



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Executive Board
Conseil exécutif
Consejo Ejecutivo
Исполнительный совет
المجلس التنفيذي
执行局

The Chairperson

Ref: CL/GBS/SCX/2016/101

To Ministers responsible for
relations with UNESCO

19 October 2016

Sir/Madam,

The General Conference, at its 37th session, appointed Ms Irina Bokova Director-General of the United Nations Educational, Scientific and Cultural Organization for a second term of office of four years from 15 November 2013 (37 C/Resolution 09). This second term of office will therefore end on 14 November 2017.

The provisions concerning the appointment of the Director-General, which appear in Article VI, paragraph 2, of the Constitution, are as follows:

"2. The Director-General shall be nominated by the Executive Board and appointed by the General Conference for a period of four years, under such conditions as the Conference may approve. The Director-General may be appointed for a further term of four years but shall not be eligible for reappointment for a subsequent term. The Director-General shall be the chief administrative officer of the Organization."

Further, the Rules of Procedure of the General Conference and the Rules of Procedure of the Executive Board contain provisions relating to this matter, which are reproduced in Annex A to this letter.

To give effect to the above-mentioned constitutional provisions and regulations, the Executive Board, at its 196th session and 200th session, instructed the Chairperson of the Executive Board, to invite the Governments of all Member States to communicate to it the names and full biographical details of persons who could be considered as candidates for the post of Director-General. The Board will be very grateful if your Government is able to assist it in this connection by suggesting the names of persons, not necessarily restricted to nationals of your country, who might be considered to possess the necessary qualifications.

It should be noted that, according to the Constitution, "the responsibilities of the Director-General and of the staff shall be exclusively international in character. In the discharge of their duties they shall not seek or receive instructions from any government or from any authority external to the Organization. They shall refrain from any action which might prejudice their positions as international officials. Each State Member of the Organization undertakes to respect the international character of the responsibilities of the Director-General and the staff, and not to seek to influence them in the discharge of their duties".

I have the honour respectfully to recommend, as have my predecessors in this particular context, that the Governments of Member States take account of personal, professional and administrative qualities in the careers of candidates whom they wish to propose, which are likely to qualify them for the discharge of international duties at a high level. In this regard, **Member States are particularly invited to submit candidates for this post with the following qualifications: (i) extensive experience in the conduct of international relations; (ii) demonstrated commitment over time to the objectives and purposes of UNESCO; (iii) proven leadership ability and managerial skills, including experience of modern management methods and a commitment to transparency and ethics; and (iv) strong communications skills.**

Attached for your information is the draft contract approved by the Executive Board at its 200th session for submission to the General Conference at its 39th session (Annex B to this letter). The General Conference is obviously at liberty to modify the conditions thereof.

It should be borne in mind that the seat of the Organization is in Paris and that the usual working languages of the Secretariat are English and French.

Nominations made by Member States should be sent under registered cover to the Chairperson of the Executive Board, at the following address: UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP.

Pursuant to 196 EX/Decision 16 and 200 EX/Decision 14, the Member States' replies must reach me **at the latest by 15 March 2017**, so that I could make a public statement on these candidatures no later than 1 April 2017. Only those Member States proposing a candidate for consideration by the Board need respond. No candidatures shall be accepted beyond the deadline of 15 March 2017.

To enable candidates to be better known by the Board, Member States nominating a candidate should **include with their nomination**, in addition to the candidate's **biographical details**, a text, not exceeding 2,000 words, in English or in French, prepared by the candidate, which **outlines his/her vision for UNESCO**. The Board will interview all the candidates at its 201st session, to be held from 19 April to 3 May 2017.

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



Michael Worbs

cc: Members of the Executive Board of UNESCO
Permanent Delegations to UNESCO

ANNEX A

RULES OF PROCEDURE OF THE GENERAL CONFERENCE

“Chapter XIX – Appointment of the Director-General

Rule 104 – Nomination by the Executive Board

After discussion at a private meeting the Executive Board shall submit for approval by the General Conference a nomination for the post of the Director-General of the Organization. It shall submit at the same time a draft contract establishing the terms of appointment, salary, allowances and status of the Director-General.

Rule 105 – Vote on the nomination

The General Conference shall consider this nomination and the draft contract at a private meeting and shall then come to a decision by secret ballot.

Rule 106 – Subsequent nominations

Should the General Conference fail to elect the person proposed by the Executive Board, the Executive Board shall submit another name within forty-eight hours.

Rule 107 – Contract of appointment

The contract shall be signed jointly by the Director-General and the President of the General Conference acting in the name of the Organization.”

RULES OF PROCEDURE OF THE EXECUTIVE BOARD

“Rule 58 – Nomination of Director-General

1. *At least six months before the expiry of the term of office of the Director-General or in case of vacancy at any other time, the Executive Board shall, as soon as possible, invite Member States to suggest the names of persons who might be considered for the post of Director-General, requesting them at the same time to provide full biographical details regarding these persons.*

2. *The Executive Board shall consider in private meeting all the names so suggested, together with any proposed by Members of the Board, provided that no candidature shall be considered unless biographical details are available.*

3. *The person to be nominated by the Executive Board shall be chosen by secret ballot.*

4. *The Chairman of the Board shall inform the General Conference of the candidate nominated by the Board.”*

ANNEX B

Draft contract for the appointment of the Director-General

THIS CONTRACT is made

between the United Nations Educational, Scientific and Cultural Organization (hereinafter called the Organization) for the one part

and..... hereinafter called the Director-General for the other part

WHEREAS

The Executive Board decided at its session to nominateas Director-General.

By resolution dated.... of..... 2017 the General Conference duly appointed to be Director-General of the Organization.

IT IS HEREBY AGREED AS FOLLOWS:

1. Term of office

The Director-General shall be appointed for a period of four years from the day of two thousand seventeen (2017).

2. Official duty station

The official duty station for the Director-General shall be Paris, France.

3. Official duties

In accordance with Article VI.2 of the Constitution of the Organization, the Director-General shall be the chief administrative officer of the Organization.

4. Privileges and immunities

The Director-General shall enjoy all the privileges and immunities in keeping with his/her office as determined by the Constitution of the Organization, Article XII, and any relevant legal instruments already in force or to be concluded in the future.

5. Staff Regulations

The Director-General shall be subject to the Staff Regulations of the Organization insofar as they may be applicable to him/her. In particular, the Director-General shall not hold any other administrative post, and shall not receive emoluments from any outside sources in respect of activities relating to the Organization. The Director-General shall not engage in business or in any employment or activity which would interfere with his/her duties in the Organization.

6. Salary, Allowances and Benefits

- (a) The annual gross salary of the Director-General shall be US dollars two hundred and thirty-eight thousand six hundred and forty-four (238,644), corresponding to an annual net base salary equivalent to US dollars one hundred and eighty thousand five hundred and fifty-one (180,551) (dependency rate) or US dollars one hundred and sixty thousand five hundred and sixty-six (160,566) (single rate). The gross and net base

salary shall be adjusted whenever the General Assembly decides to adjust the gross and net base salary levels of staff in the Professional and higher categories in the United Nations common system;

- (b) The Director-General shall also receive post adjustment and be eligible for other allowances, grants and indemnities that are payable under the Staff Regulations and Staff Rules to UNESCO staff members in the Professional and higher categories, provided the purpose of the such emolument, allowance or benefit has not already been met by other provisions of the present contract;
- (c) The Director-General shall also receive a representation allowance of Euros twenty thousand (20,000) per annum to meet his/her share of the obligations which the Organization incurs in the form of representation and hospitality expenditure;
- (d) By way of benefits in kind, the apartment belonging to the Organization shall be placed at the disposal of the Director-General free of rental fees (and any associated charges);
- (e) The Executive Board is authorized to modify at any time, should the need arise, the remuneration of the Director-General, in order to maintain a constant relationship between such remuneration and that of the Executive Heads of the other Specialized Agencies of the United Nations common system.

7. Pension arrangements

The Director-General may participate in the United Nations Joint Staff Pension Fund or may instead receive as a monthly supplement the contribution that the Organization would have paid each month to the Pension Fund had the Director-General been a participant.

8. Health insurance

The Director-General of the Organization shall have the right to participate in the Medical Benefits Fund of the Organization in accordance with the Regulations applicable thereto.

9. Notice of resignation

The Director-General may tender his/her resignation in writing to the Chairman of the Executive Board, or if the General Conference is in session, to the President of the General Conference, giving at least six months' notice. Upon expiration of the period of notice, he/she shall cease to be the Director-General of the Organization and this contract shall terminate.

10. Interpretation and dispute settlement

The present contract shall be interpreted and applied in accordance with the provisions of the statute relating to the Director-General.

If any question of interpretation or any dispute concerning this contract arises, which is not settled by negotiation or agreement with the Executive Board or the General Conference, the matter shall be referred for final decision to the Administrative Tribunal whose competence is recognized by the General Conference for the settlement of other staff disputes.

11. Entry into force

This contract shall enter into force as of the.....day of.....2017.

SIGNED this.....day of.....2017 at Paris.

(signed)
President of the General
Conference
acting on behalf of the
Organization

(signed)
Director-General

STATUTE RELATING TO THE DIRECTOR-GENERAL*

Article 1

The Director-General is the Chief Administrative Officer of the Organization. In the discharge of his duties he shall observe the provisions of the Constitution and any rules made by the General Conference and by the Executive Board, and shall give effect to the decisions of these two organs. In the context of Article VI of the Constitution, the Director-General is accountable to the General Conference and the Executive Board.

Article 2

If the Director-General dies or resigns, the Executive Board shall appoint an Acting Director-General to serve until the following session of the General Conference.

Article 3

In the event of the Director-General being incapacitated, the Executive Board may grant him leave of absence on such conditions and for such period as the Board may decide pending the following session of the General Conference; in such case, the duties of the Director-General shall be exercised by an Acting Director-General appointed by the Executive Board.

If, in the opinion of the General Conference, the incapacity of the Director-General renders it impossible for him to continue to exercise his functions, the Conference will request the Executive Board to make a new nomination and will proceed to a new election. In such circumstances the Conference may grant to the former Director-General such indemnity as it deems proper.

Article 4

The Executive Board by a vote of two thirds of its members may suspend the Director-General on grounds of misconduct, or of violation of the Constitution or Rules of the General Conference or of the Executive Board; in such case it may appoint an Acting Director-General until the following session of the General Conference. If the General Conference endorses the decision of the Executive Board, the contract of the Director-General shall be terminated forthwith, and the Executive Board shall be requested to make a new nomination for appointment to the position of Director-General.

* Text adopted by the General Conference at its first session and ratified at its third extraordinary and at its 10th, 12th, 15th, 18th, 21st, 24th, 27th, 33rd, 35th and 37th sessions.