



**Orientation Seminar**  
for  
**New Members.**  
of the  
**Executive Board of UNESCO**

**Saturday 9 April 2016**

# New Members

Group I	Group II	Group III	Group IV	Group V (a)	Group V (b)
France*	Lithuania	Brazil*	Iran (Islamic Republic of)	Cameroon	Lebanon
Greece	Russian Federation*	Haiti	Malaysia	Côte d'Ivoire	Oman
Italy*	Serbia	Mexico*	Pakistan*	Ghana	Qatar
Spain*	Slovenia	Nicaragua	Republic of Korea*	Kenya	Sudan
United Kingdom of Great Britain and Northern Ireland*		Paraguay	Sri Lanka	Nigeria*	
United States of America*			Viet Nam	Senegal	
				South Africa	

\* Re-elected at the 38th session of the General Conference.



## Renovation of Room X



# Constitution

## Article III      Organs

The Organization shall include a General Conference, an **Executive Board** and a Secretariat.

# Article V      Executive Board

## A.      *Composition*

1.      (a) The Executive Board shall be elected by the General Conference and it shall consist of **fifty-eight Member States**.
2.      (a) Each Member of the Executive Board shall appoint **one representative**. It may also appoint **alternates**.  
  
      (b) ... appoint a person qualified in one or more of the fields of competence of UNESCO ... the importance of continuity, each representative shall be appointed for the duration of the term of the Member of the Executive Board, unless exceptional circumstances warrant his replacement.
4.      (a) Members of the Executive Board shall serve from the close of the session of the General Conference which elected them until the close of the second ordinary session of the General Conference following their election.  
  
      (b) Members of the Executive Board are **eligible for re-election**.

# Article V      Executive Board

## B.      *Functions*

6.      (a) .. prepare the agenda for the General Conference ... examine the programme of work for the Organization and corresponding budget estimates ... submit recommendations as it considers desirable to the General Conference.  
  
      (b) ... responsible for the execution of the programme adopted by the Conference ... to ensure the effective and rational execution of the programme by the Director-General.
  
9.      ... meet in regular session **at least four times during a biennium** and may meet in special session if convoked by the Chairperson on his initiative or upon the request of six Members of the Executive Board.

# Rules of Procedure of the Executive Board



# I. Sessions

## Rule 1 *[Const. V.B.9]* Frequency

1. The Executive Board shall meet in regular session at least **four times** during a biennium.
2. The Board shall as a general rule hold **two regular sessions per year**.

## Rule 2

### **Date and place**

The Board shall normally meet at **Headquarters**

It may meet elsewhere if so decided by a majority of the Members.

## Rule 3 [*Const. V.B.9*]

### **Special sessions**

1. The Executive Board may meet in special session if convoked by the Chairperson on his own initiative or on the request of six Members of the Board.

## Rule 4                  Convocation

...sent by the Chairperson to each Member of the Board at least **thirty days** before the opening of each regular session

# II. Agenda

# Rule 5

## Provisional agenda

1. ... dispatched to all Members of the Board at least thirty days before the opening of a regular session
2. The provisional agenda shall include:
  - questions referred to the Board by the General Conference;
  - questions proposed by the United Nations;
  - questions proposed by Member States;
  - questions the inclusion of which has been decided by the Board at previous sessions;
  - questions proposed by Members of the Board;
  - questions proposed by the Director-General;
  - questions required by the Constitution, the present Rules or any other applicable Rules and Regulations.
3. Items proposed shall have a direct link with the Organization's fields of competence.



## Rule 6

## Revised provisional agenda

The Chairperson may prepare a revised provisional agenda to include any questions proposed between the dispatch of the provisional agenda and the opening of the session

## Rule 8 Amendments, deletions and new items

The Board may amend or add new items to the agenda so adopted if so decided by **a majority** of the Members ... such new items shall not be discussed until 48 hours after their inclusion in the agenda, unless otherwise decided by the Board.

# III. Composition

# Rule 9                      Members

1.        The Executive Board shall be elected by the General Conference, and it shall consist of **58 Member States**. The President of the General Conference shall sit *ex officio* in an advisory capacity on the Executive Board.
  
3.        Each State Member of the Executive Board shall appoint **a representative**.
  
4.        ... be appointed for the duration of the term of the State Member, unless exceptional circumstances warrant his replacement. The alternates appointed by each State Member of the Board shall act in the absence of its representative
  
5.        ... transmit to the Director-General **in writing** the name and curriculum vitae of its representative and the name of his alternates ... **inform the Director-General of any changes** in those appointments.

## Composition of the Executive Board for 2015-2017 by Electoral Group

Group I	Group II	Group III	Group IV	Group V (a)	Group V (b)
France 2019	Albania 2017	Argentina 2017	Bangladesh 2017	Cameroon 2019	Algeria 2017
Germany 2017	Estonia 2017	Brazil 2019	China 2017	Chad 2017	Egypt 2017
Greece 2019	Lithuania 2019	Dominican Republic 2017	India 2017	Côte d'Ivoire 2019	Lebanon 2019
Italy 2019	Russian Federation 2019	El Salvador 2017	Iran (Islamic Republic of) 2019	Ghana 2019	Morocco 2017
Netherlands 2017	Serbia 2019	Haiti 2019	Japan 2017	Guinea 2017	Oman 2019
Spain 2019	Slovenia 2019	Mexico 2019	Malaysia 2019	Kenya 2019	Qatar 2019
Sweden 2017	Ukraine 2017	Nicaragua 2019	Nepal 2017	Mauritius 2017	Sudan 2019
United Kingdom of Great Britain and Northern Ireland 2019		Paraguay 2019	Pakistan 2019	Mozambique 2017	
United States of America 2019		Saint Kitts and Nevis 2017	Republic of Korea 2019	Nigeria 2019	
		Trinidad and Tobago 2017	Sri Lanka 2019	Senegal 2019	
			Turkmenistan 2017	South Africa 2019	
			Viet Nam 2019	Togo 2017	
				Uganda 2017	

## COMPOSITION OF THE EXECUTIVE BOARD FOR 2015-2017 BY ELECTORAL GROUP

Group	Members of the Bureau	SP (18)	CR (30)	NGP (24)
	<b>Chairperson of the Executive Board:</b> Mr Michael Worbs (Germany)			
I	<b>Vice-Chairperson:</b> Sweden	Italy Spain United Kingdom of Great Britain and Northern Ireland	France Germany Italy Netherlands United States of America	France Greece Spain Sweden
II	<b>Vice-Chairperson:</b> Lithuania <b>NGP Committee:</b> Ms Besiana Kadaré (Albania)	Estonia Russian Federation Serbia	Albania Lithuania Russian Federation Slovenia Ukraine	Albania Lithuania Russian Federation Serbia
III	<b>Vice-Chairperson:</b> Dominican Republic <b>Chairperson of the FA Commission:</b> Ms Lorena Sol de Pool (El Salvador)	Brazil Dominican Republic Saint Kitts and Nevis	Argentina Mexico Nicaragua Paraguay Saint Kitts and Nevis	El Salvador Haiti Nicaragua Saint Kitts and Nevis
IV	<b>Vice-Chairperson:</b> Malaysia <b>Chairperson of the CR Committee:</b> Mr Kamal Abdul Naser Chowdhury (Bangladesh)	Japan Republic of Korea Sri Lanka	Bangladesh China Nepal Pakistan Viet Nam	China India Iran (Islamic Rep. Of) Sri Lanka
V (a)	<b>Vice-Chairperson:</b> South Africa <b>Chairperson of the PX:</b> Mr Komlavi Francisco Seddoh (Togo)	Cameroon Côte d'Ivoire Kenya	Ghana Mozambique Nigeria Senegal Uganda	Chad Ghana Guinea Togo
V (b)	<b>Vice-Chairperson:</b> Morocco <b>Chairperson of the Special Committee:</b> Ms Samira Al Moosa (Oman)	Egypt Lebanon Oman	Algeria Egypt Qatar Morocco Sudan	Algeria Lebanon Oman Qatar

# IV. Officers



# Rule 10          Elections

1. ...elect, **from among the representatives** of the Member States elected to the Executive Board, a Chairperson...The Board shall also elect **six Vice-Chairpersons**
2. ... two-year mandate

# Rule 11      Temporary Chairperson

...the President of the General Conference shall preside until the Board has elected its Chairperson.

## Rule 13 General powers of the Chairperson

In addition to exercising the powers conferred upon him elsewhere by these Rules, the Chairperson shall have the following powers: he shall declare the opening and closing of meetings, shall direct the discussion, ensure the observance of these Rules, accord the right to speak, rule on points of order, put questions to the vote and announce decisions. He shall have the right to take part in the discussions and to vote but shall not have a casting vote. He shall represent the Board with Member States, the United Nations, the Specialized Agencies, governmental and nongovernmental organizations and the Director-General. He shall exercise all other functions given to him by the Board.

## Rule 14      Bureau

1. To assist him in the exercise of his functions, the Chairman may convoke, in connection with sessions of the Board and, in case of necessity, between sessions, the Vice-Chairpersons and the Chairpersons of the permanent commissions, the Special Committee, the Committee on Conventions and Recommendations and the Committee on Non-Governmental Partners who shall constitute, with him, the Bureau of the Board.

## Rule 14      Bureau cont...

2. Questions relating to invitations to conferences and the conclusion of agreements with international organizations or other matters on which it appears unnecessary to open a discussion shall be studied by the Bureau, which shall transmit to the Board suggestions as to the required decision. Any Member may, at the time of the transmission of those suggestions, request a discussion of any item for which the Bureau has recommended adoption of decisions without discussion; in that case, the item mentioned shall be discussed by the Board.

## Rule 14

## Bureau cont...

3. The Bureau will act as an agenda committee to recommend the allocation of time and the order of business for the session.

## Rule 15

## Functions of Vice-Chairpersons

1. In the absence of the Chairperson during the session, his functions shall be exercised in turn by the Vice-Chairpersons.
2. ...The office of Chairperson may only be held by the **representative** of a Member of the Board.



# V. Commissions and Committees

# Rule 16      Permanent commissions and committees

1. ... a Finance and Administrative Commission, a Programme and External Relations Commission, a Special Committee, a Committee on Conventions and Recommendations and a Committee on Non- Governmental Partners.
2. Chairpersons elected from among the representatives appointed by the Members elected to the Board ... each commission and committee **shall elect, from among the representatives of its Members,** a temporary Chairperson preferably belonging to the same electoral group
4. The commissions and committees shall examine and report to the Executive Board on all questions referred to them by the Executive Board
5. The Finance and Administrative Commission is requested by the Board to submit the draft programme and budget to a technical examination ... financial implications and to make a detailed report thereon to the Board.

# Structure Subsidiary Bodies

## **Programme & External Relations Commission (PX)**

Composition: All Board Members

## **Finance & Administrative Commission (FA)**

Composition: All Board Members

## **Special Committee (SP)**

Composition: **18** Members (**3** per Group)

## **Committee on Conventions & Recommendations (CR)**

Composition: **30** Members (**5** per Group)

## **Committee on Non-Governmental Partners (NGP)**

Composition: **24** Members (**4** per Group)

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## **Joint Meeting of PX and FA Commissions (JOINT)**

# Terms of reference of the Special Committee (SP)

At its 198th session (November 2015), the Executive Board, having established its Special Committee, gave it the following terms of reference (198 EX/Decision 6 (I))

“The Executive Board,

1. Recalling its previous decisions concerning the terms of reference of the Special Committee,
2. Decides that:
  - (a) the Special Committee shall comprise 18 members, that is to say three for each electoral group;
  - (b) in the light of 192 EX/Decision 16 (VII), the Special Committee will meet once a year as appropriate;
3. Also decides to refer to the Special Committee for consideration and the preparation of reports thereon:
  - (a) questions pertaining to the functioning of the Secretariat, in particular, those pertaining to evaluation, internal control, oversight and accountability systems and mechanisms;
  - (b) relations with the United Nations Joint Inspection Unit (JIU), and reports prepared by the Joint Inspection Unit that are not referred to the commissions of the Executive Board;
  - (c) methods of work of the General Conference and the Executive Board, including those of their commissions and committees;
  - (d) any other questions that the Executive Board may refer to it.”

# Terms of reference of the Committee on Conventions and Recommendations (CR)

The Executive Board,

1. Recalling 98 EX/Decision 9.6 (II), whereby it defined, in paragraph 12, the terms of reference of the Committee on Conventions and Recommendations in Education, namely:

- (a) to examine periodic reports by Member States on their implementation of the Convention and Recommendation against Discrimination in Education;
- (b) to examine communications addressed to UNESCO in connection with specific cases alleging a violation of human rights in education, science and culture;
- (c) to examine the report of the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendation concerning the Status of Teachers

2. Also recalling 104 EX/Decision 3.3, whereby it decided that the Committee would thenceforth be designated the “Committee on Conventions and Recommendations” and established the conditions and procedures for consideration of communications received by the Organization concerning cases and questions of violations of human rights within UNESCO’s fields of competence,

3. Renews the terms of reference mentioned above, and decides that the Committee will also consider all questions entrusted to the Executive Board concerning the implementation of UNESCO’s standard-setting instruments, in accordance with Article 18.1 of the Rules of Procedure concerning recommendations to Member States and international conventions covered by the terms of Article IV, paragraph 4, of the Constitution, ensuring in particular the monitoring of the conventions and recommendations referred to, respectively, in the Annex to 177 EX/Decision 35 (II) as amended by 196 EX/Decision 20 and in 34 C/Resolution 87.

# Committee on Non-Governmental Partners (NGP)

At its 198th session (November 2015), the Executive Board, having established its Committee on Non-Governmental Partners, gave it the following terms of reference (198 EX/Decision 6 (III)):

'The Executive Board,

1. *Recognizing* the important contribution made by non-governmental partners to the preparation and implementation of UNESCO's programme,

2. *Taking into account* the Directives concerning UNESCO's partnership with non-governmental organizations, adopted by the General Conference at its 36th session, as well as the following resolutions

adopted by the General Conference:

(a) 21 C/Resolution 7.11 concerning international non-governmental organizations maintaining relations with UNESCO, and in which bodies or elements linked with the Taiwan authorities are still participating in the name of China;

(b) 26 C/Resolution 13.23, 28 C/Resolution 13.5 and 29 C/Resolution 64 on the Directives concerning UNESCO's relations with foundations and similar institutions;

(c) 33 C/Resolution 92 concerning the recommendations of the ad hoc working group on relations between the three organs of UNESCO;

3. *Decides* that in the light of 192 EX/Decision 16 (VII), the Committee on Non-Governmental Partners will meet once a year, as appropriate;

# Committee on Non-Governmental Partners cont ...

4. *Also decides* that the terms of reference of its Committee on Non-Governmental Partners shall be as follows:

(a) to continue improving its methods of work by, *inter alia*, carrying out thematic debates on the involvement of non-governmental partners in UNESCO's action in order to:

- (i) encourage presentations by Members of the Committee, non-governmental partners and invited guest speakers on good practices and lessons learned at the international, regional, national and local levels for outreach to and partnership with non-governmental actors;
- (ii) give further impetus to the involvement of youth in the work of NGOs;
- (iii) strengthen coordination and cooperation between non-governmental partners and the National Commissions;

(b) to examine once a year, at the spring session, matters within its competence relating to the establishment of relations between UNESCO and non-governmental organizations, as stipulated in the above-mentioned Directives, and notably to consider any proposals that the Director-General may submit to the Executive Board for the establishment or renewal of associate partnerships with non-governmental organizations;

(c) to ensure that the above-mentioned Directives continue to be implemented in a spirit of openness to the relevant actors of civil society, in particular in those parts of the world where civil society remains isolated or fragile;

(d) to examine all other relevant questions coming within the purview of the Executive Board in relation to UNESCO's cooperation with non-governmental partners in accordance with the relevant resolutions and decisions of the governing bodies.'



# Composition of the Bureau 12 members

- Chairperson
- **6** Vice-chairpersons of the six electoral groups
- Chairpersons of the two Commissions (**PX & FA**) and the three Committees (**SP, CR & NGP**)

# VI. Director-General and Secretariat

## Rule 19      Director-General

The Director-General or his representative shall participate, without the right to vote, in all meetings of the Executive Board, its organs and its Bureau.

## Rule 20      Secretariat

1.      The Director-General shall place at the disposal of the Board a staff member who shall act as Secretary of the Board.
2.      The Secretary shall prepare all meetings of the Board and its organs, attend all meetings, record the decisions, supervise the preparation of summary records and the translation and distribution to the Members of the Board of documents and summary records... prepare the publication of its decisions.

# Secretariat

## **Secretariat of the Executive Board (GBS/SCX)**

- Jacques Rao, Secretary of the Executive Board
- Susana Sam-Vargas, Deputy Secretary of the Executive Board
- Frederick (Russ) Russell-Rivoallan, Personal Assistant to the Chairperson of the Executive Board
- Victoria Moorhead, Executive Assistant to the Chairperson of the Executive Board
- Inés Mens, Chief Documentalist
- Sandrine Garcia, Secretarial Assistant
- Sandra Gallet, Conference Assistant
- Bakary Konate, Junior Conference Assistant

## **Administrative support - BFM PLATFORM AO 1 (servicing GBS - HRM - ERI - MSS)**

- Marc Antoine Demay, Senior Administrative Assistant

# **VII. Working languages, records and documents**

# Rule 21      Working languages

Arabic, Chinese, English, French, Russian and Spanish.

## Rule 22      Time-limits for distribution of documents

2. Documents relating to items on the provisional agenda of each session shall normally be distributed to its Members in the working languages of the Board at least **30 days before** the opening of the session. Exceptions to this Rule may be made only if the permission of the Chairperson has been previously obtained.
  
3. not discuss any items, except the reports of commissions and committees, until **at least 48 hours** after the distribution of the relevant documents in its working languages to Members.



## Rule 23 Summary records

1. A provisional text shall be submitted to Members for correction as soon as possible.
3. At the beginning of each session the Board shall approve the summary records of the public meetings of the previous session.
4. The summary records of private meetings shall be approved by the Board in private meeting.

## Rule 24 Decisions (of a session)

shall be published not later than **one month** after its close.

# VIII. Meetings

## Rule 29 Private meetings and documents

1. it shall determine the persons who shall be present ... to the right of Members to be accompanied by advisers or experts

## PRIVATE MEETINGS

The Board deals with the following questions in private meetings:

- Nominations for the post of Director-General (Article 58, par. 2 & 3)
- Appointments, promotions or renewals of contract of officials at D-1 level and above (Article 59).
- Report of the Committee on Conventions and Recommendations concerning the communications to UNESCO relating to human rights in the Organization's fields of competence).

# **IX. Conduct of business**

# Rule 30 Speeches

1. No one may address the Board without having previously obtained the permission of the Chairperson. The Chairperson may call a speaker to order if his or her remarks are not relevant to the subject under discussion.
2. Representatives of the United Nations and the Specialized Agencies may participate without the right to vote, in the discussions of the Board and its subsidiary organs.
3. Observers of Member States and of non-Member States may be invited by the Board to address it on matters under discussion.
4. Observers of intergovernmental or international non-governmental organizations and other qualified persons may be invited by the Board to address it on matters within their competence.
5. **Any Member of the Board may take part in the work of subsidiary bodies to which it does not belong.** In such cases, and in the absence of any contrary decision by the Board, it shall not have the right to vote.

## Rule 32 Time-limit on speeches

The Board may limit the time to be allowed to each speaker.



## Rule 34A      Decisions involving expenditure<sup>1</sup>

The Executive Board shall not take a decision involving expenditure unless it has before it a report from the Director-General on the administrative and financial implications of the proposal.

1. Amendment adopted by the Executive Board at its 170th session (170 EX/Dec.5.1, October 2004).

## Rule 39 Points of order

During the discussion of any matter a Member may rise to a point of order and the point of order shall be immediately decided by the Chairperson. An appeal may be made against the ruling of the Chairperson. It shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled by a majority of Members present and voting.

# Rule 40 Procedural motions

Suspension or adjournment of the meeting, adjournment of the debate or closure of the debate.

## Rule 43 Closure of debate

During the discussion of any matter, a Member may move the closure of the debate whether or not any other Member has signified his wish to speak. **If such a motion is seconded**, the Chairman shall indicate the proposals which have been submitted on the substance of the item under discussion and which shall be put to the vote after the closure of the debate. Permission to speak against the closure may be accorded to not more than two speakers. The Chairman shall then put to the vote the motion for closure and, if the Board is in favour, he shall declare the closure of the debate.

# Rule 44 Order of procedural motions

Subject to Rule 39 the following motions shall have precedence in the following order over all other proposals or motion before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;
- (d) to close the debate on the item under discussion.

## Rule 47 Adoption of draft decisions recommended by plenary commissions

The Board shall adopt the **entire** set of draft decisions recommended by each plenary commission (Programme and External Relations Commission and Finance and Administrative Commission) as a whole, **unless a Member State requests that a specific decision be adopted separately.**

# X. Voting

## Rule 48 Voting rights

Each Member of the Board shall have **one** vote.



## Rule 49 Conduct during voting

After the Chairperson has announced the beginning of voting, no one shall interrupt the voting

## Rule 50 Simple majority

Decisions of the Board shall be taken by a simple majority of the Members present and voting, except where otherwise specified in these Rules ... only Members casting an affirmative or negative vote shall be counted as **'present and voting'**; **Members who abstain from voting shall be considered as not voting.**

# Rule 51 Two-thirds majority

In the following cases a two-thirds majority of the members present and voting is required:

- reconsideration of proposals (Rule 45);
- consultation by correspondence (Rule 60);
- amendment of Rules of Procedure (Rule 66)
- Suspension of Rules of Procedure (Rule 67);
- Establishment, before each session of the General Conference, of the list of States not members of UNESCO which are to be invited to send observers to that session.

## Rule 52 Show of hands

Voting shall normally be by show of hands.

## Rule 53 Roll-call

At the request of any Member, a vote shall be taken by roll-call; Members' names shall be called in alphabetical order ... recorded in the summary record of the meeting.

## Rule 54 Secret ballot

1.The nomination of a candidate for the post of Director-General shall be decided by secret ballot.

2.All other elections and decisions relating to individuals shall be voted on by secret ballot whenever five or more Members shall so request or if the Chairperson shall so decide.

# XI. Special procedures

## Rule 59 Appointments to the Secretariat and consultations on its structure

1. The Director-General shall inform the Board, in a private meeting, of every appointment, promotion or renewal of a contract of officials at D-1 level and above that has taken place since the previous session.

2. The Director-General shall consult, on the basis of a relevant document, the Executive Board at least every two years regarding the structure of the Secretariat and, in particular, on any important changes he contemplates making in it.



# **XII. Financial and administrative arrangements**

## Rule 61 Travel expenses and subsistence allowance

The Organization shall pay for travel performed by the representatives of the Members of the Board in the execution of their duties as Members and shall provide them with a subsistence allowance, on the conditions defined in the annex to these Rules.

# Travel expenses of the Members of the Board

## 194 EX/ Decision 4 Part II (C):

Noting the continuing financial challenges faced by the Organization and the need for cost-effective running of the governing bodies,

*Decides to:*

(a) also **suspend the budget allocated for travel** by:

(i) representatives residing in Paris appointed by Members of the Executive Board for consultations with their government (Article I.1.1(b) of the Annex to the Rules of Procedure of the Executive Board);

(ii) a representative appointed by the Member, or of any other person specially appointed by the Board, to perform a mission on behalf of the Board (Article I.1.2 of the Annex to the Rules of Procedure of the Executive Board);

(c) **further suspend travel and daily subsistence allowances** allocated to representatives of Member States, except those representing **least developed countries (LDCs) and small island developing States (SIDS)**;

# REPRESENTATIVES ENTITLED TO TRAVEL EXPENSES (2015-2017)

The Least developed Countries (LDCs)	Small Islands Developing Member States (SIDS)
Bangladesh	Dominican Republic
Chad	Haiti
Guinea	Mauritius
Haiti	Saint Kitts and Nevis
Mozambique	Trinidad and Tobago
Nepal	Dominican Republic
Senegal	Haiti
Sudan	
Togo	
Uganda	

## Rule 64 Restriction on other expenses and allowances and on remuneration

The representatives and alternates appointed by Members of the Board shall not, during their term of office, accept from the Organization payment of any expenses or allowances **other than those provided for in Rules 61...** They shall not receive any fees or remuneration from the Organization during their term of office.

# Rule 65 Restriction on appointment to Secretariat

Representatives and alternates appointed by Members of the Board may not enter into a contractual relationship with the Secretariat until **18 months have elapsed** from the date of cessation of their representative functions.

# Intersessional meetings

# 197 EX/Decision 28-44

10. Requests the Chair of the Executive Board, in consultation with the Director-General, to make the necessary practical arrangements and organize **on a trial basis**, during the 2016-2017 biennium, and **without amending the Rules of Procedure**, meetings of the Executive Board Members, **in principle six times per year**; such meetings will be open to States Members of the Executive Board, to Member States non-Member of the Executive Board as observers with **enhanced participation** status, and to the Secretariat;

11. Decides to **suspend the Preparatory Group and the information meetings** between the Director-General and the Executive Board on a **trial basis** during the 2016-2017 biennium, and to integrate their work into the meetings of Executive Board Members as described in paragraph 10 above; such meetings will have **no decision-making power**, but will foster discussions in view of the regular formal Executive Board sessions during the biennium, to be followed by an evaluation to be included in the report referred to in paragraph 7(c) above;



# Dates of the intersessional meetings

- 19 February 2016
- 10 March 2016
- 3 June 2016
- 9 September 2016
- 27 September 2016
- 16 December 2016

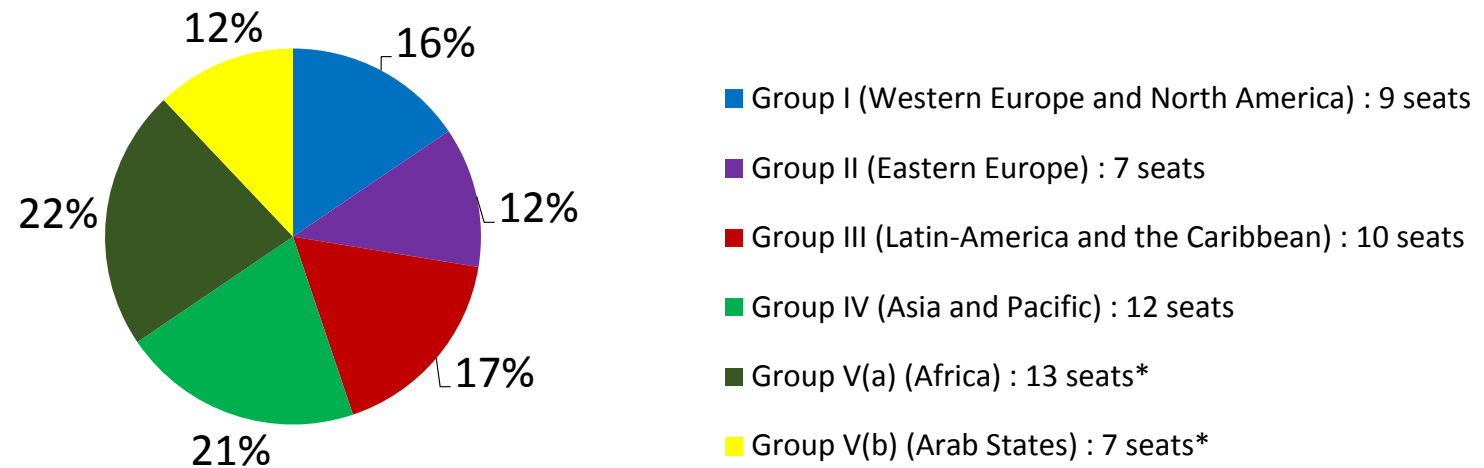
# Elections to the Executive Board

# Procedure for the Election of Members of the Executive Board

## **Groupings of Member States for the purpose of elections to the Executive Board**

As decided by the General Conference at its 37th session, the composition of electoral groups for the purpose of elections to the Executive Board and the distribution of seats on the Executive Board among the groups is as follows:

# Distribution of seats in UNESCO Executive Board



\*Group V has 20 seats (1 seat rotating between V (a) and V (b) every four years)

# Group I (27) Nine seats

Andorra

Austria

Belgium

Canada

Cyprus

Denmark

Finland

France

Germany

Greece

Iceland

Ireland

Israel

Italy

Luxembourg

Malta

Monaco

Netherlands

Norway

Portugal

San Marino

Spain

Sweden

Switzerland

Turkey

United Kingdom of Great Britain and Northern Ireland

United States of America

## Group II (25) Seven seats

Albania  
Armenia  
Azerbaijan  
Belarus  
Bosnia and  
Herzegovina  
Bulgaria  
Croatia  
Czech Republic  
Estonia  
Georgia  
Hungary  
Latvia  
Lithuania  
Montenegro

Poland  
Republic of Moldova  
Romania  
Russian Federation  
Serbia  
Slovakia  
Slovenia  
Tajikistan  
The former Yugoslav  
Republic of  
Macedonia  
Ukraine  
Uzbekistan

# Group III (33) Ten seats

Antigua and Barbuda  
Argentina  
Bahamas  
Barbados  
Belize  
Bolivia (Plurinational State of)  
Brazil  
Chile  
Colombia  
Costa Rica  
Cuba  
Dominica  
Dominican Republic  
Ecuador  
El Salvador  
Grenada  
Guatemala  
Guyana

Haiti  
Honduras  
Jamaica  
Mexico  
Nicaragua  
Panama  
Paraguay  
Peru  
Saint Kitts and Nevis  
Saint Lucia  
Saint Vincent and the Grenadines  
Suriname  
Trinidad and Tobago  
Uruguay  
Venezuela (Bolivarian Republic of)

# Group IV (44) Twelve Seats

Afghanistan  
Australia  
Bangladesh  
Bhutan  
Brunei Darussalam  
Cambodia  
China  
Cook Islands  
Democratic People's Republic of Korea  
Fiji  
India  
Indonesia  
Iran (Islamic Republic of)  
Japan  
Kazakhstan  
Kiribati  
Kyrgyzstan  
Lao People's Democratic Republic  
Malaysia  
Maldives  
Marshall Islands  
Micronesia (Federated States of)

Mongolia  
Myanmar  
Nauru  
Nepal  
New Zealand  
Niue  
Pakistan  
Palau  
Papua New Guinea  
Philippines  
Republic of Korea  
Samoa  
Singapore  
Solomon Islands  
Sri Lanka  
Thailand  
Timor-Leste  
Tonga  
Turkmenistan  
Tuvalu  
Vanuatu  
Viet Nam



# Group V (64) Twenty seats

Algeria  
Angola  
Bahrain  
Benin  
Botswana  
Burkina Faso  
Burundi  
Cameroon  
Cabo Verde  
Central African Republic  
Chad  
Comoros  
Congo  
Côte d'Ivoire  
Djibouti  
Democratic Republic of the Congo  
Egypt  
Equatorial Guinea  
Eritrea  
Ethiopia  
Gabon  
Gambia  
Ghana

Guinea  
Guinea-Bissau  
Iraq  
Jordan  
Kenya  
Kuwait  
Lebanon  
Lesotho  
Liberia  
Libya  
Madagascar  
Malawi  
Mali  
Mauritania  
Mauritius  
Morocco  
Mozambique  
Namibia  
Niger  
Nigeria  
Oman  
Palestine  
Qatar

Rwanda  
Sao Tome and Principe  
Saudi Arabia  
Senegal  
Seychelles  
Sierra Leone  
Somalia  
South Africa  
South Sudan  
Sudan  
Swaziland  
Syrian Arab Republic  
Togo  
Tunisia  
Uganda  
United Arab Emirates  
United Republic of Tanzania  
Yemen  
Zambia  
Zimbabwe

# Provisions governing the procedure for the election of Member States to the Executive Board

## *A. Submission of the names of candidate states*

### Rule 1

The Director-General shall ask each Member State, **at least three months** prior to the opening of any ordinary session of the General Conference, whether it intends to stand for election to the Executive Board. If so, its **candidature must be sent to him or her** at least six weeks, as far as possible, prior to the opening of the session

# Provisions governing the procedure for the election of Member States to the Executive Board

## Rule 2

At least four weeks prior to the opening of the ordinary session of the General Conference the Director-General shall send Member States the provisional list of Member States candidates.

## Rule 3


At the opening of the ordinary session of the General Conference the Director-General shall have drawn up and delivered to the Chairperson of the Nominations Committee and to each head of delegation a list of the Member States' candidatures that have been transmitted to him or her by that date.


## Rule 4

Subsequent candidatures shall be admissible only if they reach the Secretariat of the General Conference at least **forty-eight hours before the beginning of the ballot.**

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 **Executive Board**

  
Renovation of the Executive Board Meeting Room (Room X)

199th session: 4 - 15 April 2016


[INVITATION LETTER](#) | [ALL DOCUMENTS](#) | [TIMETABLE](#)  
[DRAFT AGENDA](#) | [SPEAKERS' LIST](#)

**5 April 2016: 199th session of the Executive Board**  
**Committee on Conventions and Recommendations (CR)**  
Room X, 10 a.m. and 3 p.m.  
The CR Committee will consider in private meeting, item 13 of the agenda (Examination of the communications transmitted to the Committee on Conventions and Recommendations in pursuance of 104 EX/Decision 3.3)

**List of representatives and alternates**

- Letter
- Form
- Contact


**Inter-sessional Meetings of the Executive Board Members**

 Inter-sessional Meetings of the Executive Board Members

**COMPOSITION**

- List of Members
- Membership by Electoral Group
- Composition of the Bureau
- Team

**CHAIRPERSON**


  
**20 November 2016: Mr Michael Wortis is elected Chairperson**

- Curriculum Vitae
- Activities
- Speeches
- Former Chairpersons

**SESSIONS**

- 199th session
- Previous Sessions
- Decisions
- Summary Records
- Basic search
- Advanced search

**UNESCO DOCUMENTS**



**OTHER LINKS**

- UNESCO Directory
- Member States
- Overnight Reports (OR)
- Field Offices
- Joint Inspection Unit
- National Commissions
- IG Resolutions

# Orientation Material

Basic Texts 2015



The Constitution of UNESCO (Pocket-size)



Rules of Procedure of the Executive Board  
2015



Pocket-size



Executive Board Brochure 2016

