Zimbabwe
Indonesia	Paraguay	
Iraq	Sierra Leone	

VIII. GENERAL COMMITTEE OF THE CONFERENCE

31. The General Committee of the General Conference (Rules 34 to 36 of the Rules of Procedure) is composed of the President, the Vice-Presidents² and the chairpersons of the committees and commissions of the General Conference. The Committee's role, as set out in Rule 36, is to assist the President in directing the general work of the session. It may set up subsidiary working groups when that might assist it in respect of particular discussions, within the limits of its competence. The Chairperson of the Executive Board attends its meetings, without the right to vote.

32. The first meeting of the General Committee is scheduled to be held at 9 a.m. on Wednesday, 22 October. The Chairperson of the Executive Board will submit to it at that meeting the recommendations formulated by the Board regarding the organization of the work of the session. Thereafter, it will meet every other day from 9 a.m. to 10 a.m. throughout the session. The President of the General Conference and the chairpersons of the commissions and committees will make the necessary arrangements to ensure that the various organs of the General Conference may begin their work promptly at 10 a.m., under one of their vice-chairpersons, without having to wait for a meeting of the General Committee to end, should it go on beyond that time.

IX. DECISION-MAKING PROCESS

33. In accordance with the Rules of Procedure, the normal method by which the decisions of the General Conference are adopted is by a vote (Rules 79-90). When it is impossible to arrive at a consensus, therefore, the General Conference has to take its decisions by a vote. Any delegation which so desires may thus request that a vote be taken on a given matter, and, as the Legal Adviser explained at the twenty-fourth session of the General Conference, 'the President cannot deny him or her that right'.

34. In debates which reveal the existence of a general agreement or a consensus, the President may, after satisfying himself that no speaker has stated his opposition to a proposal, and if he deems it appropriate, decide to take a decision before everyone on the list has spoken.

35. On several occasions, including at the twenty-eighth session, the Executive Board has made the following recommendation to the General Conference with regard to the practice of consensus:

1. The Board reaffirms its commitment to the practice of consensus, which it considers essential to the harmonious functioning of an organization for international co-operation such as UNESCO.
2. Consensus is a negotiating practice that should not be codified. It is a practice based on the will of Member States to seek concerted solutions, acceptable to all, to the problems confronting them.
3. Consensus, which is the result of concessions freely made, does not preclude the expression of reservations. Reservations expressed at the time of the adoption of a decision should be attached to the text of any decision adopted by consensus.
4. The expression of reservations should in no way be taken to mean non-acceptance and should accordingly affect neither the validity of a decision adopted by consensus nor the responsibilities of Member States arising therefrom.

2. Rule 25 of the Rules of Procedure specifies that the General Conference shall elect a number of Vice-Presidents not exceeding 32. However, at recent sessions, this provision has been suspended, and 36 Vice-Presidents have been elected.

5. Reaching consensus takes time and appropriate procedures for consultation and co-ordination among Member States, including informal consultations. These requirements should be fully allowed for when the timetables for meetings are drawn up.

6. If, after all possibilities of negotiation have been exhausted, it proves impossible to reach a consensus that preserves the fundamental interests of all parties concerned, then it may be preferable to resort to a vote rather than achieve a consensus that relies on ambiguous wording.

7. It would be highly desirable to make every effort to ensure that the Programme and Budget of the Organization is, as far as possible, adopted by consensus. Member States should try to reach unofficial agreement, by consensus, on the budget ceiling before it is put to the vote. However, the pursuit of consensus must on no account serve as a means of obstructing the decision-making process.

8. To this end, provision should be made for increased opportunities for consultation and co-ordination among Member States and between Member States and the Secretariat, particularly at the time of the preparation of the Draft Programme and Budget (C/5 document) by the Secretariat and in any event before the Draft Programme and Budget is considered by the governing bodies, since international co-operation and the resulting responsibilities of all members of the international community are basic prerequisites to be considered when seeking agreement.

X. DRAFT RESOLUTIONS RELATING TO THE DRAFT PROGRAMME AND BUDGET

36. At the twenty-eighth session of the General Conference (October-November 1995), the Member States submitted a very large number of draft resolutions proposing the adoption of amendments to the Draft Programme and Budget for 1996-1997 (28 C/5), which caused certain difficulties in the functioning of the General Conference. After having studied this question, the ad hoc working group on the structure and function of the General Conference, established pursuant to 28 C/Resolution 37.2, took the view that in spite of those difficulties it was not desirable to adopt rules to limit the freedom of Member States to propose amendments to the Draft Programme and Budget submitted to them for approval. It considered that it was preferable, in particular, to appeal to their sense of responsibility and expressed the wish that the Director-General would consequently invite them to exercise moderation. These conclusions were endorsed by the Executive Board at its 151st session (May-June 1997).

37. Accordingly, in circular letter CL/3456, the Director-General invited each Member State to keep the number of proposals that it chooses to submit in the form of draft resolutions as low as possible.

38. The General Conference also decided at its twenty-eighth session to modify Rule 78A, paragraph 3, of its Rules of Procedure so that from now on, 'to be considered admissible, draft resolutions proposing the adoption by the General Conference of amendments to the draft programme must be concerned with the overall direction and general strategy of the Organization'. In view of the scope of this new condition, the Executive Board, like the ad hoc working group, has taken the view that the screening of admissibility should take place under the responsibility of the Member States themselves. The Board has also approved the proposal that inadmissible draft resolutions should no longer be translated, reproduced and distributed as they were in the past. The procedures for the submission and processing of draft resolutions relating to the Programme and Budget for 1998-1999 which are set out below have been drawn up on this basis.

Form

39. To simplify and, if possible, shorten draft resolutions, Member States are invited to use the enclosed form (Annex II). This form is designed to help the authors of draft resolutions and not to place restrictions on the formulation of their proposals. Its use is recommended without, however, being compulsory.

Deadlines

40. Draft resolutions involving 'substantial programme or budget modifications, entailing the addition, reduction or deletion of activities' (Rule 78A, paragraph 1, of the Rules of Procedure) will be considered by the Director-General as admissible up to **15 September 1997**, and not up to 5 August only (that is to say 11 weeks before the opening of the session), provided that they appear to meet the conditions of admissibility set out below. Draft resolutions considered to be admissible will be circulated showing the date on which they were effectively received by the Secretariat (see para. 42 below).

Admissibility criteria

41. Depending on the wishes of the sponsors, draft resolutions may refer either to the Draft Programme and Budget or to the proposed resolutions. In all cases, the following criteria will be used to determine the admissibility of a draft resolution:

- The draft resolution should seek to shift the emphasis of a main line of action proposed in document 29 C/5, or to add or delete a main line of action.
- The draft resolution should be international, regional or subregional in scope.
- If the draft resolution has budgetary implications, these should be in an amount equal to or greater than \$40,000 (Note: this does not apply to draft resolutions without budgetary implications, which may be deemed admissible if they meet the other criteria).
- The draft resolution should concern activities which could not be funded under the Participation Programme.
- Where appropriate, the draft resolution must reach the Secretariat within the prescribed time-limits.

Processing of draft resolutions deemed admissible by the Director-General

42. As usual, the sponsors of draft resolutions will immediately receive from the Secretariat an acknowledgement of receipt. These draft resolutions will be translated into the six working languages of the General Conference and distributed at the earliest opportunity to Member States. In order to speed up and simplify the processing of these draft resolutions, they will be distributed without the customary 'Note by the Director-General'. At the beginning of September, the Director-General will circulate to each commission a document containing general observations on the draft resolutions submitted to the commission and more specific comments, if need be, on some of them, and will sort the different draft resolutions into groups according to the type of decision which might be envisaged by the General Conference. Naturally, each of them will be supplemented by one or more addenda to take account of draft resolutions submitted at a later date.

Processing of draft resolutions deemed inadmissible by the Director-General

43. These draft resolutions will not be translated or distributed. No later than ten working days following the receipt of each such draft resolution, the Director-General will send to the Member States concerned a note clearly indicating why the draft resolution in question does not appear to him to be admissible, and, wherever possible, suggesting ways and means for accommodation of the proposal within the existing rules, whether by redrafting, presenting the proposal orally during the debate of the programme commission on the programme for the forthcoming biennium, or making use of existing mechanisms such as submitting requests under the Participation Programme or seeking agreement with the sector concerned for the execution of the activities proposed within the framework of the implementation of the Programme and Budget for 1998-1999. The notes on draft resolutions reaching the Secretariat after 15 September 1997 will be briefer.

44. The sponsors of such draft resolutions may request the General Conference to rule on their admissibility in the last resort. The General Committee of the Conference may request the Legal Committee to examine such matters on its behalf. **Member States wishing to avail themselves of this procedure are requested to inform the Secretary of the General Conference as soon as possible** after the receipt of the above-mentioned notes. Any draft resolutions deemed admissible as a result of this procedure will be immediately distributed in the six languages.

XI. SPECIAL MEETINGS DURING THE GENERAL CONFERENCE

Preliminary debate on document 30 C/5

45. As indicated above (para. 15), one meeting is to be set aside in each programme commission for a discussion, within the range of issues assigned to it for consideration, the main lines of emphasis of the Draft Programme and Budget for 2000-2001 (30 C/5). For each commission, this will be the last meeting before it adopts its report, i.e.:

Commission I: Tuesday, 28 October (afternoon)

Commission II: Thursday, 6 November (afternoon)

Commission III: Friday, 7 November (afternoon)

Commission IV: Saturday, 8 November (morning)

Commission V: Saturday, 8 November (morning).

46. The purpose of these meetings will be to highlight the broad policy options on the basis of which the Director-General will begin, in 1998, the process of consultations leading to the preparation of document 30 C/5. It will consequently be possible to begin to implement the recommendations of the working group on the preparation of the Programme and Budget (29 C/27) immediately after the twenty-ninth session, assuming that these recommendations are approved by the General Conference. The policy options resulting from these meetings may be presented in the reports of the commissions, in the form of brief questions or proposals.

Round tables and joint meetings of the commissions

47. The day of 31 October may be set aside for thematic debates among delegates and experts which would be less formal than the customary debates on the various agenda items. The Executive Board recommends to the General Conference that three round tables be organized in the morning on subjects connected with youth:

- Youth in distress
- Youth and tolerance
- Youth's contribution to the advancement of UNESCO's ideals

48. The Executive Board also recommends that in the afternoon a joint meeting of the programme commissions be held on 'Science, power and responsibility'.

Plenary meetings

49. Two meetings could be organized in the morning of 25 October, in connection with the general policy debate, on subjects connected with education:

- Education and the eradication of poverty (Human Development Report)
- Civic education and the promotion of human rights (fiftieth anniversary of the Universal Declaration of Human Rights)

50. Another special plenary meeting is planned for 8 November (morning) for the purpose of summarizing the various meetings of 31 October. In preparation for this meeting and before 31 October, the President of the General Conference may designate Vice-Presidents, each of whom will be requested to attend one of the meetings held on that day and to present the chief results or trends emerging therefrom at the plenary meeting of 8 November.

ANNEX I

ASSIGNMENT OF ITEMS OF THE AGENDA TO THE VARIOUS ORGANS OF THE CONFERENCE

Plenary

- 1.2 Establishment of the Credentials Committee and report by the Committee to the General Conference
- 1.4* Adoption of the agenda
- 1.6* Organization of the work of the twenty-ninth session of the General Conference
- 1.7* Admission to the twenty-ninth session 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 1994-1995, submitted by the Chairperson of the Executive Board
- 2.2 Report by the Executive Board on its own activities in 1996-1997
- 3.2 Adoption of the provisional budget ceiling for 1998-1999
- 3.4 Adoption of the Appropriation Resolution for 1998-1999
- 11.1 Venue for the thirtieth session of the General Conference
- 12.1 Request for the admission of Palestine to UNESCO

Commission I

- 3.3 Consideration and adoption of the Draft Programme and Budget for 1998-1999
 - Part II.B (Information and Dissemination Services)
 - Part III (Support for Programme Execution)
- 4.8 Proposals by Member States for the celebration of anniversaries in 1998-1999
- 7.1 Report by the Director-General on the changes in the classification of international organizations admitted to the various types of relations with UNESCO, and questions related thereto
- 7.2 Revision of the Directives concerning UNESCO's relations with foundations and similar institutions
- 8.1 Recommendations of the Working Group on the structure and function of the General Conference
- 8.2 Definition of the regions with a view to the implementation of activities of a regional nature

Commission II

- 3.3 Consideration and adoption of the Draft Programme and Budget for 1998-1999
 - Part II.A: Major Programme I - Education for all throughout life
- 4.5 Establishment of a UNESCO institute for information technologies in education
- 6.1 Revision of the International Standard Classification of Education (ISCED)
- 6.5 Adoption of a recommendation concerning the status of higher-education teaching personnel

* On the recommendation of the Executive Board.

Commission III

- 3.3 Consideration and adoption of the Draft Programme and Budget for 1998-1999
 - Part II.A: Major Programme II - The sciences in the service of development
- 4.3 Draft agreement between the Lebanese Government and UNESCO concerning the establishment of an International Centre for Human Sciences at Byblos
- 4.6 Proposed programme for the 1998 International Year of the Ocean
- 6.2 Drawing up of a declaration on the human genome: Report by the Director-General

Commission IV

- 3.3 Consideration and adoption of the Draft Programme and Budget for 1998-1999
 - Part II.A: - Major Programme III - Cultural development: the heritage and creativity
 - Major Programme IV - Communication, information and informatics
- 4.2 Jerusalem and the implementation of 28 C/Resolution 3.14
- 4.4 Implementation of 150 EX/Decision 3.1, Part III, concerning the Sana'a Declaration
- 6.3 Report by the Director-General on action taken concerning the advisability of preparing an international instrument for the protection of the underwater cultural heritage
- 6.4 Preliminary report by the Director-General on the feasibility of an international instrument on the establishment of a legal framework relating to cyberspace and of a recommendation on the preservation of a balanced use of languages in cyberspace

Commission V

- 3.3 Consideration and adoption of the Draft Programme and Budget for 1998-1999
 - Part II.A: - Transdisciplinary projects
 - Transverse activities
- 4.1 Implementation of 28 C/Resolution 16 concerning educational and cultural institutions in the occupied Arab territories: Report by the Director-General
- 4.7 Fiftieth anniversary of the Universal Declaration of Human Rights: UNESCO action
- 6.6 Draft declaration on the safeguarding of future generations

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
- 3.1 Methods of preparing the budget and budget estimates for 1998-1999 and budgeting techniques
- 3.2 Adoption of the provisional budget ceiling for 1998-1999
- 3.3 Consideration and adoption of the Draft Programme and Budget for 1998-1999
 - Part I (General Policy and Direction)
 - Part IV (Management and Administrative Services)
 - Part V (Maintenance and Security)
 - Part VI (Capital Expenditure)

- Part VII (Anticipated Cost Increases)

- 9.1 Report by the Director-General on the implementation of the Information Resources Development Plan
- 9.2 Financial report and audited financial statements relating to the accounts of UNESCO for the financial period ended 31 December 1995, and report by the External Auditor
- 9.3 Financial report and audited financial statements relating to the United Nations Development Programme at 31 December 1995, and report by the External Auditor
- 9.4 Financial report and interim financial statements relating to the accounts of UNESCO as at 31 December 1996 for the financial period ending 31 December 1997
- 9.5 Scale and currency of Member States' contributions
- 9.6 Collection of Member States' contributions
- 9.7 Working Capital Fund: level and administration
- 9.8 UNESCO Coupons Programme (Facility to assist Member States to acquire the educational and scientific material necessary for technological development)
- 9.9 Staff Regulations and Staff Rules
- 9.10 Staff salaries, allowances and benefits
- 9.11 Implementation of personnel policy
- 9.12 Geographical distribution of staff
- 9.13 Administrative Tribunal: Extension of its period of jurisdiction
- 9.14 United Nations Joint Staff Pension Fund: Report by the Director-General
- 9.15 UNESCO Staff Pension Committee: Election of Member States' representatives for 1998-1999
- 9.16 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 1998-1999
- 9.17 Mandate and Report of the Headquarters Committee
- 9.18 Upkeep and renovation of Headquarters buildings: Report by the Director-General and the Headquarters Committee on the implementation of the Renovation Plan

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
- 10.1 Election of Members of the Executive Board
- 10.2 Election of members of the Legal Committee for the thirtieth session of the General Conference
- 10.3 Election of members of the Headquarters Committee to serve until the thirtieth session of the General Conference
- 10.4 Election of members of the Council of the International Bureau of Education
- 10.5 Election of four 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
- 10.6 Election of members of the Intergovernmental Committee for the Intergovernmental Informatics Programme
- 10.7 Election of members of the International Co-ordinating Council of the Programme on Man and the Biosphere

- 10.8 Election of members of the Intergovernmental Council for the International Hydrological Programme
- 10.9 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
- 10.10 Election of 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
- 10.11 Election of members of the Intergovernmental Council of the International Programme for the Development of Communication
- 10.12 Election of members of the Intergovernmental Council of the General Information Programme
- 10.13 Election of members of the Intergovernmental Council of the Programme 'Management of Social Transformations' (MOST)

Legal Committee¹

- 5.1 Revision of the Statutes of the Intergovernmental Committee for Physical Education and Sport (CIGEPS) and of the International Fund for the Development of Physical Education and Sport (FIDEPS)
- 5.2 Draft amendment to the Statutes of the International Bureau of Education
- 5.3 Draft amendment to Article V, paragraph 4(a), of the Constitution

1. The legal aspects of certain issues discussed under other agenda items will also be considered by the Legal Committee.

ANNEX II

GENERAL CONFERENCE, TWENTY-NINTH SESSION

RECOMMENDED FORM FOR THE SUBMISSION OF DRAFT RESOLUTIONS PROPOSING THE
ADOPTION OF AMENDMENTS TO THE DRAFT PROGRAMME AND BUDGET FOR 1998-1999 (29 C/5)

Submitted by

State(s)

Referring to (major programme or proposed resolution):

- Major programme:
(or *transdisciplinary project / transverse activity*)

Programme
(or *Chapter for Parts I, II.B, III, IV, V*)

Main line of action (paragraph):

- Proposed resolution:
Paragraph:

Proposed amendment (*Showing wherever possible the changes to be made to the current text, by addition, deletion or new wording*):

- If the amendment has budgetary implications, indicate the amount and the possible funding source (reserve for draft resolutions; budget proposed for one or other of the subprogrammes, transdisciplinary projects or chapters of document 29 C/5):

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

If possible, fax number for subsequent correspondence

Name:

Date:

.....

Signature(s) (for each
sponsoring state)

TWENTY-NINTH SESSION OF THE GENERAL CONFERENCE PROVISIONAL TIMETABLE OF WORK

DATE		PLENARY MEETINGS	COM I	COM II	COM III	COM IV	COM V	ADM	LEG	CRE	NOM	BUR	
OCTOBER	21 TUE	1 } Opening of the session Items 1.1, 1.2, 1.4, 1.6, 1.7, 12.1 2 }	1	1	1	1	1	1	1	1	1 } item 1.5		
	22 WED	3 } 4 }	2 } 3 } Part II.B item 4.8						2 } item 1.3	2 } 3 } DR ⁽⁸⁾ then item 8.1	3	2 } item 1.5	1
		3 } item 3.1							4				
	23 THU	5 } 6 }	4 }						4 }	4 }			
		5 }							5 }				
	24 FRI	7 } 8 }	6 } Part III items 7.1, 7.2, 8.2						6 } items 3.3, 9.1-9.8, 9.9-9.16	6 }			2
		7 }							7 }				
	25 SAT	9 ⁽¹⁾ } General Policy Debate	8 }						8 }	8 }		3 } item 10.1	
	26 SUN												
	27 MON	10 } items 2.1, 2.2, 3.3 11 }	9 }						9 } item 1.3	9 }			3
10 } item 8.1		10 }											
28 TUE	12 } 13 }	11 }						11 } items 9.9-9.16 (continued)	11 }		4 } item 10.1		
	12 } 30 C/5							12 }					
29 WED	14 } 15 }							13 } item 3.2				4	
	14 }							13 }					
30 THU	16 } 17 }	DGs Reply											
	16 }							17 }					
31 FRI			(2)	(2)	(2)	(2)	(2)		11 } Report		5 } item 10.1	5	
			(2)	(2)	(2)	(2)	(2)	14 } Report					
NOVEMBER	1 SAT												
	2 SUN												
	3 MON			2 }	2 } MP II (II.1)	2 }	2 }	2 }	2 }			6 } items 10.2-10.13	6
				3 }	3 }	3 }	3 }	3 }	3 }				
	4 TUE		(3) }	4 }	4 }	4 }	4 }	4 }	4 }				
				5 } MP I, items 4.5, 6.1, 6.5	5 } MP II (II.4), item 4.6	5 }	5 }	5 }	5 }				
	5 WED			6 }	6 }	6 }	6 }	6 }	6 }			7 } items 10.2-10.13	7
				7 }	7 } MP II (II.3), item 6.2	7 }	7 }	7 }	7 }	6 } TA ⁽⁶⁾ , item 4.1			
	6 THU		(4) }	8 }	8 }	8 }	8 }	8 }	8 }				
				9 } 30 C/5	9 } MP II (II.2, II.5), item 4.3	9 }	9 }	9 }	9 }				
	7 FRI			13 } Report	10 }	10 }	10 }	10 }	10 }			8 } items 10.2-10.13	8
					11 } 30 C/5	11 }	11 }	11 }	11 }	9 } MP IV, items 4.4, 6.4			
8 SAT	18 } Thematic Debate												
9 SUN													
10 MON	19 } items 11.1, 13.2-13.14 20 }											9	
			10 } Report	12 } Report									
11 TUE	21 } 22 }	Adoption of reports item 3.4 then closure						13 } Report	13 } Report				
12 WED	23 } 24 }											10	

- (1) The 9th meeting is devoted to two thematic debates
- (2) 31 October is set aside for the organization of round tables and a joint meeting of the programme commissions
- (3) item 10.1: Election of Members of the Executive Board
- (4) Item 10.1: 2nd round if necessary
- (5) Part II. A - Transdisciplinary projects (Environment, population, development)
- (6) Part II. A - Transverse Activities
- (7) Part II. A - Transdisciplinary projects (Culture of peace)
- (8) See para. 44
- (9) and DR if necessary



29 C/2 Add.
20 October 1997
Original: French

Item 1.6 of the provisional agenda

**ORGANIZATION OF THE WORK OF THE TWENTY-NINTH
SESSION OF THE GENERAL CONFERENCE**

ADDENDUM

OUTLINE

This document reflects the recommendations made by the Executive Board at its 152nd session on the basis of the revised provisional agenda of the twenty-ninth session of the General Conference (152 EX/Decision 7.2).

ANNEX I

Page 2

Commission IV: add the following items

- 4.11 Establishment of an International Institute of Comparative Civilization at Takshaschila (Taxila), Pakistan
- 12.2 Universal Forum of Cultures - Barcelona 2004

Commission V: add the following items

- 4.9 International Day for the Remembrance of the Slave Trade and its Abolition
- 4.10 Report by the Director-General on the follow-up to and implementation of 151 EX/Decision 3.1 (III) concerning the situation in educational, cultural and scientific institutions in Albania

- 4.12 Follow-up to the United Nations Year for Tolerance: Report by the Director-General
- 4.13 Strategic plan for the strengthening of UNESCO's statistical programmes and services
- 4.14 Report by the Director-General on the human right to peace

Page 4

Legal Committee: add the following item

- 5.4 Study concerning the problems and possible solutions regarding the Conciliation and Good Offices Commission to be responsible for seeking the settlement of any disputes which may arise between States Parties to the Convention against Discrimination in Education