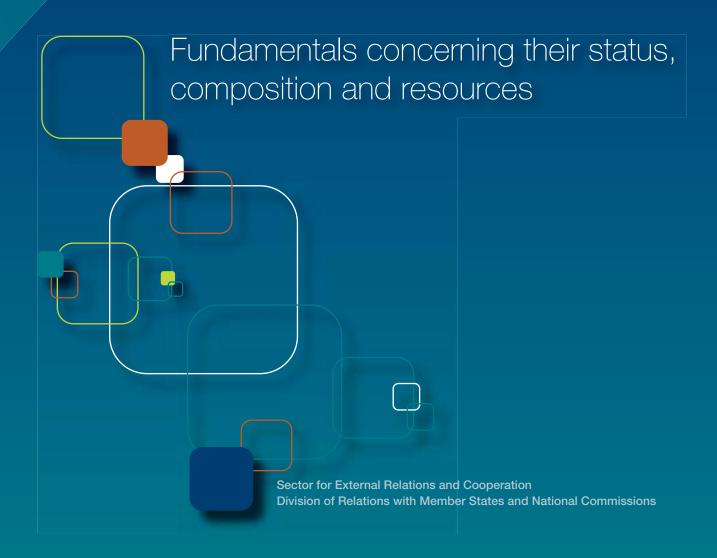
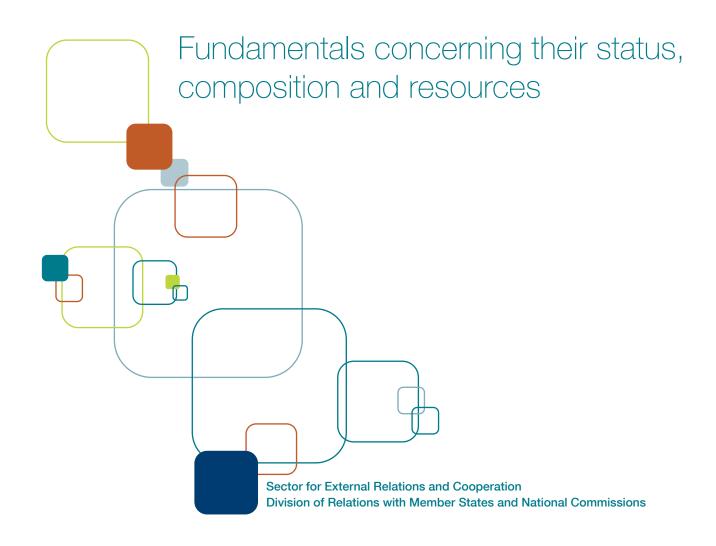


United Nations Educational, Scientific and Cultural Organization

ARCHITECTURE OF NATIONAL COMMISSIONS FOR UNESCO



ARCHITECTURE OF NATIONAL COMMISSIONS FOR UNESCO



Copies of the brochure can be obtained from the National Commissions Section UNESCO, 7, place de Fontenoy, 75352 Paris, France.

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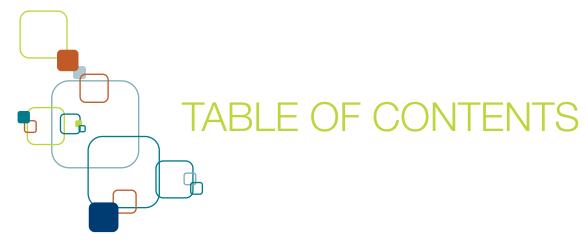
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he first edition of the Architecture of National Commissions was published in 2003 and warmly received by Member States and National Commissions. It contained insightful information on the status, composition and resources of National Commissions across the regions. It highlighted what were optimal ways for Member States to establish or reorganize their National Commissions in the light of best practices existing in the world.

The current, second edition of "Architecture" pursues similar objectives. It focuses on the fundamental requirements and structural components that every Commission needs to perform successfully. The brochure provides an overall analysis of the current structural arrangements and operational capacities of National Commissions worldwide. There is also specific and detailed information on eighty Commissions which were selected on the basis of various factors, such as geographical representation, status, size, composition, and resources. Efforts were made to make this list as representative as possible while providing a vast variety of models.

I hope that the document will help the reader to better understand the concept of National Commissions. The analysis and statistics used in the brochure are based on the information obtained through a global survey. I should like to take this opportunity to thank all National Commissions which have contributed to the survey and helped the UNESCO Secretariat to finalize the brochure.

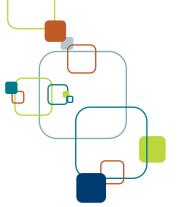
The outcomes of the global survey indicate, once again, that there are no two National Commissions which are identical. The National Commissions are different from one another, although they all work for the same objective – to promote international intellectual solidarity. It is not UNESCO's intention either to make all National Commissions look the same. This is neither possible nor desirable. The brochure however contains a set of suggestions on how a National Commission could be better structured and managed, and describes some basic principles which would contribute to the enhancement of its efficiency.

UNESCO and Member States have shared responsibilities to strengthen the National Commissions, so that they can better contribute to the promotion of UNESCO's mission at the national level. What should be done to ensure that National Commissions are both solid and functional? What action has been taken so far to enhance their status and operational capacities and what is still desirable to be accomplished? I hope that the answers to these and other similar questions can be found in this brochure.

Ahmed Sayyad Assistant Director-General for External Relations and Cooperation

PART I

OVERVIEW OF THE
"ARCHITECTURE" OF NATIONAL
COMMISSIONS FOR UNESCO



ORIGINS AND NATURE OF NATIONAL COMMISSIONS

NESCO is the only UN Agency to have a global network of national cooperating bodies known as National Commissions for UNESCO. The National Commissions are part of the overall constitutional architecture of the Organization as it was conceived by its founding fathers. Presently, the National Commissions operate in all Member States of UNESCO. They constitute a truly global family which includes a vast network of stakeholders, partners and experts. They offer a comparative advantage to the Organization within the United Nations system.

Why UNESCO adopted the concept of National Commissions

When the International Institute of Intellectual Cooperation (IIIC) was established under the League of Nations in Paris in 1924, it developed the concept of National Commissions. Those Commissions were set up in some 30 countries to promote international cooperation and were mainly composed of educators, scientists and representatives of non-governmental organizations. Based on this experience, the draft proposal for the Constitution of UNESCO, elaborated by the Conference of Allied Ministers of Education (CAME) and adopted in London in November 1945, also included provisions for the establishment of National Commissions for UNESCO.

UNESCO became the successor to the IIIC, with a mandate to promote peace and mutual understanding through intellectual cooperation based on moral solidarity with the clear intention of involving individuals and non-governmental bodies dealing with education, science and culture in its work and of associating them in its decision-making organs. Without an active contribution of teachers, scholars, writers and artists, governments alone would not make much

progress in advancing mutual understanding between the peoples of the world and in dispelling suspicion, mistrust and ignorance which caused wars and destructions throughout human history.

At its founding, UNESCO gave much latitude to Governments in fulfilling their duties as members of the Organization and included a general statement on the nature of National Commissions in the Constitution in order to ensure that the representatives of government and non-governmental organizations would work hand in hand to promote UNESCO's goals at the national level and sit side by side at the Executive Board and the General Conference to jointly voice or promote the position of their countries. It was truly forward-looking approach to permit non-governmental organizations to have a say in an inter-governmental institution.

Why a Member State should establish a National Commission

Article VII of the UNESCO Constitution stipulates that "each Member State shall make such arrangements as suit its particular conditions for the purpose of associating its principal bodies interested in educational, scientific and cultural matters with the work of the Organization, preferably by the formation of a National Commission broadly representative of the government and such bodies". It further states that the Commissions "shall act in advisory capacity to their Governments in matters relating to the Organization" and "shall function as agencies of liaison in all matters of interest to it".

Thus, it is the constitutional obligation of each Member State to set up a National Commission, the principal objective of which ought to be the involvement of various ministries, agencies, institutions, universities, NGOs and individuals in the work of the Organization. Established by their respective governments, National Commissions should act as "meeting places" and "connecting bridges" between national authorities and a broad range of national bodies and experts in UNESCO's fields of competence. While the realization of UNESCO's goals is primarily entrusted to governments, the National Commissions are expected to function as an indispensible platform where national interests, ideas and cultures are represented and interact.

Why the identity of the National Commissions is so complex

National Commissions have an identity based on their dual nature and functions. They are set up by the government in the Member States and expected to mobilize and work together with non-governmental actors (academia, civil society, etc.). Being national bodies, they are to be mainly engaged in the pursuit of the objectives of UNESCO as an international organization. They are directly responsible to their governments but called upon to ensure the permanent presence of UNESCO at the national level and contribute to its programme activities.

This situation explains the uniqueness of National Commissions within the UN system. National Commissions should be equally successful on two fronts: first in their interaction with their governments and civil society at national level

and second, in their relations with the UNESCO Secretariat, and its Field Offices. National Commissions must meet this double requirement simultaneously, to be recognized as efficient and credible entities.

National Commissions play a crucial role in contributing to shaping public perception of UNESCO, to increasing the Organization's profile in Member States, and to mobilizing educational scientific and artistic communities to the cause of "building peace in the minds of men". They are the principal link between the national priorities of their countries and the multilateral agenda of the Organization. The network of National Commissions presents a great asset for any nation that endeavors to promote international understanding through intellectual cooperation.

Why a model National Commission does not exist

As of May 2009, all UNESCO Member States (193) as well as three Associate Members (Aruba, British Virgin Islands and Netherlands Antilles) have set up Commissions for UNESCO, making this unique network genuinely universal. These Commissions are different from one another in terms of their status, composition, membership management capacities. There are Commissions which are strong, well-equipped possess substantial financial means, while others have modest human and material resources. Some of them have developed strong links with educational, scientific and artistic communities, whereas others function solely within ministerial structures.

UNESCO does not advocate that all Commissions look identical. It does not impose the adoption of ready-made models. It promotes the respect for the structural diversity amongst National Commissions, which reflects the reality existing within its Member States, with their varied political settings, administrative structures, and socioeconomic circumstances. There is no ready-made "universal" model and the Constitution leaves the final decision on the structural arrangements of a National Commission to the discretion of each government.

What fundamentals constitute a National Commission's architecture

Although UNESCO's Constitution provides governments with flexibility in deciding how to establish their respective Commissions, there are some essential requirements which must be respected if their Commissions are to operate effectively and efficiently. These fundamental components, which constitute the "architecture" of any National Commission, are specified in Article IV of the Charter of National Commissions (adopted at the 20th session of the General Conference in 1978) and include the following components:

 a legal status which clearly defines the authority and structure of a National Commission, the conditions governing its operations and resources on which it may draw;

- an inclusive membership and composition, based on the broad representation of governmental and non-governmental agencies;
- a permanent secretariat comprising competent staff; and
- sufficient financial means and other facilities to enable it to carry out its functions efficiently.

It is the responsibility of governments of Member States to provide these facilities to their Commissions, so that they have a strong foundation. UNESCO as an organization can contribute to the reinforcement of the capacities of National Commissions through expert advice and training but the basic architecture is the responsibility of the Member State. UNESCO's intervention could be only supplementary to the efforts deployed by governments (see Chart I).

Framework of shared responsibilities towards the National Commissions

Government's responsibilities

By virtue of Article VII of UNESCO's Constitution and Article IV of the Charter of National Commissions for UNESCO, it is incumbent upon Member States to provide their National Commissions with the status, structure and resources necessary to enable them to discharge their duties efficiently.

Each government should ensure that its National Commission is composed of representatives of ministries, intellectual communities, civil society partners and individuals dealing with matters of education, science, culture and communication. The status, position and degree of the functional autonomy of the Commission should be clearly defined.

It should be provided with a permanent secretariat with sufficient authority so that it can efficiently collaborate with all concerned governmental and non-governmental segments of society; an adequate number of high level staff to be able to cover essential areas of competence (these staff should be appointed for a sufficiently long period); and a regular budget to cover salaries, running costs and, if possible, operational activities.

UNESCO's responsibilities

As stated in Article V of the *Charter of National Commissions*, as well as in various resolutions of the General Conference, UNESCO is called upon to contribute to the reinforcement of the operational capacities of National Commissions.

UNESCO does it by providing expert advice in the establishment and/or re-organization of National Commissions; training for their staff; financial assistance in the acquisition of equipment; support in the translation and dissemination of documents, and in the production of their own publications; assistance in staff and information exchange between and among National Commissions; and financial and technical assistance in the organization of sub-regional and regional meetings.

The assistance of UNESCO Field Offices is particularly important, notably in the strengthening of the communication capacities of National Commissions, in providing them with regular briefings on new developments in policy and working methods of UNESCO and hosting short-term attachments and internships of the staff of National Commissions.

> CHART 1

How Member States and UNESCO can help strengthen the status and capacities of National Commissions: sharing of responsibilities in accordance with the Charter of National Commissions for UNESCO adopted by the General Conference in 1978

MEMBER STATES

Provide Commissions with adequate status and sufficient authority, so that they have sound linkage with concerned governmental and nongovernmental segments of society

Provide National Commissions with an adequate number of high-level and competent staff who should be ideally appointed for a sufficiently long period

Provide National Commissions with regular budgets to cover salaries, running costs and if possible, some operational activities

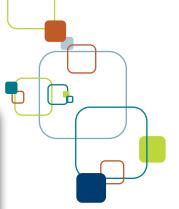
Operational Capacities

Legal status and enhanced authority within national administrations Secretariat consisting of high level staff with appropriate qualifications Financial means, material resources and technical facilities

of National Commissions

Provide National Commissions with expert advice and information on the optimization of their structure, composition and modalities of functioning Provide Secretaries-General and professional staff of National Commissions with training opportunities, communication services and Provide National Commissions with financial support, within the PP, for the acquisition of equipment, production of publications and holding of meetings, etc.

UNESCO



STATUS OF NATIONAL COMMISSIONS

n legal terms, National Commissions are national entities set up by Member States. Their primary loyalty is therefore to their governments and to the national educational, scientific and artistic communities they represent. UNESCO's Constitution leaves it up to each Member State to define the legal status of its Commission and decide its place within the national administration. Consequently, each government approves the nature of its Commission for UNESCO and its positioning within the national administration.

Why a National Commission needs a legal instrument

Once a government decides to establish or reestablish its National Commission for UNESCO, it usually formalizes its decision through government orders, decrees or laws, or by way of a ministerial resolution of the "supervising" Ministry. It is also common for National Commissions to have their own Charter or Constitution endorsed by their governments. In some cases, the constituting legal instruments of National Commissions are approved by National Parliaments.

Ideally, it is desirable for each National Commission to have a legal instrument, which sets forth its positioning, composition, resources and conditions governing its work, preferably in the form of a Charter or a Constitution. UNESCO strongly encourages this approach because such a document helps a Commission to ascertain its authority among partner organizations and to consolidate its place within the national administration. It is preferable to review and if necessary revise, the legal instrument on a regular basis with a view to adapting the structure and working methods of the Commission in a rapidly-changing environment.

How National Commissions are positioned vis-à-vis their governments

The positioning of National Commissions in relation to their governments and partner agencies is at the core of their interests. In reality, it is difficult to categorize National Commissions in terms of their position within national administrations because their relations with government authorities often depend not only on their status laid down "on paper" (i.e. on the legal instruments of the Commissions) but also on the operational relations they have established with various ministries (particularly, with the one to which they are attached) and other national agencies and partner organizations.

Nevertheless, it is commonly accepted to group National Commissions generally into three main categories, namely:

• Governmental Commissions, which are structurally attached to ministries or other governmental bodies and their secretariats and which often function as an integral part of these ministries' structure. Such Commissions not only receive sustained supportand guidance from their Governments but also have direct access to policy-makers responsible for relations with UNESCO.

- Semi-Governmental Commissions, which could be, but not necessarily, separate from governmental structures but with permanent backing and support, for human and financial resources from "supervising" ministries or other governmental authorities, which often host the secretariats of these Commissions.
- Autonomous Commissions which function as independent institutions. Such Commissions have their own secretariat and enjoy an extended degree of autonomy in managing their activities in accordance with policy decisions taken by their governing bodies in line with national interests.

This classification is quite relative and theoretical. In reality, the mode of functioning of National Commissions is diverse and often complex. A National Commission may be governmental "on paper", and in practice, enjoy an extended degree of functional autonomy. Alternatively, despite the legal instrument of a Commission conferring autonomous status, it may work as a purely governmental unit¹. Recent reviews suggest that National Commissions themselves have difficulty in qualifying themselves according to this classification.

It is hard to recommend which category of a National Commission is preferable. The decision on this matter should be taken by each Member State according to its circumstances and way of operating. A fully autonomous Commission may not "survive" and succeed in a highly administratively-centralized country, where civil society is only emerging as a factor of power while a totally governmental Commission can become inefficient or marginalized in a country which has powerful civil society movements and traditions. What is most important is not a nominal status but the real capacity of a Commission to perform

- Responsible relations with "supervising" Ministry
- Degree of functional autonomy
- Capacity to promote inter-ministerial and cross-sectoral cooperation
- Sound moral authority within a national administration
- Effective leadership
- Mutually-supportive relations with Permanent Delegations.

What responsibilities assigned to a "supervising" Ministry

Governmental and semi-governmental Commissions are usually structurally affiliated with "supervising" ministry or another similar governmental institution. This approach is advantageous for purely practical reasons: a "supervising" body hosts the secretariat of a National Commission and/or provides it with human and financial resources2. Autonomous Commissions do not have this type of arrangement but still coordinate their action with competent governmental authorities responsible for relations with UNESCO. Indeed, although autonomous Commissions are not legally or administratively attached to any specific ministry, their budgets essentially come from a designated ministry or agency. In addition, these Commissions maintain regular and formal relations with government departments, which are often represented in the membership of the Commission and/or its Executive Committee. It is worth noting that in a few countries, National Commissions have or strive to obtain a NGO status, in order to be more independent in the pursuit of their objectives.

The functional performance of a Commission depends, to a large extent, on its relations with the "supervising" body. Therefore, in the process

in an efficient and effective way. This in its turn depends on a number of factors, such as:

In fact, a predominant majority of National Commissions identify themselves as being either governmental or semigovernmental entities. Moreover, the regular budgets of all types of Commissions, including autonomous ones, are provided by the Governments.

² Although in certain countries, the budgets of National Commissions are provided by several institutions, there is always one governmental entity which provides most of the resources.

of their establishment or re-organization, the question of a "supervising" body should be seriously considered. When a Ministry or Agency becomes a "supervising" body, it assumes certain responsibilities. There should be a clear understanding on the part of the "supervising" body that a National Commission is to be an entity to serve not only one Ministry but the entire range of governmental and non-governmental communities in a given Member State. Also, the "supervising" body should have, at the outset, full awareness of its obligations towards the Commission and provide it with autonomy, resources and facilities for the efficient implementation of tasks.

Some statistics

According to the latest available data, 74% of National Commissions identify themselves as governmental, 20% as semi-governmental and 6% as autonomous ones. It should be noted that at the global level, the share of semi-governmental Commissions is gradually growing at the expense of governmental ones.

60% of National Commissions are affiliated with Ministries of Education; 14% with Ministries of Foreign Affairs; 13% joint Ministries (e.g. a Ministry of Education, Science and Research; a Ministry of Education and Culture; a Ministry of Culture, Youth and Sports; etc.); 7% with Ministries of Culture, and the remaining 6% are attached to various other governmental departments and agencies.

Why operational autonomy is so essential for National Commissions

One of the essential features of the "best" or "optimal" legal instrument for a National Commission would be its provisions for functional independence. Regardless of what type of National Commission Member States decide to establish (i.e. governmental, semi-governmental or autonomous), it is important to include in its statutes or legal framework some provisions allowing for a degree of operational autonomy. This is essential for any Commission to achieve its constitutional objectives. If every action of a National Commission was "controlled" by the "supervising" ministry/agency, the Commission would have difficulty in gaining credibility among

its partners and its efficiency would visibly suffer.

An "ideal" National Commission should act in accordance with the decisions taken by its elected or designated governing bodies, and its statutes should allow it to (i) define its policy and its strategy of action, (ii) manage its funds, (iii) cooperate with the UNESCO Secretariat, including with Field Offices, (iv) implement its activities, (v) engage and consult with civil society at the national level and (vi) raise extra-budgetary funds in support of its own operations. In the context of the UN wide reform, it should be also capable, when relevant, to (vii) participate in UN Country Team programme planning discussions. Only then can a Commission operate as a genuine relay between UNESCO, its Government and civil society.

Why a Commission should promote inter-ministerial and cross-sectoral cooperation

UNESCO's programmes are becomina increasingly multi-disciplinary. Cross-cutting focuses are being encouraged along with sectoral approaches. To work efficiently, a National Commission should establish close working relations with relevant stakeholders, representing every domain of UNESCO's competence at the national level. Another important aspect of a National Commission's planning should be its capacity to promote effective inter-ministerial and cross-sectoral cooperation. This would allow it to engage with a wide range of ministries, governmental departments and civil society organizations in its work and also generate greater national input to UNESCO's activities.

Such an objective can be achieved through (i) carefully designing the membership of a National Commission, in order to ensure that all line ministries and concerned government departments – particularly, the ministries of foreign affairs, finance, planning and multilateral cooperation – are adequately represented on it. Other ways of doing it could be by (ii) affiliating the National Commission with the Cabinet of Ministers or the Office of the Prime Minister,

in order to avoid its "dependence" on a single ministry, or (iii) granting autonomous status to the Commission. (iv) Attaching the National Commissions to Ministries of Foreign Affairs has also its advantages, as it gives them greater outreach across line ministries and access to multilateral development programmes although this arrangement may affect the functional flexibility of the Commission as Foreign Affairs are usually politically sensitive ministries.

How a Commission can be better positioned in the Delivering as One UN process

Inter-ministerial outreach capacity is becoming especially needed in the context of UNESCO's participation in the Delivering as One UN process. UNESCO is working with other UN Agencies in order to create platforms for National Commissions to participate in the discussions of the UN Country Team (UNCT) when relevant programming issues are discussed and Commissions' participation is considered useful.

The cooperation of National Commissions with other UN Programmes was foreseen in their Charter. Article I, para 3 of that document stipulated that "National Commissions may participate in planning and execution of activities... undertaken with the assistance of the United Nations Development Programme (UNDP), the United Nations Environmental Programme (UNEP), and other international programmes". Over the years, the National Commissions' cooperation with other UN Agencies has been sporadic, based on a few exceptional initiatives. According to the latest survey, only 15% of National Commissions have had some kind of partnership relation with UN Agencies/Programmes.

The two recent agreements that UNESCO concluded with UNDP (October 2008) and UNEP (April 2009) created new momentum and opportunities to achieve that objective as part of the on-going UN-wide reform. However, in order to effectively cooperate with UNCT, the National Commissions should engage all relevant agencies

at the national level to foster their relevance. The National Commission's position in relation to key ministries in charge of national planning and international cooperation and to civil society is particularly important for consolidating their credibility and relevance to UNCT deliberations.

Why a National Commission needs solid authority within national administration

The next important element in the status of a National Commission is its moral authority within national administrations. In performing their daily work, National Commissions interact with a large number of governmental and non-governmental institutions. They need a sufficiently high level of authority to make UNESCO's objectives better known, broaden its range of influence and promote the execution of its programmes.

Ideally a National Commission should be respected on merit by virtue of its achievements. However, this may take several years to happen. Therefore, practical measures should be taken at the earliest stages to facilitate the process. The careful positioning of National Commissions within government structures is the first important step in that direction. Another indispensible measure should be upgrading the role and stature of the Commission's leadership particularly, that of its Chairperson and Secretary-General.

Why effective leadership is important for National Commissions

The role of the Chairperson

The Chairperson is a key figure in assuring an enhanced authority and respected moral leadership for a Commission. In most Commissions, chairpersonship is assumed ex-officio by senior officials (mainly Ministers or Deputy-Ministers) of the ministries to which

these bodies are attached. There are also a few exceptional cases when the Chairpersons are Deputy Prime Ministers, Prime Ministers or even Heads of States. Such an arrangement certainly helps to expand the outreach capacity of National Commissions within governmental circles and thus upgrade their status and operation.

In situations when the Commissions are led by senior government officials, two important prerequisites should be respected. First, the person, who automatically becomes the Chairperson of the Commission due to his or her appointment to a cabinet position, should devote sufficient attention, time and effort to provide sustained and proactive intellectual leadership to the Commission. Second, he or she should endeavor to ensure that the National Commission has not become a subsidiary organ of the relevant ministry implementing only the instructions and directives of the latter but serve the interests of relevant line ministries and national intellectual communities.

The Chairperson can also be designated on merit in a personal capacity. In such a case, he or she is often elected from among the members of the Commission and then appointed by the Government or the "supervising" Minister for a specific period of time. This person may or may not be remunerated for services but the Commission should pay for travel and other expenses relating to the job. This arrangement is often seen in autonomous and semi-governmental Commissions.

When the Chairperson is appointed on a personal basis, he or she should be a person who has attained outstanding achievements in his or her areas of specialization and has demonstrated enduring commitment to UNESCO's ideals and objectives. Most importantly, he or she should command sufficient intellectual and moral authority in the country to be able to mobilize national scientific and cultural resources and capacities in support of UNESCO's mission, and to make the Commission's voice heard within the government.

In a very few cases, governments create both the position of President and Chairperson of the Commission - the President being a Minister in an ex-officio capacity, and the Chairperson a person selected in his or her personal capacity. This distribution of responsibility could be also arranged through the creation of the positions of Chairperson (a Minister) and Vice-Chairperson (an intellectual) with delegated authority.

Some statistics

According to the latest available data, 64% of National Commissions are chaired by Ministers in their ex-officio capacities and 78 % of Secretaries-General work on a full-time basis.

The role of the Secretary-General

Experience shows that the dynamism of every National Commission greatly depends on the work of its Secretary-General. The Secretary-General is responsible for the implementation of the Commission's activities and the overall management of the Secretariat. The personality of the Secretary-General, his or her sense of enthusiasm and openness to innovations are important factors in effective management. In general, the Secretaries-General are civil servants and therefore, apart from personal qualities, the capacity of the Secretary-General to act efficiently depends also on his/her position within the national administration.

The Secretaries-General are appointed by the governments with paid salaries. In general, their term of office is not pre-determined, which perhaps explains the great turnover in that job. 30% of Secretaries-General change jobs every two years, the main cause being professional transfer or promotion. Their positions are also affected by government changes or reshuffles. In some cases, the position of Secretary-General is *ex-officio*, related to a specific position in "supervising" Ministries. This puts additional work pressure on the person and the efficiency of the National Commission may suffer unless he/she is backed up by a competent staff.

Ideally there are three basic principles with regard to the position of Secretary-General, notably: (i) he/she should be appointed on a full-time basis for a sufficiently long period – at least for four years, (ii) enjoy a higher-level grade within the national administration, and (iii) have easy access to the relevant policy-makers in the Government. It is preferable that he or she has a clearly defined job description, outlining duties and responsibilities. Most importantly, he or she

should develop close working relations with the Chairperson of the Commission with whom he/she should meet regularly.

Why good relations with Permanent Delegations are so vital

More than 180 Member States have appointed their Permanent Delegations to UNESCO. Nurturing effective mechanisms of interaction between National Commissions and Permanent Delegations to UNESCO is a key requirement, in particular to enhance the Commission's moral authority at UNESCO HQs. In general, the National Commissions are active and visible at the national level, whereas the Permanent Delegations have capacity to influence UNESCO at HQs level. Therefore, the constructive relations between the two bodies help a Member State to make the most of its membership to the Organization and to ensure that the common positions of national bodies in education, sciences and culture are adequately and permanently represented at UNESCO HQs, in addition to the positions of governments. Strong links between National Commissions and Permanent Delegations are essential to maximize National Commissions' capacity to act as advisory and liaison organs. This is especially important when a Member State is elected to the Executive Board of UNESCO.

There are multiple ways of strengthening relationships between these two institutions. For example, in some countries, there exists a well-established staff rotation policy between National Commissions and Permanent Delegations. The personnel of the National Commissions come to Paris to work in the Permanent Delegation or the Permanent Delegation's staff continue their service in the National Commission after the end of their term in Paris. This arrangement, which helps to cement institutional as well as personal bonds between National Commissions and Permanent Delegations, is particularly easy to implement when these bodies are supervised by the same Ministry.

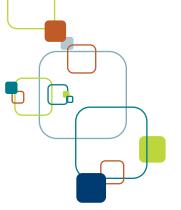
In others cases, Permanent Delegates to UNESCO are ex-officio members of National Commissions. This practice is particularly encouraged as the Permanent Delegate's participation in the general assembly meetings of the National Commission would be extremely useful to brief the Commissioners of developments at UNESCO and the Governing Bodies. According to the latest survey, an overwhelming majority of National Commissions declare that they have direct interface with their Permanent Delegations to UNESCO. Of significance is the importance of personal relationships. The role of the Secretary-General is crucial to maintain the functional and personal relationships between the National Commission and the Permanent Delegation through concerted and balanced exchange of information and coordination.

In brief, in order to have an enhanced status, a National Commission needs:

- Freedom of action and functional autonomy,
- Ability to outreach and mobilize governmental and non-governmental actors,
- Capacity to promote inter-ministerial and cross-disciplinary cooperation,
- Upgraded moral authority within the national administration,
- An effective mechanism for cooperation with the Permanent Delegation,

as well as:

- A Chairperson who commands moral respect at the country level and deploys sufficient time to ensure proactive intellectual leadership,
- An energetic Secretary-General appointed for a sufficiently long period with a high-level grade.



MANDATE OF NATIONAL COMMISSIONS

or National Commissions, there are mainly three levels for action, notably: their relationship with their government agencies, stakeholders and national partners; their interaction with the UNESCO Secretariat and in perspective, with the UN Country Team where it exists; and their cooperation with other National Commissions especially at regional level. A Commission needs to be equally active in all three areas. In defining the range and level of their Commission's responsibilities, Governments should take into account (i) national priorities within their countries and (ii) universal objectives and characteristics which are common to all UNESCO National Commissions. These two aspects are complementary and an effective National Commission will discharge its "dual loyalties" as a national body with an international vocation.

Why a Commission's mandate should be defined by the national context

As national entities, the National Commissions should define their mandates primarily within the context of the national priorities of the Member State. Their terms of reference/protocols should reflect the historical dimension of the country's development, its intellectual potential and its strategic objectives at the sub-regional, regional and international levels. A National Commission is a platform that embodies the nation's diverse capacities and aspirations in all sectors of UNESCO's competence. Being closely aligned with national interests should give it credibility and attract support at the country level.

The scope of responsibilities entrusted to a National Commission should be comprehensive in their coverage but realistic in their targets. Each National Commission should have an annual or biennial action or strategic plan outlining its purpose, objectives, action plans and measureable expected outcomes. Such a plan could include answers to the questions such as "what contribution can UNESCO make to the national agenda and how

can the country's input advance the Organization's objectives?" Regular reviews of the benefits of belonging to UNESCO, possibly every six years and discussions on priority settings may also assist new members of commissions attuned to the responsibilities of the National Commission.

What universal objectives common to all National Commissions

As soon as a National Commission for UNESCO is set up, it automatically joins the network of the 196 National Commissions. The strength of this global network is that all its members work for the same purpose, and often, in similar conditions. Despite the diversity in their capacities, composition and resources, they all pursue common objectives, which include:

 ensuring the permanent presence of UNESCO in Member States and Associate Members;

- raising UNESCO's profile at the national level and increasing public awareness of its goals and ideals;
- linking national priorities of their countries with the international mission of the Organization and in so doing, convince relevant state authorities and other stakeholders of the benefits of belonging to UNESCO;
- associating intellectual and cultural resources and capacities of Member States to the activities of the Organization.

In the process of establishing a National Commission or in its re-organization, the Government should ensure that it contributes to these universal objectives and even expand them where appropriate to its priorities.

What basic functions for a National Commission

To achieve the twin goals based on national priorities and universal objectives, National Commissions are to discharge in cooperation with a number of ministerial departments, organizations, and individuals, as well as the UNESCO Secretariat, specific functions which should be clearly outlined in their statutes or legal instruments. In accordance with Article VII of UNESCO's Constitution, the Charter of National Commissions and the relevant Resolutions of the General Conference, the National Commissions are expected to perform the following duties:

- Advisory, by providing expert advice on UNESCO and its programmes to their governments and their respective delegations to the UNESCO Governing Bodies;
 - Modalities of discharging this function include: (1) consulting relevant national bodies in order to prepare the inputs of a Member State to UNESCO's Strategy and Programme, (2) informing concerned national bodies of UNESCO's international standard-setting instruments and of

their advantages, (3) making proposals on the position of a Member State regarding key issues discussed at the Executive Board and General Conference, etc.

- Liaison and coordination, by providing permanent linkage between the UNESCO Secretariat and relevant government agencies, institutions, organizations, national affiliated partners, NGOs and individuals in Member States:
 - Modalities of discharging function include: (1) keeping regular contacts with local partners and members of UNESCO's broader family at the national level (e.g. NGOs, UNESCO Clubs, parliamentarians, municipalities, **UNESCO** Chairs, ASP Schools, National Committees for Intergovernmental Programmes, Goodwill Ambassadors, etc.) and coordinating their interaction with UNESCO, (2) assisting UNESCO to map local experts and cooperate with them, (3) widely diffusing relevant information relating to UNESCO among local partners and help to organize their activities, (4) protecting UNESCO's name and logo at the national level, etc.
- Information, by making known the goals and activities of UNESCO at the local level, increasing its visibility and by channelling national inputs to the Organization's activities;
 - Modalities of discharging this function include: (1) undertaking active public information activities to keep the public aware of UNESCO's activities, (2) keeping close contacts with journalists so that UNESCO's topics are adequately covered in the media, (3) publishing books, periodicals, reports and setting up websites, (4) participating in UNESCO's surveys and studies, etc.
- Participation, in cooperation with the UNESCO Secretariat at and away from

Headquarters, in the elaboration, execution and evaluation of the Organization's programme.

Modalities of discharging this function include: (1) taking active part in the Director-General's regional consultations, (2) signing contracts with the Secretariat to implement projects in line with C/5, (3) carrying out Participation Programme activities, (4) assisting the Secretariat to assess UNESCO's action and programmes, etc.

In addition, Article I of the Charter specifies that National Commissions (i) can be involved in activities undertaken in cooperation with other institutions of the UN System, (ii) assume responsibility for the operation of UNESCO projects, (iii) collaborate with other National Commissions in joint programmes, and (iv) carry out their own activities.

In the context of the on-going UN-wide reform, the cooperation of National Commissions, as advisory, liaison and programme implementation agencies, with the UN Country Team is particularly relevant, especially in the countries where UNESCO does not have an Office.

Regional priorities and partnerships should also be a focus for National Commissions to enhance their coordination and participation roles. For example it is noted that in the Arab States region, most National Commissions play coordinating roles not only with UNESCO but also with ALECSO (Arab League Educational, Cultural and Scientific Organization) and ISESCO (Islamic Educational, Scientific and Cultural Organization). Likewise, the National Commissions from many Islamic countries deal with ISESCO in addition to UNESCO.

Evolution of the functions of National Commissions

As outlined in Document 155 EX/37, the *Constitution* of the Organization initially entrusted the National Commissions with the tasks of *consultation* and *liaison*, to which were added the functions of *information* and *execution* at the 14th Session of the General Conference in 1966.

The Charter of National Commissions for UNESCO, adopted in 1978, broadened their mandate by adding the functions of preparation and evaluation of the programmes of UNESCO. Subsequently, at its 26th Session in 1991, the General Conference designated them as chief participants in the decentralization process.

Political and economic realities have gradually induced the National Commissions to extend their fields of action to *fund-raising* in the private and public sectors; *a diversification of the partnerships*; and an *intensification of collaboration among themselves*. It is against this background that the General Conference at its 27th Session in 1993 declared them to be "*UNESCO's most important partners*.

The 31st Session of the General Conference in 2001, through Document 31 C/4, recognized National Commissions as *constituent elements* of UNESCO and the 34th Session in 2007 reinforced their roles in the *protection of the Organization's name and logo* at the national level, thus recognizing National Commissions as significant entities within UNESCO.

How to cope with growing responsibilities when resources are limited

Although the list of objectives and functions is not exhaustive and comprehensive, it may still pose a challenge for some National Commissions, particularly for the newly-established ones with limited experience and resources. In such cases, the concentration of effort and resources on a few core functions is important even if it is a temporary solution.

In a longer term, Commissions should endeavour to cover all the basic functions. There are several examples of small Commissions with limited resources which succeed in carrying out their functions efficiently. They achieve this by employing innovative approaches, delegating tasks and using new technologies. They are active and respected members of the network, contributing knowledge, expertise and initiatives as an equal among large National Commissions.

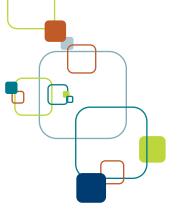
How to strike a good balance between objectives and capacities

A balance should be struck between the responsibilities assigned to National Commissions, and the human/financial resources available to them. Pursuing ambitious objectives with insufficient capacity and resources could lead to a loss of authority and credibility.

It is desirable to review and if necessary revise, from time to time, possibly every six years, the level of responsibilities and tasks of individual National Commissions against their human and financial resources. When appropriate, a Commission may also look for partners to whom to delegate some of its responsibilities. In so doing, it can act as a catalyst for new partnerships with government institutions, universities, NGOs, UNESCO Clubs and other organizations as well as dedicated individuals. By skilfully coordinating their input, the Commission can multiply its capacities and further achieve its own objectives.

In brief:

- The responsibilities of each National Commission should be defined while taking into account the national priorities of the Member State concerned and its intellectual potential on the one hand, and the universal objectives and basic functions common to all National Commissions on the other.
- In the context of limited resources, concentration on core functions and priorities could be seen as a temporary solution. In a longer term, however, efforts should be made to be active in discharging all basic functions.
- A balance should be retained between the range of responsibilities entrusted to a National Commission and the resources available to achieve them.
- A regular revision of its tasks and resources should be carried out, preferably every six years.



MEMBERSHIP OF NATIONAL COMMISSIONS

he core of every National Commission is Commissioners. A National Commission is essentially a group of individuals designated to work together in either institutional or personal capacities. The membership brings together and aligns local expertise and specialized networks. Assisted by a secretariat, Commissioners interact among themselves and with other national and international counterparts. They generally participate in the work of the National Commission on a voluntary basis and do not claim, as a rule, financial remuneration for their input.

Why the Commission should be as broadly representative as possible

The composition of National Commissions is usually outlined in the statutes or legal documents issued by Governments. It is the duty of a Member State to ensure that its Commission is "broadly representative" of the Government and civil society, as stipulated in Article VII of UNESCO's Constitution in order to reflect the constitutional spirit of UNESCO.

The Commission's members could be either elected by its General Assembly for a specific period of time or designated by a "supervising" the recommendations Minister followina made by the secretariat on the basis of broad consultations. For the sake of efficiency and intersectoral coverage, it is desirable that each key ministry and government agency dealing with matters within UNESCO's fields of competence is represented in a National Commission or on its Programme Committees. These representatives could later act as focal points liaising the National Commission with their own ministries, and in so doing, increase its capacity for networking, outreach and influence. Assuring intersectoral coverage is essential for the success of any National Commission.

It is also vital to keep a balance in the proportion of members representing government authorities on the one hand and non-governmental circles on the other.³. When civil society organizations make active and direct contributions, it reduces the risk for the Commission to become a "narrow governmental body".

What size should be optimal for the membership

There is no predefined or preferable figure for the size of a National Commission's membership. The latest studies confirm that the size of Commissions greatly differs from one country to another. There are National Commissions with over 300 members and others with fewer than ten full-fledged Commissioners, who have the right to vote in the General Assembly. The "Info Sheets" in Part II show the variability in the size of National Commissions.

In a few countries, there exist options that exclude public servants (e.g. ex-officio members) from formal membership, in order ensure that the Commission has not become a bureaucratic entity and that there is no conflict of interests. Such an approach certainly needs careful consideration case by case within national contexts.

Two general principles are recommended in designing the size of the Commission, namely (i) comprehensiveness and (ii) manageability.

It is always desirable that the Commission's membership is sufficiently comprehensive to ensure that it represents a cross section of the country's intellectual resources from government and non-government sectors. If a Member State is a federal entity, it is important to ensure that all participants in the federation are represented on the National Commission. In some countries, Governments include representatives of various political parties and movements as well as major groups of stakeholders and national partners on their Commissions.

At the same time, the Commission must remain manageable with its activities developed in relation to its resources and with effective control of all its undertakings. In some cases, National Commissions have corresponding members who can actively take part in the work of the Commission and attend its meetings but without the right of vote. In a few Commissions, Ministries are not officially represented in the Commission's membership but can attend the Commissions meetings and speak.

Some statistics

35% of National Commissions have small-size membership (5-15 members); 45% have medium-size (16-40 members); 20% have large-size (more than 40 members).

Whom to select as the members of the Commission

Article IV of the Charter of National Commissions gives general indications on who could be ideally sitting on National Commissions. The *Handbook for National Commissions* also provides further guidance based on best practices and the available information. It is recommended that Governments consider the following list of persons to include in the membership, in addition to representatives of line ministries and other key governmental institutions:

- (i) Permanent Delegates to UNESCO;
- (ii) Representatives on the Executive Board;
- (iii) Members of UNESCO's intergovernmental councils and committees;
- (iv) Representatives of national committees of major intergovernmental programmes, such as MOST, MAB, etc.;
- (v) Representatives of national branches of international NGOs having official relations with UNESCO;
- (vi) Representatives of national coordinating bodies of UNESCO Clubs, Centres and Associations;
- (vii) Representatives of national NGOs and professional unions;
- (viii) Parliamentarians;
- (ix) Representatives of municipalities;
- (x) Representatives of youth and women organizations;
- (xi) UNESCO Chairs;
- (xii) Eminent scientists, writers, journalists and artists;
- (xiii) Representatives of the media;
- (xiv) UNESCO "Goodwill Ambassadors" and UNESCO Prize Winners;
- (xv) Former members of the Organization's Secretariat.

While the list is not exhaustive, it is recommended that wherever possible, parliamentarians and governors/mayors of cities in the Commission are included in order to promote new partnerships. The inclusion of the country's representatives on the UNESCO Executive Board and Permanent Delegates to UNESCO is also strongly encouraged. The Board representatives and Ambassadors/Permanent Delegates will keep the Commission members informed of major policy developments in the governing body as well as to communicate the Commission's views and positions to the Executive Board and other decision-making bodies at HQs. Such arrangements give the Commission additional power for outreach.

"Each National Commission will normally include representatives of ministerial departments, services and other bodies interested in matters of education, science, culture and information, as well as representative individuals belonging to the specialized communities involved. Its members should be sufficiently senior and competent to secure for it the support and co-operation of ministries, services, national institutions and persons capable of contributing to UNESCO's work".

Article IV (2) of the Charter of National Commissions.

What terms of office for the Commissioners

There is no specific duration for the term of office for the Commissioners and each country should decide independently according to its requirements. In practice, the duration varies from one Commission to another but in general, members are appointed from three to six years. However, there are numerous Commissions whose statutes do not fix any time-framework, in order to leave room for flexibility. Depending on the situation, some or all members of the National Commission could be eligible for renewal for a further term of office.

In order to retain a certain degree of stability, it is strongly recommended that the membership does not change too often. The minimum duration

could be three years, but it is difficult to determine the maximum. While it could be difficult to respect this benchmark for the members in "institutional/ ex-officio capacity" representing their Ministries or Organizations in the Commission who may change their main jobs, this criteria could be easily applied for the members who are designated in "personal capacities". Ideally, a proportion of the membership should change at a given interval – for instance, every two-three years – in order to ensure continuity of experience within the Commission while benefiting from new expertise.

Why regular meetings are so important

A National Commission is by nature a platform for interaction between institutional entities and individuals. In order to keep the Commission "alive" and dynamic, its members -- especially its Executive Committee and its Programme/ Specialized Committees -- should meet regularly. If the members do not have ongoing permanent interaction and if the Commission does not benefit from the regular work of its Committees, this Commission risks becoming a dormant bureaucratic body to lose its permanent contact with the nation's intellectual circles. The annual or biennial meetings of all members in plenary sessions (i.e. General Assembly) should be a must for all National Commissions.

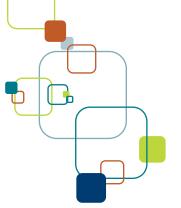
Two factors are essential for assuring that a National Commission and its Programme Committees meet systematically. First, the leaders of the Commission – the Chairperson, Chairs of Programme or Specialized Committees and the Secretary-General – should put time and effort into planning and organizing meetings. Second, minimum financial and human resources should be available in the budget of the Commission to cover the administrative costs relating to such meetings. It is not possible to hold systematic organisational meetings without adequate funding and resources.

The meetings should be well planned and devoted to the discussion of priority issues and focussed on specific topics. Participation

of international experts and specialists as well as representatives on the Executive Board and Ambassadors/Permanent Delegates in such meetings would encourage members to engage and participate. In view of the rapid development of new information and communication technologies, the leaders should also plan, wherever appropriate, virtual meetings of the Commission or its Programme Committees in the form of electronic discussion forums.

In brief:

- Membership of a National Commission should be as broadly representative as possible, in order to include all key stakeholders.
- A balance should be retained in the proportion of members representing the government on the one hand and non-governmental circles on the other.
- The members of a National Commission should be appointed for at least three years and when there is a change in membership, the continuity of experience should be maintained while paving the way for new expertise.
- Members should meet as often as possible, in order to keep the Commission a dynamic entity.



STRUCTURE OF NATIONAL COMMISSIONS

ike their membership, the structure of most National Commissions is set out in their statutes/ founding legal documents. There are numerous variations in structural arrangements and it is almost impossible to find two identically structured Commissions for UNESCO. The structure of a National Commission depends on three factors, (i) the priorities of the concerned Member State in the fields of UNESCO's competence, (ii) the size of the Commission's membership and its resources, and (iii) the level of the country's intellectual potential and its commitment to international cooperation.

What basic structural components are common to the National Commissions

In general, and for efficiency and clarity, most National Commissions try to align their structures with UNESCO's own structure and programme activities. Consequently, many National Commissions have some or all of the following structural components

- A General Assembly,
- An Executive Committee (or Bureau, Council, etc.),
- Programme Committees (or Sub-Commissions, Sub-Committees, etc.),
- Working Groups (or Advisory Groups, Adhoc Groups, etc.),
- National or Specialized Committees for UNESCO's Intergovernmental Programmes, and
- A secretariat.

It should be noted, however, that not all National Commissions have or should have these structural components. As stipulated in UNESCO's Constitution, each Member State is free to organize the work of its National Commission in a way it finds most appropriate.

It is recommended that each Member State carefully design the structure of its Commission based on its national priorities, the country's intellectual potential and the Commission's membership, capacity and financial resources. For that reason, it would be useful to have an overview of the traditional components of National Commissions' structure, based on the global survey.

General Assembly

The General Assembly is made up of all members of the Commission and is its highest decision-making body. The members of the General Assembly are usually called the Commissioners, with the right to vote. The Chairperson of the Commission, who is either appointed by the Government or elected from among the members of the Commission, presides the sessions of the General Assembly. Such meetings are usually convened once or twice a year.

The regular or extra-ordinary sessions of the General Assembly represent opportunities to:

 inform the members of the Commission of latest developments at UNESCO, including the most relevant decisions of its governing bodies;

- (ii) examine the general policy and programme activities of the National Commission;
- (iii) approve reports of past activities and future orientations and perspectives; and
- (iv) discuss thematic issues in the fields of the Organization's competence.

The costs relating to the organization of the General Assembly meetings are covered by the regular budget of the Commissions.

Executive Committee

It is composed of a limited number of the Commission's senior and influential members, for example the Chairperson, Vice-Chairperson(s), Chairpersons of Programme Committees, and the Secretary-General. The Executive Committee is a Coordinating Body of the National Commission. Its meetings are chaired by the Chairperson of the Commission or by a person designated by him/her. The Executive Committee meets frequently – depending on a country, from 3 to 10 times a year – in order to address policy issues in a quick and timely manner.

The Executive Committee is the most formal body of a National Commission. Between two plenary sessions of the General Assembly, the Executive Committee is expected to:

- provide guidance to the leadership of the Commission on questions relating to policy and programme;
- (ii) set specific priorities for the Commission within the framework of available resources; and
- (iii) supervise the implementation of the National Commission's activities.

Programme Committees

Programme Committees are composed of members of the Commission and/or representatives of relevant organizations and individual experts who may not necessarily be formal members of the Commission. They are usually established on a permanent basis in areas corresponding to UNESCO's fields of competence (education, sciences, culture, communication and interdisciplinary themes) and are considered as the principal intellectual arm of the Commission where all available expertise comes together and interacts. Programme Committees are involved in the reflection and implementation of programme activities. They are also well placed to advise on their country's preparation for the participation in UNESCO's General Conference.

It is important to note that it is not mandatory to form Programme Committees in line with the major sectors of UNESCO's competence. Each National Commission should decide on the priorities of its country in a particular area and where the most interest is expressed. No quota should be set up for the number of Committees. The Commissions should again decide on the number according to their need and agreed priorities. There are cases where the Commission has only two programme committees whereas others have as many as 14. It is recommended that the number of Programme Committees is manageable and also that these Committees work regularly.

The size of Programme Committees could be also defined in accordance with needs. Each Committee should have its own Chairperson designated/elected from among the members of the Commission. The period of individual membership in Programme Committees is different from one Commission to another. In this respect, it is advisable to be flexible while still respecting the principle of the continuity of experience. Usually, the meetings of Programme Committees are convened three or four times a year. Often, for practical reasons, they are scheduled immediately before or after the General Assembly of the Commission.

Ad hoc Working Groups

National Commissions are creative in establishing Committees. They often set up Working Groups, Advisory Panels and Expert Boards, which are made up of leading specialists and individual experts in certain areas who normally have no formal membership relations with the Commission. These groups are usually established on an *ad hoc* basis with clearly defined terms of reference and duration and help the Commission to achieve its specific objectives, for example to generate national input to the UN Decade on Education for Sustainable Development.

A National Commission may establish as many working groups as it thinks necessary. These groups should not however become permanent bodies; otherwise they risk losing their flexibility. For the sake of efficiency, the size of each working group should remain manageable (e.g. maximum 20 members). In general, such groups are led by a member of the Commission and their meetings are held as often as required. Depending on needs and resources, National Commissions may also establish Virtual Working Groups that interact using new IC technologies.

National Committees for Intergovernmental Programmes

National Commissions frequently initiate and/ or coordinate the establishment of National or Specialized Committees for UNESCO's Intergovernmental Programmes and Commissions (such as MOST, MAB, IHP, IOC, etc.). These Committees are often regarded as structural parts of National Commissions, although this might not, from a legal point of view, always be the case. While coordinating their activities with National Commissions, the National Committees may work independently and closely with UNESCO's Secretariat.

The main objective of National Committees for Intergovernmental Programmes is to involve national experts and expertise to the specific objectives of a given international programme. The National Commissions are encouraged to create

these bodies and support their functioning, in close cooperation with the UNESCO Secretariat. Representative(s) of the National Commissions concerned can be included in the membership of National Committees. Often, the secretariats of National Commissions provide secretarial and organizational assistance to these Committees.

Secretariat of the National Commission

The secretariat is an executive body engaged on a daily basis in the organization and implementation of the activities of a National Commission. The credibility of the National Commission as an efficient entity largely depends on the functioning of its secretariat. The secretariat ensures the Commission's permanent contact with UNESCO as well as with national and international partner organizations. The staff of the secretariat is made up of civil servants and led by a Secretary-General or by an official with an equivalent mandate.

The size, structure, resources and location of the secretariat vary from one country to another. Ideally, the secretariat should employ at least one programme specialist to be responsible for each sector/field of UNESCO's competence as well as for the coordination of the work of the Commission's relevant Programme Committees. The secretariats of most National Commissions run their documentation centres which hold UNESCO publications (more information on the secretariat is provided in the next chapter).

"Decentralized" Units

A few Member States, which have large territories with several administrative regions, establish one or more "decentralized unit(s)" of their National Commissions. While this arrangement may require additional financial and human resources, it also creates further opportunities especially for the intellectual communities and individuals in remote areas of the country to participate directly and regularly in the activities of the National Commission, as well as to contribute to making UNESCO's ideals better known at community level.

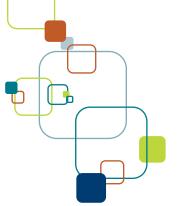
Why flexibility is so important

Leaving room for flexibility and rapid adaptation should be a guiding principle in designing the structure of a National Commission. Ideally, this principle should be enshrined in the statutes/legal document of the Commission. Such a provision

would allow the Commission to adapt timely and easily to new changes related to UNESCO's programmes as well as to national priorities of the Member State. The capacity to undertake structural adjustments quickly would be an advantage for any Commission that wishes to advance its activities in accordance with rapidly-changing circumstances.

In brief:

- Each Member State should define the structure of its Commission in accordance with its own needs and priorities.
- Most National Commissions have similar structural charts which resemble, to a large extent, UNESCO's own structure, but this should not be seen as mandatory.
- Leaving room for rapid adjustments should be a guiding principle in defining the structure of a National Commission.



SECRETARIAT OF NATIONAL COMMISSIONS

t is expected that each National Commission will have its own secretariat. Depending on the situation, the secretariat could either be an integral structural part of the "supervising" body to which the National Commission is attached, or a separate entity with its premises located within the building of the "supervising" authority or outside. The secretariat is an essential functional pillar of the architecture of any Commission. It needs to be equipped with human, technical and financial resources. The efficiency of a National Commission, particularly in its interface with UNESCO and its Government, often depends on the operational capacity of its secretariat. Lack of human and financial resources is reported to be the most common constraint of National Commissions.

What minimum staffing a National Commission requires

The most important resource of a secretariat is its staff who undertakes, under the leadership of a Secretary-General, the daily work of the National Commission. When a secretariat is an integral part of the "supervising" ministry or authority, its staff is subject to the overall personnel policy of this body. In autonomous Commissions, the Secretary-General may have the right to decide on staffing which is to be endorsed by the Chairperson and/or the governing bodies of the Commission.

The permanent staff members of National Commissions are usually considered public or civil servants. Some National Commissions with modest staffing resources also employ temporary personnel on an ad hoc basis for specific tasks or events, for instance to organize meetings and conferences. This type of structure enables the National Commission to be flexible and to function efficiently with limited resources by reducing permanently-employed staff costs.⁴

4 A number of National Commissions, who are not in a position to have a required number of permanent staff, try to find solutions by (i) recruiting temporary staff for In deciding on personnel policy or in establishing a staffing table, three important requirements are essential to ensure efficiency. These factors could be termed as a "CCC Stipulation":

- efficiently, the personnel, particularly professional staff, should have good knowledge, experience and expertise in their field of specialization. They should be able to use new information technologies and speak and write in at least one of the working languages of UNESCO (English or French).
- Continuity. It takes time to acquire a sound knowledge of UNESCO and its working methods. Lack of stability as a result of frequent personnel changes can make the human resources of the secretariat vulnerable and endanger its capacity to operate efficiently. This becomes particularly serious in small secretariats with a few staff members. The stability and continuity of experience in the secretariat is therefore vital.

specific projects, (ii) hiring specialists on a part-time basis and thus increasing the number of available personnel, (iii) enhancing the role of focal points from various ministries and agencies in the work of the Commission, and/or (iv) involving students and volunteers from universities, UNESCO Clubs and other organizations.

• Critical mass. To be active and operational, the secretariat needs a sufficient number of specialists to adequately cover all areas of UNESCO's fields of competence. Ideally, a secretariat should have one professional staff member for each major programme area who could also provide secretarial support to Programme Committees of the Commission. The secretariat also requires general support staff to provide secretarial assistance, run a documentation centre and undertake the accounting.

Experience shows that the operational success of the National Commission does not solely depend on the quantity of its staff but rather on their dedication, competence and hard work. There are several examples of Commissions with a small-sized secretariat achieving remarkable results due to the efficient work of its staff. As such cases remain rather exceptional, UNESCO recommends to governments that the National Commission's secretariat be staffed with the minimum number of personnel, as indicated here.

UNESCO's assistance. UNESCO contributes to the strengthening of human resources of the National Commissions. Every biennium, a substantial amount of funding is spent on the capacity building programme, which is managed by the National Commissions Section of the UNESCO Secretariat. This support is made available through:

- offering training opportunities to their officials at the national, regional and interregional levels, and
- providing information, counsel, guidelines and reference materials to be used in their daily work.

What technical facilities a National Commission needs

To operate efficiently, the secretariat of a National Commission needs to be adequately housed and equipped. The secretariat's premises should be easily accessible to the general public looking for information on UNESCO or wishing to participate in its activities. In some developing countries, it is important to ensure that the premises are connected to reliable telephone lines and have a permanent supply of electricity.

Location of National Commissions' secretariats

As mentioned in previous chapters, it is essential to provide functional autonomy to National Commissions. One way of doing this – especially in the case of governmental and semi-governmental Commissions – would be to locate the secretariat of a Commission outside of the premises of the "supervising" Ministry or Agency. When the secretariat is housed within ministerial premises, there is a risk of it becoming a governmental entity, with limited accessibility for the public at large. Solutions could be made by renting offices in universities, libraries or other similar locations. In a few countries, the secretariat of the National Commission occupies an entire building, which is either rented or owned.

It is important for a secretariat to be equipped with modern information and communication tools and services, in addition to office furniture. The secretariat's computers should be regularly renewed. Having telephone, fax and e-mail facilities should be considered essential and indispensable. Further, Governments should endeavour to provide their Commission with permanent access to Internet, in order to enable them to operate efficiently in the age of information. It is also strongly recommended that National Commissions set up and manage their own Websites.

UNESCO's assistance. The Organization supports National Commissions in enhancing their material and technical resources. This is usually done through the Participation Programme. When appropriate, National Commissions may submit requests for funds for the purchase of office equipment (e.g. computers, printers, fax machines, photocopy machines,

etc.), the acquisition of access to Internet, the establishment of documentation centres, and for the publication and dissemination of information bulletins.

Why financial resources are so important for a Commission's efficiency

It is the responsibility of a government to provide a National Commission with an annual budget, which is managed by its secretariat. The availability of sufficient financial means is an important prerequisite for the National Commission to reinforce its identity, demonstrate its strength and justify its existence. Without proper funding at its disposal, the National Commission cannot discharge its functions. In practice, the size of the National Commission's budget differs from one country to another with huge variations. One National Commission has an annual budget of less than US\$ 7 thousand, while another Commission has a budget exceeding US\$ 7 million.

A National Commission has two main funding sources - the regular budget of the Commission and extra-budgetary resources.

As a rule, the regular budget of a National Commission is provided by the Government through annual allocations. Depending on the situation, it could be merged with the budget of the "supervising" body⁵ or managed independently by the Commission itself. The regular budget should be sufficient to cover personnel costs (staff salaries, remunerations,), running costs (rent, electricity, communication, equipment) and operational costs (projects, meetings, missions) of the National Commission.

Having a regular budget allocation for its programme activities allows a National Commission to organize the meetings of its members, hold national seminars and

Numerous National Commissions, the secretariats of which are integral part of a "supervising" Ministries, do not have their own regular budget as such. In such cases, the Commission has no funds for its operational activities, the staff salaries, rentals and running costs make part of the Ministry's overall budget.

workshops, send national specialists to UNESCO's international conferences, launch projects and involve experts in its activities, produce books, reports and other publications, undertake missions, etc. In short, possession of programme funds, even in a modest amount, significantly helps a National Commission to operate effectively and realize its potential.

In addition to regular government allocations, a National Commission may mobilize extrabudgetary assistance from various state institutions and agencies, international organizations, the private sector or individuals. This support is seldom in the form of direct cash. When National Commissions mobilize extrabudgetary funds, they usually do it for specific and targeted activities, often in the form of cofunding and co-organizing in partnership with governmental or non-governmental partners.

The practice shows that some Commissions are very good at mobilizing funds while others are just discovering the potential and challenges of this type of exercise. The results of the recent global survey show that in general fund-raising remains a limited practice which a majority of National Commissions do not utilize. In developing partnership relations, particularly with the private sector, a National Commission should make sure that its name and integrity and that of UNESCO are not compromised.

Some statistics

According to the latest data, National Commissions employ, on average, 9 staff members including both professional and support staff, with a range from no full-time staff to 60 staff members.

35% of National Commissions have small-size Secretariats (1-5 staff members); 44% medium-size (6-15 staff members) and 19% large-size (more than 15 staff members).

41% of National Commissions publish information bulletins, 67% produce annual reports, and 53% have established their own websites.

Budgets of National Commissions vary from one country to another. There is, for instance, one Commission which has an annual budget of US\$ 7 million whereas another one has only US\$ 7 thousand in its regular budget.

Every biennium, UNESCO invests more than US\$ 2 million to support the network of National Commissions, including the financial assistance provided under the Participation Programme.

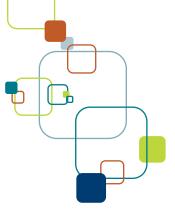
Funding from UNESCO. National Commissions can also receive funds from UNESCO. It is done under two specific forms. First, the Organization can co-finance national activities undertaken by National Commissions through the Participation Programme (PP). In such cases, UNESCO's financial contribution is channeled through the National Commissions which are the principle bodies presenting PP requests, with responsibility for the financial and activity reports relating to the approved projects.

Second, National Commissions can enter into contractual relations with the UNESCO Secretariat to carry out specific activities funded under the Organization's regular programme or extra-budgetary resources.

As the recent global survey shows, some National Commissions erroneously consider the funding received from UNESCO, through the Participation Programme, to be part of their regular budget. This is incorrect. Financial contributions of UNESCO are provided only and exclusively for specific projects and cannot be regarded as part of National Commissions' regular budget and cannot substitute it.

There are certain conditions to be respected when a National Commission secures funds from UNESCO. In order to receive financial allocations, a National Commission should

- (i) have its own bank account;
- (ii) use UNESCO funds only to cover operational costs related to approved activities;
- (iii) be accountable and to prove, when required, that UNESCO's funds have been spent with maximum efficiency and effectiveness.



Indicators on National Commissions' status, composition and resources

115 out of 196 National Commissions participated in the global survey; the below statistics are based on the analysis of their replies to the questionnaire.

Status, "Supervising" Ministries and Chairpersons

DECION -	Status			"Supervising" Ministries			Chairperson		
REGION	Туре	N¹.	%²	Туре	N.	%	Position	N.	%
	Autonomous	1	3.3%	Education	27	90%	Minister of Education	23	76.7%
Africa	Semi-autonomous	4	13.3%	Foreign Affairs	0	0%	Minister of Foreign Affairs	0	0%
Airica	Governmental	25	83.4%	Culture	1	3.3%	Minister of Culture	1	3.3%
30 out of 46				Joint Ministries ³	2	6.7%	Minister of Joint Ministries	1	3.3%
NatComs				Others ⁴	0	0%	Personal Capacity	5	16.7%
replied							Others	0	0%
	Total	30		Total	30		Total	30	
	Autonomous	0	0%	Education	11	84.6%	Minister of Education	10	76.9%
Arab States	Semi-autonomous	1	7.7%	Foreign Affairs	0	0%	Minister of Foreign Affairs	0	0%
	Governmental	12	92.3%	Culture	1	7.7%	Minister of Culture	0	0%
13 out of 18 NatComs				Joint Ministries	0	0%	Minister of Joint Ministries	0	0%
replied				Others	1	7.7%	Personal Capacity	3	23,1%
Торноа							Others	0	0%
	Total	13		Total	13		Total	13	
	Autonomous	1	5.2%	Education	10	52.6%	Minister of Education	9	47.4%
Asia and	Semi-autonomous	4	21%	Foreign Affairs	2	10.5%	Minister of Foreign Affairs	1	5.2%
Pacific	Governmental	14	73.7%	Culture	1	5.3%	Minister of Culture	0	0%
19 out of 46				Joint Ministries	3	15.8%	Minister of Joint Ministries	2	10.5%
NatComs				Others	3	15.8%	Personal Capacity	4	21%
replied							Others	3	15.8%
	Total	19		Total	19		Total	19	
Europe	Autonomous	5	16.1%	Education	7	22.6%	Minister of Education	1	3.2%
and North	Semi-autonomous	11	35.5%	Foreign Affairs	11	35.5%	Minister of Foreign Affairs	2	6.5%
America	Governmental	15	48.4%	Culture	4	12.9%	Minister of Culture	0	0%
31 out of 50				Joint Ministries	6	19.3%	Minister of Joint Ministries	1	3.2%
NatComs				Others	3	9.7%	Personal Capacity	27	87.1%
replied	T	0.1		T	0.4	F0.40/	Others	0	0%
	Total	31	00/	Total	31	59.1%	Total	31	45.00/
Latin	Autonomous	0	0%	Education	13	59.1%	Minister of Education	10 2	45.6% 9.1%
America and	Semi-autonomous	3 19	13.6%	Foreign Affairs Culture	3	13.6% 4.6%	Minister of Foreign Affairs	1	
Caribbean	Governmental	19	86.7%	Joint Ministries	1 5	4.6% 22.7%	Minister of Culture	ا 5	4.5% 22.7%
22 out of 36				Others	0	22.7%	Minister of Joint Ministries	3	13.6%
NatComs				Others	U	0%	Personal Capacity Others	ა 1	4.5%
replied	Total	22		Total	22		Total	22	4.570
	Autonomous	7	6.1%	Education	68	59.1%	Minister of Education	50	44.1%
	Semi-autonomous	23	20%	Foreign Affairs	16	13.9%	Minister of Foreign Affairs	5	4.1%
Total	Governmental	85	73.9%	Culture	8	7%	Minister of Culture	2	1.7%
115 out of	doverninental	00	70.570	Joint Ministries	16	13.9%	Minister of Joint Ministries	10	8.7%
196 NatComs				Others	7	6.1%	Personal Capacity	42	36.6%
replied				0.11010	,	0.170	Others	3	2.6%
	Total	115		Total	115		Total	115	2.070
	10tui	110		Total	110		Total	110	

^{1.} N. – Number of replies under this category comparing with the total replies received.

^{2. % –} Percentage of replies under this category comparing with the total replies received.

^{3.} Joint Ministries - a Ministry of Education, Science and Research; a Ministry of Education and Culture; a Ministry of Culture, Youth and Sports; etc.

^{4.} Others - Prime Minister; Deputy Prime Minister; Head of an Agency, etc.

Membership, Programme Committees and Reporting Mechanisms

REGION	Membership			Programme Committees			Reporting Mechanisms		
	Average size	N¹.	% ²	Established	N.	%	Modality	N.	%
	Small (5-15 members)	8	26.7%	Yes	26	86.7%	Annual Report	22	73.3%
Africa	Medium (16-40 members)	13	43.3%	No	2	6.7%	Biennial Report	1	3.3%
30 out of 46 NatComs replied	Large (more than 40)	7	23.3%	NS	2	6.6%	Information Bulletin	13	43.3%
	NS ³	2	6.7%				Website	6	20%
	Total	30		Total	30		Total	30	
Arab States	Small (5-15 members)	4	30.8%	Yes	10	76.9%	Annual Report	11	84.6%
	Medium (16-40 members)	8	61.5%	No	1	7.7%	Biennial Report	1	7.6%
13 out of 18 NatComs replied	Large (more than 40)	1	7.7%	NS	2	15.4%	Information Bulletin	9	69.2%
	NS	0	0%				Website	8	61.5%
	Total	13		Total	13		Total	13	
Asia Pacific 19 out of 46 NatComs replied	Small (5-15 members)	7	36.8%	Yes	14	73.7%	Annual Report	13	68.4%
	Medium (16-40 members)	9	47.4%	No	3	15.8%	Biennial Report	2	10.5%
	Large (more than 40)	2	10.5%	NS	2	10.5%	Information Bulletin	9	47.3%
	NS	1	5.3%				Website	9	47.3%
	Total	19		Total	19		Total	19	
Europe and North America	Small (5-15 members)	7	22.6%	Yes	23	74.2%	Annual Report	21	67.7%
	Medium (16-40 members)	15	48.4%	No	4	12.9%	Biennial Report	5	16.2%
31 out of 50 NatComs	Large (more than 40)	8	25.8%	NS	4	12.9%	Information Bulletin	9	29%
	NS	1	3.2%				Website	27	87%
replied	Total	31		Total	31		Total	31	
Latin America and Caribbean 31 out of 50 NatComs replied	Small (5-15 members)	12	54.6%	Yes	12	54.5%	Annual Report	11	50%
	Medium (16-40 members)	5	22.7%	No	4	18.2%	Biennial Report	0	0%
	Large (more than 40)	2	9.1%	NS	6	27.3%	Information Bulletin	8	36.3%
	NS	3	13.6%				Website	11	50%
	Total	22		Total	22		Total	22	
	Small (5-15 members)	38	33.1%	Yes	85	73.9%	Annual Report	78	67.8%
Total 115 out of 196 NatComs replied	Medium (16-40 members)	50	43.5%	No	14	12.2%	Biennial Report	9	7.8%
	Large (more than 40)	20	17.4%	NS	16	13.9%	Website	61	53%
	NS	7	6.1%				Information Bulletin	48	41.7%
	Total	115		Total	115		Total	115	

^{1.} N. – Number of replies under this category comparing with the total replies received.

^{2.} % – Percentage of replies under this category comparing with the total replies received.

NS – Not specified.

Secretary-General, Secretariat and Daily Challenges

DEGIGN	Secretary-General			Secreta	ariat		Challenges		
REGION	Post	N¹.	%²	Size	N	%	Туре	N.	%
	Full-time	26	86.7%	Small (1-5 staff)	6	20%	Budgetary limitations	22	73.3%
	Part-time	1	3.3%	Medium (6-15 staff)	14	46.7%	Shortage of staff	8	26.6%
Africa	NS ³	3	10%	Large (more than 15)	10	33.3%	Lack of expertise	6	20%
30 out of 46				NS	0	0%	Weak technical capacity	1	3.3%
NatComs							Lack of visibility	0	0%
replied							Others ⁴	10	33.3%
							NS	5	16.6%
	Total	30		Total	30		Total	30	
	Full-time	13	100%	Small (1-5 staff)	0	0%	Budgetary limitations	6	46.1%
	Part-time	0	0%	Medium (6-15 staff)	6	46.2%	Shortage of staff	1	7.6%
Arab States	NS	0	0%	Large (more than 15)	7	53.8%	Lack of expertise	2	15.3%
13 out of 18				NS	0	0%	Weak technical capacity	2	15.3%
NatComs							Lack of visibility	0	0%
replied							Others	5	38.4%
							NS	4	30.7%
	Total	13	70.00/	Total	13	04.00/	Total	13	47.00/
	Full-time	15	78.9%	Small (1-5 staff)	6	31.6%	Budgetary limitations	9	47.3%
Asia and	Part-time	4	21.1%	Medium (6-15 staff)	9	47.3%	Shortage of staff	9	47.3%
Pacific	NS	0	0%	Large (more than 15)	4	21%	Lack of expertise	2	10.5%
19 out of 46				NS	0	0%	Weak technical capacity	3 2	15.7%
NatComs							Lack of visibility Others	5	10.5% 26.3%
replied							NS	1	5.2%
	Total	19		Total	19		Total	19	5.2%
	Full-time	19	61.3%	Small (1-5 staff)	17	54.9%	Budgetary limitations	16	51.6%
Europe	Part-time	3	9.7%	Medium (6-15 staff)	12	38.9%	Shortage of staff	15	48.3%
and North	NS	9	29%	Large (more than 15)	1	3.1%	Lack of expertise	1	3.2%
America				NS	1	3.1%	Weak technical capacity	0	0%
31 out of 50							Lack of visibility	3	9.6%
NatComs							Others	11	35.4%
replied							NS	9	29%
	Total	31		Total	31		Total	31	
	Full-time	17	77.2%	Small (1-5 staff)	11	50	Budgetary limitations	11	50%
Latin	Part-time	1	4.6%	Medium (6-15 staff)	10	45.5%	Shortage of staff	9	40.9%
America and	NS	4	18.2%	Large (more than 15)	1	4.5%	Lack of expertise	4	18.1%
Caribbean				NS	0	0%	Weak technical capacity	1	4.5%
31 out of 50							Lack of visibility	4	18.1%
NatComs							Others	6	27.2%
replied							NS	2	9%
	Total	22		Total	22		Total	22	
	Full-time	90	78.3%	Small (1-5 staff)	40	34.8%	Budgetary limitations	64	55.6%
	Part-time	9	7.8%	Medium (6-15 staff)	51	44.3%	Shortage of staff	42	36.5%
Total	NS	16	13.9%	Large (more than 15)	22	19.1%	Lack of expertise	15	13%
115 out of				NS	2	1.8%	Weak technical capacity	7	6%
196 NatComs							Lack of visibility	9	7.8%
replied							Others	37	32.1%
							NS	21	18.2%
	Total	115		Total	115		Total	115	

^{1.} 2. 3.

N. – Number of replies under this category comparing with the total replies received. % – Percentage of replies under this category comparing with the total replies received.

NS – Not specified.

Others – Inadequate status; insufficient autonomy and flexibility; lack of authority, etc.

PART II

DETAILED INFOSHEETS ON NATIONAL COMMISSIONS: SELECT ED INFORMATION ON THEIR STATUS, STRUCTURE AND RESOURCES

he objective of presenting detailed infosheets is to provide the reader with concrete examples of the organizational charts, structural arrangement and operational capacities of National Commissions.

The intention was to make the selected list as representative as possible, while offering a vast choice of different models. Several factors have been taken into account in the preparation and selection process, such as the size of the countries concerned and their level of development, the originality of the National Commission's organizational structures, their relations with government authorities and resources put at their disposal, etc. Although the efficiency of a National Commission was also taken into account as a factor, it was not a decisive criterion for selection.

Africa

> BENINESE NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 20 March 1963.

Status: Governmental, attached to the Ministry of Preschool and Primary Education. Inter-ministerial cooperation is

secured through the participation of the relevant ministers in the General Assembly. The Commission maintains close relations with the ministries concerned. It conducts direct exchanges with the Permanent Delegation to

UNESCO.

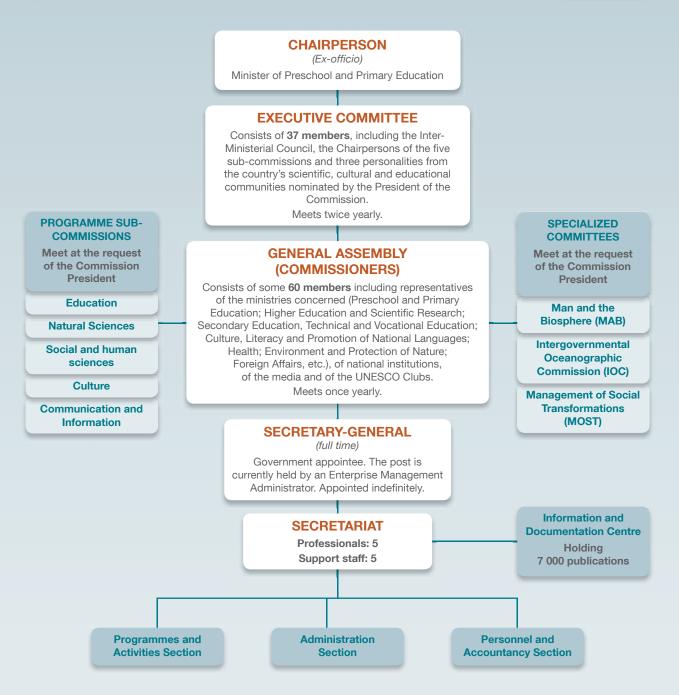
Budget: The National Commission's budget is allocated by the Government and covers staff salaries, current

expenditure and the cost of activities. The Commission does not raise extrabudgetary funds. It has its own

bank account enabling it to carry out financial transactions.

Location: The National Commission's premises are made available by the Government. They are known as "UNESCO

House" in Porto Novo.



> BURKINA FASO NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 19 May 1961

Status: Governmental, attached to the Ministry of Secondary and Higher Education and Scientific Research. Inter-

ministerial cooperation is secured through the participation of the ministers concerned as Vice-Chairpersons and in the General Assembly. The Commission maintains close relations with the Ministries concerned. It

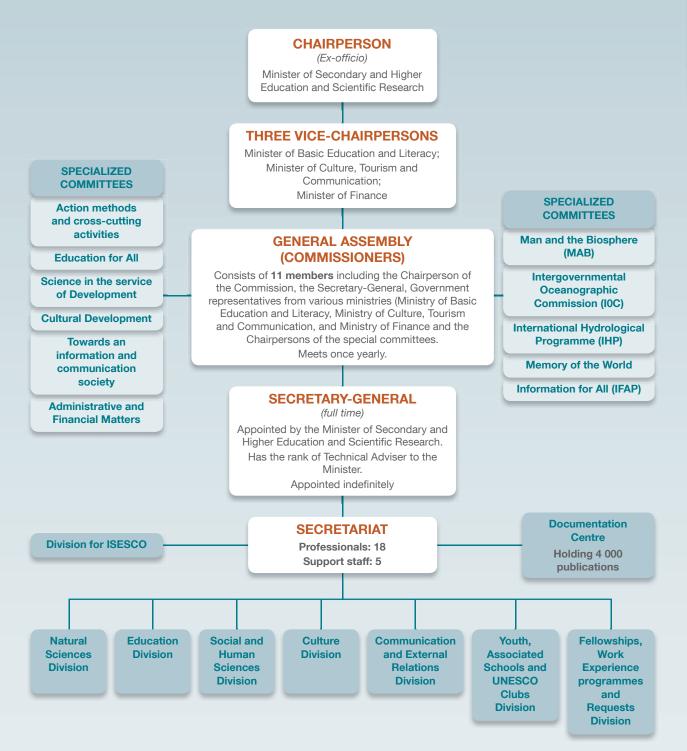
conducts direct exchanges with the Permanent Delegation to UNESCO.

Budget: The National Commission's budget is allocated by the Government and covers staff salaries and current

expenditure. The Commission does not raise extrabudgetary funds. It has its own bank account to carry out

financial transactions.

Location: The Commission is housed in its own premises in Ouagadougou.



BURUNDI NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 24 December 1964.

Status: Governmental, attached to the Ministry of Higher Education and Scientific Research. Inter-ministerial

cooperation is secured through the participation of Ministers or their representatives in the General Assembly and the Programme Sub-Commissions. The Commission maintains close relations with the Ministries concerned. It holds exchanges with the Permanent Delegation to UNESCO, either directly or through the

Ministry of National Education and Scientific Research.

Budget: The National Commission's budget is allocated by the Government to cover staff salaries and current

expenditure. The Commission does not raise extrabudgetary funds. It has its own bank account.

Location: The Commission Secretariat is housed in the buildings of the Ministry of Higher Education and Scientific

Research.

CHAIRPERSON

(Ex-officio)

Minister of Higher Education and Scientific Research

VICE-CHAIRPERSON

A delegate of the Minister whose accountabilities include External Relations and International Cooperation.

The post is currently held by an Ambassador.

Education **Sub-Commission**

Meets twice yearly

Natural Sciences Sub-Commission

Meets twice yearly

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of 18 members representing Ministers working in UNESCO's fields of competence, national institutions, UNESCO clubs and the media.

Meets once or twice yearly.

SECRETARY-GENERAL

(full time)

Appointed by decree of the President of the Republic. Rank equivalent to Director-General in the Public Administration. Appointed indefinitely.

DEPUTY SECRETARY-GENERAL

Appointed by decree of the President of the Republic.

Rank equivalent to departmental Director. Appointed indefinitely.

SECRETARIAT

Professionals: 6 Support staff: 6

Social Sciences Sub-Commission Meets twice yearly

Human and

Culture **Sub-Commission**

Meets twice yearly

Communication and Information **Sub-Commission**

Meets twice yearly.

Documentation Centre Holding 5 000 publications

> GABON NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 5 January 1961.

Status: Governmental, attached to the Ministry of National Education and Civic Instruction. Inter-ministerial cooperation

is secured through the participation of Ministers or their representatives in the Executive Board and the General Assembly. The Commission maintains close relations with all Ministries. It holds direct exchanges with the

Permanent Delegation in Paris.

Budget: The National Commission's budget is allocated by the Government to cover staff salaries and current

expenditure. The Commission does not raise extrabudgetary funds. The Commission has its own bank

account to carry out financial transactions.

Location: The National Commission is housed in premises belonging to the Ministry of National Education.

CHAIRPERSON

(Ex officio)

Minister of National Education and Civic Instruction

EXECUTIVE COMMITTEE

Consists of **15 members**, including an Inter-ministerial Committee (comprising the ministers concerned in UNESCO's fields of competence) and personalities selected by the Inter-ministerial Committee Meets twice yearly as convened by its President.

Education Sub-Commission

Meets once monthly

Science and Technology Sub-Commission Meets once monthly

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of **25 members** including *ex-officio* members (Inter-ministerial Committee, a representative of the Presidency of the Republic and a representative of the Prime Minister's Office) and appointed members: representatives of education, of NGOs, of UNESCO Clubs and of UNESCO's fields of competence.

The latter are nominated by their supervisory authorities for a non-renewable term of two years.

Meets twice yearly in ordinary session.

Social Sciences and Communication Sub-Commission Meets once monthly

Culture Sub-Commission Meets once monthly

SECRETARY-GENERAL

(full time)

Appointed by decree of the Council of Ministers.

Rank equivalent to A1-level Senior

Executive Officer.

Appointed indefinitely.

TWO DEPUTY SECRETARIES-GENERAL

Appointed by decree of the Council of Ministers. Rank equivalent to A1-level Senior Executive Officer.

SECRETARIAT

Professionals: 5 Support staff: 8

> GAMBIA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In March 1983.

Status: Semi-autonomous, under the supervision of the Department of State for Basic and Secondary Education. The

State departments and other institutions in UNESCO's fields of competence are represented on the General Assembly and the Programme Committees. The Commission has regular relations with line ministries and

agencies.

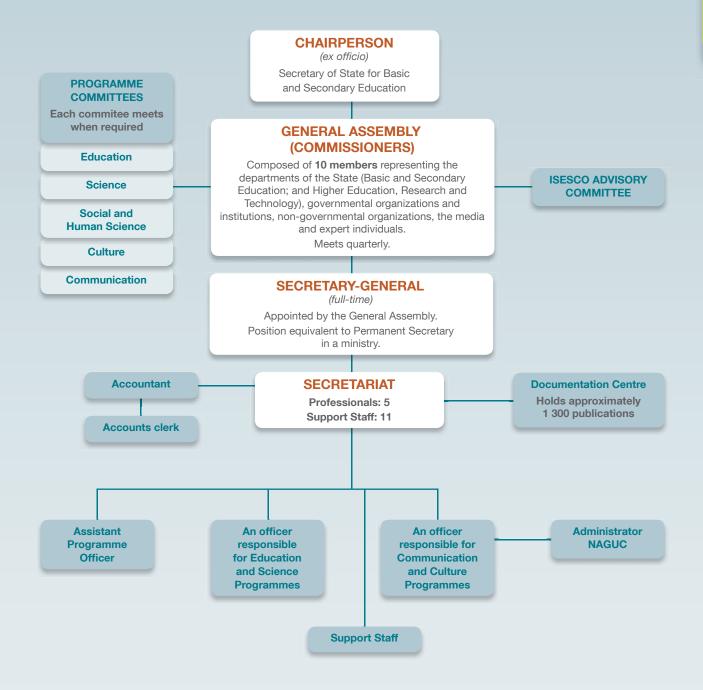
Budget: The budget of the National Commission, provided by the Government, covers staff salaries, operating costs

and travels. The Commission has not been involved in fund-raising activities. The Commission has its own

bank account enabling it to make financial transactions.

Location: The National Commission is located outside the Department of State for Basic and Secondary Education. Its

premises are provided by the Government.



> GHANA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In 1953.

Status: Semi-autonomous, under the supervision of the Ministry of Education, Science and Sports, which provides

staff and financial resources to the National Commission. Inter-ministerial co-operation is ensured through the attendance of the General Assembly by representatives of the relevant Ministries and governmental

institutions. The Commission has direct relations with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government and covers staff salaries, travels,

operating costs and the implementation of activities. Occasionally, the Commission receives funds from the

private sector. The Commission has its own bank account to make financial transactions.

Location: The Commission is housed within the Ministry of Education, Science and Sports.

CHAIRPERSON

(ex-officio)

Minister of Education, Science and Sports

DEPUTY CHAIRPERSON

(ex-officio)

Chief Director of the Ministry of Education, Science and Sports

EXECUTIVE COMMITTEE

Composed of the Chairperson, the Deputy Chairperson, the Secretary of the Committee, the Chairpersons of Specialized Committees; and Ghana's Member/Immediate Outgoing Member of UNESCO Executive Board.

Meets quarterly.

PROGRAMME COMMITTEES

Each committee meets when required

Education

Natural Science

Social and Human Science

Culture

Communication and Information

General Programme Matters

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **35 members** representing the relevant ministries (Ministry of Education, Science and Sports; Ministry of Foreign Affairs; Ministry of Justice; Ministry of Finance and Economic Planning; Ministry of Tourism and Diaspora Relations; Ministry of Manpower, Youth and Employment; Ministry of Food and Agriculture; Ministry of Communication), educational, scientific and cultural institutions, professional associations and NGOs.

Appointed for a three-year term and eligible for reappointment.

Meets twice a year.

SPECIALIZED COMMITTEES

Intergovernmental Oceanographic Commission (IOC)

Man and the Biosphere (MAB)

International Hydrological Programme (IFP)

Bioethics

Management of Social Transformations (MOST)

is to be re-organized

Information for All (IFAP)

SECRETARY-GENERAL

(full-time)

Appointed through competitive selection.

Currently, the post is held by a senior official of the Ministry of Education, Science and Sports.

The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

Appointed through competitive selection.

Documentation Centre

In cooperation with the Ministry of Education, Science and Sports. Holds mainly UNESCO publications

SECRETARIAT

Professionals: 6 Support Staff: 8

Partners

UNESCO Clubs ASPnet Schools Civil Society/NGOs

> KENYA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 25 March 1964, by a Cabinet Decree.

Budget:

Status: Governmental, attached to the Ministry of Education. Inter-ministerial cooperation is ensured by the

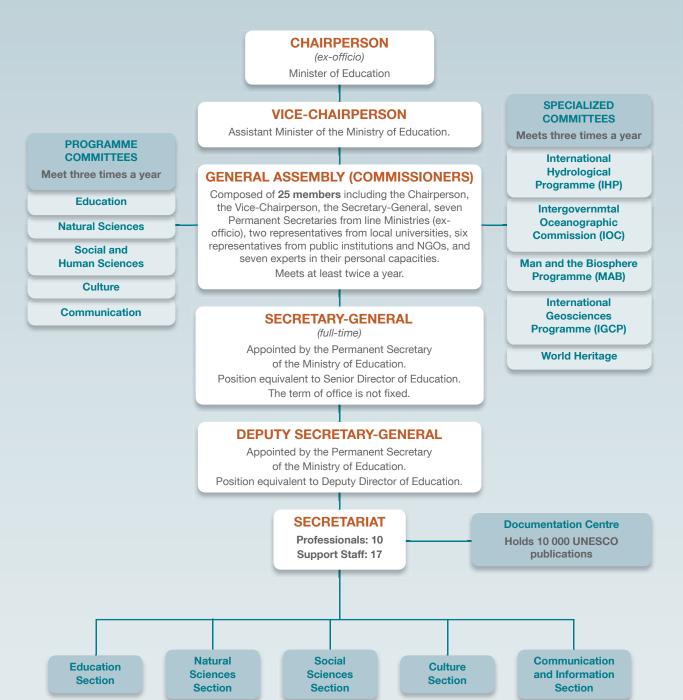
membership of the representatives from relevant ministries in the General Assembly. The Commission has

regular relations with line Ministries and direct interface with the Permanent Delegation to UNESCO.

The budget of the Commission, provided by the Government, covers staff salaries, operating costs, travels and programme activities. The National Commission raises funds from other government agencies and the

private sector. The Commission has its own bank account enabling it to make financial transactions.

Location: The National Commission rents its own premises outside the Ministry of Education.



> MALAWI NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 1 June 1979.

Status: Semi-autonomous, affiliated with the Ministry of Education. The National Commission enjoys autonomy in

managing its programme, administrative and financial activities.

Over the years the Malawi National Commission has come to be recognized as the National Authority in Education, Science, Culture, Communication and Information matters and enjoys solid confidence from all players with whom it works. When need arises, relevant Government Ministries, Departments and Institutions are incorporated to work in ad-hoc committees so that cooperation between or among the various Government

Ministries, Departments and other stakeholders is ensured.

Budget: The budget of the National Commission, based on government subvention, covers salaries, running and

operating costs (e.g. rentals, transportation and communication fees, meetings, etc.). The Commission has its

own bank account enabling it to make transactions in national and foreign currencies.

Location: The National Commission is housed in rented premises. There are plans to build a UNESCO Commission

Centre for the Secretariat of the Commission and other related services.

CHAIRPERSON

Secretary of Education, Science and Technology.

Appointed by the President of Republic for a two-year-term

FINANCE, APPOINTMENTS AND AUDIT COMMITTEE

5 members elected from the Executive Board

EXECUTIVE BOARD

Policy making organ of the Commission composed of **10 members**, including representatives of relevant ministries (Education, Finance, Information and Civic Education, Justice, External Affairs, Statutory Corporations, Department of Culture, and Department of Science and Technology) and the University of Malawi appointed by the President of the Republic.

Meets at least twice a year.

GENERAL ASSEMBLY (COMMISSIONERS)

Currently composed of **32 members,** representing relevant government departments and institutions. Meets once a year.

EXECUTIVE SECRETARY

(full-time)

Appointed by the Government upon the recommendation of the Commission's Executive. Position equivalent to Head of a Government Department. The term of office is not fixed.

SECRETARIAT

Professionals: 6 Accountants: 2 Support Staff: 14

ACCOUNTS SECTION

- 1 Accountant
- 1 Senior Assistant
 Accountant
- 1 Senior Accounts Assistant

DEPUTY EXECUTIVE SECRETARY & HEAD OF PROGRAMMES

Appointed by the Government upon the recommendation of the Commission's Executive Board.

ADMINISTRATION SECTION

- Personnel Unit
- Registry Unit
- Typing Unit
- Reprographic Unit
- Stores Unit

EDUCATION AND SCIENCE SECTION

PROGRAMMES SECTIONS

CULTURE, COMMUNICATION AND INFORMATION SECTION

Education

1 Programme Officer

Science

1 Programme Officer

Social and Human Sciences

1 Programme Officer

Culture

1 Programme Officer

Communication

1 Programme Officer

Documentation Centre

Holdings: 5 000

MALI NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 19 August 1963.

PROGRAMME

SUB-COMMISSIONS

Meet when necessary

Education

Natural sciences

Social and human

sciences

Culture

Communication and

Information

Status: Governmental, attached to the Ministry of Higher Education. Inter-ministerial cooperation is secured through

the participation of the ministers concerned in the Vice-Presidency and in the General Assembly. The Commission maintains close relations with the ministries concerned. It conducts direct exchanges with the

Embassy in Paris, which represents the Permanent Delegation to UNESCO.

Budget: The National Commission's budget is allocated by the Government and covers staff salaries, current

expenditure, travel and the cost of activities. The Commission raises extrabudgetary funds with partners such as other United Nations bodies (UNDP and UNICEF). It has its own bank account enabling it to carry out

financial transactions.

Location: The Commission Secretariat rents its own premises.



(Ex-officio)

Minister of Higher Education and Scientific Research

TWO VICE-CHAIRPERSONS

(Ex-officio)

Minister of Education, Literacy and National Languages;

Minister of Culture

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of 120 members including government representatives from various ministries (Ministry of Higher Education and Scientific Research; Ministry of Education, Literacy and National Languages; Ministry of the Environment and Sanitation; Ministry of Employment and Vocational Training; Ministry of Culture; Ministry of Youth and Sport; Ministry of Craft Industry and Tourism; etc), representatives of government bodies, of national institutions, NGOs, the media, and individuals chosen on merit.

Meets once yearly.

SPECIALIZED COMMITTEES

Meet at least twice yearly

Man and the Biosphere (MAB)

Management of Social Transformations (MOST)

Memory of the World (MoW)

Information for All **Programme** (IFAP)

International Programme for the Development of Communication (IPDC)

Documentation Centre Holding

5 000 publications

SECRETARY-GENERAL

(full time)

Appointed by Presidential decree at the proposal of the Chairperson of the National Commission. Rank equivalent to National Director

Appointed indefinitely.

SECRETARIAT

Culture, Communication and Youth Division

Professionals: 7

Support staff: 12

Education and Science Division

> NAMIBIA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 21 January 1992.

Status: Governmental, attached to Ministry of Education. The Commission has its own Constitution. The Ministries

and other institutions in UNESCO's fields of competence are represented on the Executive Committee and the Programme Committees, ensuring the inter-ministerial cooperation. The National Commission has direct

interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission, provided by the Government, covers staff salaries, operating costs

and travels. The Commission has not been involved in fund-raising activities. The Commission has a bank

account for funding received mainly for UNESCO projects.

Location: The National Commission is housed in the Ministry of Education.

GENERAL ASSEMBLY

Composed of **75 members** including the members of the Executive Committee and the Programme Committees.

Meets once a year.

CHAIRPERSON

(ex officio)

Minister of Education.

Chairs both the General Assembly and the Executive Committee.

Programme Committee on Education

Meets as required by the Chairperson or as requested by two others committee members

Programme Committee on Sciences

Meets as required by the Chairperson or as requested by two others committee members

EXECUTIVE COMMITTEE (COMMISSIONERS)

Composed of **13 members** representing the relevant Ministries (Education; Youth, National Service, Sport and Culture; Foreign Affairs; Information and Communication Technology; Gender Equality and Child Welfare), educational institutions and NGOs.

The Commissioners are appointed by the Minister of Education for a period of five years after receipt of nominations made by the relevant Ministries and institutions. Two additional Commissioners are identified by the General Assembly.

Meets at least three times a year.

Programme Committee on Culture

Meets as required by the Chairperson or as requested by two others committee members

Programme Committee on Communication and Information

Meets as required by the Chairperson or as requested by two others committee members

SECRETARY-GENERAL

(full-time)

Normal procedure of appointing public servants, overseen by the Executive Committee.

Position equivalent to Director-level.

The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

(Chief Programme Officer)

Normal procedure of appointing public servants, one or two Commissioners and the Secretary-General will be part of the interviewing panel. Position equivalent to a Deputy Director Level.

SECRETARIAT

Professionals: 4 Support Staff: 1

Note: Nine positions on the establishment with five filled to date. Others will be filled progressively.

NIGERIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 25 November 1963 by a Governmental decree.

Governmental, attached to the Ministry of Education. The Commission has regular relations with line Ministries Status:

and direct interface with the Permanent Delegation to UNESCO.

The budget of the Commission is provided by the Government, notably the Ministry of Education. It covers **Budget:**

operating and running costs. The National Commission participates in fund-raising from autonomous agencies under the Ministry of Education. The Commission has its own bank account enabling it to make financial

Location: The Commission occupies the second floor of a building that also serves as the Ministry of Education Annex.

PRESIDENT

(ex-officio)

Minister of Education

CHAIRPERSON

Appointed by the Head of State based on the recommendation of the Minister of Education for a renewable term of four years.

EXECUTIVE COMMITTEE

Composed of 10 members, including the President, the Chairperson, the Chairpersons of the five Programme Committees, the Director and the Deputy Director of the Supervising Department of the Ministry of Education, and the Secretary-General. Meets at least once a year.

Composed of 43 members, including the members of the Executive Committee, representatives of relevant Ministries (Foreign Affairs; Education; Science and Technology; Communication and Information; Agriculture and Water Resources; etc.), UNESCO Clubs, universities and national institutions

GENERAL ASSEMBLY (COMMISSIONERS)

Meets at least once a year

SECRETARY-GENERAL

(full-time)

Appointed by the Ministry of Education for a renewable term of four years.

Currently, the post is held by the Deputy Director of National and International Partnership, Department of Policy, Planning, Management and Research in the Ministry of Education.

SECRETARIAT

Professionals: 7 Support Staff: 8

ı

Education **Section** 2 staff

PROGRAMME

COMMITTEES

Each committee

meets at least once

a vear

Education

Science and

Technology

Social and Human

Sciences

Culture

Communication and

Information

Documentation Centre

Holds 8 000 publications

1 staff

Science and **Technology Section** 1 staff

Social and Human **Sciences Section**

Section 1 staff 1 staff

> **Store** 1 staff

Culture

Communication and Information Section 1 staff

Registry / Administration 2 staff

Accounts 3 staff

Computer Room 1 staff

SPECIALIZED COMMITTEES

Each committee meets at least once a year

Education

- International Bureau of Education (IBE)
- International Conference on **Education (ICE)**
- International Institute for Capacity Building in Africa (IICBA)

Science and Technology

- International Hydrological Programme (IHP)
- Man and the Biosphere (MAB)

Social and Human Sciences

- **Bioethics**
- **Management of Social Transformations** (MOST)

Culture

- **Cultural Heritage**
- Intangible Heritage
- **Slave Route** Committee

Communication and Information

- Information for All (IFAP)
- Memory of the World

> RWANDA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 9 June 1975 by Presidential decree.

Status: Governmental, attached to the Ministry of Education with autonomous management. Inter-ministerial

cooperation is secured through the participation of representatives from various Ministries in the General Assembly. The Commission maintains regular official relations with the Ministries concerned. It also maintains relations with the Permanent Delegation based in Brussels through the Ministry of Foreign Affairs and then

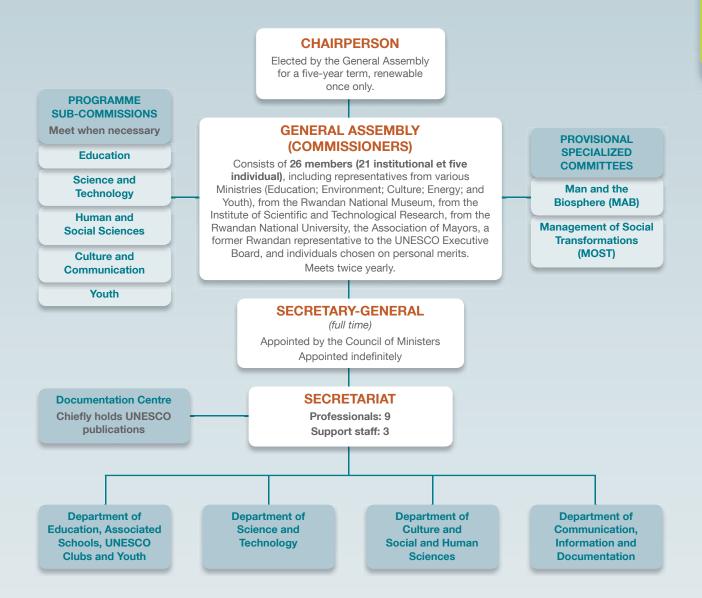
through the Ministry of Education.

Budget: The budget of the National Commission is allocated by the Government and covers staff salaries, travel,

operational expenditure and the cost of activities. The Commission does not take part in raising extrabudgetary

funds.

Location: The Commission owns its own premises.



> NATIONAL COMMISSION OF SENEGAL FOR UNESCO

GENERAL

Established: In 1963.

Status: Governmental, attached to the Ministry of Preschool, Elementary and Mid-Secondary Education. Inter-

ministerial cooperation is secured through the presence of three Vice-Chairpersons representing ministries and through the participation of representatives from various Ministries in the General Assembly. The Commission

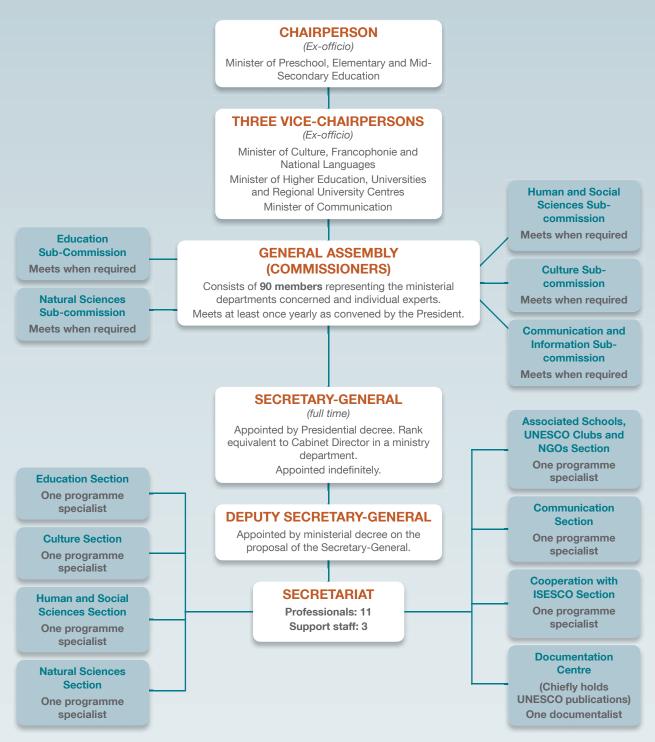
maintains regular relations with the ministries concerned.

Budget: The budget of the National Commission is allocated by the Government and covers current operational

expenditure. The Commission does not raise extrabudgetary funds. The Commission has a bank account

which receives the funding for projects approved under the Participation Programme

Location: The National Commission has its own premises.



SEYCHELLES NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In October 1977.

Status: Governmental, attached to the Ministry of Education, which provides administrative and Secretariat support to

the Commission. Inter-ministerial co-operation is ensured through the participation of the relevant ministries in the General Assembly. The Commission has regular relations with relevant Ministries and direct interface with

the Permanent Delegation to UNESCO.

Budget: The Commission does not have its own budget as such. Its running and operating costs are covered by the

budge of the Ministry of Education. The Commission can also receive occasional assistance from others Ministries and is not directly involved in fund-raising activities. The Commission does not have its own bank

account.

Location: The Secretariat of the Commission is within the Ministry of Education.

CHAIRPERSON

(ex-officio)

Minister of Education

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **8 members**, representing the Ministry of Education, the Ministry of Community Development, Culture Youth and Sports, the Ministry of National Development, the Ministry of Foreign Affairs, NGOs, the Information and Public Relations and the Management of the Seychelles UNESCO World Heritage sites.

The Commissioners are appointed for a period of four years.

Meets at least twice a year.

SECRETARY-GENERAL

(part-time)

Appointed by the Chairperson for a period of three years, renewable.

Currently the post is held by the Advisor for International Relations of the Ministry of Education

DEPUTY SECRETARY-GENERAL

(part-time)

Appointed by the Chairperson among the members of the General Assembly for a period of three years renewable.

SECRETARIAT

Professionals (part-time): 2

Documentation Centre

Holds approximately 5 000 publications

> SOUTH AFRICAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 20 August 1998.

PROGRAMME

COMMITTEES

Education

Science

Culture

Communication

Status: Governmental, attached to the Department of Education. Inter-ministerial cooperation is ensured by the

membership of the representatives from relevant Ministries in the General Assembly. The Commission maintains regular contacts with line Ministries. It has interface with the Permanent Delegation both directly

and through the Department of International Relations and Cooperation.

Budget: The budget of the Commission, provided by the Government, covers travels, projects, implementation of

activities and operating costs. The National Commission does not raise extra-budgetary funds. A special

account in the Department of Education is allocated to the Commission.

Location: The Secretariat is housed in the Department of Education.



(ex officio)

Minister of Education

CHAIRPERSON

Appointed in personal capacity by the Minister of Education for a four-year term.

DEPUTY CHAIRPERSON

Elected by the Commissioners Chair of the Culture Sector

EXECUTIVE COMMITTEE

Composed of **12 members**, representing each UNESCO competency departments and the Chairpersons of the Programme Committees.

Meets at least twice a year.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **16 members** representing various governmental departments, Ministries and national institutions specialized in the fields of UNESCO competence. Appointed by the Minister of Education for a four-year term.

Meets in plenary at least twice a year.

SPECIALIZED COMMITTEES

Man and the Biosphere Programme (MAB)

> International Hydrological Programme (IHP)

Framework
Programme for
Education and Training
in Water

Memory of the World (MoW)

SECRETARY-GENERAL

(full-time)

Appointed by the Minister of Education.

Director of Multilateral Affairs – International Relations of the Department of Education.

The term of office is not fixed.

INTERGOVERNMENTAL WORKING GROUP (IWG)

Composed of the representatives of government departments implementing UNESCO Programmes.

SECRETARIAT

Professionals: 3 Support Staff: 2

Education Unit Science Unit Culture Unit Communication Unit

TOGOLESE NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 19 September 1963.

Status: Governmental, attached to the Ministry of Higher Education and Research. Inter-ministerial cooperation is

secured through participation of the representatives of the various ministries in the General Assembly. The Commission maintains regular official relations with the Ministries concerned. It also maintains direct relations

with the Permanent Delegation to UNESCO.

The budget of the National Commission is allocated by the Government and covers staff salaries and **Budget:**

operational expenditure. The Commission does not take part in raising extrabudgetary funds. It has its own

bank account enabling it to carry out financial transactions.

Location: The Commission owns its own premises in a building in the administrative district of Lomé.

CHAIRPERSON

(Ex-officio)

Minister of Higher Education and Research

VICE-CHAIRPERSON

(Ex-officio)

Minister of Technical Education and **Vocational Training**

SPECIAL IZED

COMMITTEES

Each committee

meets four times

yearly

Reading for All

Man and the

Biosphere (MAB)

Intergovernmental

Oceanographical

Commission (IOC)

Bioethics

Management of Social

Transformations

(MOST)

Information for All

Programme (IFAP)

PROGRAMME SUB-COMMISSIONS

Each sub-commission meets at least twice vearly

Education

Higher Education and Research

Science, Technology and the Environment

Social and Human Sciences

Human Rights, Democracy and Peace

Culture and Development

Communication

Section of Equipment

and Accounts

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of 33 members, including representatives of the ministries concerned (Higher Education and Research; Primary, Secondary and Literacy Education; Technical Education and Vocational Training; Communication and Culture, etc), parliamentarians, NGOs, the Togolese Federation of UNESCO Associations and Clubs, and the media.

Meets twice yearly

EXECUTIVE COMMITTEE

Consists of 11 members, including the Minister of Higher Education and Research (Chairperson), the Minister responsible for Technical Education (Vice-Chairperson), the Secretary-General (record-taker), the Deputy Secretary-General (deputy record-taker) and the chairpersons of the seven sub-commissions (members).

Meets twice yearly.

SECRETARY-GENERAL

(full time)

Appointed by the Council of Ministers. Rank equivalent to Director General in Ministry Central Administration. Appointed indefinitely.

DEPUTY SECRETARY-GENERAL

Appointed by Prime Ministerial decree. Rank equivalent to Director in Ministry Central Administration.

SECRETARIAT

Full time: 13

Library, **Documentation and Archives Division**

Holds some 8 000 publications

Science and **Education Division**

Sociocultural **Division**

Communication, **Translation** and External **Relations Division** **UNESCO Clubs** and Associated Schools Division

> ZIMBABWE NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 3 March 1987, by Cabinet Decree.

Status: Governmental, attached to the Ministry of Higher and Tertiary Education. The Commission enjoys a large

degree of autonomy. Inter-ministerial cooperation is ensured by the membership of the representatives from relevant ministries in the General Assembly. The Commission has direct contact with key Ministries and direct

interface with the Permanent Delegation to UNESCO.

Budget: The budget of the Commission, provided by the Government, covers staff salaries, operating costs, travels

and implementation of activities. The National Commission raises funds from bilateral government donors.

The Commission has its own bank account enabling it to make financial transactions.

Location: The Commission is located within the Ministry of Higher and Tertiary Education.

CHAIRPERSON

(ex-officio)

Minister of Higher and Tertiary Education

EXECUTIVE COMMITTEE

Composed of **6 members**: the Permanent Secretaries of key line Ministries Meets twice a year.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **65 members** representing 14 ministries, universities, professional associations and NGOs (such as the Ministry of Science and Technology Development, The Ministry of Foreign Affairs, the Ministry of Education, Sport, Arts and Culture, the Vice-Chancellors from University of Zimbabwe, National University of Science and Technology and Midlands State University, one member from the Association for Promotion of Indigenous Languages, etc.).

Meets at least once a year.

SECRETARY-GENERAL

(full-time)

Appointed by a Public Service Commission on a competitive basis.

Position equivalent to a Director of Division/ Department in a ministry.

The term of office is open-ended.

2 DEPUTIES

- Deputy Permanent Delegate to UNESCO
- Deputy Secretary-General

SECRETARIAT

Professionals: 7
Support Staff: 2

Education Section

PROGRAMME COMMITTEES
Each committee

meets three times

a year

Education

Natural Sciences

Social and Human

Sciences

Culture Communication

and Information

Sciences Section

Culture Section

Communication and Information Section

SPECIALIZED COMMITTEES

VICE-CHAIRPERSON

(ex-officio)

Permanent Secretary of the Ministry

of Higher and Tertiary Education

Man and the Biosphere (MAB)

Intangible Heritage

Arab States

ALGERIAN NATIONAL COMMISSION FOR EDUCATION, SCIENCE AND CULTURE

GENERAL

Established: 6 April 1963.

Status: Governmental, attached to the Ministry of National Education. Inter-ministerial cooperation is secured through

the participation of representatives of various Ministries in the General Assembly. The Commission maintains

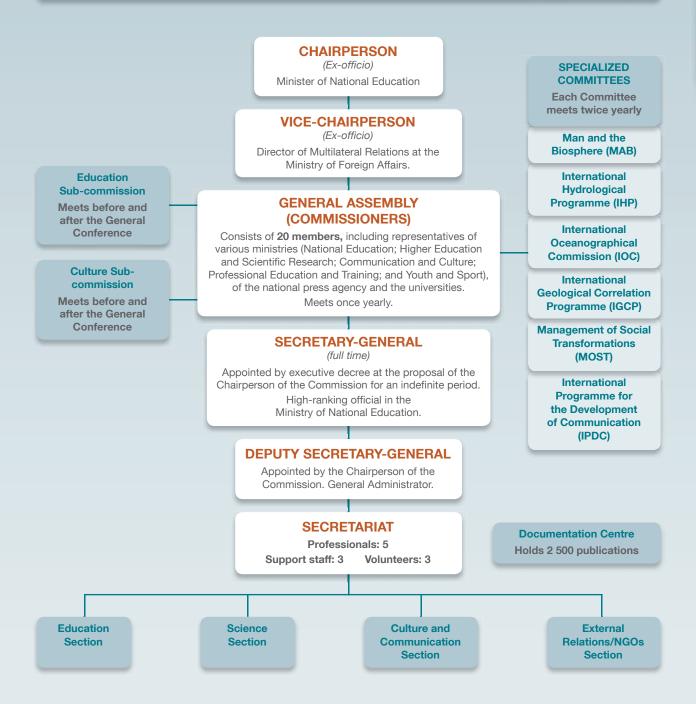
close relations with the Permanent Delegation to UNESCO.

Budget: The National Commission's budget is part of the budget of the Ministry of National Education and covers

staff salaries, operational costs, travel and the cost of activities. The Commission does not take part in raising extrabudgetary funds. The Commission has its own bank account enabling it to shelter all funding from the various organizations (UNESCO, ALECSO and ISESCO) and to carry out transactions in Algerian and foreign

currency.

Location: The Commission Secretariat is currently located in the premises of the Ministry of National Education.



Note: As part of its action plan for its development, the National Commission is drawing up a new draft law which should improve the arrangement of the above organizational chart.

> BAHRAIN NATIONAL COMMISSION FOR EDUCATION, SCIENCE AND CULTURE

GENERAL

Established: On 7 October 1967.

Status: Governmental, attached to the Ministry of Education. The Commission has regular relations with line

government agencies and direct interface with the Permanent Delegation to UNESCO through the Ministry of

Education.

Budget: The budget of the Commission is provided by the Government and covers operating costs, travels and

implementation of its activities. The Commission does not raise extra-budgetary funds.

Location: The Secretariat of the Commission is located within the Ministry of Education.

CHAIRPERSON (ex-officio) Minister of Education **GENERAL ASSEMBLY (COMMISSIONERS)** Composed of 17 institutional and individual members representing the relevant Ministries (Education, and Culture and Information); the Bahrain University; the Bahrain Centre for Studies and Research; the General Organization for Youth and Sports; the Department of Environmental Affairs; and personalities designated for a term of three years. Meets twice a year. **SECRETARY-GENERAL** (full-time) Appointed by the Minister of Education. The term of office is not fixed. **Documentation Centre** Holds publications issued **SECRETARIAT** by UNESCO, the Arab Professionals: 9 League, ALECSO, ISESCO, Support Staff: 4 Consultant: 1 ABEGS and other IGOs and NGOs. **Administration** International Media and **Support Group Organizations Section Conferences Group**

Note: The Commission is in the process of the reorganization of its programme committees.

EGYPTIAN NATIONAL COMMISSION FOR EDUCATION, SCIENCE AND CULTURE

GENERAL

Established: In 1949 by decree.

Status: Governmental, affiliated with the Ministry of Higher Education. The Commission acts as a central liaison

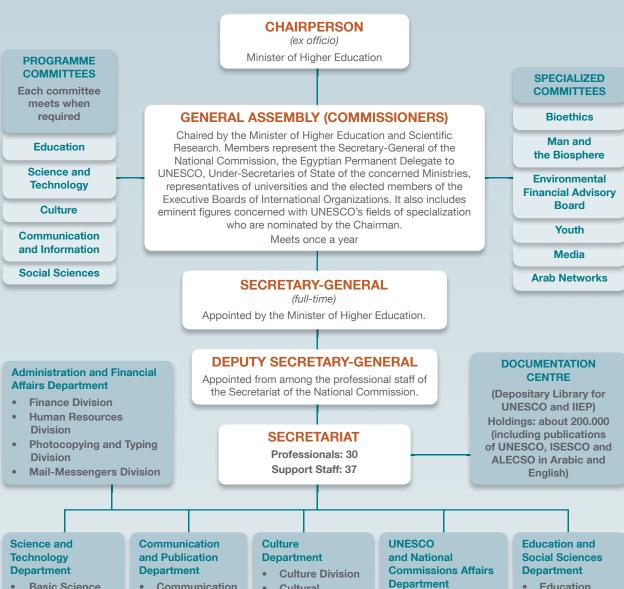
body for Egypt's relations with UNESCO, ISESCO and ALECSO. Co-operation with concerned ministries is ensured through the presence of their representatives in the Specialized Committees where they help in the implementation, transmission and application of UNESCO's programmes and policy within their ministries.

The budget of the Commission is provided by the Ministry of Higher Education to cover staff salaries and running **Budget:**

costs. The Commission does not mobilize extra-budgetary funds. However, the Government established a Special Fund to finance some operational projects which have a national scope. The Ministry of Higher Education can also fund certain initiatives of the Commission and its Sub-Committees. The Commission has

its own bank account, enabling it to make transactions in national and foreign currencies.

The National Commission is housed in one of the buildings belonging to the Ministry of Higher Education. Location:



- **Basic Science**
- ALECSO. ISESCO and NGO's Division
- **Environmental Sciences** Division
- Communication Division
- Information Division
- Cultural Heritage Division
- ALECSO and **ISESCO Division**
- Commission **Affairs**
- **UNESCO Affairs**
- International and Regional **Organizations Affairs**
- Education Division
- **Social Science** Division
- Education for ALECSO and ISESCO Division

JORDAN NATIONAL COMMISSION FOR EDUCATION, CULTURE AND SCIENCE

GENERAL

Established: In October 1952.

Status: Governmental, attached to the Ministry of Education. Inter-ministerial cooperation is ensured through the

participation of relevant Ministries in the General Assembly. The National Commission has regular relations

with line Ministries and direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government through the Ministry of Education. It

covers staff salaries, travels, operating costs, publications as well as implementation of activities. Some of the

institutional members offer small donations to assist in the implementation of activities.

Location: The National Commission is housed in the premises of the Ministry of Education.

CHAIRPERSON (ex-officio) Ministry of Education **National EXECUTIVE BUREAU** Press and Committee for **Publication** Composed of 14 members, including the Secretary-**Bioethics of** General and representatives of relevant Ministries Committee Science and (Education; Foreign Affairs; Higher Education; Culture; **Technology** Media and Information; Planning; and Awgaf and Islamic Nomination Affairs), the Royal Scientific Society, the National Center Committee for Human Resources Development, universities as well as **Programme** individuals on personal basis. and Budget **Adhoc Committee** Committee Meets at least every two months. **SPECIALIZED SPECIALISED COMMITTEES GENERAL ASSEMBLY (COMMISSIONERS) COMMITTEES** Each committee Composed of 41 members, representing relevant Ministries **Each committee** meets two to (Education; Foreign Affairs; Higher Education; meets twice three times a year a year Culture; Planning Social Affairs; etc), universities, foundations and national institutions specialized in Management **Education for All** the fields of UNESCO's competence. of Social Meets at least once a year. Sustainable **Transformations Development** (MOST) **Cultural Heritage** International **SECRETARY-GENERAL** Geoscience (full-time) Intangible Programme (IGCP) Appointed by the Minister of Education. Heritage The term of office is not fixed. International Information for All **Hydrologic Programme** (IHP) **SECRETARIAT Documentation Centre** Man and Professionals: 14 Holds approximately the Biosphere Support Staff: 4 2 000 publications (MAB)

Directorate of Supporting Services

- Section of Administrative and Financial Affairs
- Section of Conferences and Seminars
- Section of Documentation and Programming

Directorate of Programmes and Projects

- Section of Education Sector
- Section of Culture and Communication Sector
- Section of Science Sector

Directorate of General Assembly and Executive Bureau Secretariat

- Section of National Commission's Secretariat
- Section of Relations and Cooperation

KUWAIT NATIONAL COMMISSION FOR EDUCATION, SCIENCE AND CULTURE

GENERAL

Established: On 30 September 1979, by a resolution of the Council of Ministers. However, even prior to its official

establishment, the Commission was functioning as a section within the Ministry of Education.

Status: Governmental, attached to the Ministry of Education. The Commission acts as a liaison body between Kuwait

and international organizations, such as UNESCO, ISESCO, ALECSO and the Arab Bureau of Education for the Gulf States. A certain level of influence within the national administration is guaranteed by the membership of representatives of various Ministries, national authorities and bodies in the Commission. The Commission

maintains direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission constitutes an integral part of the overall budget of the Ministry of

Education. The budget covers the salaries of the staff and operating costs (e.g. communication, equipment, meetings, training courses and workshops, travels, etc.). Occasionally, the Commission receives financial

support from Public and Private Organizations/Institutes.

Location: The National Commission is housed in its own premises, owned by the Ministry of Education.



(ex officio)

Minister of Education

DEPUTY CHAIRPERSON

(ex officio)

Under-Secretary of the Ministry of Education

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of 13 members representing the Ministries of Education, Higher Education, Foreign Affairs, Social Affairs and Labour, Information, the Kuwait National Council for Culture, Arts and Letters, the Kuwait University; the Public Authority for Applied Education Training; the Kuwait Institute for Scientific Research; and the Kuwait Foundation for Advancement of Sciences.

Meets once or twice a year.

SECRETARY-GENERAL

_____(full-time)

International
Movement for Leisure
Activities in Science
and Technology
(Milset) Asia Office in
Kuwait

Committee for

Scholarships

Appointed by the Minister of Education and Higher Education, reporting directly to the Minister and the Under Secretary of the Ministry of Education.

Position equivalent to Senior specialist in Culture.

The term of office is not fixed.

Technical Office

Committee for the Associated Schools Project (ASP)

SECRETARIAT

Professionals: 57 Support Staff: 5

Programme and
Activities, and
Educational,
Scientific and Cultural
Agreements Division

Programme and Activities Section Educational, Scientific and Cultural Agreement Section Information and Scholarships Division

Scholarship

Section

Documentation and Information Section including a

including a
Documentation
Centre
with 3 000
publications

International, Regional and Arab Organizations Division

UNESCO ALEC Section 8

& ISESCO Section

Arab Bureau of Education for the Gulf States Section

Secretariat of

the Secretary-

General

As of May 2009

LEBANESE NATIONAL COMMISSION FOR EDUCATION, SCIENCE AND CULTURE

GENERAL

Established: On 28 June 1948.

Status: Semi-autonomous, under the supervision of the Ministry of Culture. Close official and regular relations are

maintained with the Ministry of Education and Higher Education, the Ministry of Social Affairs, the Centre of Research and Pedagogical Development and the National Centre of Scientific Research. The Commission enjoys a certain degree of autonomy vis-à-vis the government, and thus has greater freedom of action. It influences the administration indirectly by disseminating information on UNESCO activities and projects and on lectures and seminars, according to the concerns of each department. It promotes inter-ministerial cooperation on projects by drawing the attention of each department to the tasks for which it is responsible and ensuring coordination among them. The Commission has direct interface with the Permanent Delegation

to UNESCO.

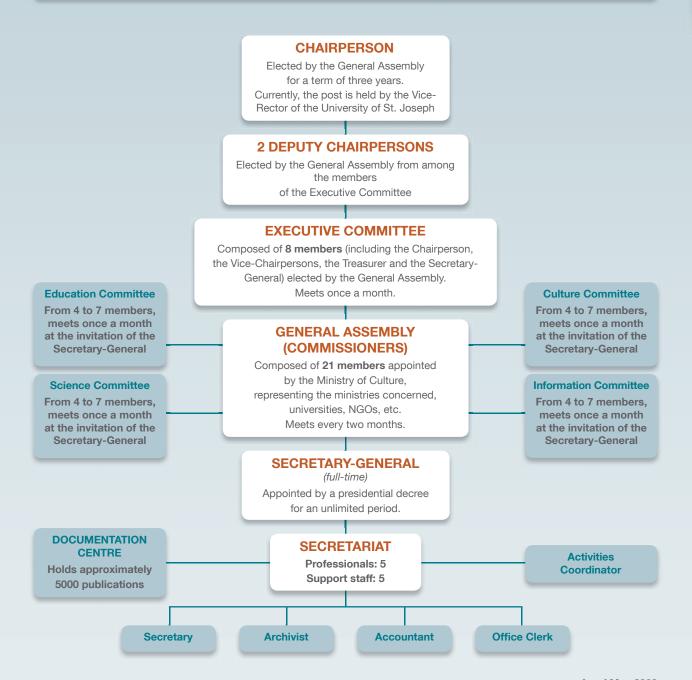
Budget: The National Commission's budget is provided by the Ministry of Culture and covers salaries and running and

operating costs, missions, and implementation of the Commission's activities. In addition, the Commission

raises extra-budgetary funds from the private sector and the media.

The Commission has its own bank account enabling it to make transactions in local and foreign currencies.

Location: The National Commission has its own premises outside the Ministry of Culture.



LIBYAN NATIONAL COMMISSION FOR EDUCATION, CULTURE AND SCIENCE

GENERAL

Established: On 27 June 1953.

Status: Governmental, attached to the Ministry of Education. Inter-ministerial cooperation is ensured through their

participation of relevant ministries in the General Assembly. The Commission has regular relations with line

Ministries and direct interface with the Permanent Delegation to UNESCO.

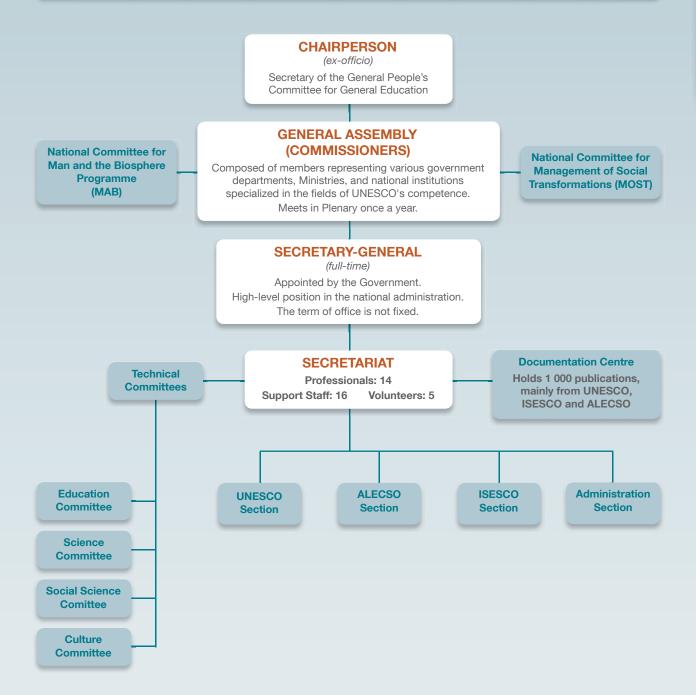
Budget: The budget of the Commission is provided by the Government and covers operating costs, staff salaries and

implementation of its activities. The Commission does not raise extra-budgetary funds. The Commission has

its own bank account enabling it to make financial transactions.

Location: The National Commission is housed within premises belonging to the General People's Committee for

Education and Scientific Research, together with other Governmental Departments.



> MOROCCAN NATIONAL COMMISSION FOR EDUCATION, CULTURE AND SCIENCE

GENERAL

Established: 23 December 1957.

Status: Governmental, attached to the Ministry of National Education, Higher Education, Scientific Research and

Executive Training. Inter-ministerial cooperation is secured through the participation of representatives of the various ministries in the General Assembly. The Commission maintains regular relations with the ministries

concerned. It holds direct exchanges with the Permanent Delegation to UNESCO.

Budget: The Commission's budget is allocated by the Ministry of National Education, Higher Education, Scientific

Research and Executive Training, and covers staff salaries and current expenditure (e.g. accommodation rental, water, electricity and travel costs). The Commission does not raise extrabudgetary funds. The Commission

has its own bank account enabling it to make financial transactions.

Location: The Commission owns its own premises.

CHAIRPERSON

(Ex-officio)

Minister of National Education, Higher Education, Scientific Research and Executive Training.

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of **21 members**, including representatives of the ministries concerned (National Education; Culture; Communication; Foreign Affairs; Family and Social Development), four University Presidents, the Moroccan

representative to UNESCO, the Moroccan representative to ALECSO, a member of the UNESCO Executive Board, a member of the ALECSO Executive Board, a member of the ISESCO Executive Board and four university professors and intellectuals.

Meets twice or three times yearly.

Social Sciences Sub-Commission

Meets quarterly

Culture Sub-Commission

Meets quarterly

Communication Sub-Commission Meets quarterly

SECRETARY-GENERAL

(full time)

Appointed by ministerial decree on the proposal of the Commission Chairperson for a four-year renewable term.

The position is currently held by a university professor.

Documentation Centre

Science Sub-

Commission

Meets quarterly

Education Sub-

Commission

Meets quarterly

Holds 5 000 publications

SECRETARIAT

Professionals: 5 Support staff: 3

> OMAN NATIONAL COMMISSION FOR EDUCATION, CULTURE AND SCIENCE

GENERAL

Established: On 16 September 1974, by a Royal Decree.

Budget:

Status: Governmental, attached to the Ministry of Education. Inter-ministerial co-operation is ensured through the

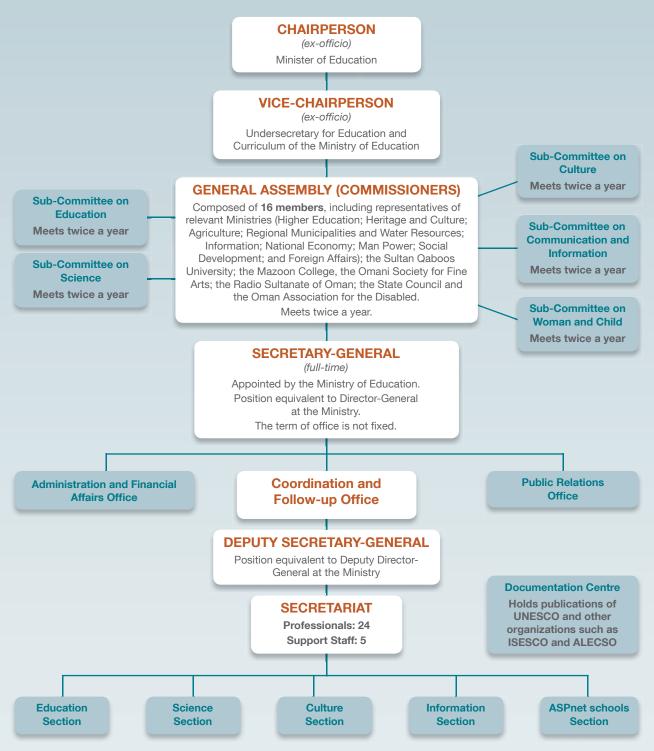
participation of the relevant Ministries in the General Assembly. The Commission has formal and regular

relations with line Ministries and maintains direct interface with the Permanent Delegation to UNESCO.

The budget of the Commission, which makes part of the budget of the Ministry of Education, covers operating costs, salaries, travels, implementations of activities and other projects. The Commission receives extra-

budgetary funds from ALECSO, ISESCO and the private sector.

Location: The Secretariat of the Commission is housed within the Ministry of Education.



QATAR NATIONAL COMMISSION FOR EDUCATION, CULTURE AND SCIENCE

GENERAL

Established: On 25 February 1962.

Status: Governmental, attached to the Ministry of Education and Higher Education. Inter-ministerial cooperation is

ensured through the participation of relevant Ministries in the General Assembly. The Commission has formal and regular relations with line Ministries and maintains direct interface with the Permanent Delegation to

UNESCO.

Budget: The National Commission's budget is provided by the Ministry of Education and Higher Education and covers

operating costs and subscription costs to UNESCO, ALECSO, and ISESCO. The Commission does not raise

extra-budgetary funds.

Location: The Commission rents its premises.



(ex-officio)

Minister of Education and Higher Education

EXECUTIVE OFFICE

Composed of **8 members**, including the Chairperson, the Secretary-General, the Deputy Secretary-General, the Assistant Undersecretary of Culture, and the chairs of four Programme Committees.

Meets four times a year.

PROGRAMME COMMITTEES

Meets when required

Education

Sciences

Social Sciences

Culture and Communication

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of 13 members, including representatives of concerned Ministries (Education and Higher Education; Culture; Media; Environment; Foreign Affairs; Labour; International Cooperation; Social Affairs; and Public Health), the Supreme Council of Education, the Qatar University, the Qatar Foundation for Education and Social Development, and the Qatar National Commission for Human Rights.

Meets once a year.

SECRETARY-GENERAL

(full-time)

Appointed by the Chairperson. The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

Appointed by the Chairperson

SECRETARIAT

Professionals: 10

Support staff: 5 Volunteer: 1

UNESCO Affairs Arabic and Islamic Affairs

Financial and Administrative Affairs

Media and Documentation Centre

SPECIALIZED COMMITTEES

Meets when required

World Commission on the Ethics of Scientific Knowledge and Technology (COMEST)

Management of Social Transformations (MOST)

> SYRIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 13 May 1976 by a presidential decree.

Status: Governmental. The National Commission is attached to the Ministry of Education and works as a national

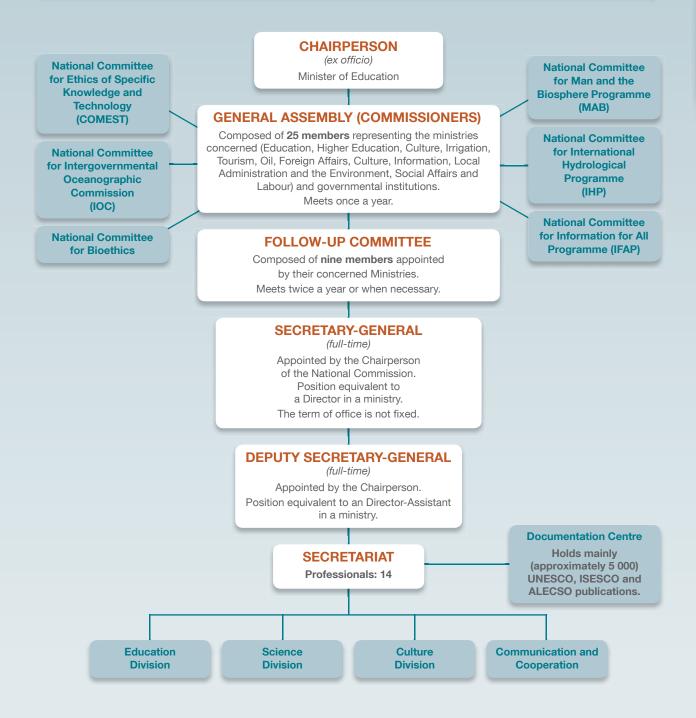
coordinator between international organizations (UNESCO, ALECSO and ISESCO) and the Syrian Ministries and governmental and non-governmental organizations. The Commission has regular relations with line

Ministries and close contacts with the Permanent Delegation to UNESCO.

Budget: The National Commission's budget is provided by the Government to cover salaries and current expenses.

The Commission does not raise extra-budgetary funds.

Location: The Commission is located within the Ministry of Education.



UNITED ARAB EMIRATES NATIONAL COMMISSION FOR EDUCATION, CULTURE AND SCIENCE

GENERAL

Established: In 1964 by a governmental decree.

Status: Governmental, attached to the Ministry of Education. Inter-ministerial co-operation is ensured by representatives

from various ministries, national authorities and bodies in the Commission. The Commission maintains regular

relations with line Ministries and direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is part of the general budget of the Ministry of Education. It covers the

salaries of the staff, travels and operating costs. The Commission does not raise extra-budgetary funds.

Location: The National Commission is housed in the Ministry of Education premises.

CHAIRPERSON

(ex officio)

Minister of Education

DEPUTY CHAIRPERSON

Director-General of the Ministry of Education

EXECUTIVE COMMITTEE

Composed of **9 members** who represent the General Assembly, specialists in relevant fields, and the heads of the sub-committees.

Meets at least twice a year.

Education Committee

Meets at least twice a year

Culture Committee

Meets at least twice a year

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **20 members** representing the Ministries of Education, Foreign Affairs, Information and Culture, Environment and Water, Higher Education and Scientific Research as well as representatives from the University of Emirates, Technical Colleges and other relevant agencies.

Meets twice a year.

Information and Communication Committee

Meets at least twice a year

Science Committee

Meets at least twice a year

SECRETARY-GENERAL

(full-time)

Appointed by the Minister of the Education.

The term of office is not fixed.

SECRETARIAT

Professionals: 5

Support staff: 1 Coordinators: 10

Asia and the Pacific

> BHUTAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 10 October 1986.

Status: Governmental, attached to the Ministry of Education. The Commission has regular and formal relation with line

Ministries. It maintains, through the Ministry of Foreign Affairs, functional interface with the Bhutan Permanent

Delegation to UNESCO based in Geneva.

Budget: The budget of the National Commission, allocated by the Royal Government, covers staff salaries, operating

costs, travels and implementation of activities. The Commission does not raise extra-budgetary funds.

Location: The Secretariat of the Commission is located within the Ministry of Education.

CHAIRPERSON

(ex-officio)

Minister of Education

EXECUTIVE COMMITTEE

The Executive Committee is the governing body of the Commission. It is composed of **7 members**, representing national institutions dealing with matters in the fields of UNESCO's competence, as well as the Ministry of Information and Communications representing the media.

Meets twice a year

SECRETARY-GENERAL

(part-time) (ex-officio)

Appointed by the Cabinet.

Secretary of the Ministry of Education.

The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

Selected through a competitive process.

Position classified as the highest level in the Professional and Management category.

SECRETARIAT

Professionals and Management: 2 Support Staff: 2

Documentation Centre

Holds more than 2 000 publications

NATIONAL COMMISSION OF PEOPLE'S REPUBLIC OF CHINA FOR UNESCO

GENERAL

Established: In February 1979.

Budget:

Status: Governmental, attached to the Ministry of Education. The inter-ministerial co-operation is assured through

the participation of the Ministries and government agencies in the Standing Committee and in the General

Assembly. The Commission maintains direct contact with the Permanent Delegation to UNESCO.

The budget of the Commission is provided by the Ministry of Education to cover operating costs and the implementations of some activities and publications. The Chinese Government makes donations annually to

programme delivery in the fields of Education, the World Heritage Centre, the Intergovernmental Oceanographic Commission and the International Geosciences Programme. The Commission has its own bank account

enabling it to make financial transactions,

Location: The National Commission is housed in the Ministry of Education.

CHAIRPERSON

(ex officio)

Vice-Minister of Education

5 VICE-CHAIRPERSONS

Representatives of the Ministry of Foreign Affairs, the Ministry of Science and Technology, the Ministry of Culture, the Chinese Academy of Sciences and the Chinese Academy of Social Sciences.

STANDING COMMITTEE

Composed of the Chairperson, the five Vice-Chairpersons, as well the Secretary-General and the Deputy Secretary-General.

Meets once or twice a year.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **28 members** representing UNESCO's fields of competence, including the Central Government Ministries and Agencies, major professional associations, academic institutions, media representatives, etc.

Meets once a year.

SECRETARY-GENERAL

(full-time)

Appointed by the Ministry of Education at the level of Director-General.

The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

Appointed by the Ministry of Education at the level of Deputy Director-General

SECRETARIAT

Professionals: 14

SPECIALIZED COMMITTEES

- Education for All
- Education for Sustainable Development
- Man and the Biosphere
- International Geoscience Programme
- International Hydrological Programme
- Intergovernmental Oceanographic Commission
- Management of Social Transformations
- Memory of the World
- World Heritage Centre
- Copyright
- Return of Cultural Properties
- Information for All
- UNESCO Chairs
- UNESCO Clubs and Associations
- ASPnet Schools

Documentation Centre

Holds all UNESCO publications acquired over the last twenty years

Division of General Policy and Planning Division of Education Division of Science and Culture

FIJI NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In August 1983.

Governmental, attached to the Ministry of Education, National Heritage, Culture and Arts. The Commission Status:

maintains formal and regular relations with government departments, such as the Ministry of Foreign Affairs and External Trade, the Department of Environment, the Department of Information, the Fiji Arts Council, and two universities and institutions of higher learning. The National Commission has direct interface with the

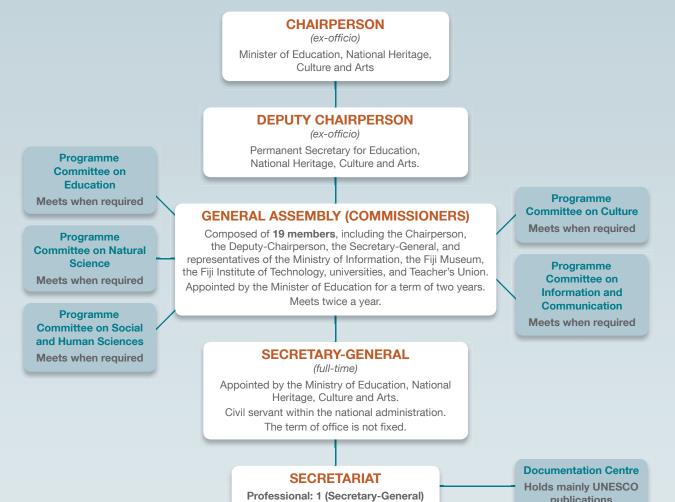
Permanent Delegation to UNESCO based in Brussels.

Budget: The National Commission has not established its own independent budget. Secretary-General's salary,

operating costs and programme delivery costs of the Commission are covered by the budget of the Ministry of Education, National Heritage, Culture and Arts. The Commission does not raise extra-budgetary funds.

Location: The Secretariat of the National Commission is housed within the Ministry of Education, National Heritage and

Arts.



publications

> INDONESIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 20 October 1952, re-organized in 1977 by a decree of the Ministry of Education and Culture.

Status: Governmental, attached to the Ministry of Education and Culture. Inter-ministerial cooperation is ensured

through the participation of representatives of the relevant Ministries in the Executive Committee and the General Assembly. The National Commission maintains direct relations with the Permanent Delegation to

UNESCO.

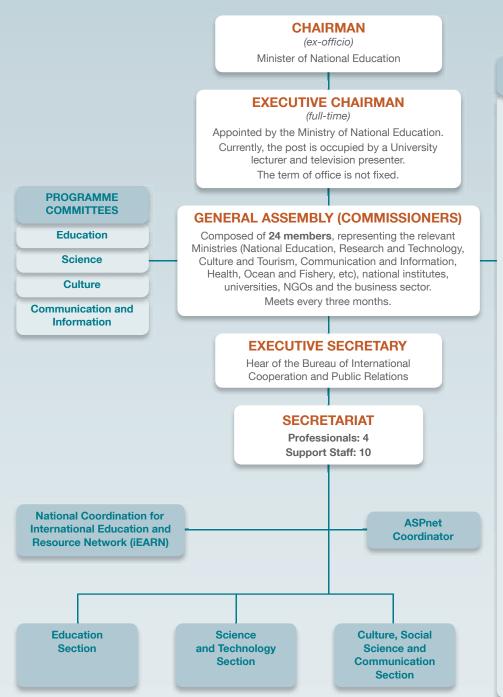
Budget: The budget of the National Commission, provided by the Government, covers operating costs and project

implementation. Extra-budgetary funds are also raised from NGOs, individuals, companies and Foreign

Embassies.

Location: The Secretariat of the National Commission is within the Ministry of Education and Culture as one of the four

divisions of the Ministry's Centre for Information and Public Relations.



SPECIALIZED COMMITTEES

Education

- International Bureau of Education
- Asia-Pacific Programme of Educational Innovation for Development (APEID)

Natural Sciences

- International Hydrological Programme (IHP)
- Intergovernmental Oceanographic Commission (IOC)
- Man and the Biosphere (MAB)
- Exchange of Information and Experience in Science and Technology (ASTINFO)
- Appropriate
 Technology for Rural
 Development

Social and Human Sciences

- Management of Social Transformations (MOST)
- Bioethics

Culture

World Heritage

Communication and Information

 Information for All Programme (IFAP)

> IRANIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In 1948 by a decree of the Minister of Culture, later amended in 1987.

Status: Semi-autonomous, under the supervision of the Ministry of Science, Research and Technology. The Commission

is a legal body as liaison between UNESCO and the Islamic Republic of Iran. It has regular relations with the

Ministries and maintains direct contacts with the Permanent Delegation in Paris.

Budget: The budget of the Commission is provided by the Government, notably the Ministry of Science, Research

and Technology. It covers part of staff salaries, operating costs, some travels, implementation of activities and the costs of the 13 National Committees. The National Commission participates in fund-raising with extra-budgetary partners as universities, research institutions and governmental and non-governmental

organizations. The Commission has its own bank account enabling it to make financial transactions.

Location: The Commission is housed in its own premises, independent from the building of the Ministry of Science,

Research and Technology and other governmental organizations.

CHAIRPERSON

(ex-officio)

Minister of Science, Research and Technology

HIGH COUNCIL

As the most important decision-making body, the High Council is composed of **14 members**, including the Minister of Science, Research and Technology, the Minister of Culture and Islamic Guidance, the Minister of Education, the Minister of Foreign Affairs, the Secretary-General, the Head of the Department of Environment, the Head of the Islamic Republic of Iran Broadcasting, and seven scientific and cultural personalities.

Meets twice a year.

EXECUTIVE COUNCIL

Composed of 10 members, including the Chairperson of the National Commission, the Secretary-General, the Vice-Minister in Charge of Cultural Affairs at the Ministry of Culture and Islamic Guidance, the plenipotentiary representative of the Minister of Culture and Islamic Guidance, the plenipotentiary representative of Minister of Education, the plenipotentiary representative of the IRIB, the Director General for International Affairs at the Ministry of Foreign Affairs, the Head of the Iranian Cultural Heritage, Handicrafts and Tourism Organization, and a scientific-cultural member of the High Council.

Meets once a year.

SECRETARY-GENERAL

(full-time)

Appointed by the Ministry of Science, Research and Technology and approved by the High and the Executive Council of the Commission. The term of the office is not fixed.

Specialized Committee on Culture:

 Cultural and Natural Heritage

Specialized Committees on Communication & Information:

- Development of Communication
- Information for All
- Memory of the World

Documentation Centre

Reports, Publications,

Library and Archives, Public

Relations and Translation

Office Secretary

Specialized Committees

Education and

Sustainable

Development

Higher Education

on Education:

Specialized

Specialized

Sciences:

Bioethics

Committees on

Natural Sciences:

Hydrology

Ecology (MAB)

Oceanography

Committees on Social

Ethics for Science

and Technology

Transformations

Management

for Social

Geosciences

SECRETARIAT
Professionals: 19

Support Staff: 17 Consultants: 2

Research Assistant

Financial Admi

Executive

Assistant

Administration

Education Department

Science Department Social and Human Sciences Deparment Culture Department Communication Department

KAZAKHSTAN NATIONAL COMMISSION FOR UNESCO AND ISESCO

GENERAL

Established: On 24 November 1992.

Status: Governmental. The Secretariat of the Commission is part of the Ministry of Foreign Affairs. Inter-ministerial

co-operation is ensured through the participation of the relevant Ministries in the General Assembly. The Commission has regular and formal relations with line ministries and maintains direct interface with the

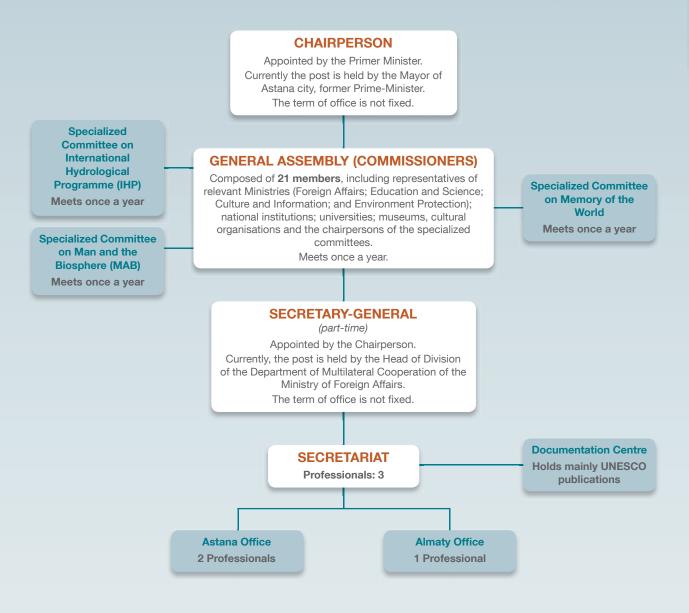
Permanent Delegation to UNESCO.

Budget: The budget of the National Commission provided by the Ministry of Foreign Affairs, covers staff salaries,

operating costs and office premises. Some expenditure on project implementation is shared with other Ministries. The Commission does not mobilise extra-budgetary funds. The opening of an individual bank

account for the National Commission is under consideration by the government.

Location: The Commission has one office in the capital city of Astana and one office in the city of Almaty.



NATIONAL COMMISSION OF THE KYRGYZ REPUBLIC FOR UNESCO

GENERAL

Established: On 12 June 1992.

Status: Governmental, attached to the Ministry of Foreign Affairs and functions under the direct responsibility of the

State Secretary. Inter-ministerial co-operation is ensured through the participation of the relevant Ministries in the Executive Committee as well as their representatives in the General Assembly. The Commission has direct

relations with the Permanent Delegation based in Brussels.

Budget: The budget of the National Commission, provided by the Government, covers staff salaries and running costs

(e.g. office maintenance and equipment). In addition, the National Commission occasionally mobilizes funds with extra-budgetary partners such as ISESCO Regional Office in Tehran and foundations. The Commission

has its own bank account enabling it to make transactions in national and foreign currencies.

Location: The Secretariat of the National Commission is located in premises belonging to the Government.

CHAIRPERSON

(ex-officio)

State Secretary
The term office is not fixed.

EXECUTIVE COMMITTEE

Composed of **4 members**: The Chairperson, the Deputy of the Minister of Foreign Affairs, the Deputy of the Minister of Education and Science, and the Minister/Deputy of Culture and Information.

Meets once a year or when necessary.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of 19 institutional and individual members, including the representatives of the Parliament, the Department of Social Affairs of the President's Administration, the Department of Social Affairs of the Government, the Ministry of Foreign Affairs, the Ministry of Education and Science, the Ministry of Culture and Information, National Academy of Sciences, the Central Asian Crafts Support Association, Museums, Higher Education Institutes, ASPnet, State Agency of Environment Protection, etc.

Meets twice a year.

SECRETARY-GENERAL

(full-time)

Appointed by the President's order.

Position equivalent to the Deputy Minister level.

The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

Position equivalent to the Head of Department of the Ministry

SECRETARIAT

Professionals: 5 Support Staff: 1

established in 1999

Education Unit Natural Science Unit

Social Science & IT Unit

Culture Unit

SPECIALIZED COMMITTEES

Meets as required

Man and the Biosphere (MAB)

International Hidrology Programme (IHP)

Associated Sshools (ASPnet)

Education for Sustainable Development (ESD)

International Council on Monuments and Sites (ICOMOS)

UNESCO Chairs

Bioethics

Documentation Centre

In the Kyrgyz-Russian

Slavic University.

> NATIONAL COMMISSION OF LAO FOR UNESCO

GENERAL

Established: 16 December 1978.

Status: Governmental, attached to the Ministries of Education and of Information and Culture. The Commission

maintains regular official relations with the Ministries concerned. The Commission holds exchanges with the

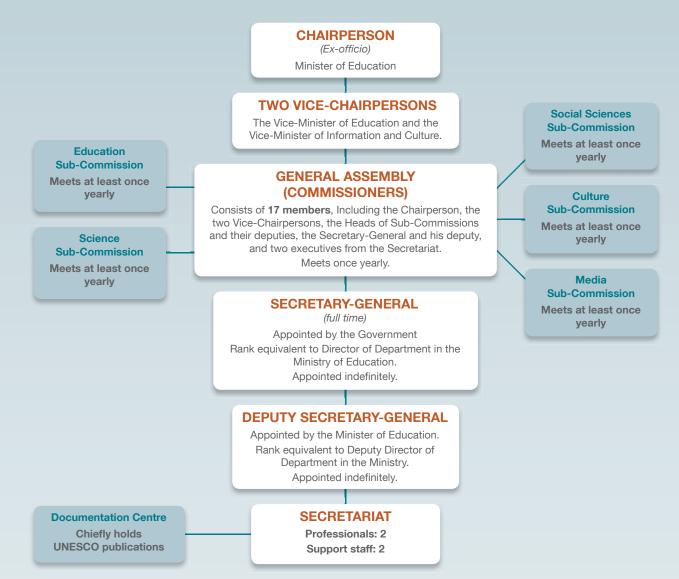
Permanent Delegation in Paris via the Ministry of Foreign Affairs or directly, if necessary.

Budget: The National Commission's budget is allocated by the Government and covers staff salaries, travel and current

expenditure. The Commission also raises extrabudgetary funds. It has a bank account used to implement

projects under the Participation Programme and other projects funded by the Field Offices.

Location: The Commission's Secretariat is housed in the Ministry of Education.



> MALAYSIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 7 July 1966.

Status: Governmental, attached to the Ministry of Education. The Policy and International Relations Division of the

Minister of Education is the Secretariat of the Commission. Inter-ministerial co-operation is ensured through the participation of representatives of various ministries and government departments in the work of the Programme Committees and the General Assembly. The Commission has direct contact with the Permanent Delegation to UNESCO. The Secretary-General is responsible for the organization and coordination of administrative and financial management of the Office of the Permanent Delegation of Malaysia to UNESCO.

Budget: The budget of the National Commission is provided by the Government to cover staff salaries, travels, operating

and running costs as well as the implementation of activities. The Constitution of the Commission allows it to receive contributions or donations from members of the public or institutions other than those wholly financed by the Government. The Commission does not raise extra-budgetary funds. It has its own bank account,

enabling it to make financial transactions.

Location: The Secretariat of the Commission is located within the Ministry of Education.



(ex officio)

Minister of Education

Permanent Sub-Committee on Education

Meets twice a year

Permanent Sub-Committee on Higher Education

Meets twice a year

Permanent Sub-Committee on Science

Meets twice a year

Permanent Sub-Committee on Social Science

Meets twice a year

DEPUTY CHAIRPERSON

(ex officio)

Secretary-General of the Ministry of Education

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **20 members** including the Secretaries-General of various ministries (Education; Science, Technology and Innovation; Women, Family and Community Development; Information, Communication and Culture; Higher Education; Foreign Affairs; Rural and Regional Development; Youth and Sports; Energy, Green Technology and Water; Finance; and Human Resource), Vice-Chancellors of universities and individuals.

Meets once or twice a year.

SECRETARY-GENERAL

(ex-officio)

Under-Secretary of the Policy and International Relations Division of the Ministry of Education.

The term of office is not fixed.

EXECUTIVE SECRETARY

Principal Assistant Secretary of the Policy and International Relations Division of the Ministry of Education

SECRETARIAT

Professionals: 6 Support Staff: 2

Permanent

Sub-Committee on Communication, Information and Culture

Meets twice a year

Permanent Sub-Committee on Foreign Relations

Meets once a year

Specialized Committee on Malaysian International Hydrological Programme (MIHP)

Meets once a year

Documentation Centre

Holding mainly UNESCO publications

> NEW ZEALAND NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 24 September 1947.

Status: Semi-autonomous, attached to the International Division of the Ministry of Education. The relationship

between the National Commission and the Ministry is established and maintained through a Memorandum of Understanding, dealing with the operations and the human and financial resourcing of the Commission. In addition, the Chairperson and the members of the Commission liaise regularly with Ministers and staff of relevant Government Ministries. Inter-ministerial co-operation is facilitated through the participation in National Commission meetings where appropriate and sub-commission meetings by relevant Ministries. The

Commission has direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the Commission, provided by the Government, covers all operating costs, travels, staff salaries

and implementation of activities. The National Commission doesn't raise extra-budgetary funds. It has its own

bank account enabling it to make transactions in national and foreign currencies.

Location: The Secretariat of the National Commission is attached to the Ministry of Education but physically located in

separate stand-alone premises.

CHAIRPERSON DEPUTY CHAIRPERSON Appointed in personal capacity Appointed by the National by the Minister of Education in Commission among its consultation with the Cabinet. members Term of office: three years **NATIONAL COMMISSION ASSOCIATE MEMBERS** Composed of the Chairperson, five specialist Representatives of 5 key members appointed by the Minister for three year **Government Ministries** (they do attend items on terms, eligible for reappointment for up to nine consecutive years. the National Commission agenda of particular Meets five times a year plus one additional planning day per year. relevance to them). **Sub-Commission Sub-Commission Sub-Commission on Culture** on Education on Social Science Composed of 10-12 members Composed of 10-12 Composed of 10-12 and meets twice a year members and meets members and meets twice a year twice a year **Sub-Commission Sub-Commission** on Science on Communications **Annual** Composed of 10-12 Composed of 10-12 **Joint Sub-Commissions** members and meets members and meets twice a year twice a year Meeting (1 day) SECRETARY-GENERAL (full-time) Appointed by the Ministry of Education in consultation with the National Commission. Senior civil servant within the national administration. The term of office is not fixed. SECRETARIAT Professionals: 1 full-time, 2 part-time Support Staff: 1

Science/

Social Science

Desk

Culture and

Communications

Desk

Education, Youth

and Human Rights

Desk

Communications Consultant

10 hours average

per week

> PAPUA NEW GUINEA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In 1981.

Status: Autonomous. The Commission was recently restructured to become an autonomous office affiliated

with the Department of Education. Inter-department cooperation is ensured through the participation of relevant departments in the General Assembly. The Commission has regular relations with key government

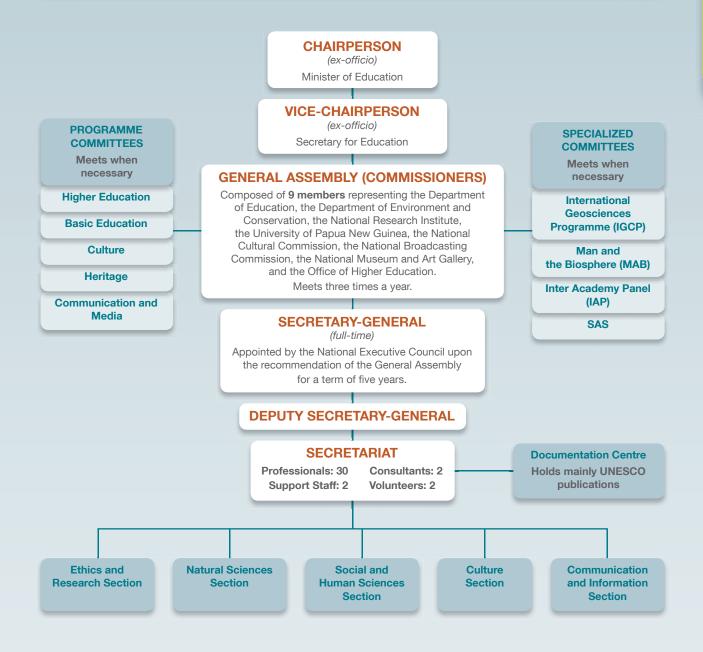
departments.

Budget: The budget of the Commission, provided by the Government, covers staff salaries, operating costs, travels

and implementation of activities. The National Commission raises extra-budgetary funds from government

departments as well as through its fund-raising activities.

Location: The Commission is located in the Department of Education.



> UNESCO NATIONAL COMMISSION OF THE PHILIPPINES

GENERAL

Established: On 25 May 1951 through By-Laws (Republic Act 621 as amended by R.A. 892 and R.A. 3849).

Status: Governmental, attached to the Department of Foreign Affairs. Inter-department co-operation is ensured

through the participation of representatives of the relevant departments and governmental institutions in the

General Assembly. The Commission has direct relations with the Permanent Delegation to UNESCO.

The budget of the National Commission is provided by the Government and covers staff salaries, travels,

operating costs and the implementation of programme activities. In addition, the Commission raises funds from governmental departments and the private sector. The Commission has its own bank account enabling

it to make financial transactions.

Budget:

Programme

Committee on Social

and Human Sciences

Meets quarterly

Programme

Committee on

Education

Meets quarterly

Programme

Committee on

Science and Technology

Meets quarterly

National Committee

on Marine Sciences

Meets once a month

UNESCO MAN

and the Biosphere Philippines Inc.

Meets once a month

Location: The Secretariat of the Commission is housed within the Department of Foreign Affairs.

CHAIRPERSON

(ex-officio)

Secretary (Minister) of Foreign Affairs, appointed by the President of the Republic

VICE-CHAIRPERSON

Elected by the General Assembly from among its members.

EXECUTIVE COMMITTEE

Headed by the Chairman and Vice-Chairman of the Commission with 9 elected members representing the five areas of UNESCO competence.

Meets quarterly.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **45 members** appointed by the President of the Republic of the Philippines.

Two of them are *ex-officio* members representing the two chambers of the Parliament (one from the Senate and one from the House of Representatives) chairing the Education Committees in the respective houses.

Meets twice a year.

SECRETARY-GENERAL

(full-time)

Appointed by the President of the Republic.

Has the rank of Ambassador.

Term of office is not fixed.

SECRETARIAT

Professionals: 9
Support Staff: 5 Volunteers: 2

Programme Committee on Communication

Meets quarterly

Information for All Programme Philippine National Committee Meets once a month

Programme Committee on Culture

Meets quarterly

Philippine Memory of the World Committee

Meets quarterly

Philippine Intangible Cultural Heritage Committee

Meets quarterly

Documentation Centre

Located in the building of the Department of Foreign Affairs

(established in 2005, will be dissolved once the 35th Session of the UNESCO General Conference approves the category 2 center recognition for the Southeast Asian Center for Lifelong Learning for Sustainable Development.)

Philippine Center for Lifelong Learning for Sustainable Development

> KOREAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 30 January 1954, in accordance with the Presidential Decree issued in January 1953 on the establishment

of the Korean National Commission for UNESCO. The Law Concerning Activities of UNESCO was adopted in

1963 and fully revised in 2007.

Status: Semi-autonomous, under the supervision of the Ministry of Education, Science and Technology. Inter-

ministerial cooperation is ensured through the participation of representatives of the relevant Ministries in the Executive Committee and the General Assembly. The National Commission maintains relations with the

Permanent Delegation to UNESCO through the Ministry of Foreign Affairs and Trade.

Budget: The budget of the National Commission, primarily derived from revenues from rental properties owned by the

Commission, covers staff salaries, travels costs, partial implementation of its activities and the maintenance of buildings. Central and local governments provide subsidies for selected projects and programmes of the Commission. Extra-budgetary funds are also raised through the contribution of partners, including related agencies and the private sector. The Commission has its own bank account, enabling it to make transactions

in national and foreign currencies.

Location: The National Commission possesses its own buildings (The Korea UNESCO House in downtown Seoul and

the Korean UNESCO Peace Center in Icheon), which are rented to generate revenues. The Secretariat is

therefore housed in properties owned by the Commission.

PROGRAMME COMMITTEES

Composed of members from the General Assembly

Education

Natural Science

Social and Human Science

Culture

Communication and Information

CHAIRPERSON

(ex officio)

Minister of Education, Science and Technology

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **60 members** (20 institutional, 20 individual, 6 parliamentary, 13 governmental, 1 Secretary-General) concerned with UNESCO's fields. Members of the National Commission are appointed for a three-year term and are eligible for reappointment for one term only.

Meets once a year or when necessary.

EXECUTIVE COMMITTEE

Composed of **18 members**, including the Chairperson, the Vice-Chairpersons, and the Secretary-General.

Meets quarterly or when necessary.

SECRETARY-GENERAL

(full-time)

Appointed for a four-year term by the Chairperson of the National Commission, upon the recommendation of the Executive Committee.

VICE-CHAIRPERSONS

Vice-Minister of Education,
Science and Technology (ex officio)
Vice-Minister of Foreign
Affaires and Trade (ex officio)
Vice-Minister of Culture,
Sports and Tourism (ex officio)
One elected from
the General Assembly

SPECIALIZED COMMITTEES

Composed of members from both within and from outside the General Assembly

Man and the Biosphere (MAB)

Education for Sustainable Development (ESD)

Seoul Youth Center for Cultural Exchange (MIZY)

SECRETARIAT

Professionals: 54 Support Staff: 30 **Global Peace Village**

Division of Strategic Programmes

- Education Team
- Sciences Team
- Culture & Communication Team

Division of Administration and Management

- Administration
 & Finance
 Team
- Korea UNESCO
 House
 Management
 Team

Division of Partnership Projets

- Youth Team
- Partnership Schools Team

Bureau of Planning and Public Relations

- Planning & Budgeting Team
- Public Relations & Publication Team

Documentation Center

Korea UNESCO Peace Centre

- Global Education Team
- Center Management Team

Center Holdings: 5 000

As of May 2009

> SRI LANKA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 30 September 1949.

Status: Governmental, attached to the Ministry of Education. Inter-ministerial cooperation is ensured through the

participation of representatives of the relevant Ministries in the General Assembly. The National Commission

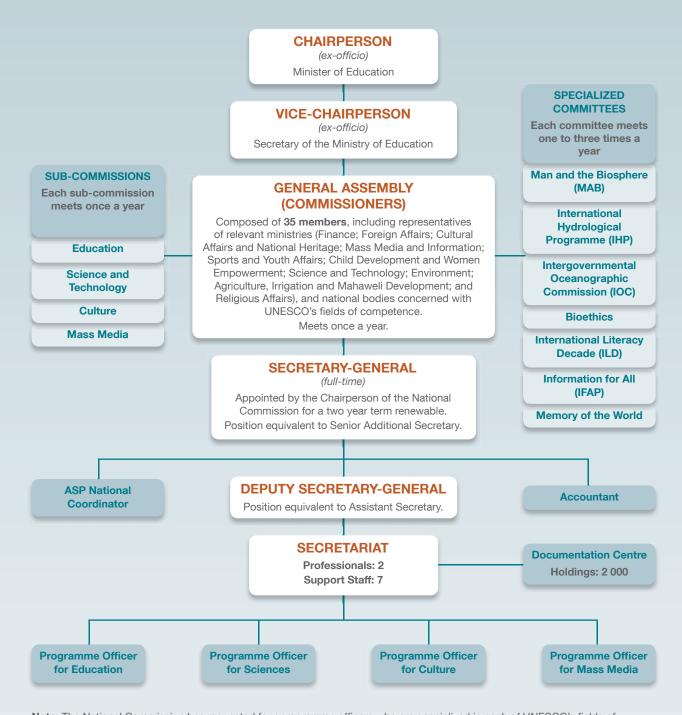
maintains direct relations with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission, provided by the Government, covers operating costs, salaries,

travels, the implementation of activities, contribution to UNESCO budget and office assistant in the Delegation to UNESCO. The Commission raises extra-budgetary funds from other United Nations bodies and private

enterprises. The Commission has its own bank account enabling it to make financial transactions.

Location: The Secretariat of the National Commission is housed within the Ministry of Education.



Note: The National Commission has requested four programme officers who are specialized in each of UNESCO's fields of competence. They are not yet in place.

> TONGA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In 1984.

Status: Governmental. The National Commission is an agency within the Ministry of Education. It has a Terms of

Reference, but not its own legal instrument.

Budget: The National Commission has not established its own independent budget. Staff salaries, running and operating

costs of the Commission are covered by the annual budget of the Ministry of Education. The Commission

does not raise extra-budgetary funds.

Location: The Permanent Secretariat of the Commission is located within the Ministry of Education.

CHAIRPERSON

Minister of Education or a person to be appointed by the Minister with consent of the Cabinet

VICE-CHAIRPERSON

Appointed by the Chairperson with the consent of the Cabinet.

The term of the office is two years.

COMMISSION (COMMISSIONERS)

Composed of at least 7 members representing educational, scientific, cultural and information governmental and non-governmental institutions, departments and bodies for a two-year period with the consent of the Cabinet.

Meets at least twice a year or when necessary.

SECRETARY-GENERAL

(full-time)

Senior Officer appointed by the Minister of Education.

PERMANENT SECRETARIAT

Professionals: 1 Support Staff: 2

NATIONAL COMMISSION OF THE REPUBLIC OF UZBEKISTAN FOR UNESCO

GENERAL

Established: On 29 December 1994, by the Resolution of the Cabinet of Ministers.

Status: Governmental, attached directly to the Cabinet of Ministers (Prime Minister's Office). This arrangement allows

the Commission to promote effectively inter-ministerial co-operation while enjoying equal support from the relevant Ministries and Government Departments as well as to co-ordinate its activities with various local and international NGOs. The Commission maintains relations with the Permanent Delegations through the Ministry

of Foreign Affairs.

Budget: The budget of the Commission, provided by the State, covers staff salaries and running costs (e.g. rentals,

communications, equipment, etc.). In addition, the Commission frequently raises funds – cash and in kind – from other UN agencies and national NGOs for activities within the fields of UNESCO's competence. The National Commission has its own bank account enabling it to make transactions in national and foreign

currencies.

Location: The Secretariat of the National Commission rents its premises within the building of the Tashkent University of

World Economy and Diplomacy.

CHAIRPERSON

(ex-officio)

Deputy Prime Minister for Social Affairs

Specialized Committees in Education

- EFA National Committee
- UNLD National Committee
- ESD National Coordination Committee

Specialized Committees in Natural, Social and Human Sciences

- MAB National Committee
- IHP National Committee
- Bioethics National Committee
- MOST National Liaison Committee

DEPUTY CHAIRPERSON
(ex-officio)

Minister of Foreign Affairs

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **32 members** from the National Parliament (Legislative Chamber and Senate), the relevant Ministries (including the Minister of Higher and Secondary Specialized Education, the Minister of Public Education, the Minister of Culture and Sport, the President of the Academy of Sciences, the Chairperson of the Academy of Arts, and the Chairperson of the State Agency for Communication and Information) and municipalities, professional associations, universities, NGOs and individuals.

Meets once a year.

SECRETARY-GENERAL

(full-time)

Appointed through

the Resolution of the Cabinet of Ministers.

Position corresponds to the level of Director of the Department of the Cabinet of Ministers.

The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

Appointed by the Secretary-General.

The term of office is not fixed.

SECRETARIAT

Professionals: 7
Volunteers: 5-10

Documentation Centre

Specialized Committees

in Culture

ICOM National

Coordination

Committee on

Cultural and Natural

Specialized Committees

in Communication and

Information

Memory of the World

National Committee

IFAP National

Committee

Committee

National

Heritage

Holdings: 4 000 (printing material, CD-ROMs, video and audio documentation)

Education Section

Natural and Social / Human Sciences Section

Culture Section Communication and Information Section

Europe and North America

> ANDORRAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 23 February 1996.

Status: Semi-autonomous, attached to the Ministry of Foreign Affairs. Inter-ministerial cooperation is secured through

the participation of representatives of various Ministries in the General Assembly. The Commission maintains

close relations with the Permanent Delegation in Paris.

Budget: The National Commission's budget is allocated by the Government and covers staff salaries, travel and current

expenditure. Extrabudgetary funds are raised for specific activities and come either from private enterprises or

from public bodies (ministries and/or local authorities).

Location: The Commission owns its premises.

CHAIRPERSON

Appointed in personal capacity by the Government for a four-year term after the General Assembly has put forward one of its members.

EXECUTIVE COMMITTEE

Consists of **three members**: the Chairperson of the Commission, the Secretary-General and a representative of the Ministry of Foreign Affairs.

Meets at least twice monthly.

Programme Commitee for Communication and Information

Programme Commitee for Cultural Diversity

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of 19 members, including five Government representatives (Permanent Delegate of Andorra to UNESCO, Ministry of Foreign Affairs, Ministry of Culture, Ministry of the Environment, Ministry of Education, Vocational Training, Youth and Sport), one representative of the General Council (parliamentarian), two local authority representatives and representatives of the NGOs.

Meets four times yearly.

Programme Commitee for Education and Science

Programme Commitee for the Cultural Heritage

Programme Commitee for World Heritage

SECRETARY-GENERAL

(full time)

Appointed by the Government on the proposal of the General Assembly for an indefinite term.

Documentation Centre

Holding
1 200 publications

SECRETARIAT

Professionals: 2

> ARMENIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 10 October 1991.

Status: Governmental, attached to the Ministry of Foreign Affairs. Inter-ministerial co-operation is ensured through

the participation of the relevant Ministries in the General Assembly. The National Commission maintains close

relations with line ministries and has direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government to cover staff salaries and some

travels. The Commission does not raise extra-budgetary funds. It has its own bank account, which is an extra-

budgetary account within the Treasury.

Location: The Secretariat of the Commission is located within the Ministry of Foreign Affairs.

CHAIRPERSON

(ex-officio)

Minister of Foreign Affairs

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **15 members** representing relevant ministries (Foreign Affairs; Culture; and Education and Science), the National Academy of Science, the Yerevan State University, the Armenian Federation of UNESCO Clubs and Associations, the Armenian Apostolic Church and the Union of Composers and Musicologists.

Meets twice a year.

SECRETARY-GENERAL

(full-time)

Head of the UNESCO Division in the Ministry of Foreign Affairs, appointed by the Minister of Foreign Affairs for a period of three years.

SECRETARIAT

Professionals: 3
Support Staff: none

Documentation Centre

Located at the Yerevan State University, holds mainly UNESCO and other UN publications

> AUSTRIAN COMMISSION FOR UNESCO

GENERAL

Established: On 30 June 1949.

Status: Autonomous. From its inception till 2001, the Commission functioned as a semi-autonomous governmental

body affiliated with the Federal Ministry for Education, Arts and Culture. In 2002, it changed its status and became an independent registered society. The Commission is not attached to a specific ministry, and has legal independent status. Inter-ministerial co-operation is ensured through the participation of representatives of the respective ministries in the Executive Committee. The Commission has direct interface with the Permanent

Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government (mainly, by the Federal Ministry of

Education, Arts and Culture). It covers staff salaries, running and operating costs (communication, equipment, missions, activities, etc). In addition, the Commission receives financial support from different ministries for the

implementation of specific operational projects.

Location: The Secretariat of the National Commission is housed in a private-owned building located in the city-centre of

Vienna.

CHAIRPERSON

Proposed in personal capacity by the Federal Minister of Education, Arts and Culture

VICE-CHAIRPERSONS

Proposed in personal capacity by the Federal Minister of Education, Arts and Culture

EXECUTIVE COMMITTEE

Composed of representatives of the Federal Ministry for Education, Arts and Culture, the Federal Ministry for Foreign Affairs, the Federal Ministry of Science and Research, the Federal Chancellery, 1 representative of the nine Provincial Governments of Austria, 1 representative of an NGO in the field of Culture and the Chairpersons of all Programme/Advisory Committees.

Meets 4 times a year.

Advisory Panel on Education for Sustainable Development and Global Learning

Advisory Panel on Youth

GENERAL ASSEMBLY (COMMISSIONERS)

Composed **27 members**, representing relevant Ministries, nine Provincial Governments of Austria, national professional organizations, universities, 4 institutions and 13 individual experts.

Meets in plenary once a year

SECRETARY-GENERAL

(full-time)

Appointed upon the decision of the Executive Board.
Position equivalent to that of Head of Department in the
Federal Ministry of Education,

Science and Culture.

The term of office is five years.

SECRETARIAT

Professionals: 6 Support Staff: 1 Working Group on Cultural Diversity

Austrian National Committee for IFAP/ Advisory Panel

Austrian National Committee for Memory of the World

Documentation Centre

Library of the Diplomatic Academy Holds 7 000 UNESCO publications

NATIONAL COMMISSION OF THE REPUBLIC OF BELARUS FOR UNESCO

GENERAL

Established: In 1956.

Status: Governmental, attached to the Ministry of Foreign Affairs. Inter-ministerial co-operation is ensured through the

participation of representatives of the relevant ministries in the General Assembly. The Commission has formal and regular relations with line Ministries and has direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is part of the Ministry of Foreign Affairs budget, which covers staff

salaries, operating costs and implementation of activities. The Commission does not raise extra-budgetary

funds. It has its a bank account for project financing.

Location: The Secretariat of the Commission is located within the Ministry of Foreign Affairs.

CHAIRPERSON

Appointed by the Council of Ministers. Currently, the post held by an Ambassador at large.

The term of office is not fixed.

2 VICE-CHAIRPERSONS

Deputy Minister of Culture; and Vice-Chairperson of the Presidium of the National Academy of Sciences.

National Committee
on Man and the
Biosphere/
Centre for
Coordination of
Cooperation with
the UNESCO and
Other International
Organizations

GENERAL ASSEMBLY (COMMISSIONERS)

Composed **23 members**, representing relevant Ministries (Foreign Affairs; Education; Information; Statistics and Analysis; and Sports and Tourism), universities, the media, and national institutions.

Meets once a year.

National Committee on Bioethics

SECRETARY-GENERAL

(full-time)

Appointed by the Council of Ministers.

Currently, the post is held by a Councillor of the Ministry of Foreign Affairs.

The term of office is not fixed.

SECRETARIAT

Professional: 1

Support Staff: 1 Consultant: 1

Documentation Centre

Located at the National Library of Belarus.

NATIONAL COMMISSION OF THE REPUBLIC OF BULGARIA FOR UNESCO

GENERAL

Established: 17 May 1956.

Status: Governmental, attached to the Ministry of Foreign Affairs. The Commission is a division in the "Human Rights

and International Humanitarian Organizations" Directorate in the Ministry of Foreign Affairs. Inter-ministerial cooperation is secured through the participation of representatives of various Ministries in the Executive Committee and the General Assembly. The Commission maintains close relations with the Permanent

Delegation to UNESCO.

Budget: The National Commission's budget is allocated by the Ministry of Foreign Affairs to cover staff salaries,

operational expenditure, travel and the cost of activities.

Location: The Secretariat of the Commission is housed in the premises of the Ministry of Foreign Affairs.

PROGRAMME COMMITTEES

Education

Chaired by the Vice-Minister of Education and Science

Science

Chaired by the Adviser to the President of the Bulgarian Academy of Sciences

Culture

Chaired by the Vice-Minister of Culture

Communication and Information

Chaired by the Deputy President of the National Information and Communication Agency

Environment

Chaired by the Chief of Staff of the Minister of the Environment and Water

Youth, Sport and Political Organizations

Chaired by the Head of the "International Relations" Department at the National Agency for Youth and Sport

Documentation Centre

Chiefly holds UNESCO publications.

CHAIRPERSON

(Ex-officio)

Vice-Minister of Foreign Affairs

VICE-CHAIRPERSON

(Ex-officio)

Director of the "Human Rights and International Humanitarian Organizations" Directorate in the Ministry of Foreign Affairs.

EXECUTIVE COMMITTEE

Consists of 13 members including representatives of ministries and organizations participating in UNESCO programmes, and the chairpersons of the programme committees.

Meets twice yearly.

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of **67 members** representing ministries and institutions active in UNESCO's fields of competence, and also representatives of intellectual circles

- science, culture and education.

Meets between once and three times yearly.

SPECIALIZED COMMITTEES

International Council for Monuments and Sites (ICOMOS)

International Council of Museums (ICOM)

Man and the Biosphere (MAB)

International Hydrological Programme (IHP)

> Intangible Cultural Heritage (ICH)

SECRETARY-GENERAL

(full time)

Appointed by the Minister of Foreign Affairs. The position is currently held by an Ambassador. Appointed indefinitely.

SECRETARIAT

Full time: 3 Part time: 2

Volunteers: 15

Section for Culture

Section for Education, Communications and Information Section for Science

CANADIAN COMMISSION FOR UNESCO

GENERAL

Established: In June 1957.

Budget:

Status: Autonomous, operates under the aegis of the Canada Council of the Arts. The Commission benefits from

the Council's arms-length relationship with the government and represents a forum in which government representatives and civil society organizations can interact on issues of common concern. This includes both UNESCO-specific consultations and broader based consultations. The Commission is known and respected

within the national administration. It has direct relations with the Permanent Delegation to UNESCO.

The budget is provided through funds allocated to the Canada Council of the Arts as part of its annual parliamentary appropriation. The Canadian Commission administers its own budget which covers staff salaries, travel, administrative and operating costs, implementation of activities, etc. It raises funds for specific projects and has special accounts that enable it to keep this money separate from its general operating funds.

The Commission does not have its own bank account.

Location: The Commission is housed within the offices of the Canada Council in Ottawa. This location allows it to benefit

from common administrative services, meeting rooms, interpretation facilities, etc.

SECRETARY-GENERAL

(full-time)

Position classified as Executive Level 2. Selected through a competitive process from among applicants following a nationwide announcement.

PRESIDENT

Appointed by the Executive Committee in consultation with the Canada Council for the Arts for a two-year term, renewable once.

VICE-PRESIDENT

Appointed by the Executive Committee in consultation with the Canada Council for the Arts for a two-year term, renewable once.

SECTORAL COMMISSIONS

Each one composed of 35-40 members, meets twice a year.

Education

Natural, Social and **Human Sciences**

Culture, Communication and Information

EXECUTIVE COMMITTEE

Composed of 17 members representing the Bureau (the President, the Vice-President and the Secretary-General), the Chairs of the three Sectoral Commissions (Education/Natural, Social and Human Sciences/Culture, Communication and Information); the past President of the Commission; representatives of Foreign Affairs and International Trade Canada, Canadian Heritage, Canada Council for the Arts, Council of Ministers of Education (Canada) and Ministère des Relations internationales (Québec); 2 members named by the Canada Council for the Arts; and 3 members elected by the Annual General Meeting for a two-year term, renewable once.

Meets at least twice a year.

ANNUAL GENERAL MEETING (MEMBERS)

Composed of approximately 400 members throughout Canada, including government and non-governmental organizations, and individual experts in UNESCO's field of education, sciences, culture and communication and information.

Meets once a year.

1 Special Advisor

1 Public Affairs Officer

6 Programme Officers

- Education
- **Natural Sciences**
- **Social and Human** Sciences
- Communication and Information
- Youth

SECRETARIAT

Professionals: 9 Support Staff: 5

Documentation Centre

Holding mainly UNESCO publications

MEMBERSHIP COMMITTEE

Composed of 3 persons appointed by the Executive Committee and three persons elected at the AGM who hold office for a two-year term, renewable once.

> 1 Administrative Coordinator and Assistant to the Secretary-General

1 Finance and Administration **Assistant**

3 Administrative **Assistants**

Education; Natural and Human Sciences; Culture, **Communication and** Information

> CROATIAN COMMISSION FOR UNESCO

GENERAL

Established: In 1992.

Status: Semi-autonomous, under the direct supervision of the Ministry of Culture. Inter-ministerial co-operation

is ensured through the attendance of the General Assembly's meetings by representatives of the relevant Ministries and governmental institutions. The Commission has direct relations with the Permanent Delegation

in Paris.

Budget: The budget of the National Commission is provided mainly by the Ministry of Culture and covers staff salaries,

operating costs and implementation of activities. In addition, the Commission occasionally raises funds from the private sector. The Commission has its own bank account enabling it to make financial transactions.

Location: The Secretariat of the Commission is located within the Ministry of Culture.

CHAIRPERSON

Nominated in personal capacity in consultation with the relevant Ministries or Institutions for a renewable term of four years.

Currently, the post is held by an Academician of the Croatian Academy of Arts and Sciences.

VICE-CHAIRPERSON

Nominated in consultation with the relevant Ministries or Institutions for a renewable term of four years.

Currently, the post is held by an Academician of the Croatian Academy of Arts and Sciences.

EXECUTIVE COMMITTEE

Composed of **7 members**: the Chairperson, the Vice-Chairperson, and Chairpersons of the five Programme Committees.

Meets three to four times a year.

Each committee meets three to four times a year GENERAL ASSEMBLY (COMMISSIONERS)

Composed of 17 members representing the Ministry of Environmental Protection, Physical Planning and Construction; the Ministry of Science, Education and Sports; the Ministry of Culture; the Ministry of Foreign Affairs and European Integration; the Croatian Academy of Arts and Sciences; and the Parliament.

Meets five to six times a year.

SECRETARY-GENERAL

(full-time)

Appointed by the Minister of Culture Position equivalent to the Head of Department.

Documentation Centre

PROGRAMME

COMMITTEES

Education

Natural Sciences

Culture

Social and Human

Sciences

Communication and

Information

Holds mainly UNESCO publications

SECRETARIAT

Professionals: 2

SPECIALIZED COMMITTEES

Each committee meets three to four times a year

Decade of Education for Sustainable Development (DESD)

Man and the Biosphere (MAB)

International Hydrological Programme (IHP)

Intergovernmental Oceanographic Commission (IOC)

Intangible Heritage

Information for All Programme (IFAP)

> FINNISH NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 8 December 1957.

Status: Semi-autonomous, as a subordinate advisory, expert and cooperating body to the Ministry of Education and

Culture. The National Commission functions independently and its members consist of high level experts with their respective supporting networks or institutions behind them. In order to cover all fields of competence of UNESCO and to get access to input from the best knowledge and to human resources, most of members are from outset expected to be involved in the work of not only other intergovernmental, but also non-governmental organizations (NGOs). NGOs have also possibility to propose candidates for nomination to the National Commission. The Commission has direct relations with the Permanent Delegation to UNESCO.

Budget: The core budget of the National Commission, provided by the Ministry of Education and Culture, covers

running and operating costs.

Location: The Secretariat of the Commission is housed in the International Relations Division of the Ministry of Education

and Culture.

CHAIRPERSON

Appointed in personal capacity for a four-year term by the Government upon the proposal of the Ministry of Education and Culture.

Currently, the post is held by a Professor of Astronomy, University of Helsinki.

DEPUTY CHAIRPERSON

Elected from amongst the members of the General Assembly.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of 12 members, representing the Ombudsman for Children in Finland, the Parliament, governmental and academic institutions, universities, cultural centres, and a professional association (Union of Journalists). The representatives of the Ministry of Education and Culture and the Ministry of Foreign Affairs have the right to be present and speak at the meetings of the Commission. Members are appointed for a four-year term on the basis of broad consultations.

Meets five to seven times a year.

AD HOC WORKING GROUPS

The Commission favours a light structure and appoints working groups on ad hoc basis.

SECRETARY-GENERAL

(part-time) (ex officio)

Counsellor and Deputy Director for International Relations of the Ministry of Education and Culture.

The term of office is not fixed.

SECRETARIAT

Professionals: 2 Support Staff: 1

Note: The International Relations Division of the Ministry of Education and Culture is in charge of the Secretariat functions of the Commission. On ad hoc basis, the Commission can employ independent resource persons.

> FRENCH NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 2 August 1947.

Status: Semi-autonomous. The French National Commission is a public and inter-ministerial body, established by

decree and placed under the supervision of three ministries (Foreign Affairs, Culture and Communication, National Education). The Commission enjoys extensive intellectual and operational autonomy. It has developed sustained links with civil society and NGOs, whilst promoting cooperation among the various ministries with an interest in UNESCO's work. The Commission maintains close relations with the Permanent Delegation in

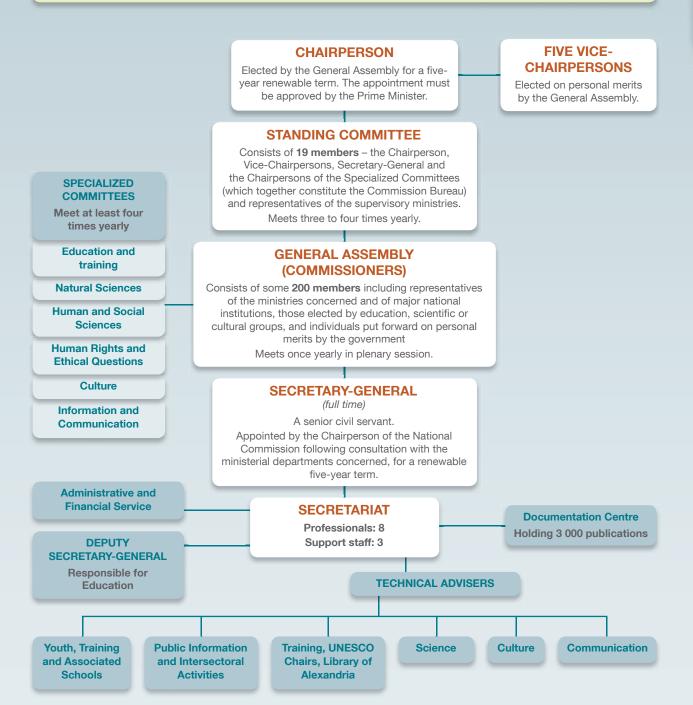
Paris

Budget: The National Commission has its own budget, allocated by its supervisory ministries, which serves to cover

its administrative operation. Its remaining working funds come from contracts for specific tasks entrusted to it either by UNESCO, by the ministries concerned, or by national bodies and the private sector, as well as support from other partners with an interest in its projects. It has its own bank account to carry out financial

transactions.

Location: The Commission's premises are provided by the Ministry of Foreign Affairs.



> GERMAN COMMISSION FOR UNESCO

GENERAL

Established: In May 1950, preceding Germany's official accession to UNESCO in June 1951.

Status: Autonomous. The Commission is a registered association. Although the Commission functions autonomously,

it coordinates its policy and activities with the Federal Foreign Office which is the competent authority in Germany to deal with UNESCO matters. The Commission coordinates with the relevant Federal Ministries and with the Secretariat of the Standing conference of Ministers of Education, Science and Culture of the 16 German States (Länder) and with experts from civil society issues related to Germany's membership with

UNESCO. The Commission has a consultative and advisory status within the national administration.

Budget: The budget of the Commission, financed by the Federal Foreign Office, private funds and miscellaneous

income, covers staff salaries, running and operating costs. The Commission has its own bank account enabling it to make transactions in national and foreign currencies.

Location: The Commission rents its premises which are located outside the Federal Foreign Office.

CHAIRPERSON

Elected in personal capacity by the General Assembly for a renewable period of two years.

Currently, the post is held by the former Minister of Economic Affairs of Lower Saxony.

BUREAU

Consisting of the Chairperson and two Vice-Chairpersons, elected by the General Assembly for a renewable period of two years.

Meets three to four times a year.

EXECUTIVE COMMITTEE

Composed of **17 members**, 7 of them are elected by the General Assembly (Bureau and 3 additional members), 6 designated by the Federal and "Länder" Governments, 4 Chairpersons of the Programme Committees.

Meets three to four times a year.

Programme Committee on Culture

Meets once or twice a year

Programme Committee on Communication/
Information

Meets once or twice a year

GENERAL ASSEMBLY (COMMISSIONERS)

The Commission is composed of up to **114 members**, 14 are designated by Federal and States governments (including Permanent Delegate to UNESCO). Up to 100 are elected as institutional members (NGOs, professional associations, universities, institutions, the media, national committees for the UNESCO Science Programmes) or as individual experts. The Commission has also a number of honorary, sponsoring and corresponding members without right to vote. Half of members are elected every two years.

Meets in plenary once a year.

SECRETARY-GENERAL

(full-time)

Appointed by the Executive Committee for unlimited term. Position comparable to Full University Professor.

DEPUTY SECRETARY-GENERAL

Appointed by the Secretary-General

Division of Africa, Public and Private Partnerships 2 staff members

Programme Committee

on Education

Meets once or twice

a year

Programme Committee

on Science

Meets once or twice

a year

SECRETARIAT

Professionals: 29
Support Staff: 11

Secretariat of UN-Decade
"Education for Sustainable
Development"
6 staff members

Division of Education, Communication and Information 4 staff members Division of Science, Human Rights 2 staff members Division of Culture, Memory of the World 2 staff members

Division of World Heritage 2 staff members Division of Associated Schools Project 2 staff members Division of International Volunteer Service "kulturweit" 6 staff members

As of May 2009

> HUNGARIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In 1948.

Status: Governmental, attached to the Ministry of Education and Culture. The Secretariat has to follow the rules of

public administration procedures. Inter-ministerial co-operation is ensured through the participation of the relevant Ministries in the General Assembly. The Commission maintains regular relations with line Ministries.

Its contacts with the Permanent Delegation pass through the Ministry of Education and Culture.

Budget: The budget of the National Commission is provided through the Ministry of Education and Culture. It covers

the salaries of the staff and running and operating costs (e.g. communication, missions, activities, etc) and

minimal support to related programmes. The Commission does not raise extra-budgetary funds.

Location: The Secretariat of the Commission is located within the Ministry of Education and Culture.

CHAIRPERSON

Elected in a personal capacity by the General Assembly for a term of four years.

Currently, the post is held by the former Vice-President of the Hungarian Academy of Sciences.

EXECUTIVE COMMITTEE

Composed of **7 members**, including the Chairperson, the Chairpersons of the Programme Committees, and the Secretary-General.

Meets twice a year.

PROGRAMME COMMITTEES

Each committee, composed of 15-20 members, meets 3 to 4 times a year.

Education

Natural Sciences

Social Sciences

Culture

Information and Communication

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **76 members**, representing various Ministries, governmental and non-governmental organizations, and Hungarian educational, scientific, cultural and communication communities.

Meets once a year.

SECRETARY-GENERAL

(full-time) (ex-officio)

Appointed by the Ministry of Education and Culture. She/he is Deputy Head of the International Coordination Department at the Ministry.

Documentation Centre

Holds approximately 2 100 publications

SECRETARIAT

Professionals: 5

National World Heritage Commission

SPECIALIZED INTERSECTORIAL COMMITTEES

- International Bureau of Education (IBE)
- Man and the Biosphere (MAB)
- International Hydrological Programme (IHP)
- World Commission on the Ethics of Scientific Knowledge and Technology (COMEST)
- Management of Social Transformations (MOST)
- Memory of the World
- Information for All Programme (IFAP)

> ISRAEL NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 16 September 1949.

Status: Governmental, attached to the Ministry of Education. Inter-ministerial cooperation is ensured trough the

participation of relevant Ministries in the General Assembly and Programme Committees. The Commission

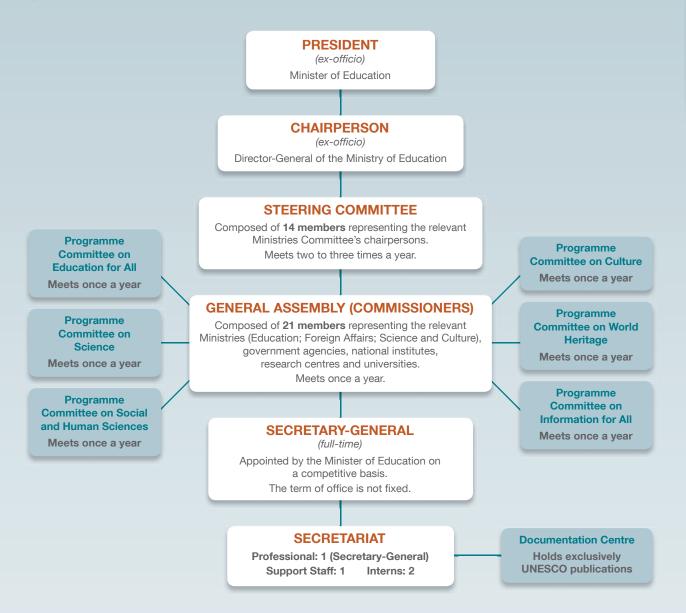
has direct relations with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government and covers travels, operating costs

and implementation of activities. The Commission also raises extra-budgetary funds from Ministries and

NGOs.

Location: The Commission is located in the premises of the Ministry of Education.



> LATVIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In February 1992.

Status: Governmental, attached to the Ministry of Culture. Inter-ministerial co-operation is ensured through the

participation of the relevant Ministries in the General Assembly. The Commission maintains regular relations

with line Ministries. It has direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government and covers operating costs, staff

salaries, travels and implementation of activities and programmes. The Commission raises extra-budgetary funds from other UN bodies, government departments and foundations. The Commission has two bank

accounts – one for national currency and one for other currencies.

Location: The Secretariat of the Commission rents its premises in a bureau building in the Old Town of Riga.

CHAIRPERSON Elected by the General Assembly for a term of four years. Currently, the post is held by the Director of the National Library of Latvia. **EXECUTIVE COMMITTEE** Composed of 5 members: the Chairperson and the Programme Committee Chairpersons. Meets when necessary. **Programme Programme** Committee on **Committee on Culture GENERAL ASSEMBLY (COMMISSIONERS) Education** Meets when Meets when Composed of 17 members, representing the relevant necessary Ministries (Culture; Justice; Welfare; Finance; Regional necessary Development and Local Government; Environment; and Education and Science), the University of Latvia, **Programme** and national institutions involved in UNESCO's fields of **Programme** Committee on Committee on competence for a term of four years. **Sciences Communication and** Meets at least twice a year. Meets when Information necessary Meets when **SECRETARY-GENERAL** necessary (full-time) Elected by the General Assembly for a term of four years. Position equivalent to Head of small governmental institution. **DEPUTY SECRETARY-GENERAL** Position equivalent to Assistant Head of a small governmental institution. **SECRETARIAT Documentation Centre** Professionals: 6 Holds approximately 1 000 publications Volunteers: 1 **Education Science Culture, Communication** and Information Section Section Section

Note: The statues of the Commission are to be reviewed shortly, which may entail modifications relating to the presidency and membership of the Commission.

> MONEGASQUE NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 16 October 1950 by Sovereign Order.

Status: Governmental, attached to the Department of the Interior and the Department of External Relations. The

Commission maintains relations with the Permanent Delegation in Paris through the departments to which it

is subordinate.

Budget: The National Commission's modest budget is allocated by the Government and covers its operational

expenditure. The Commission does not raise extrabudgetary funds.

Location: The Commission Secretariat is located in the premises of the Directorate of Cultural Affairs.

CHAIRPERSON

Appointed by Sovereign Order for a period of three years.

The position is currently held by a former member of the UNESCO Secretariat.

VICE-CHAIRPERSON

The position is currently held by the Archbishop of Monaco.

PROGRAMME COMMITTEES

Each committee meets once yearly

Education

Natural Sciences

Social Sciences

Culture

Heritage

Communication

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of **22 members** appointed for a period of three years, including the Chairperson, Vice-Chairperson, Secretary-General, the Commissioner-General in charge of the Directorate of National Education, Youth and Sports, the Director General of the Department of External Relations, and representatives of cultural and scientific institutions.

Meets twice yearly.

Centre

Monaco Theatre

National Committee for Music

SECRETARY-GENERAL

Appointed by Sovereign Order for a three-year term.

The position is currently held by the Director of the Directorate of Cultural Affairs.

DEPUTY SECRETARY-GENERAL

Appointed by Sovereign Order for a three-year term.

The position is currently held by the Commissioner
General in charge of the Directorate of
National Education, Youth and Sport.

Documentation Centre

Located in the Louis Notari Library

SECRETARIAT

Professional: 1

> NORWEGIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In November 1946.

Status: Semi-autonomous, under the supervision of the Ministry of Education and Research. The Secretariat of

the Commission is an integrated part of the Ministry. Inter-ministerial co-operation is ensured through the participation of the relevant Ministries and governmental institutions in the General Assembly. The Statutes of the Commission, adopted in 1946, were revised in 1996 and 2008. The Commission maintains interface with

the Permanent Delegation to UNESCO through the Ministry of Education and Research.

Budget: The budget of the National Commission, provided by the Ministry of Education and Research, covers staff

salaries, running and operating costs, travels and implementation of activities. The Commission does not raise

extra-budgetary funds. The Commission does not have its own bank account.

Location: The Commission is located within the Ministry of Education and Research.

CHAIRPERSON

Appointed in a personal capacity by the Government in consultation with the concerned Ministries for a period of four years.

EXECUTIVE COMMITTEE

Composed of **4 members**, including the leaders of the three Working Groups and the Chairperson.

Working group in Education

Meets three to four times a year

Working group in Sciences

Meets three to four times a year

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **16 members**, representing relevant national institutions, agencies, associations and non-governmental organisations in the fields of UNESCO's competence. The members of the Commission are appointed by the Ministry of Education and Research for a period of four years.

Meets three to four times a year.

Working group in Culture and Communication

Meets three to four times a year

SECRETARY-GENERAL

(full-time)

Appointed by the Minister of Education and Research after being selected in a competitive process.

Position equivalent to Assistant Director-General.

The term of office is not fixed.

SECRETARIAT

Professionals: 3
Support Staff: 1

> POLISH NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: April 1956.

Programme

Committee on

Education

Meets when

necessary

Programme

Committee for the

Natural and Technical

Sciences

Meets when

necessary

Programme

Committee on Social

Sciences

Meets when

necessary

Status: Semi-autonomous, attached to the Ministry of Foreign Affairs. The Commission has the status of an

advisory body to the Council of Ministers. Inter-ministerial cooperation is secured through the participation of representatives of various Ministries in the General Assembly. The Commission maintains close official relations with the competent ministries. It holds exchanges directly with the Permanent Delegation in Paris and

also through the Ministry of Foreign Affairs.

Budget: The National Commission's budget is allocated from the State budget via the Ministry of Foreign Affairs,

and covers staff salaries, accommodation rental costs, travel, current expenditure, the cost of activities and, where needed, the activities of Associated Schools and UNESCO Chairs. The Commission does not raise extrabudgetary funds. The commission has a bank account enabling it to make financial transactions.

Location: The Commission Secretariat is housed in independent headquarters in Warsaw.

CHAIRPERSON

Appointed in personnal capacity by the Foreign Ministry for a five-year term. The position is currently held by a university Professor of History.

VICE-CHAIRPERSON

Elected by the National Commission from a group of personalities put forward on their personal merits.

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of 23 members (eight institutional members and 15 individuals), including representatives of the competent ministries (Foreign Affairs, Science and Higher Education, National Education, Culture and National Heritage, Internal Affairs and Administration, Environment, Sport and Tourism), selected representatives of the education, scientific and cultural communities; the Chairperson, the Vice-Chairperson, the Secretary-General and the Chairpersons of the programme committees.

Meets once yearly.

SECRETARY-GENERAL

(full time)

Appointed by the Minister of Foreign Affairs.

The position is currently held by an Ambassador/academic.

Appointed indefinitely.

DEPUTY SECRETARY-GENERAL

Appointed indefinitely.

SECRETARIAT

Professionals: 6

Support staff: 4

Documentation Centre

Holding 9 000 publications

Education and the

Website Section

Science and Higher Education Section

Social Sciences, Communication and Information Section Culture and Heritage Section

Programme Committee on Culture

Meets when necessary

Programme Committee for Communication and Information

Meets when necessary

National Committee for the Intergovernmental Information for All Programme (IFAP)

Meets four times yearly

> PORTUGUESE COMMISSION FOR UNESCO

GENERAL

Established: 17 July 1979.

Status: Governmental, attached to the Ministry of Foreign Affairs. The Commission enjoys relative autonomy in

managing activities and maintains regular relations with all national actors involved in UNESCO Programmes (Government, local authorities, NGOs, etc.). The Commission maintains close relations with the Permanent

Delegation in Paris.

Budget: The National Commission's budget is allocated by the Ministry of Foreign Affairs and covers staff salaries,

travel, cost of activities and current expenditure. The Commission, furthermore, is able to raise funds from other sources, notably the private sector. It has its own bank account enabling it to make financial transactions.

Location: The National Commission owns its own premises in Lisbon.

CHAIRPERSON

(full-time)

Appointed in personnal capacity by the Minister of Foreign Affairs in consultation with the Ministers of Education and of Culture, for a renewable three-year term.

The position is currently held by an Ambassador.

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of **25 members** representing various Ministries (Education, Science and Higher Education, Culture, Environment) and institutions specializing in UNESCO's fields of competence (e.g. the Council of Rectors of Portuguese Universities, UNESCO Associated Schools, Centres and Clubs, NGOs with Advisory Status to UNESCO) appointed for a four-year term.

Meets at least twice yearly.

EXECUTIVE SECRETARY

(full time)

Appointed by the Minister of Foreign Affairs for a renewable three-year term.

Has the rank of departmental Director.

Documentation Centre

Holding around 5 000 publications
One senior professional

SECRETARIAT

Professionals: 7 Support staff: 4

Archives

One senior professional

Education Section One senior professional

Science Section

One senior professional

Culture Section

One senior professional

Communication Section

One senior professional

> SLOVENIAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In 1992.

Status: Governmental, attached to the Ministry of Higher Education, Science and Technology. Inter-ministerial

co-operation is ensured through the participation of the relevant Ministries in the General Assembly. The Commission maintains regular relations with line Ministries. It has direct interface with the Permanent

Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government. It covers operating costs, travels and

implementation of activities. The Commission does not raise extra-budgetary funds. The Commission has its bank account at the Bank of Slovenia (National Bank). Financial transactions through this account follow

government budget headings/lines.

Location: The Secretariat of the Commission is housed within the Ministry of Higher Education, Science and

Technology.

CHAIRPERSON

Appointed by the Government for a term of four years.

Currently, the post is held by a prominent scientist in prevention of natural disasters.

2 VICE-CHAIRPERSONS

Appointed by the plenary session of the National Commission.

EXECUTIVE COMMITTEE

Composed of **14 members**, including the Chairperson, the Vice-Chairpersons, the Secretary-General, the Chairs of the Programme Committees, and representatives of nominated Ministries.

Meets at least twice a year.

PROGRAMME COMMITTEES

Meet once a year

Education

Natural Sciences

Social Sciences and MOST

Culture

Information and Communication

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of *51 members*, representing the relevant Ministries (Culture; Environment and Spatial Planning; Foreign Affairs; Education and Sports), universities, national institutions and NGOs involved in UNESCO's fields of competence, the media, the ASPnet Coordinator, the UNESCO Clubs Coordinator, the Chairs of the Programme and Specialized Committees, the Permanent Delegate to UNESCO and eminent personalities chosen in their personal capacities.

Meets in plenary once a year.

SECRETARY-GENERAL

(full-time) (ex-officio)

Director of the Office for UNESCO.

The term of office is not fixed.

SECRETARIAT

Professionals: 3
Support Staff: none

SPECIALIZED COMMITTEES AND WORKING BODIES

Meet twice a year

Man and the Biosphere (MAB)

International Hydrological Programme (IHP)

Intergovernmental Oceanographic Commission (IOC)

International Geoscience Programme (IGCP)

International Year of Planet Earth

Working Group for the celebration of the World Philosophy Day

National Coordination of UNESCO Clubs

ASPnet

> SWISS COMMISSION FOR UNESCO

GENERAL

Established: May 1979.

Arts and Education

Project Group

Meets four to six times yearly

Education for

Sustainable

Development Project

Group

Meets four to six times

yearly

Infant Education Project Group

Meets four to six

times yearly

Status: Autonomous. The National Commission is an extraparliamentary commission. It is an advisory body to

Governmental authorities concerning relations between UNESCO and Switzerland, and promotes UNESCO

objectives in Switzerland. It maintains close relations with the Permanent Delegation to UNESCO.

Budget: The Commission enjoys a contribution from the Federal Department of Foreign Affairs, which also provides

its Secretariat. This contribution finances the Commission's activities as well as its members' indemnities and travel costs. The Commission raises extrabudgetary funds from other public and private bodies so as to implement certain projects. The funds are managed by the accountancy services of the Federal Department

of Foreign Affairs under the Commission's responsibility.

Location: The Secretariat is in housed in the premises of the Federal Department of Foreign Affairs.

CHAIRPERSON

Appointed in personal capacity by the Federal Council for a four-year term, renewable twice.

The position is currently held by a lawyer.

EXECUTIVE COMMITTEE

Consists of the Commission Chairperson and the six Project Leaders.

Meets two or three times yearly.

GENERAL ASSEMBLY (COMMISSIONERS)

Consists of **30 members** appointed in personal capacity by the Federal Council for a four-year term, taking account of areas of competence, gender balance and Swiss regional and linguistic diversity. Their term is renewable twice.

Meets once yearly.

SECRETARY-GENERAL

(full time)

Civil Servant in the Federal Department of Foreign Affairs Appointed indefinitely.

DEPUTY SECRETARY-GENERAL

Civil servant in the Federal Department of Foreign Affairs. Concurrently, Head of UNESCO Coordination at the Federal Department of Foreign Affairs.

Appointed indefinitely.

SECRETARIAT

Professionals: 5
Support staff: none

Quality of Education Project Group

Meets four to six times yearly

Intangible Heritage and Cultural Diversity Project Group

Meets four to six times yearly

World Heritage Project Group

Meets four to six times yearly

Associated Schools Committee

Meets four to six times yearly

TURKISH NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 25 August 1949.

Status: Semi-autonomous, under the supervision of the Ministry of Education. The Commission enjoys a certain

degree of autonomy and the cooperation with the Ministries is ensured through their participation in the Executive Board and the General Assembly. The National Commission has regular relations with line Ministries

and direct interface with the Permanent Delegation to UNESCO.

The budget of the National Commission is provided by the Government through the Ministry of Education. **Budget:**

It covers staff salaries, travels, running and operating costs as well as implementation of activities. The Commission participates in fund raising. The Commission has its own bank account enabling it to make

financial transactions.

Location: The Commission has its own premises, where the Secretariat is located.

CHAIRPERSON

Elected in personal capacity for a period of four years by the Executive Board of the Commission.

Currently, the post is occupied by a professor in Physics.

GENERAL ASSEMBLY

Composed of 80 members (mainly institutional members), representing various ministries and governmental departments, institutions, universities, agencies and non-governmental organizations specializing in the fields of UNESCO's competence as well as individuals appointed for a period of four years.

Meets in plenary every two years.

Composed of 15 members elected by the General Assembly, including the representatives of relevant ministries (the Ministry of National Education, the Ministry of Foreign Affairs, the Ministry of Culture and Tourism, the Ministry of Finance, and the Ministry of Environment and Forestry), universities, as well as eminent personalities. They all serve on an honorary basis.

Meets every month.

EXECUTIVE BOARD

SECRETARY-GENERAL

(full-time)

Appointed for a period of one year renewable upon the decision of the Executive Board of the Commission.

Position equivalent to Head of Department in the national administration.

SECRETARIAT

Professionals: 4 Support Staff: 2

SPECIAL IZED **COMMITTEES**

Astronomy

Cultural Corridors

Dialogue among Civilizations

Gender

Normative Instruments

Sport

NATIONAL COMMITTEES FOR INTERGOVERNMENTAL PROGRAMMES

Bioethics

Man and the Biosphere (MAB)

Management of Social Transformations (MOST)

such as periodicals, proceedings, books, reviews, journals, normative materials and multimedia.

Documentation Centre

Holds approximately 8 000 publications

PROGRAMME

COMMITTEES

Education

Earth Sciences

Communication and

Information

Tangible Cultural

Heritage

Intangible Cultural

Heritage

Cultural Expressions

Latin America and the Caribbean

> ARGENTINE NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In February 1956.

Status: Governmental, attached to the Ministry of Education. The Commission's staff are member of the International

Cooperation Directory of the Ministry of Education. Inter-ministerial co-operation is ensured through the participation of relevant Ministries in the General Assembly. The Commission has direct interface with the

Permanent Delegation to UNESCO.

Budget: The National Commission's budget is provided by the Government to cover operating costs, staff salaries,

travels, current expenses, implementation of activities and programmes. The Commission does not raise

extra-budgetary funds. The Commission does not have its own bank account.

Location: The Secretariat of the Commission is housed within the Ministry of Education.



(ex-officio)

Minister of Education

VICE-CHAIRPERSON

(ex-officio)

Minister of Foreign Affairs, International Trade and Worship

Programme Committee on Sciences

Meets once a year

Programme Committee on World Heritage

Meets once a month

EXECUTIVE COMMITTEE (COMMISSIONERS)

Composed of **6 members**, representing the State agencies related to UNESCO's fields of competence (Ministry of Education; Ministry of Foreign Affairs, International Trade and Worship; Ministry of Science, Technology and Productive Innovation; Ministry of Culture; Department of Environment and Sustainable Development; and Department of Communications).

Meets twice a year.

PERMANENT SECRETARY

(currently vacant)

Appointed by the Minister of Education.

The term of office is not fixed.

DEPUTY SECRETARY-GENERAL

(ex-officio)

National Director of International Cooperation in the Ministry of Education, who is de facto Head of the Secretariat.

SECRETARIAT

Professionals: 4 Support staff: 2

SPECIALIZED COMMITTEES

Chaired by the corresponding ministries

Each committee meets at least once a year

Man and the Biosphere (MAB)

International Hydrological Programme (IHP)

Intergovernmental Oceanographic Commission (IOC)

Management of Social Transformations (MOST)

Documentation Centre

Holds 14 000 publications

CHILEAN NATIONAL COMMISSION FOR COOPERATION WITH UNESCO

GENERAL

Established: In 1957.

Status: Governmental, attached to the Ministry of Education. The Commission has formal and regular relations with

line Ministries. It has direct interface with the Permanent Delegation to UNESCO.

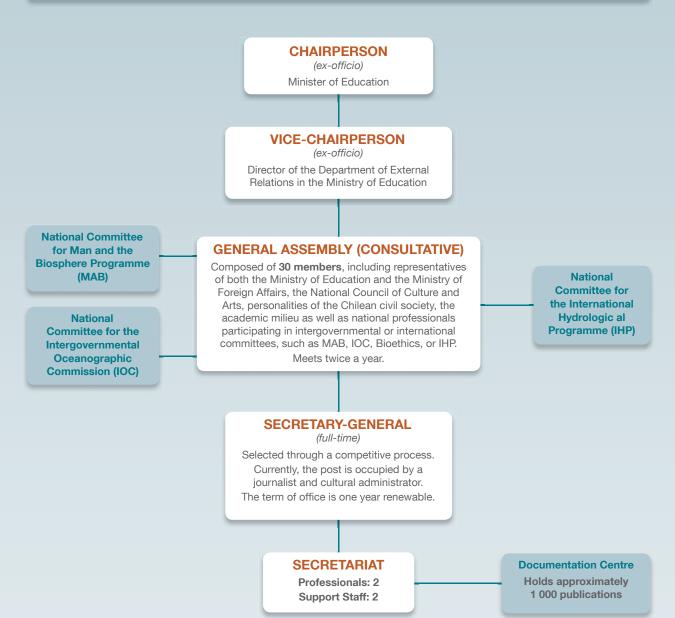
Budget: The budget of the National Commission, provided by the Ministry of Education, covers operating and running

costs, implementation of activities and support to UNESCO Chairs and ASPnet. The Commission does not

raise extra-budgetary funds. The Commission does not have its own bank account.

Location: The Secretariat of the Commission is housed in the Department of External Relations of the Ministry of

Education.



COLOMBIA NATIONAL COMMISSION FOR COOPERATION WITH UNESCO

GENERAL

Established: In 1947.

Status: Governmental, attached to the Ministry of Foreign Affairs. Inter-ministerial co-operation is ensured through the

participation of the Ministers or their delegate in the General Assembly. The Commission has regular relations

with line Ministries and has direct interface with the Permanent Delegation in Paris.

Budget: The Commission's budget is part of the Ministry of Foreign Affairs budget. It is used chiefly to cover staff

salaries and operating costs. The Commission does not raise extra-budgetary funds and has not its own bank

account.

Location: The Secretariat of the National Commission is housed within the offices of the Ministry of Foreign Affairs.

CHAIRPERSON

(ex officio)

Minister of Foreign Affairs

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **7 members**: the Minister of Foreign Affairs or his delegate; the Minister of National Education or his/her delegate; the Minister of Communication or her/his delegate; the Minister of Environment, Housing and Territorial Development or her/his delegate; the Minister of Culture or her/his delegate; the Director of the Colombia Agency of International Cooperation or her/his delegate; and the Director of the Colombia Institute for Science and Technology Development or her/his delegate.

Meets at least four times a year.

On specific items, other entities may be invited.

EXECUTIVE SECRETARY

(full-time)

Plenipotentiary Minister of the Ministry of Foreign Affairs Appointed by the Minister of Foreign Affairs The term of office is not fixed.

SECRETARIAT

Professionals: 2

Support staff: 1 Unpaid intern: 1

SPECIALIZED COMMITTEES

Man and the Biosphere (MAB)

Intergovernmental Oceanographic Commission (IOC)

Bioethics Intersectorial Commission

Management of Social Transformations (MOST)

Intersectorial National Commission for Heritage

Education and Special Themes

Executive Secretary

Natural Sciences, Communication and Information, and Other Themes (Projects; NGOs; Clubs, Centres and Associations; UNITWIN)

1 professional

Culture, Social and Human Sciences and Other Themes (Fellowships; Associated Schools; Prizes)

1 professional

Projects support and Administrative Affairs

1 support staff

Communications
1 unpaid intern

> COSTA RICA COMMISSION FOR COOPERATION WITH UNESCO

GENERAL

Established: On 7 November 1949.

Status: Semi-autonomous, under the supervision of the Ministry of Public Education. Inter-ministerial co-operation is

ensured through the participation of the relevant Ministries in the Executive Committee and in the Programme and Specialized Committees. The Commission maintains formal and regular relations with line ministries and

has direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission, provided by the Government, covers staff salaries, running costs

(e.g. communication, equipment, missions, office maintenance, etc), and implementation of activities. The Commission does not raise extra-budgetary funds. The National Commission has its own bank account.

Location: The National Commission is housed in its own premises acquired by donation.

CHAIRPERSON

(ex-officio)

Ministry of Public Education

EXECUTIVE COMMITTEE

Composed of **9 members**, including the Chairperson or his representative, representatives of the relevant Ministries (Education, Environment, Energy and Telecommunications, Science and Technology, Culture and Youth, and Foreign Affairs), one representative of State Universities, one representative of teacher organizations, one representative of professional schools, and one representative of civil society.

The term of office is four years.

Meets once a month.

SECRETARY-GENERAL

(part-time)

Appointed by the Ministry of Public Education for a period of five years, renewable once. (Ad honorem charge). The Secretary-General is in responsible of the work of the 67 volunteers members representatives of Ministries, universities,

college, schools retired professionals, and universities students.

SPECIALIZED COMMITTEES

Meets once a month

International Hydrological Programme (IHP)

> Man and the Biosphere (MAB)

> > Music

Youth

Memory of the World

SPECIALIZED PROGRAMMES

Associated Schools

PROGRAMME

COMMITTEES

Meets once a month

Education

Science and

Technology

Social Sciences

Culture

• UNESCO Clubs

SECRETARIAT

Professionals: 2 Support Staff: 4

Documentation Centre

In the process of reorganization

> CUBAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: 17 November 1947, by Presidential decree.

Status: Governmental, attached to the Ministry of Foreign Affairs. The Cuban National Commission is part of the

Ministry of Foreign Affairs and is under the direct supervision of the Vice-Minister of External Relations for Multilateral Affairs. However it conducts its activities autonomously in direct contact with the Ministries of Education; Higher Education; Culture; Science, Technology and the Environment; and Informatics and Communications. It maintains permanent relations with their respective leaders thereby ensuring close and constructive relations on all matters relating to UNESCO's areas of competence. It also conducts direct

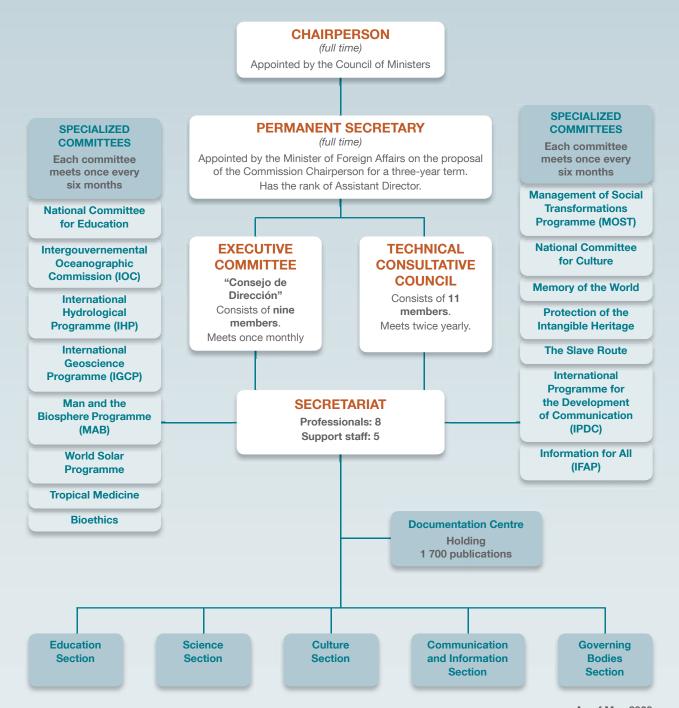
exchanges with the Permanent Delegation in Paris.

Budget: The National Commission's budget is allocated by the Ministry of Foreign Affairs and covers staff salaries

and current expenditure. The Commission does not raise extrabudgetary funds. It has its own bank account

enabling it to make transactions in Cuban and foreign currency.

Location: The National Commission has its own premises situated outside the Ministry of Foreign Affairs.



> DOMINICAN NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 14 November 1957 by a presidential decree.

Status: Governmental, attached to the Ministry of Culture. Inter-agency co-operation is ensured through the participation

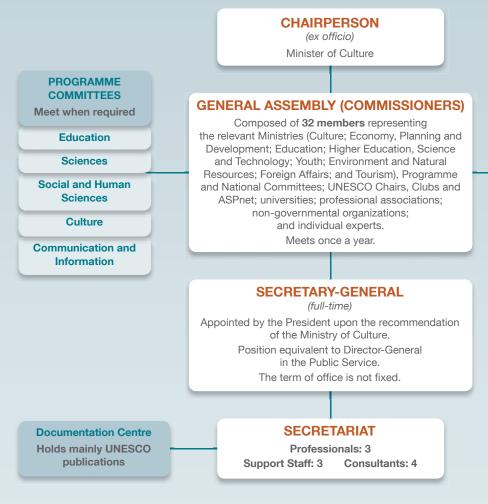
of the relevant agencies in the General Assembly and the Programme Committees. The Commission has regular relations with line Agencies and has direct interface with the Permanent Delegation to UNESCO.

Budget: The Commission's budget is part of the Ministry of Culture budget. It is used chiefly to cover staff salaries,

running and operating costs. The remainder of its resources comes from the support of others partners such as public institutions and the private sector. The Commissions has its own bank accounts, for national and

international operations.

Location: The National Commission is housed in its own premises located outside the Ministry of Culture.



SPECIALIZED COMMITTEES

Meet when required

Natural Sciences

- International Hydrological Programme (IHP)
- Man and the Biosphere Programme (MAB)
- Intergovernmental Oceanographic Commission (IOC)

Social Sciences

- Bioethics
- Management for Social Transformations (MOST)

Culture

• The Slave Road

Communication & Information

- Information Society
- Memory of the World

> GRENADA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In 1999.

Status: Governmental, attached to the Ministry of Education and Human Resource Development. The Commission

has regular relations with line Ministries and has direct interface with the Permanent Delegation in Paris.

Budget: The budget of the Commission is provided by the Ministry of Education and Human Resource Development and covers staff salaries, operating and running costs, travels and implementation of activities. The Commission

does not raise extra-budgetary funds. The Commission has its own bank account enabling it to make financial

transactions

Location: The National Commission is housed within the Ministry of Education and Human Resource Development.

CHAIRPERSON

(ex-officio)

Minister of Education and Human Resource Development

VICE-CHAIRPERSON

(ex-officio)

Permanent Secretary of the Ministry of Education and Human Resource Development

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of approximately 20 members.

(The composition of the General Assembly is under review)

SECRETARY-GENERAL

(fullt-time)

Appointed by the Public Service Commission based on backgrounds in UNESCO's fields of competence.

Position equivalent to Director of a Division/Department.

The term of office is open-ended.

Documentation Centre

Holds mainly UNESCO publications

SECRETARIAT

Professional: 1 (Secretary-General) Support staff: 1

> JAMAICA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In February 1965.

Status: Governmental, attached to the Ministry of Youth, Sports and Culture. Inter-ministerial co-operation is ensured

through the participation of relevant Ministries in the General Assembly. The Commission has regular contacts with line ministries and other government bodies and maintains direct interface with the Permanent Delegation

to UNESCO.

Budget: The National Commission's budget is provided by the Government to cover operating costs, staff salaries,

travels, current expenses, implementation of activities and programmes. The Commission does not raise

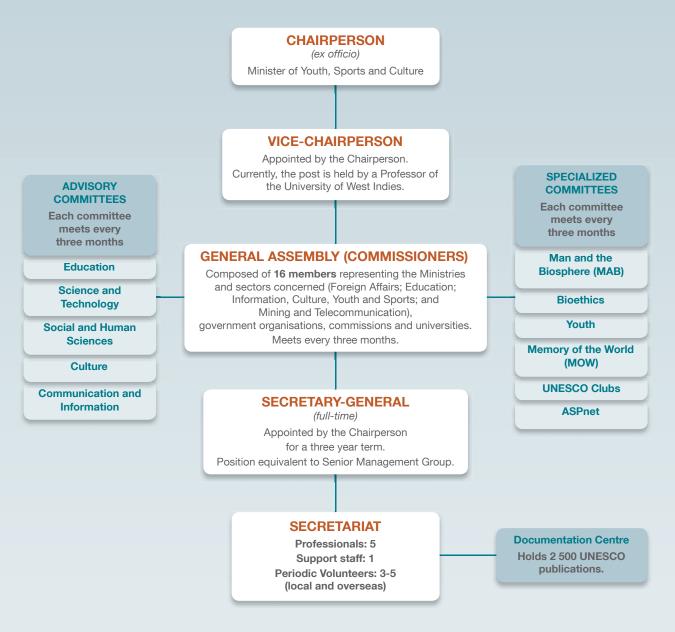
extra-budgetary funds.

The Commission has its own bank account from where the payments are made and funds are received. This account operates with the signatories of two commission members and/or two members of staff along with

the Secretary-General.

Location: The Commission is housed in rented premises in the capital's principal financial district. The UNESCO Cluster

Office is also located in the same building.



PARAGUAY NATIONAL COMMISSION FOR COOPERATION WITH UNESCO

GENERAL

Established: On 25 October 1955, by Governmental decree.

Status: Governmental, attached to the Ministry of Education and Culture. Inter-ministerial co-operation is ensured

through the participation of the relevant Ministries and governmental agencies in the General Assembly. The Commission has regular and formal relations with line Ministries and maintains interface with the Permanent

Delegation to UNESCO through the Ministry of Foreign Affairs.

Budget: The budget of the National Commission is provided by the Ministry of Education and Culture and covers staff

salaries, running and operating costs. The Commission does not raise extra-budgetary funds.

Location: The Commission premises are lent by the Municipality of the city of Asunción – heritage site in the country.

CHAIRPERSON

(ex-officio)

Minister of Education and Culture

PROGRAMME COMMITTEES

Each committee meets at least once a month

Education

Sciences

Culture

Social and Human Sciences

Communication and Information

GENERAL ASSEMBLY (COMMMISSIONERS)

Composed of 13 members, representing relevant Ministries (Education and Culture; and Foreign Affairs), government agencies (National Department of Culture;

Department of Woman; National Department of Tourism; Department of Environment; National Council of Science and Technology; Municipality of Assunción), universities, and individuals in their personal capacities.

Meets twice a year.

SECRETARY-GENERAL

(part-time) (ex-officio)

Director General of Foreign and Institutional
Affairs of the Ministry of Education and
Culture.

The term of office is not fixed.

SPECIALIZED COMMITTEES

- Each committee meets at least once a month
- Man and the Biosphere (MAB)
- Bioethics
- Youth and Culture of Peace
- Memory of the World
- Natural and Cultural Heritage
- World Heritage on Youth Hands
- International Council on Monuments and Sites (ICOMOS)
- International Council of Museums (ICOM)
- ASPnet, UNESCO Clubs, Centers and Chairs
- Departmental Committees of Cooperation with UNESCO National Commission

Documentation Centre

Holds mainly UNESCO publications

SECRETARIAT

Full-time: 3 Part-time: 7 Section of Fellowships, Prizes and Selection Process

PERUVIAN NATIONAL COMMISSION FOR COOPERATION WITH UNESCO

GENERAL

Established: On 20 October 1947, by a Supreme Decree.

Status: Governmental, attached to the Ministry of Education. Inter-ministerial co-operation is ensured through the

participation of the relevant Ministries in the General Assembly. The Commission maintains formal and regular

relations with line Ministries. It has direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government and covers operating costs, staff

salaries, travels and implementation of activities. The Commission does not raise extra-budgetary funds. The

Commission does not have its own bank account.

Location: The Secretariat of the Commission is housed within the Ministry of Education.



(ex-officio)

Minister of Education

EXECUTIVE COMMITTEE

Composed of **5 members**, including the Secretary-General and the Chairs of the Programme Committees.

Chaired by the Vice-Minister of Education.

Meets twice a year.

Programme Committee on Education

Meets five times a year

Programme Committee on Communication Sciences and Technology

Meets five times a year

Programme Committee on Culture

Meets five times a year

Documentation Centre

Established in

the National Library

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of 15 members, representing relevant
Ministries (e.g. Education, Foreign Affairs, and Woman and
Social Development), national institutions (e.g., the National
Council of Education; the National Institute of Culture; the
National Council of Science, Technology and Technologic
Innovation; the National Institute of Fellowships and
Educational Credit; the National Council of Environment;
the National Council of Youth; the National Assembly of
Vice-Chancellors), the Catholic University,
the civil society and the Secretary-General.
Meets twice a year.

SECRETARY-GENERAL

(full-time) (ex-officio)

Appointed by the Chairperson.

In charge of the Division of International Cooperation in the Ministry of Education.

The term of office is not fixed.

SECRETARIAT

Professionals: 4 Support staff: 1

SPECIALIZED COMMITTEES

International Hydrological Programme (IHP)

Intergovernmental Oceanographic Commission (IOC)

Man and the Biosphere (MAB)

International Year of Planet Earth

Bioethics

Management of Social Transformations (MOST)

Intangible Culture

Award of Excellency for Handcrafts

Cacao Route

SAINT KITTS AND NEVIS NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: In September 1991.

Status: Governmental, attached to the Ministry of Education, Youth, Information, Technology, Labour and Social

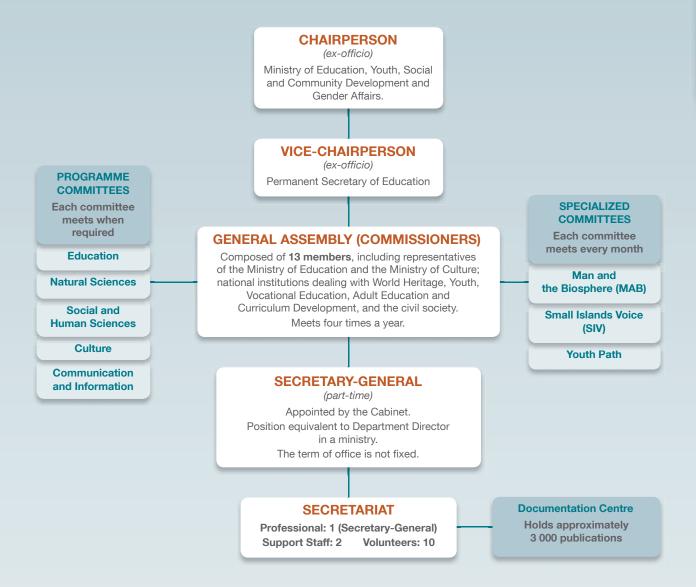
Security. Inter-ministerial co-operation is ensured through the participation of the relevant Ministries in the General Assembly. The Commission maintains formal and regular relations with line Ministries and has direct

interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission, provided by the Government, covers staff salaries, operating costs

and travels. The Commission does not raise extra-budgetary funds.

Location: The National Commission is housed within the Ministry of Education and Foreign Affairs.



> SURINAME NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 16 June 1976.

Status: Governmental, attached to the Ministry of Education and Community Development. The Commission has

regular relations with the Ministry of Foreign Affairs, which also coordinates its interface with the Permanent

Delegation to UNESCO.

Budget: The budget of the Commission is part of the Ministry of Education's budget and covers staff salaries and

running costs. The Commission does not raise extra-budgetary funds. The Commission has its own bank

account enabling it to make financial transactions.

Location: The Commission is housed in its own premises located outside the Ministry of Education.

CHAIRPERSON

(ex-officio)

Minister of Education and Community Development

VICE-CHAIRPERSON

Appointed by the Minister of Education and Community Development.

Currently, the post is held by a former

staff member of UNESCO, who supervises the daily management of the Commission.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **5 members**, who are specialists in the fields of UNESCO competence: the Senior Official of Education; the former Permanent Secretary of Culture; the Vice-Chairperson Board of the University; a senior journalist; and a representative of the Ministry of Foreign Affairs.

Meets once a month.

SECRETARY-GENERAL

(fullt-time)

Appointed by the Chairperson Civil servant within the Ministry The term of office is open-ended

Documentation Centre

Attached to the University Library (UN Depositary Library)

SECRETARIAT

Professionals: 1 Support Staff: 4

TRINIDAD AND TOBAGO NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 30 July 1970, by a Cabinet decision.

Status: Semi-autonomous, under the supervision of the Ministry of Education. The Commission enjoys a certain

degree of autonomy and the cooperation with the ministries is ensured through their participation in the General Assembly. The Commission maintains regular relations with line Ministries and has direct interface

with the Permanent Delegation to UNESCO based in Geneva.

Budget: The budget of the Commission, provided by the Ministry of Education in the form of a subvention, covers

running costs (e.g. rentals, communication, etc.) and stipends for Commission members. The staff of the Secretariat are public officers paid by the Government. The Commission is also supported in kind by agencies, banks and individuals for its specific activities. It has its own bank account enabling it to make transactions in

national and foreign currencies.

PROGRAMME

COMMITTEES

Meets once a

month or when the need arises

Education

Natural Sciences

Social and

Human Sciences

Culture

Communication

and Information

Culture of Peace

Location: The Secretariat of the Commission is located in rented premises close to the Ministry of Education.

PRESIDENT

(ex officio)

Minister of Education

CHAIRPERSON

Appointed in personal capacity by the Cabinet Minute for a four-year term. The post is currently held by the former Permanent Secretary of the Ministry of Education

VICE-CHAIRPERSON

Vacant

EXECUTIVE COMMITTEE

Composed of **10 members**, including the Chairperson, the Deputy Chairperson, the Chairpersons of the six Sector Committees, the Secretary-General and an NGO representative.

Meets regularly once a month.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of **30 voting members** representing the relevant Ministries (Education; Community Development; Culture and Gender Affairs; Foreign Affairs; Information; Planning; Housing and the Environment; Public Utilities; Science, Technology and Tertiary Education; Social Development; Sport and Youth Affairs), NGOs, universities; governmental and national institutions; ASPnet and UNESCO clubs; and **one non-voting member** in the person of the Secretary-General. Appointed for a four-year term.

Meets quarterly.

SECRETARY-GENERAL

(full-time)

Senior civil servant within the Ministry of Education, appointed by the Service Commissions Department.

He/she reports directly to the Permanent Secretary of the Ministry of Education.

The term of office is not fixed.

SECRETARIAT

Professional: 1 Volunteer: 1 Support Staff: 9 On-the-job trainees: 4

SPECIALIZED COMMITTEES

Memory of the World

Living Heritage Series

Travelling Caribbean Film Showcase

HIV/AIDS

Under the responsibility of the Ministry of Education

Early Childhood Care and Education

Under the responsibility of the Ministry of Education

Documentation Centre

Holds 4 000 publications

> URUGUAY NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 7 September 1948.

Status: Semi-autonomous, under the supervision of the Ministry of Education and Culture. Inter-ministerial cooperation

is ensured through participation of the relevant Ministries in the General Assembly. The Commission has regular relations with line Ministries and has strong cooperation with the Permanent Delegation in Paris.

Budget: The budget of the Commission, provided by the Ministry of Education and Culture, covers staff salaries and

running costs (e.g. rentals, communication, travels, etc.). The Commission receives in kind support from the Senate for specific activities. The Commission has its own bank account enabling it to make financial

transactions.

Location: The Secretariat of the Commission is housed within the Ministry of Education and Culture.

CHAIRPERSON

Minister or Vice-Minister of Education and Culture.

Currently, the post is occupied by the Vice-Minister.

GENERAL ASSEMBLY (COMMISSIONERS)

Composed of 13 members, including the Chairperson, the Secretary-General, and representatives of the Minister of Education and Culture, the Minister of Foreign Affairs, the University of the Republic, the Department of Budget and Planning, and the National Administration of Primary Childhood.

Appointed by the Minister of Education and Culture.

Meets quarterly.

SECRETARY-GENERAL

(part-time)

Appointed by the Minister of Education and Culture.

The term of office is not fixed.

SECRETARIAT

Professionals: 2 Support Staff: 1

Documentation Centre

Holds approximately 2 500 publications

Note: The National Commission is being restructured.

BOLIVARIAN REPUBLIC OF VENEZUELA NATIONAL COMMISSION FOR UNESCO

GENERAL

Established: On 17 August 1948.

Status: Governmental, attached to the Ministry of Foreign Affairs. Official and regular relations are maintained with

the Ministries related to the UNESCO's field of competences: Environment, Culture, Education, Science and Technology, Communication and Information, Popular Participation and Social Development. The Commission

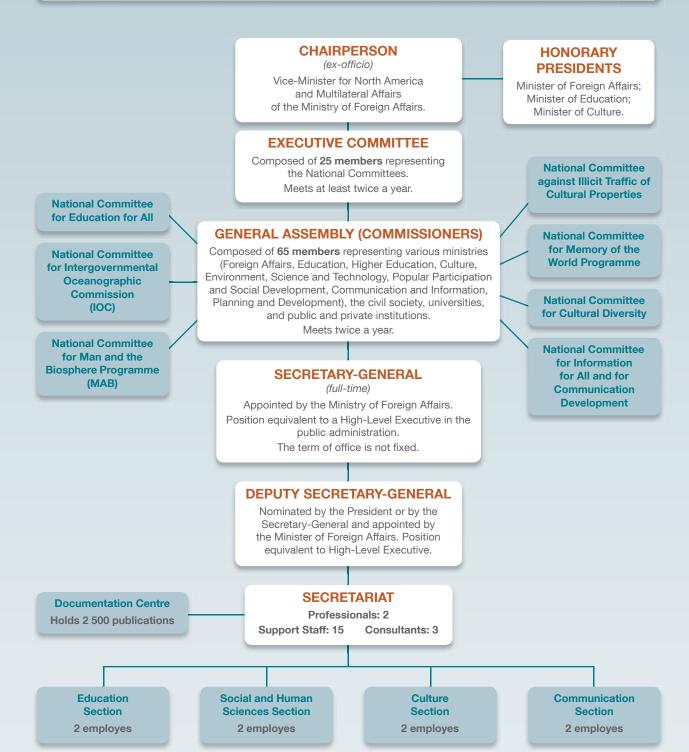
has direct interface with the Permanent Delegation to UNESCO.

Budget: The budget of the National Commission is provided by the Government and covers operating and running costs,

and implementation of activities. The Commission does not raise extra-budgetary funds. The Commission has

its own bank account enabling it to make financial transactions.

Location: The Secretariat of the National Commission is housed within the Ministry of Foreign Affairs.



This second edition of "Architecture of National Commissions" provides solid information on the status, composition and resources of National Commissions. It focuses on the fundamental requirements and structural components that every Commission needs to perform successfully.

The brochure contains an overall analysis of the structural arrangements and operational capacities of National Commissions worldwide. There is also specific and detailed information on eighty Commissions which were selected on the basis of various factors, such as geographical representation, status, size, composition, and resources.

The document will help the reader to better understand the concept of National Commissions and the way of their functioning. It also contains recommendations on optimal ways of establishing or re-establishing National Commissions in the light of best practices.