



32 C/2
17 June 2003
Original: French

Item 1.6 of the provisional agenda

ORGANIZATION OF THE WORK OF THE SESSION

OUTLINE

Source: Rules of Procedure of the General Conference; 166 EX/Decision 7.2.

Background: At its 166th session the Executive Board considered the proposals submitted by the Director-General concerning the organization of the work of the 32nd session of the General Conference. This document was drawn up on the basis of its conclusions.

Purpose: The plan for the organization of work recommended to the General Conference closely resembles the plan adopted at the 31st session (2001): see paragraph 1 below.

Decision required: After examining this document, the General Committee of the General Conference will submit to the plenary its recommendations concerning the organization of the work of the session.

I. GENERAL REMARKS

1. The proposals submitted to the Executive Board in 2001 for the organization of the work of the 31st session of the General Conference were based on 29 C/Resolution 87, adopted on the basis of the recommendations of the “Ad hoc working group on the structure and function of the General Conference” (28 C/Resolution 37.2) and on decision 6.1.1/6.1.2 adopted by the Executive Board at its 160th session which was designed to take account of the substantial reduction in funds allocated to the General Conference, primarily by shortening its duration. The proposals relating to the 32nd session are in accordance with the same options, although it is proposed to close the session on the Friday of the third week (17 October) instead of the Saturday. Furthermore, the Executive Board was invited to choose between two options concerning the Conference proceedings, and it decided in favour of the current formula: general policy debate at the beginning of the session and commissions spread out throughout the session (see Annex VII).

Timetable and times of meetings

2. The 32nd session of the General Conference will open on **Monday, 29 September** at 10 a.m. and will conclude its work on **Friday, 17 October**. It is anticipated that meetings will not normally take place on Saturday afternoons. Meetings will be held from **10 a.m. to 1 p.m.** and from **3 p.m. to 6 p.m.** (with possible extensions). However, the General Committee of the General Conference and the bureaux of the commissions will meet from 9 a.m. to 10 a.m.

Time limits for statements

3. In the **general policy debate**, it is recommended that speakers restrict their statements to **eight minutes**, as at previous sessions,¹ in accordance with the procedures outlined in paragraph 14 below. In the commissions, the chairpersons will take whatever measures they deem appropriate regarding any time limits on statements.

Seating arrangements

4. In all rooms, the Member States will be seated in the alphabetical order of their names in French, beginning with **Spain**, whose name was drawn by lot at the 166th session of the Executive Board.

II. DOCUMENTATION AND INFORMATION FOR DELEGATES

5. General Conference documents are issued according to several different categories:

- **32 C/...**: These are documents requiring a decision by the General Conference; they constitute the **main series** of documents.
- **32 C/INF...**: These documents bring information to the attention of the General Conference but do not require a decision.

¹ As in the past, heads of delegation speaking in the general policy debate may ask the President to have written texts of up to 2,000 words appended *in extenso* to the verbatim record of the plenary meetings in order to provide a fuller version of their oral statements. The verbatim record will clearly indicate any text that has been added in writing.

- **32 C/REP...:** This series is used for reports to the General Conference by the subsidiary organs it has set up (e.g. steering committees of intergovernmental programmes), and for reports of international or regional conferences organized by UNESCO.
- **32 C/NOM...:** These documents contain information on the elections to be held by the General Conference (names of outgoing countries, number of seats to be filled, etc.).
- **32 C/DR...:** This series comprises draft resolutions submitted by Member States.

6. As on previous occasions, the information requested by the General Conference on the follow-up to some of the resolutions it adopted at previous sessions will be provided in the Director-General's introduction to the general policy debate (the full version of which will be issued in document 32 C/INF.2).

7. Most of the documents will be sent to Member States before the session. Delegations will also receive, on arrival, a full set of documents, which will also be available in the rooms in which they come up for consideration. All General Conference documents will be accessible on the Internet as soon as they appear, both before and during the session. The General Conference website <http://www.unesco.org/confgen> provides access to other useful information (documentation since 1991, information on the elections to the Executive Board and to other organs whose members are elected by the General Conference, practical information, etc.) and, notably during the session, to the *Webzine* of the General Conference (an online information tool which provides a daily overview of the work of the Conference and also contains official notices and other information of interest to participants).

III. VOTING RIGHTS

8. In order to exercise its right to vote, each State must have submitted **valid credentials**, in accordance with the procedures set forth in Rule 23 of the Rules of Procedure.

9. It must also be up to date with its **financial contributions**. According to Article IV.C, paragraph 8(b), of the Constitution, "A Member State shall have no vote in the General Conference if the total amount of contributions due from it exceeds the total amount of contributions payable by it for the current year and the immediately preceding calendar year". But paragraph 8(c) provides that the General Conference may decide to make an exception to this rule "if it is satisfied that failure to pay is due to conditions beyond the control of the Member State". The procedure applicable to communications from Member States invoking this provision is determined by Rule 83 of the Rules of Procedure.

10. Under that rule, communications from Member States have to be submitted in the first three days of the session at the latest: beyond that deadline, the States concerned may no longer be authorized to take part in voting during the session. The examination of those communications, to be entrusted to the Administrative Commission, will be subject to the criteria set forth in paragraph 7 of Rule 83.

IV. PLENARY MEETINGS

Opening of the 32nd session

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

Plenary meetings**Other meetings****Monday
29/09**First plenary meeting

- 10 a.m.
- Opening of the session
 - Establishment of the Credentials Committee
 - Adoption of the agenda

12 noon

First meeting of the
Credentials CommitteeFirst meeting of the
Nominations Committee

3 p.m.

Second plenary meeting

- Election of the President and Vice-Presidents (on report of the Nominations Committee)
- Establishment of the commissions and committees
- Request for the admission of Palestine to UNESCO
- Admission of observers from international non-governmental organizations other than those maintaining formal and operational relations with UNESCO
- First report of the Credentials Committee

5 p.m.

First meeting of the **Legal Committee**, which elects its Chairperson**Tuesday
30/09**

9 a.m.

First meeting of the
General Committee of the General Conference

10 a.m.

Third plenary meeting

- Recommendations of the General Committee on the organization of the work of the session and (possibly) inclusion of new items in the agenda
- Introduction to the general policy debate: Presentation by the Chairperson of the Executive Board and the Director-General of reports on activities, the Draft Programme and Budget for 2004-2005 and other items on which the general policy debate will be based

11.30 a.m.

- Beginning of the general policy debate

General policy debate

12. The Executive Board approved the proposals that the Director-General submitted to it with a view to improving, as from the 32nd session of the General Conference, the procedure for drawing up the list of speakers for the general policy debate (165 EX/Decision 7.1, para. 3). The procedure is based on the practice followed for several years in the United Nations General Assembly. Immediately after the 166th session of the Board, that is, in the second half of April, the representatives of Member States were invited, pursuant to the above-mentioned decision, to submit to the Secretariat, before 6 June 2003, two dates for their representative's statement in the general policy debate, indicating their preferences and specifying the representative's name and status. On that basis, a provisional list of speakers will be drawn up, taking the wishes expressed and the speakers' protocol rank into account. An initial version will be dispatched to Member States in early June. Updates will also be disseminated thereafter as necessary. It will also be possible to consult the list on the General Conference website.

13. Speaking time will be kept at **8 minutes** (which most speakers take to read a four-page double-spaced text). However, study of previous sessions shows that the average length of statements was 11 to 12 minutes, which resulted in meetings being sometimes considerably prolonged. **A visual and sound system will therefore be installed to gauge speaking time and the President of the General Conference will be empowered to interrupt any speaker exceeding the time limit.**

Elections

14. The election of **Members of the Executive Board** will take place on **Friday, 10 October** according to the "Procedure for the election of Members of the Executive Board" (Appendix 2 of the Rules of Procedure). If necessary, a second ballot will be held on Saturday, 11 October.² Pursuant to Rule 1 of these provisions, candidatures should reach the Director-General at least six weeks before the opening of the session. In accordance with 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" (that is, by 9 a.m. on 8 October).

15. Voting in all the other elections will be organized by the Nominations Committee, which will submit the results to the plenary for approval.

V. GENERAL COMMITTEE OF THE GENERAL CONFERENCE

16. The General Committee of the General Conference (Rules 41 and 42 of the Rules of Procedure) is composed of the President, the Vice-Presidents (not to exceed 36) and the chairpersons of the committees and commissions of the General Conference. Its role is to assist the President in directing the general work of the session. The Chairperson of the Executive Board attends its meetings, without the right to vote. The General Committee will normally meet twice a week from 9 a.m. to 10 a.m. Its first meeting will take place at 9 a.m. on Tuesday, 30 September.

VI. COMMISSIONS

17. Under Rule 43 of the Rules of Procedure, the General Conference shall establish at each session "such commissions and other subsidiary organs as it deems necessary for the transaction of

² Candidates may now be elected by a simple majority, unless "two or more candidates obtain the same number of votes and, as a result, there are still more candidates than seats to be filled" (Rule 95).

the business of that session”. In practice these commissions are, on the one hand, the programme commissions reflecting the structure of the Draft Programme and Budget under consideration and, on the other, the Administrative Commission. The structure of document 32 C/5 entails the establishment, as at the 31st session, of the following five programme commissions:³

- Commission I: General questions and programme support;
- Commission II: Education;
- Commission III: Natural sciences then social sciences;
- Commission IV: Culture;
- Commission V: Communication.

18. Annex I shows the envisaged allocation of agenda items to the various organs of the Conference.

19. The work of the programme commissions will be coordinated by their chairpersons at regular meetings chaired by one of their number (to be designated by common consent). Depending on the availability of space and time, joint meetings of the commissions may be held if necessary.

20. The **bureaux** of the commissions will be responsible for preparing the processing of draft resolutions (classification, grouping of draft resolutions, contacts with sponsors) and will, if necessary, act as negotiation groups.

VII. COMMITTEES

21. In accordance with the Rules of Procedure of the General Conference, the following committees shall be established at each session.

22. The **Credentials Committee** (Rules 32 and 33 of the Rules of Procedure) consists of nine members elected at the first plenary meeting of the General Conference on the proposal of the Temporary President. It will meet immediately, at 12 noon, to examine the credentials of delegations, representatives and observers. It will present its first report to the plenary at the end of its second meeting and will hold as many further meetings as may be necessary. Until the Credentials Committee has made its report and the General Conference given a ruling, all delegations will be attending provisionally, with the right to vote.

23. The **Nominations Committee** (Rules 34 and 35 of the Rules of Procedure) consists of the heads of all delegations entitled to vote. It will hold its first meeting at 12 noon on Monday, 29 September in order to establish, after examining the recommendations of the Executive Board, the list of nominations for the offices of President and Vice-Presidents of the General Conference, and to consider nominations to the Chairs of the commissions. The Committee will meet in due course in order to draw up the lists of nominations for all the other offices to be filled by election by the General Conference.

³ The two cross-cutting themes (“Eradication of poverty, especially extreme poverty” and “The contribution of information and communication technologies to the development of education, science and culture and the construction of a knowledge society”) will be considered in Commissions II to V, each one in respect of the part that concerns the Commission in question.

24. The **Legal Committee** (Rules 36 and 37 of the Rules of Procedure) submits its reports either directly to the General Conference or to the organ from which the matter has been referred or which has been designated by the General Conference. At the 32nd session it will be composed of the following 21 members, elected at the 31st session:

Algeria	France	Netherlands
Argentina	Germany	Portugal
Cameroon	Ghana	Russian Federation
Chile	Guatemala	Syrian Arab Republic
Colombia	Iran, Islamic Republic of	United Kingdom of Great Britain and Northern Ireland
Côte d'Ivoire	Japan	Venezuela
Czech Republic	Lebanon	
Egypt		

25. The **Headquarters Committee** (Rules 39 and 40 of the Rules of Procedure) meets between the sessions of the General Conference to advise the Director-General on all questions relating to the Organization's Headquarters. Until the closure of the 32nd session, it will be composed of the following 24 Member States, elected at the 31st session:

Argentina	France	Monaco
Belarus	Ghana	Myanmar
Costa Rica	Iraq	Oman
Côte d'Ivoire	Japan	Panama
Czech Republic	Madagascar	Rwanda
Democratic People's Republic of Korea	Malawi	Sri Lanka
Dominican Republic	Mauritania	Turkey
Finland	Mauritius	Viet Nam

VIII. EXAMINATION OF THE DRAFT PROGRAMME AND BUDGET FOR 2004-2005 (32 C/5): DRAFT RESOLUTIONS PROPOSING AMENDMENTS

26. Draft resolutions proposing the adoption of amendments to the Draft Programme and Budget are processed on the basis of the procedure set out in Rules 80 and 81 of the Rules of Procedure.⁴ In November 2000, the Legal Committee met, in accordance with the wishes of the General Conference, to examine that procedure, "in particular to ensure that [the Rules of Procedure] contain objective and verifiable admissibility criteria for such draft resolutions" (30 C/Resolution 87). The Committee consequently adopted an "Explanatory Note" (see Annex II), which provided a framework, at the 31st session, for examination of the admissibility of draft amendments to the C/5 document by the Secretariat and then, in certain cases, by the Legal Committee.

27. This note will be used again in the context of the 32nd session, in the light of the "finalization" undertaken by the Legal Committee at its November 2002 meeting (see Annex III). In order to be considered admissible, draft amendments must relate to one of the "operative paragraphs" of Part II of document 32 C/5 (paragraphs containing a resolution proposed for adoption by the General Conference): these paragraphs are listed in Annex IV.

⁴ It should be noted that these provisions apply only to draft resolutions concerning the Draft Programme and Budget. Draft resolutions submitted under other items of the agenda are subject to other rules, which are set out in Rule 79.

28. Member States proposing draft resolutions are invited to indicate clearly the amount of their budgetary implications and, in all cases, the source of funding envisaged should they be adopted by the General Conference, namely, the **activity shown in document 32 C/5 that would be curtailed or abolished for the purpose of releasing appropriate funds, or an attempt to find extrabudgetary resources**. For this purpose they are requested to use the form in Annex V.

29. It would be extremely difficult, if not impossible, for the Director-General to release appropriate resources to take action, during the execution of the Programme, on any resolutions that were to be adopted without the General Conference stipulating how their implementation should be financed. All resolutions adopted *in extenso* by the General Conference (and reproduced in Volume I of the Records), as well as resolutions approved on the basis of the commission reports, should therefore mention clearly the amount of resources needed and the method of funding envisaged for their implementation, either a drive to find extrabudgetary resources or the identification of equivalent savings in the regular programme.

IX. SPECIAL MEETINGS DURING THE 32ND SESSION

30. A number of special meetings are to be held alongside the official proceedings of the General Conference, as indicated below.

31. A **round table** will be organized for **ministers of education** on the theme “**Promoting the quality of education**”. This meeting, which will be held in parallel with the general policy debate, will be open to ministers of education who wish to take part, on the understanding that those of all Member States are invited to do so. It will be held on 3 and 4 October.

32. Another **round table** will be organized for **ministers of information and communication** in the Member States, on the theme “**From the information society to the knowledge society**” with a view to the World Summit on the Information Society, which opens on 9 December 2003. This round table is scheduled to take place on 9 and 10 October.

33. As during the 31st session, a **Youth Forum** will be held immediately before the General Conference, from 26 to 28 September (see Annex VI).

34. Furthermore, several workshops may be organized under the auspices of the programme commissions focusing on fundamental issues related to the aspects of the Programme for which each is responsible.

35. More detailed information on these special meetings will be provided to delegations at a later date.

ANNEX I

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

Plenary

- 1.1 Opening of the session by the President of the 31st session of the General Conference
- 1.2 Establishment of the Credentials Committee and report by the Committee to the General Conference
- 1.4 Adoption of the agenda
- 1.5 Election of the President and Vice-Presidents of the General Conference and of the Chairpersons, Vice-Chairpersons and Rapporteurs of the Commissions and Committees
- 1.6 Organization of the work of the session
- 1.7 Admission to the work of the General Conference of observers from international non-governmental organizations other than those maintaining formal and operational relations with UNESCO, and recommendations of the Executive Board thereon
- 2.1 Report of the Director-General on the activities of the Organization in 2000-2001, introduced by the Chairperson of the Executive Board
- 2.2 Report by the Executive Board on its own activities in 2002-2003 including its methods of work
- 4.3 Adoption of the Appropriation Resolution for 2004-2005
- 5.8 Report of the UNESCO General Conference Youth Forum (2003)
- 9.1 Request for the admission of Palestine to UNESCO
- 12.1 Election of Members of the Executive Board
- 13.1 Venue of the 33rd session of the General Conference

Commission I

- 3.1 Preparation of the Draft Programme and Budget for 2006-2007 (33 C/5)
- 4.2 Consideration and adoption of the Draft Programme and Budget for 2004-2005
 - Part II.A: UNESCO Institute for Statistics
Field – Management of decentralized programmes
 - Part II.B: Participation Programme
 - Part II.C: Programme Related Services¹

¹ Chapter 1 – Coordination of action to benefit Africa
Chapter 2 – Fellowships Programme
Chapter 3 – Public Information
Chapter 4 – Strategic planning and programme monitoring
Chapter 5 – Budget preparation and monitoring

- Part III.A: Field Management and Coordination
- Part III.B: External Relations and Cooperation

- 5.5 Proposals by Member States for the celebration of anniversaries in 2004-2005 with which UNESCO could be associated
- 6.1 Adapting the “Regulations for the general classification of the various categories of meetings convened by UNESCO” to the needs of the Organization
- 6.2 Relations between the three organs of UNESCO: role of the General Conference with respect to the Medium-Term Strategy (C/4) and the Programme and Budget (C/5)
- 6.3 Definition of regions with a view to the execution of regional activities
- 10.1 Sectoral and intersectoral strategies for the Organization’s cooperation with international non-governmental organizations

Commission II

- 3.1 Preparation of the Draft Programme and Budget for 2006-2007 (33 C/5)
- 4.2 Consideration and adoption of the Draft Programme and Budget for 2004-2005
– Part II.A: Major Programme I – Education
- 5.4 Implementation of 31 C/Resolution 43 concerning educational and cultural institutions in the occupied Arab territories
- 5.9 Follow-up to the Round Table of Ministers and Senior Officials Responsible for Physical Education and Sport (Paris, 9-10 January 2003)
- 5.10 Proclamation by the United Nations General Assembly of an international year for physical education and sport

Commission III

- 3.1 Preparation of the Draft Programme and Budget for 2006-2007 (33 C/5)
- 4.2 Consideration and adoption of the Draft Programme and Budget for 2004-2005
– Part II.A: Major Programme II – Natural sciences
– Part II.A: Major Programme III – Social and human sciences
- 5.1 Development of an integrated strategy to combat racism, discrimination, xenophobia and related intolerance
- 5.6 Report by the Director-General on the work done by the World Commission on the Ethics of Scientific Knowledge and Technology (COMEST) since its second session and proposal for evaluating the impact of its activities
- 5.7 José Martí Project for World Solidarity
- 7.3 Draft amendment to the Statutes of the International Geological Correlation Programme

- 8.1 Overall report on, and evaluation of, the implementation of the Universal Declaration on the Human Genome and Human Rights
- 8.7 Draft international declaration on human genetic data

Commission IV

- 3.1 Preparation of the Draft Programme and Budget for 2006-2007 (33 C/5)
- 4.2 Consideration and adoption of the Draft Programme and Budget for 2004-2005
 - Part II.A: Major Programme IV – Culture
- 5.2 Proclamation of 2004 as International Year to Commemorate the Struggle against Slavery and its Abolition
- 5.3 Jerusalem and the implementation of 31 C/Resolution 31
- 5.4 Implementation of 31 C/Resolution 43 concerning educational and cultural institutions in the occupied Arab territories
- 5.11 Desirability of drawing up an international standard-setting instrument on cultural diversity
- 5.12 Proposal to grant the status of a regional centre under the auspices of UNESCO to the Nordic World Heritage Foundation
- 5.13 Request by the International Institute for Opera and Poetry (IIOP), Verona, Italy, to be recognized as an institute under the auspices of UNESCO
- 7.2 Draft amendments to the Statutes of the International Fund for the Promotion of Culture
- 8.2 Implementation of the Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970): Reports by Member States and other States Parties on the action they have taken to implement the Convention
- 8.3 Draft UNESCO Declaration concerning acts constituting a crime against the common heritage of humanity
- 8.4 Preliminary draft international convention for the safeguarding of the intangible cultural heritage and report by the Director-General on the situation calling for standard-setting and on the possible scope of such standard-setting

Commission V

- 3.1 Preparation of the Draft Programme and Budget for 2006-2007 (33 C/5)
- 4.2 Consideration and adoption of the Draft Programme and Budget for 2004-2005
 - Part II.A: Major Programme V – Communication and information
- 8.5 Draft recommendation on the promotion and use of multilingualism and universal access to cyberspace

8.6 Draft charter on the preservation of the digital heritage

Administrative Commission

- 1.3 Report by the Director-General on communications received from Member States invoking the provisions of Article IV.C, paragraph 8(c), of the Constitution
- 4.1 Methods of preparing the budget and budget estimates for 2004-2005 and budgeting techniques
- 4.2 Consideration and adoption of the Draft Programme and Budget for 2004-2005
- Part I General Policy and Direction
 - Part II Programmes and Programme Related Services
 - Part III.C Human resources management
 - Part III.D Administration, maintenance and renovation of Headquarters premises²
 - Part IV Anticipated Cost Increases
- 11.1 Report by the Director-General on the implementation of the reform process
- 11.2 Financial report and audited financial statements relating to the accounts of UNESCO for the financial period ended 31 December 2001, and report by the External Auditor
- 11.3 Financial report and interim financial statements relating to the accounts of UNESCO as at 31 December 2002 for the financial period ending 31 December 2003
- 11.4 Modernization of UNESCO's approach to recording expenditures
- 11.5 Scale of assessments and currency of Member States' contributions
- 11.6 Collection of Member States' contributions
- 11.7 Working Capital Fund: Level and administration
- 11.8 Managing the UNESCO complex: Report by the Director-General and report of the Headquarters Committee
- 11.9 Staff Regulations and Staff Rules
- 11.10 Staff salaries, allowances and benefits
- 11.11 Report by the Director-General on the situation concerning the geographical distribution of the staff
- 11.12 Report by the External Auditor on the application of the recruitment rules, regulations and procedures during the 2000-2001 biennium

² Chapter 1 – Administrative coordination and support
Chapter 2 – Accounting and financial control
Chapter 3 – Information systems and telecommunications
Chapter 4 – Procurement
Chapter 5 – Conferences, languages and documents
Chapter 6 – Common services, maintenance, security, utilities and management of premises and equipment
Chapter 7 – Maintenance and renovation of Headquarters buildings

- 11.13 United Nations Joint Staff Pension Fund and UNESCO Staff Pension Committee
- 11.14 Report by the Director-General on the state of the Medical Benefits Fund and appointment of Member States' representatives to the Board of Management for 2004-2005
- 11.15 Implementation of 31 C/Resolution 52 on the scale of assessments and currency of Member States' contributions

Nominations Committee

- 1.5 Election of the President and Vice-Presidents of the General Conference and of the Chairpersons, Vice-Chairpersons and Rapporteurs of the Commissions and Committees
- 12.1 Election of Members of the Executive Board
- 12.2 Election of the members of the Legal Committee for the 33rd session of the General Conference
- 12.3 Election of the members of the Headquarters Committee to serve until the end of the 34th session of the General Conference
- 12.4 Election of 10 members of the Conciliation and Good Offices Commission responsible for seeking the settlement of any disputes that may arise between States Parties to the Convention against Discrimination in Education
- 12.5 Election of members of the Council of the UNESCO International Bureau of Education (IBE)
- 12.6 Election of members of the Intergovernmental Council for the Information for All Programme
- 12.7 Election of members of the International Coordinating Council of the Programme on Man and the Biosphere (MAB)
- 12.8 Election of members of the Intergovernmental Council of the International Hydrological Programme (IHP)
- 12.9 Election of members of the Intergovernmental Committee for Promoting the Return of Cultural Property to its Countries of Origin or its Restitution in Case of Illicit Appropriation
- 12.10 Election of the members of the Executive Committee of the International Campaign for the Establishment of the Nubia Museum in Aswan and the National Museum of Egyptian Civilization in Cairo
- 12.11 Election of members of the Intergovernmental Council of the International Programme for the Development of Communication (IPDC)
- 12.12 Election of members of the Intergovernmental Council of the Management of Social Transformations (MOST) Programme
- 12.13 Election of the members of the Intergovernmental Committee established by the Statutes of the International Bioethics Committee

12.14 Election of the members of the Intergovernmental Committee for Physical Education and Sport (CIGEPS)

12.15 Election of members of the Governing Board of the UNESCO Institute for Statistics (UIS)

Legal Committee³

4.2 Consideration and adoption of the Draft Programme and Budget for 2004-2005 (draft resolutions)

6.1 Adapting the “Regulations for the general classification of the various categories of meetings convened by UNESCO” to the needs of the Organization

7.1 Rules of Procedure concerning recommendations to Member States and international conventions, covered by the terms of Article IV, paragraph 4, of the Constitution: proposals by the Director-General for the amendment of Part VI thereof

7.4 Grouping of Member States for the purpose of elections to the Executive Board

³ The legal aspects of certain issues discussed under other agenda items may also be considered by the Legal Committee.

ANNEX II

‘EXPLANATORY NOTE FOR THE IMPLEMENTATION OF RULES 80 AND 81, SECTION XIV, OF THE RULES OF PROCEDURE OF THE GENERAL CONFERENCE¹

I. *The purpose of this Note is to specify and, as appropriate, clarify the procedure for the submission and examination of draft resolutions referred to in Rule 80 of the Rules of Procedure of the General Conference (hereinafter called DRs). The draft resolutions concerned are those containing one or more amendments to the Draft Programme and Budget (the C/5 document) which have “budgetary implications” – that is, if approved, they will affect the amounts proposed for any of the budgetary lines included in Part II of the Draft Appropriation Resolution.*

II. *In the submission and examination of DRs, the following rules shall be strictly applied:*

1. *At least 90 days before the opening of the session of the General Conference,² and taking into account Rule 80.2 of the Rules of Procedure, the President of the General Conference or on his behalf the Director-General shall formally communicate to Member States the exact deadline for the submission of DRs. All DRs shall reach the Director-General, in writing, 45 days before the opening of the session of the General Conference.³*

2. *The Director-General shall formulate his conclusions on the admissibility of the DRs. To this end, a DR may only be considered inadmissible in one of the following cases:*

- (a) when an operative paragraph of Part II of the Draft Programme and Budget is not affected by the DR (such operative paragraphs will always appear in bold and within a box, making them thus clearly identifiable); or*
- (b) when the budgetary implication of the DR is equal to or lower than US \$40,000; or*
- (c) when the DR does not have international, regional or subregional scope, i.e. when it refers to an activity to be implemented for the benefit of a single Member State; or*
- (d) when the activity proposed in the DR conforms to all the conditions required in the appropriate resolutions for the presentation of requests to the Participation Programme (currently 30 C/Resolution 50).*

3. *Within a maximum period of 25 days from the deadline referred to in paragraph 1,⁴ Member States shall receive the comments of the Director-General regarding their respective DRs. Such comments shall clearly indicate: (a) whether the DR is admissible or inadmissible; and (b) if it is considered inadmissible, which of the cases specified in paragraph 2 justifies, in the opinion of the Director-General, his conclusion. If a decision is not taken by the Director-General within this 25-day period, the DR shall automatically be considered admissible.*

4. *Any Member State may appeal the conclusions of the Director-General regarding the inadmissibility of its DR. To this end, not later than five days before the opening of the session of the General Conference,⁵ its President or on his behalf the Director-General shall receive from*

¹ Adopted by the Legal Committee in November 2000.

² By 1 July.

³ By 14 August.

⁴ By 8 September.

⁵ By 23 September.

such Member State a letter of appeal in which the reasons for this recourse shall be clearly stated. Any letter of appeal not satisfying this deadline or not reasoned shall be automatically rejected.

5. Unless otherwise decided by a simple majority of its members, the Legal Committee shall examine all the letters of appeal as the first item of its agenda. It shall confirm or reject the conclusions of the Director-General on each DR which motivated the appeal. To this end, it shall ascertain whether the reasons presented by the Director-General in his comments conform to any of the cases presented in paragraph 2 above. In addition to its letter of appeal a Member State may make a further written submission. It will be expected to provide orally any additional information required by the Legal Committee.

6. A Member State which is a member of the Legal Committee shall not vote on an appeal submitted by itself.

III. In the exercise of their respective duties regarding the admissibility of DRs, the Secretariat and the Legal Committee shall apply Section XIV of the Rules of Procedure of the General Conference, as interpreted by this Note.

IV. At the request of the General Conference, this Note may be revised by the Legal Committee.”

ANNEX III

FINALIZATION OF THE EXPLANATORY NOTE ON THE APPLICATION OF RULES 80 AND 81 OF SECTION XIV OF THE RULES OF PROCEDURE OF THE GENERAL CONFERENCE CONCERNING ADMISSIBILITY CRITERIA FOR DRAFT RESOLUTIONS RELATING TO THE DRAFT PROGRAMME AND BUDGET AND THE EXAMINATION OF SUCH DRAFT RESOLUTIONS¹

“3. Since the Legal Committee did not have a mandate to amend the wording of the ‘Explanatory Note on the application of Rules 80 and 81 of the Rules of Procedure of the General Conference’, its members discussed a certain number of difficulties connected with the application of the note. One member of the Committee expressed himself in favour of endorsing the explanatory note, except for the wording of paragraph 2(b) in which the limitation established was not supported by any statutory or regulatory norm of UNESCO.

4. Some members questioned the role assigned to the Legal Committee in regard to the matter and also the legal value of the explanatory note.

5. It was stated that the Explanatory Note imposed no new obligations on Member States and that it merely provided an interpretation of the relevant provisions of the Rules of Procedure of the General Conference, an interpretation which was brought to the attention of the Executive Board and of the General Conference, which took note thereof in 31 C/Resolution 67.

6. Several members deemed it desirable to act with caution and to refrain from amending the wording of the Explanatory Note. One member who shared that view nevertheless stressed that the note did not resolve all of the difficulties involved in applying the relevant provisions of the Rules of Procedure.

7. Some members proposed asking Member States about the difficulties encountered in applying the Explanatory Note, with a view to introducing, as appropriate, the necessary modifications. It was envisaged that the Chairperson of the Legal Committee could contact the Member States and report back to the Committee in that regard.

8. Several members pointed out that the procedure established by Rules 80 and 81 of the Rules of Procedure of the General Conference had functioned satisfactorily on the whole and that it was not for the Legal Committee to introduce elements of flexibility which could not fail to create delicate problems in regard to application. It was clearly stated that the Explanatory Note was not intended to apply to all draft resolutions but only to those with budgetary implications. Some members stressed that that point should be brought to the attention of the Member States in the clearest possible terms and that the resolution on the Participation Programme should be attached to the note.

9. Several members emphasized the need for full consultation with the Member States and the Secretariat during the preparation of the Draft Programme and Budget (C/5).

10. The representative of the Director-General indicated that the reference to 30 C/Resolution 50 in the Explanatory Note should now be taken as referring to 31 C/Resolution 36 which followed on from the previous resolution. He assured the members that he was aware of the difficulties encountered by certain Member States and that the Secretariat was constantly trying to improve consultations with the Member States in regard to the preparation of the Draft Programme and Budget (C/5). He further confirmed that the Secretariat was prepared to undertake what the Legal

¹ Excerpt from the report adopted by the Legal Committee at its November 2002 meeting.

Committee called “educational measures” to inform the delegations clearly and repeatedly about the terms of the Explanatory Note and the implications of non-observance.”

ANNEX IV

**LIST OF RESOLUTIONS PROPOSED IN DOCUMENT 32 C/5
THAT MAY GIVE RISE TO DRAFT AMENDMENTS**

	Paragraph
Draft Appropriation Resolution for 2004-2005	
Part I - General Policy and Direction	00002
Part II - Programmes and Programme Related Services	
A. Programmes	
Major Programme I - Education	
I.1 Basic education for all	
I.1.1 Basic education for all: targeting key goals	01110
I.1.2 Supporting EFA strategies	01120
I.2 Building learning societies	
I.2.1 Beyond universal primary education	01210
I.2.2 Education and globalization	01220
UNESCO education institutes	
UNESCO International Bureau of Education (IBE)	01310
UNESCO International Institute for Educational Planning (IIEP)	01320
UNESCO Institute for Education (UIE)	01330
UNESCO Institute for Information Technologies in Education (IITE)	01340
UNESCO International Institute for Capacity-Building in Africa (IICBA)	01350
UNESCO International Institute for Higher Education in Latin America and the Caribbean (IESALC)	01360
Projects relating to cross-cutting themes	01500

Paragraph

Major Programme II - Natural sciences

II.1 Science, environment and sustainable development

- | | | |
|--------|--|--------------|
| II.1.1 | Water interactions: systems at risk and social challenges | 02110 |
| II.1.2 | Ecological sciences: developing stewardship by people for nature | 02120 |
| II.1.3 | Earth sciences: improving the understanding of the solid Earth and enhancing disaster prevention | 02130 |
| II.1.4 | Towards sustainable living in small islands and in coastal regions | 02140 |
| II.1.5 | UNESCO Intergovernmental Oceanographic Commission | 02150 |

II.2 Capacity-building in science and technology for development

- | | | |
|--------|---|--------------|
| II.2.1 | Capacity-building in the basic and engineering sciences | 02210 |
| II.2.2 | Science and technology policies for sustainable development | 02220 |

Projects relating to cross-cutting themes **02500**

Major Programme III - Social and human sciences

- | | | |
|--------------|---|--------------|
| III.1 | Ethics of science and technology, with emphasis on bioethics | 03100 |
| III.2 | Promotion of human rights and the fight against discrimination | 03200 |
| III.3 | Foresight, philosophy, human sciences and human security | 03300 |
| III.4 | Management of social transformations: MOST – Phase II | 03400 |

Projects relating to cross-cutting themes **03500**

Paragraph

Major Programme IV - Culture

IV.1 Mainstreaming cultural diversity into policy agendas at national and international levels

IV.1.1 Promotion of the UNESCO Universal Declaration on Cultural Diversity and implementation of its Action Plan **04110**

IV.1.2 Strengthening the links between cultural policies and development policies **04120**

IV.2 UNESCO's contribution to the protection of the world's cultural diversity through cultural and natural heritage preservation

IV.2.1 Promotion and implementation of the Convention for the Protection of the World Cultural and Natural Heritage (1972) **04210**

IV.2.2 Protecting cultural diversity through the preservation of cultural heritage in all its forms and through normative action **04220**

IV.3 Safeguarding cultural diversity through creativity and development

IV.3.1 Encouraging arts and crafts for sustainable development **04310**

IV.3.2 Strengthening the role of cultural creation in human and economic development **04320**

Projects relating to cross-cutting themes 04500

Major Programme V - Communication and information

V.1 Fostering equitable access to information and knowledge for development

V.1.1 Fostering actions to reduce digital divide and promote social inclusion **05110**

V.1.2 Harnessing ICTs for education **05120**

V.1.3 Promoting the expression of cultural and linguistic diversity through communication and information **05130**

	Paragraph
V.2 Promoting freedom of expression and communication development	
V.2.1 Promoting freedom of expression and the independence and pluralism of the media	05210
V.2.2 Supporting development of communication media	05220
Projects relating to cross-cutting themes	05500
UNESCO Institute for Statistics	06003
B. Participation Programme	09004
C. Programme Related services	
Chapter 1 - Coordination of action to benefit Africa	11002
Chapter 2 - Fellowships Programme	12002
Chapter 3 - Public information	13002
Chapter 4 - Strategic planning and programme monitoring	14002
Chapter 5 - Budget preparation and monitoring	15002
Part III – Support for Programme Execution and Administration	
A. Field management and coordination (Headquarters activities and Field Offices' operating costs)	17002
B. External relations and cooperation	18002
C. Human resources management	19002
D. Administration, maintenance and renovation of Headquarters premises	20002
Chapter 7 - Maintenance and renovation of Headquarters premises	20701

ANNEX V

**FORM FOR THE SUBMISSION OF DRAFT RESOLUTIONS
PROPOSING THE ADOPTION OF AMENDMENTS TO THE
DRAFT PROGRAMME AND BUDGET FOR 2004-2005**

32nd SESSION OF THE GENERAL CONFERENCE

Draft resolution proposing the adoption of amendments to the Draft Programme and Budget for 2004-2005

Submitted by:

State(s)

Referring to:

Either

- Major Programme:
(or cross-cutting theme)

Programme:
(or chapter for Parts I, II.B, II.C, III.A, III.B, III.C)

or

Proposed resolution (specify paragraph(s)):
.....

Proposed modification, deletion or addition:

State if possible the amount of budgetary implications of the proposed amendment:
.....

Indicate the proposed source of funding (budget proposed for one or other of the subprogrammes, cross-cutting themes or chapters of document 32 C/5 or extrabudgetary resources):
.....

Explanatory note (no more than 20 lines):

Please give fax number (or email address) for subsequent correspondence:

.....

Name:

Date:

.....

Signature(s) for each sponsoring State

ANNEX VI

THE UNESCO GENERAL CONFERENCE YOUTH FORUM (2003)

1. Title

“UNESCO and youth: a reciprocal commitment”.

2. Date and duration

The Forum will be held just before the 32nd session of the General Conference and will last three days, from Friday 26 to Sunday, 28 September 2003.

There will be two (or more) working groups meeting simultaneously throughout the thematic sessions, whose composition will depend on the number of participants in the Forum.

3. Objective

The main objective of the Forum is to formulate recommendations and strategies on themes proposed by the Organization.

4. Structure

The Youth Forum will consist of six meetings: an opening and closing plenary meeting, and four thematic sessions, each comprising an introductory plenary meeting followed by working groups.

The opening plenary meeting will inaugurate the Forum and adopt the agenda and working methods.

The plenary meeting will be followed by a series of four thematic sessions. Each session will address one subject only, which will be introduced in a plenary meeting in the form of a statement. These statements will focus on the three main themes.

There will then be a 20-minute discussion to serve as a starting point for the working groups. Following each introductory plenary meeting, the participants will split up into working groups.

5. Themes

The Third Youth Forum will discuss three major themes, taken from ideas expressed by young people themselves, and will make recommendations to the General Conference at its 32nd session.

(a) Education for sustainable development, in particular freshwater management

This theme, which is at the heart of UNESCO's programmes, should encourage young people to reflect on new methods of combating ignorance of environmental issues so that they may become more involved and motivate other young people to join in the education process.

As 2003 is International Year of Freshwater, the highly topical issue of freshwater management will be proposed so that the young people may determine common ethical principles and identify innovative practices and the policies that could be implemented to ensure that all people enjoy access to and equitable distribution of water resources in the twenty-first century.

(b) Youth and AIDS: preventive education

Young people have spoken out on AIDS by addressing the real-life issues of prevention in their countries. They wish to devise preventive-education strategies which could be adapted to various needs and integrated into the development of society locally, regionally, nationally and internationally. How can they be supported?

(c) UNESCO and young people: ways and means of communication and cooperation

We consider it important at this stage to assess UNESCO's methods of consultation, including during the previous two Forums, in order to learn lessons about the quality of interaction between UNESCO and young people, and to make specific and innovative proposals to improve procedures and initiatives in future. The various means for adjusting current collaboration arrangements will be analysed with a view to making collaboration closer and more participatory.

6. Results

The Forum will close with a final plenary meeting, which will adopt a report reflecting the young people's ideas on selected priorities within the themes proposed. Projects submitted by these young specialists to UNESCO will serve as concrete indicators of the aptitude of young people to implement their own ideas.

The final report of the Youth Forum will be presented to the General Conference as a document setting out young peoples' priorities for the twenty-first century with regard to the relevant UNESCO programmes, and suggesting a follow-up strategy.

7. Criteria for participation

Governments will be asked to include in their delegations, at their own expense, youth delegates who are under 30 years old and who represent youth organizations of Member States. In order to ensure wide representation, Member States are invited to cover the participation costs of young delegates from developing countries, and to show their goodwill in the search for extrabudgetary funds.

Annex VII

TIMETABLE FOR THE 32nd SESSION OF THE GENERAL CONFERENCE

	DATE	PLENARY MEETING	ADM	I	II	III	IV	V	LEG	CRE	NOM	BUR
S E P	29 MON	1 } Items 1.1, 1.2, 1.4 - 1.7, 5.8, 9.1								1	1 } Item 1.5	
		2								2		
S E P	30 TUE		1 } Item 1.3 (5)		1 } Item 3.1				1 } Items 4.2 (DR)	3		1
			2		2			2	4	2 } Item 12.1		
O C T O B E R	01 WED		3		3 } MP I, Items 5.4, 5.9, 5.10				3			
			4	Items 4.1, 4.2, 11.1-11.7	4			4				
O C T O B E R	02 THU		5		5				5			
			6		6			6		3 } Item 12.1		
O C T O B E R	03 FRI	General Policy Debate (Items 2.1, 2.2)	7 } Item 11.1			1 } Item 3.1			7 } Items 6.1, 7.1			2
			8		2			8				
O C T O B E R	04 SAT		9 } Items			3 } MP II,						
			10									
O C T O B E R	05 SUN											
O C T O B E R	06 MON		10 } 11.8-11.15		7 Report	4 } Item 7.3			1 } Item 3.1			
			11			5		2				
O C T O B E R	07 TUE			1 } Item 3.1					3 } MP V, Items 5.11-5.13, 8.5, 8.6			3
				2 } Item 6.2		7		4		4 } Item 12.1		
O C T O B E R	08 WED	DG's reply	3			8 } MP III Items 5.1, 5.6, 8.1, 8.7						
			4	12 Report		9		5				
O C T O B E R	09 THU		5	II.A, II.C, Item 6.1		10					5 } Items 12.2-12.15	
			6					1 } Item 3.1				
O C T O B E R	10 FRI		7									4
			8	II.B, III.A, III.B, Items 5.5, 6.3, 10.1								6 } Items 12.2-12.15
O C T O B E R	11 SAT		9			11 Report			4 } MP IV	7 Report		
			10									
O C T O B E R	12 SUN											
O C T O B E R	13 MON			10					5 } Items 5.2, 5.3, 5.4, 7.2, 8.2-8.4			
O C T O B E R	14 TUE										7 } Items 12.2-12.15	5
											8	
O C T O B E R	15 WED			11 Report								
O C T O B E R	16 THU	Items 4.3, 13.1 Adoption of reports, closure						8 Report				
O C T O B E R	17 FRI											

- (1) EXB Election.
- (2) EXB Election: second round if necessary.
- (3) Ministerial round table: "Promoting the quality of education".
- (4) Ministerial round table: "from the information society to the knowledge society".
- (5) The Commission may return to this item at a later stage.



32 C/2 Add.
25 September 2003
Original: French

Item 1.6 of the provisional agenda

ORGANIZATION OF THE WORK OF THE SESSION

ADDENDUM

1. The revised provisional agenda (32 C/1 (prov.) Rev.) contains the new items that have been recommended by the Executive Board to the General Conference.
2. By 167 EX/Decision 6.2, the Board recommended to the General Conference that these items be examined by the following organs:

Plenary

- 11.16 Proposals by the Director-General concerning the use of the contribution of the United States of America for the period from 1 October to 31 December 2003

Commission I

- 14.1 Strengthening of cooperation with the Republic of Angola
14.2 Strengthening of cooperation with the Republic of Côte d'Ivoire

Commission II

- 5.17 Higher education and globalization: Promoting quality and access to the knowledge society as a means for sustainable development
7.5 Amendment to the Statutes of the UNESCO International Institute for Capacity-Building in Africa
7.7 Draft Statutes of the Intergovernmental Regional Committee for the Regional Education Project in Latin America and the Caribbean

Commission III

- 5.14 Report by the Director-General regarding the possibility of elaborating universal norms on bioethics
- 5.15 UNESCO strategy on human rights
- 5.16 Proclamation of an international year of global consciousness and the ethics of dialogue among peoples
- 5.18 Follow-up to the New Delhi Ministerial Conference on Dialogue Among Civilizations – Quest for New Perspectives

Commission V

- 7.6 Amendment to the Statutes of the International Programme for the Development of Communication (IPDC)

Administrative Commission

- 11.16 Proposals by the Director-General concerning the use of the contribution of the United States of America for the period from 1 October to 31 December 2003



32 C/2 Add. 2
30 September 2003
Original: English/French

Item 1.6 of the agenda

ORGANIZATION OF THE WORK OF THE SESSION

ADDENDUM 2

1. Acting on the report of its General Committee, the General Conference decided at its third plenary meeting to add nine new items to the agenda and to entrust their examination to the following organs:

Plenary

- 5.19 New perspectives in UNESCO's activities pertaining to the dialogue among civilizations, including in particular follow-up to the New Delhi Ministerial Conference
- 11.17 Housing arrangements for the Director-General

Commission I

- 14.3 Strengthening of cooperation with the Democratic Republic of the Congo

Commission II

- 5.20 Establishment of a regional centre for educational planning in the United Arab Emirates under the auspices of UNESCO

Commission III

- 5.21 Establishment of an international basic sciences programme
- 5.22 Establishment of an international centre on qanats and historic hydraulic structures in Yazd (Islamic Republic of Iran) under the auspices of UNESCO
- 5.23 UNESCO's support for the Earth Charter
- 5.24 Proclamation of 2005 "International Year of Physics"

Administrative Commission

11.18 Strengthening the security of UNESCO premises worldwide

2. Furthermore, the following items will be removed from the agenda of the Legal Committee and will be examined respectively only by Commission I (item 6.1) and by the Plenary (item 7.4):

6.1 Adapting the “Regulations for the general classification of the various categories of meetings convened by UNESCO” to the needs of the Organization

7.4 Grouping of Member States for the purpose of elections to the Executive Board



32 C/2 Add.3
7 October 2003
Original: English/French

Item 1.6 of the agenda

ORGANIZATION OF THE WORK OF THE SESSION

ADDENDUM 3

1. Acting on the report of its General Committee, the General Conference decided at its fourteenth plenary meeting to add two new items to the agenda, and to entrust their examination to the plenary:

- 5.25 Strengthening of the research project on the fight against AIDS, in particular to develop a paediatric vaccine eliminating the transmission of HIV from mother to child.
- 11.19 Request for the review of the suspension of the voting rights of Member States.