



United Nations
Educational, Scientific and
Cultural Organization

Executive Board

Hundred and eighty-third session

183 EX/DR.1¹
PARIS, 12 November 2009
Original: English

Item 11 Proposed terms of reference of the Special Committee (... members)²

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 recommendation R.19(i) of 33 C/Resolution 92 concerning the report by the ad hoc working group on relations between the three organs of UNESCO, approved by the General Conference at its 33rd session and which has been appropriately implemented (179 EX/Decision 18 and 35 C/Resolution 100), the Special Committee (SP) should continue to meet only as needed and for the time necessary to fulfil the duties required of it by the Executive Board;
 - (c) in the light of 174 EX/Decision 20, the Chair of the Executive Board is authorized, in consultation with the Chair of the Special Committee, to identify future items that fall within the Special Committee's terms of reference, for examination at future sessions;
3. Also decides to refer to the Special Committee for consideration and the preparation of a report 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, 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 question that the Executive Board may refer to it.

¹ The background on this Committee is attached to this draft decision for the information of Board Members.
² For the period 2008-2009, the Committee had 18 members.

B.

SPECIAL COMMITTEE**I. BACKGROUND**

1. Several times in the past, particularly from 1956 onwards, the Executive Board on its own initiative or at the request of the General Conference turned its attention to the questions of its responsibilities and its methods of work or those of the two other organs of UNESCO, the General Conference and the Secretariat. On those occasions the Board considered it desirable to instruct a subsidiary body to carry out an initial study on these questions and to draft reports that would provide it with a basis for discussion.
2. The *Ad Hoc Committee* was first set up in 1956 and completed its work the following year, at the time of the 48th session of the Executive Board.
3. At the time of the 57th session, following the meeting of the Bureau on 19 and 20 September 1960, the Chairman of the Executive Board sent a letter to members on 27 September 1960 suggesting that the Board make a general study of the relations between the main organs of UNESCO: the General Conference, the Executive Board and the Secretariat.
4. The Board, having examined that letter (57 EX/23) and a draft resolution submitted by the Chairman, adopted 57 EX/Decision 12.2 for transmission to the 58th session relating to the '*Examination by the Executive Board of the constitutional responsibilities of the Organization and the relationships of the General Conference, the Executive Board and the Secretariat (57 EX/23) and decided to establish a working party to consider this question and other related matters taking such practical measures as may be necessary so as to enable the Executive Board to submit definite recommendations for the approval of the General Conference at its 12th session*' (57 EX/SR.13, 18).
5. At its 58th session (December 1960) the Executive Board, on the basis of the above-mentioned decision, decided to set up an *Ad Hoc Working Party* to examine the constitutional responsibilities of the Organization and the relations between the General Conference, the Executive Board and the Secretariat (58 EX/Decision 5).
6. A committee established by the Board in 1960 has been in continuous existence ever since, although under various names (*Ad Hoc Working Party, Special Committee on the Methods of Work of the Organization, Special Committee, etc.*).

7. Until 1966 this Committee was responsible mainly for reviewing the operation and methods of work of the organs of UNESCO and proposing improvements that would enable them to perform their tasks and fulfil their responsibilities more effectively. It also carried out preliminary studies to enable the Board to submit recommendations to the General Conference on related subjects, such as elections to the Executive Board.
8. However it was in 1967 that the *Ad Hoc* Committee, in view of the increasingly heavy and complex work-load of the Board – a work-load that, clearly, was bound to increase in the future – reached the conclusion that it was becoming indispensable for the Board to contemplate certain changes in its methods of work, and that these changes of method should include measures to delegate certain preparatory tasks, though not responsibilities (77 EX/*Ad Hoc* 17 and 77 EX/2, Annex I, paragraphs 68 to 70).
9. The general view of the Committee members was that in order to lighten the work-load of the Board it was not enough to delegate tasks to the permanent commissions, and the main idea to emerge was that, on an experimental basis, a relatively small subsidiary body should be set up, comprising between 12 and 15 members (77 EX/2, paragraphs 44 to 54).
10. On the basis of the Committee's report (77 EX/2) the Board decided at its 77th session (October-November 1967) to form, on an experimental basis, a Special Committee, with the following terms of reference (77 EX/Decision 3.1, III, 6(b), 7 and 8):
“6 (b)...
 - (i) to study, in depth, the important matters regarding the execution of the programme arising out of the Director-General's periodical reports and other similar relevant reports relating to past activities, in particular, inspection reports emanating from UNESCO or from the United Nations to the extent that they affect UNESCO, evaluation reports, final reports on UNDP projects carried out by UNESCO, reports on decisions taken within the United Nations system affecting the execution of UNESCO's programme but which do not call for early action by the Board, it being understood that the results of the Board's intensified examination of the execution of the programme made possible by this preparatory study should be conveyed to the General Conference within the framework of the Board's comments on the Director-General's reports, which the Chairman of the Executive Board presents to the General Conference;
 - (ii) to carry out such studies regarding the methods of work of the Organization as have hitherto been carried out by the Special Committee (*Ad Hoc* Committee) and that may arise in the future;
 - (iii) to undertake preparatory work on the arrangements for sessions of the General Conference; and
 - (iv) to report to the Executive Board on its work as set forth above;”

7. *Decides* that the new Special Committee thus established will have the same membership as the Special Committee to study the Methods of Work of the Organization (*Ad Hoc* Committee)¹ set up at its 75th session;
8. *Decides* further to assign to the Committee, for 1968, the terms of reference defined in paragraph 6(b)(ii) and (iii) of this resolution, on the understanding that the Committee as constituted by the Board in 1969-1970 would, as from 1969, assume all the functions mentioned in paragraph 6 (b)'.
 11. As will be seen these terms of reference included various major innovations in the methods of work of the Board, among them the in-depth study of the Director-General's annual report on the activities of the Organization and the examination of inspection reports emanating from UNESCO or from the United Nations.
 12. The various studies undertaken by the earlier committees certainly produced results, and the action taken or recommended in consequence by the Board has demonstrated the usefulness of their work.
 13. However, it may be considered that the establishment of the Special Committee, an organ for deliberation and study, as it exists today, dates from the 77th session (October-November 1967).
 14. The General Conference, at its 15th session, accepted the proposals put forward by the *Ad Hoc* Committee and approved by the Board at its 77th session (15 C/Resolution 33.3), and the Executive Board, at its 81st session, also taking account of 77 EX/Decision 3.1 III, set up a Special Committee of 16 members (81 EX/Decision 6.1). At its 82nd session (82 EX/Decision 3.1) it approved the terms of reference of that Committee.
 15. Since then, the Special Committee has been constituted, at the same time as the other subsidiary organs of the Board, at the first session of the Board held after the close of the General Conference. Finally, at the 96th session of the Board (November 1974) the Special Committee became a permanent committee of the Board, and its Chairman became a member of the Bureau of the Board (96 EX/Decision 4 – Amendments to the Rules of Procedure of the Board).
 16. At its 123rd session (November 1985), the Executive Board decided that the Special Committee shall be composed of 18 members, three from each electoral group and shall continue to meet immediately before each regular session of the Executive Board (123 EX/Decision 7.1).
 17. The Board, at its 173rd session (October 2005), having established its Special Committee, decided that the Committee should meet only as needed and for the time necessary to fulfil the duties required of it by the Executive Board (173 EX/Decision 1.1).

1. 13 members.

18. The Board at its 178th session (November 2007), having established its Special Committee decided to authorize the Chairperson of the Executive Board, in consultation with the Chairperson of the Special Committee, to identify future items that fall within the Special Committee's terms of reference, for examination at future sessions, and gave it the following terms of reference (178 EX/Decision 11):

'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 recommendation R.19(i) of 33 C/Resolution 92 concerning the report by the ad hoc working group on relations between the three organs of UNESCO, approved by the General Conference at its 33rd session, the Special Committee (SP) should meet only as needed and for the time necessary to fulfil the duties required of it by the Executive Board;
 - (c) in the light of 174 EX/Decision 20, the Chair of the Executive Board is authorized, in consultation with the Chair of the Special Committee, to identify future items that fall within the Special Committee's terms of reference, for examination at future sessions;
3. *Also decides* to refer to the Special Committee for consideration and the preparation of a report thereon:
 - (a) the structure and form of the Director-General's report on the activities of the Organization, prepared in accordance with Article VI.3(b) of the Constitution;
 - (b) questions pertaining to the functioning of the Secretariat, in particular, those pertaining to evaluation, internal control, oversight and accountability systems and mechanisms;
 - (c) relations with the United Nations Joint Inspection Unit, and reports prepared by the Joint Inspection Unit that are not referred to the commissions of the Executive Board;
 - (d) methods of work of the General Conference and the Executive Board, including those of their commissions and committees;
 - (e) any other question that the Executive Board may refer to it.'

19. The following is a list of the committees (special or *ad hoc*) established since 1957 and the studies which they have undertaken.

II. LIST OF SPECIAL COMMITTEES AND STUDIES UNDERTAKEN BY THEM SINCE 1957¹

	Reports	Decisions
1957: AD HOC COMMITTEE <i>(10 members; Chairman: Mr Akira Matsui (Japan))</i>		46 EX/Dec. 2
I. Revision of the Rules of Procedure of the Board	47 EX/2 and Add.	47 EX/Dec. 4.1
II. Organization and methods of the Board's work 47 EX/Dec. 4.1	47 EX/2 48 EX/30	47 EX/Dec. 4.1 48 EX/Dec. 5.2
– Commissions and subsidiary bodies		
– Vice-Chairman and Bureau		
– Deputies and advisers		
– Precedence		
– Missions and representation of the Board by the Chairman and by other members of the Board		
– Procedure for private meetings		
– Intervals between sessions		
– Documentation:		
– communication to the Board of the Secretariat's work plans		
– periodicity of the Director-General's reports		
– presentation of the Secretariat's documents		
– Conduct of debates (examination of the Draft Programme and Budget)		
– Delegation of the Board's powers to smaller bodies		
III. Advisory functions of the Board on appointment to senior posts in the Secretariat and Procedure to be followed by the Board in accomplishing those functions	47 EX/2 48 EX/30	47 EX/Dec. 4.1 48 EX/Dec. 5.2
1961-1962: AD HOC WORKING PARTY <i>(to examine constitutional responsibilities of the Organization and the relationships of the General Conference, the Executive Board and the Secretariat) (12 members; Chairman: Sir Ben Bowen Thomas (United Kingdom))</i>		57 EX/Dec. 12.2 58 EX/Dec. 5
I. General Conference	61 EX/2 (final report)	61 EX/Dec. 5.1
– Frequency of sessions		
– Two-year timetable (preparation and examination of the programme and budget)		
– Suggestions for future programmes		

1. For a list of in-depth studies undertaken by the Committee since 1969 see: 124 EX/SP/INF.1 and 129 EX/SP/INF.1.

	Reports	Decisions
<ul style="list-style-type: none"> – Form and content of the Draft Programme and Budget: work plans – Methods of associating the best professional advice with the preparation and discussion of programmes – Travel expenses of delegates – Time-limit on speeches – Organ to deal with draft resolutions – Documents – Other measures to lighten the work of the General Conference 		
II. Executive Board	61 EX/2	61 EX/Dec. 5.2
<ul style="list-style-type: none"> – Size of the Executive Board – Composition – Frequency of sessions – Subsidiary organs (commissions) – Reports by the Director-General on the activities of the Organization – Financial questions: <ul style="list-style-type: none"> - transfer of funds - progress reports on the trends of expenditure - non-governmental organizations: use of subventions – Amendments to Rules of Procedure – Regulation of speeches – Observations and recommendations on the proposed programme and budget – Form and content of the Board's working documents – Association of non-members with the work of the Executive Board – Procedure for consultations regarding appointments to posts in the Secretariat 		
<p>1963-1964: SPECIAL COMMITTEE <i>(to examine the functions and responsibilities of the organs of UNESCO – Ad Hoc Committee)</i> <i>(10 members; Chairman: Mr Rodolfo Barón Castro (El Salvador))</i></p>		65 EX/Dec. 5.1
I. General Conference 67 EX/9 (final report) <ul style="list-style-type: none"> – Sovereignty of the General Conference – Rights of delegations – Frequency of General Conference sessions – Method of handling draft resolutions – Rule 78 of the Rules of Procedure – Method of handling administrative matters – Travel expenses of delegates – Time-limit on speeches 		67 EX/Dec. 3.6

	Reports	Decisions
II. Executive Board	67 EX/9	67 EX/Dec. 3.6
– Membership		
– Reports by the Director-General		
– Consultation regarding:		
- appointments to Secretariat		
- structure of the Secretariat		
– Functions relating to the proposed programme and budget		
III. Proposed programme and budget	67 EX/9	67 EX/Dec. 3.6
– Presentation of the proposed programme and budget (distinction between ‘continuing activities’ and ‘new activities’)		
– Consideration		
– Statutory definition of UNESCO’s continuing programmes		
– Modification of the order of priority of discussion		
– Standards and timetable for the preparation of the programme and budget		
– Timetable for the preparation of the programme and budget during the 1965-1966 biennium		
IV. Overloading of the administrative machinery (of the three organs of UNESCO)	67 EX/9	67 EX/Dec. 3.6
1965-1966: SPECIAL COMMITTEE <i>(on the methods of work of the Organization – Ad Hoc Committee)</i> <i>(13 members; Chairman: Mr Hilding Eek (Sweden))</i>		70 EX/Dec. 6
I. General Conference	71 EX/12	71 EX/Dec. 5.1
General items	72 EX/10	72 EX/Dec. 6.1
– General debate		
– Programme Commission (subcommissions)		
– Methods of dealing with draft resolutions:		
- in the General Conference		
- in the Programme Commission		
– Long-term planning		
– Proposals concerning future programmes		
– Travel expenses of delegates		
14th session	71 EX/12	71 EX/Dec. 5.1
	72 EX/10	72 EX/Dec. 6.1

	Reports	Decisions
<ul style="list-style-type: none"> - Organization of work: <ul style="list-style-type: none"> - Programme Commission: methods of work - preparation of the agenda - budget ceiling - timetable of meetings - Rule 78 of the Rules of Procedure - role of the Reports Committee 		
II. Draft Programme and Budget	71 EX/12 72 EX/10	71 EX/Dec. 5.1 72 EX/Dec. 6.1
<ul style="list-style-type: none"> - Presentation of document 14 C/5 - Timetable for the preparation of document 15 C/5 		
III. Executive Board	72 EX/10	72 EX/Dec. 6.1
<ul style="list-style-type: none"> - Membership - Sessions 		
IV. Other business	72 EX/10	
<ul style="list-style-type: none"> - National Commissions - Permanent delegations 		
1967-1968: SPECIAL COMMITTEE		75 EX/Dec. 6.1
<i>(on the methods of work of the Organization – Ad Hoc Committee)</i>		
<i>(13 members; Chairman: Dame Mary Guillian Smieton</i>		
<i>(United Kingdom))</i>		
I. General Conference	76 EX/2 77 EX/2 77 EX/Ad Hoc/10 78 EX/2	76 EX/Dec. 3.1 77 EX/Dec. 3.1 78 EX/Dec. 3.1, 6.2
General items		
<ul style="list-style-type: none"> - Duration, periodicity and time of future sessions - Methods of work of the Administrative Commission - Records of commissions and committees - Reports Committee - Presentation and consideration of the C/5 document 		
15th session	76 EX/2 and Add. 78 EX/2	76 EX/Dec. 3.1 76 EX/Dec. 6.2

	Reports	Decisions
<ul style="list-style-type: none"> - Questionnaires to Member States - General debate - Programme Commission: <ul style="list-style-type: none"> - methods of work - examination of the C/5 document - discussion of the future programme 		
II. Executive Board	77 EX/2 78 EX/2 and Add.	77 EX/Dec. 3.1 78 EX/Dec. 3.1
<ul style="list-style-type: none"> - Functions and responsibilities of the Board: <ul style="list-style-type: none"> - delegation of certain tasks - subsidiary organs - functioning of the commissions - Composition: <ul style="list-style-type: none"> - number of members - length of term of office of members - electoral groups - draft amendments (Constitution, Rules of Procedure, Rules for the Conduct of Elections by Secret Ballot) - methods of voting at the General Conference for elections to the Executive Board 		
III. Long-term planning of the activities of the Organization	78 EX/2	78 EX/Dec. 3.1-III
IV. Proposal concerning the establishment of an Advisory Council	78 EX/2	78 EX/Dec. 3.2
V. Reports by the Director-General	77 EX/2	77 EX/Dec. 3.1-II, and III-6
<ul style="list-style-type: none"> - Periodicity - Structure and content - Method of discussion by the Board - Comments by the Board to the General Conference - Study in depth 		
1969-1970: SPECIAL COMMITTEE		81 EX/Dec. 6
<i>(16 members; Chairman: Mr Fūad Sarrūf (Lebanon))</i>		82 EX/Dec. 3.1
I. General Conference	84 EX/2	84 EX/Dec. 3.1 84 EX/Dec. 6.2

	Reports	Decisions
<ul style="list-style-type: none"> Organization of the work of the 16th session – Procedure for examination of the long-term outline plan – Programme Commission: <ul style="list-style-type: none"> - procedure for examination of the Draft Programme and Budget and future programme - recommendations of the Executive Board on the C/5 document - procedure for dealing with draft resolutions – Resolutions Committee <ul style="list-style-type: none"> - examination of sexennial review of activities of NGOs - number of subcommissions - evaluation of the Commission's activities – Administrative Commission – General policy debate – Comments by the Executive Board on the Director-General's reports – Documentation – Procedural and organizational questions – Duration of the session; draft timetable of work – Timetable for the preparation of document 17 C/5 		
II. Executive Board	83 EX/2	83 EX/Dec. 3.1
<ul style="list-style-type: none"> – Method of election and duration of term of office of members of the Executive Board – Methods of work of the Finance and Administrative Commission 		
III. Reports by the Director-General on the activities of the Organization	82 EX/3 84 EX/2 84 EX/4	82 EX/Dec. 4.1.1, 4.1.2 84 EX/Dec. 3.1 and 4.1.1, 4.1.2
<ul style="list-style-type: none"> Printed reports – Printed report for 1968: study in depth of major issues – Printed report for 1969: idem – Study of the advisability of maintaining the current practice concerning the preparation of the interim report by the Director-General on the activities of the Organization during the first six months of the second year of the biennium 		

	Reports	Decisions
1971-1972: SPECIAL COMMITTEE		
<i>(16 members; Chairman: Mr Alberto Wagner de Reyna (Peru))</i>		
I.	Functions, responsibilities and methods of work of the organs of UNESCO	88 EX/2 89 EX/2
II.	General Conference	
	– Procedure concerning the invitation of international non-governmental organizations in category 'C' to the sessions of the General Conference	88 EX/2
	– Organization of the work of the 17th session:	89 EX/2
	– recommendations of the Executive Board on the Six-Year Medium-Term Plan (17 C/4) and on the Draft Programme and Budget for 1973-1974 (17 C/5)	88 EX/Dec. 3.1-V
	– general policy debate	89 EX/Dec. 3.1
	– vote on the budget ceiling	89 EX/Dec. 6.2
	– consideration of the programme by commissions (establishment of five Programme Commissions)	
III.	Executive Board	
	– Method of election and duration of term of office of members of the Executive Board	88 EX/2
IV.	Submission of reports by Member States and method of their examination by the Organization	88 EX/2
V.	Drawing up of guidelines concerning the form and content of document C/4 and its relation with document C/5	88 EX/2
VI.	Reports by the Director-General on the activities of the Organization	
	– Guidelines (nature of the reports and method of their examination by the Board)	88 EX/2
	– Printed report for 1970: study in depth	87 EX/6
	– Printed report for 1971:	88 EX/2
	– choice of topics for study in depth	89 EX/9
	– study in depth	89 EX/Dec. 4.1.1, 4.1.2
	– Topics to be studied in depth in the printed report for 1972	90 EX/Dec. 3.1
7.	United Nations Joint Inspection Unit	87 EX/3
	– Reports by the United Nations Joint Inspection Unit	88 EX/34 89 EX/4 90 EX/3
		87 EX/Dec. 3.2.1 88 EX/Dec. 3.2.1 89 EX/Dec. 3.2.1 90 EX/Dec. 3.2.1

	Reports	Decisions
– Submission by the Director-General of an annual report on follow-up action on the major recommendations of the inspectors accepted by the Director-General and the Executive Board	88 EX/34	88 EX/Dec. 3.2.1-II
1973-1974: SPECIAL COMMITTEE		91 EX/Dec. 7.1
<i>(20 members; plus ex-officio members:</i>		91 EX/Dec. 8
<i>Chairmen of the two Commissions;</i>		92 EX/Dec. 3.1.1
<i>Chairman: Mr Napoléon Leblanc (Canada))</i>		
I. Functions, terms of reference and methods of work of the organs of UNESCO		
<i>General Conference</i>		
– Organization of the work of the 18th session:	94 EX/3	94 EX/Dec. 3.2
– general policy debate		94 EX/Dec. 6.2
– Programme Commissions (five)		
– terms of reference of Commission V		
– timetable of commissions		
– Resolutions Committee		
– procedure for the election of members of international councils sponsored by UNESCO		
– Future sessions:	94 EX/3	94 EX/Dec. 3.2
– methods of work: in depth study to be continued		
– use of the services of international councils sponsored by UNESCO in the preparation of programmes		
<i>Executive Board</i>		
– Status of members of the Board	92 EX/2	92 EX/Dec. 3.1.1-II
– Preliminary consideration of the draft amendments to the Constitution and to the Rules of Procedure of the General Conference in pursuance of 17 C/Resolution 13.4 (Proposal by Sweden)	94 EX/4	94 EX/Dec. 3.3
		95 EX/Dec. 3.8
– Structure of the Board	92 EX/2	92 EX/Dec. 3.1.1-III
	95 EX/3 Add.	95 EX/Dec. 3.5
– Functions and responsibilities of the Board	92 EX/2	92 EX/Dec. 3.1.1-II and III
	94 EX/2	94 EX/Dec. 3.1.1-I
– Role in evaluation	92 EX/2	92 EX/Dec. 3.1.1-III
– Bureau of the Board	92 EX/2	92 EX/Dec. 3.1.1-III
– Special Committee	92 EX/2	
– Study of the contributions that could be requested from permanent delegates	94 EX/2	92 EX/Dec. 3.1.1-III
		94 EX/Dec. 3.1.2
		95 EX/Dec. 3.7

	Reports	Decisions
– Study of the problems of establishing the Board’s calendar for each biennium in its interrelationship with the timetable of the Secretariat and of the General Conference (in accordance with the relationships between C/4 and C/5)	92 EX/2	92 EX/Dec. 3.1.1-III
	94 EX/2	
– Setting up of a working group to continue the systematic and critical analysis of the functions of the Board	92 EX/2	92 EX/Dec. 3.1.1-III
	93 EX/2	93 EX/Dec. 3.1
– Methods of work:		
- review by the Executive Board of its methods of work with regard to the detailed examination of the Draft Programme and Budget and to the execution of the programme	92 EX/2	92 EX/Dec. 3.1.2
	93 EX/2	93 EX/Dec. 3.2
	94 EX/7	94 EX/Dec. 3.4
- subsidiary committees and working groups	92 EX/2	92 EX/Dec. 3.1.1-II
	94 EX/2	94 EX/Dec. 3.1.1-II
- possible establishment of a third commission	94 EX/2	94 EX/Dec. 3.1.1-III
	95 EX/3 Add.	95 EX/Dec. 3.6
- special rapporteurs	92 EX/2	92 EX/Dec. 3.1.1-II
	94 EX/2	94 EX/Dec. 3.1.1-II
- information-gathering missions (by one or more members of the Board) to facilitate appraisal	94 EX/2	94 EX/Dec. 3.1.1-II
- procedure for the consideration of important and complex questions	94 EX/2	94 EX/Dec. 3.1.1-II
- documentation (reduction of volume and improvement of presentation)	92 EX/2	92 EX/Dec. 3.1.1-III
	94 EX/2	94 EX/Dec. 3.1.1-II
- delegation of powers to the Chairman of the Board	94 EX/2	94 EX/Dec. 3.1.1-II
- briefing prior to business	94 EX/2	94 EX/Dec. 3.1.1-II
- introduction of items in the commissions	94 EX/2	94 EX/Dec. 3.1.1-II
- representation of the Director-General	94 EX/2	94 EX/Dec. 3.1.1-II
- timetable of the meetings	94 EX/2	94 EX/Dec. 3.1.1-II
II. Medium-term outline plan and Draft Programme and Budget		
– Guidelines concerning the form and character of the medium-term outline plan (C/4) and study of the relationship between this document and the Draft Programme and Budget (C/5)	92 EX/2	92 EX/Dec. 3.1.3
	95 EX/3	95 EX/Dec. 3.3 and 3.4
III. Reports by the Director-General on the activities of the Organization		
– Printed report for 1972: study in depth	92 EX/11	92 EX/Dec. 4.1.1, 4.1.2
– Designation of rapporteurs for each of the activities selected for study in depth in future reports	92 EX/11	92 EX/Dec. 4.1.2
– Printed report for 1973:		
- choice of topics for study in depth and designation of rapporteurs	93 EX/7	93 EX/Dec. 4.1.1
- study in depth	94 EX/5 Add.	94 EX/Dec. 4.1.2
– Printed report for 1974:		
- choice of topics for study in depth	95 EX/2	95 EX/Dec. 3.1

	Reports	Decisions
– Form and periodicity of the report by the Director-General on the activities of the Organization (recommendation to the General Conference: <i>biennial</i> report)	92 EX/11 93 EX/7 94 EX/5	92 EX/Dec. 4.1.2 93 EX/Dec. 4.1.2 94 EX/Dec. 4.1.3
IV. United Nations Joint Inspection Unit		
– Reports by the Joint Inspection Unit	92 EX/3 94 EX/9 95 EX/5	92 EX/Dec. 3.2 94 EX/Dec. 3.5.1 95 EX/Dec. 3.9.1
1975-1976: SPECIAL COMMITTEE		96 EX/Dec. 6
<i>(22 members; plus ex-officio members: Chairmen of the two Commissions; Chairman: Mr Léon Boissier-Palun (Benin))</i>		
N.B. <i>The Special Committee becomes a permanent committee of the Board and its Chairman a member of the Bureau</i>		
I. Methods of work		
<i>General Conference</i>		
– In-depth study of methods of work:	97 EX/4	97 EX/Dec. 3.2.1
– periodicity and duration of sessions		
– draft resolutions and amendments		
– advisory committee/board on major world problems		
– expanded role of the Executive Board during the General Conference		
<i>Executive Board</i>		
– Study of the contributions which could be requested from permanent delegates	97 EX/6	97 EX/Dec. 3.4.1
<i>Programme</i>		
– Greater use of the services of international councils sponsored by UNESCO in the work of preparing the Organization's programme	97 EX/5 Add.	97 EX/Dec. 3.3.1
– Legal and practical implications of a possible change in the budget cycle	100 EX/4	97 EX/Dec. 3.5.1-5 99 EX/Dec. 3.1 100 EX/Dec. 3.1
II. Reports by the Director-General on the activities of the Organization		
– Printed report for 1974:		
– designation of rapporteurs	96 EX/SP/RAP/1	95 EX/Dec. 3.1-II
– study in depth	97 EX/2 Add.	97 EX/Dec. 3.1.1-A
– Activities of the Organization in 1975:		
– choice of topics and designation of rapporteurs	98 EX/3	97 EX/Dec. 3.1.1-D 98 EX/Dec. 5.1.1
– study in depth	99 EX/7	99 EX/Dec. 5.1.1
– Printed report for 1975-1976:		
– choice of topics	100 EX/2	100 EX/Dec. 5.1.1-III
– form and content of the report	97 EX/2 99 EX/7	97 EX/Dec. 3.1.1-E 99 EX/Dec. 5.1.1-7

	Reports	Decisions
	100 EX/2	100 EX/Dec. 5.1.1-I
– Guidelines	97 EX/2	97 EX/Dec. 3.1.1-E
	99 EX/7	99 EX/Dec. 5.1.1-7
	100 EX/2	100 EX/Dec. 5.1.1-I and II and Annex
– Detailed study of documents 98 EX/19 and Add. (Recent decisions and activities of the organizations of the United Nations system of relevance to the work of UNESCO)	99 EX/27	99 EX/Dec. 7.2 and 9.1
III. United Nations Joint Inspection Unit		
– Continuation of the United Nations Joint Inspection Unit	98 EX/2	98 EX/Dec. 3.1.1
	99 EX/4	99 EX/Dec. 3.2.1
– Reports by the United Nations Joint Inspection Unit	98 EX/2	98 EX/Dec. 3.1.2.1 and 3.1.2.3
	99 EX/4	99 EX/Dec. 3.3
	100 EX/4	100 EX/Dec. 3.3.2 and 3.3.4
1977-1978: SPECIAL COMMITTEE <i>(29 members; plus ex-officio members;</i> <i>Chairmen of the two Commissions;</i> <i>Chairman: Mr Joseph Ki-Zerbo (Upper Volta))</i>		101 EX/Dec. 5.3 and 8.1
I. Methods of work of the Organization		
<i>General Conference</i>	103 EX/8	103 EX/Dec. 3.1
– Organization of the work of the Programme Commissions	103 EX/8	103 EX/Dec. 3.1
– General policy debate		
– Methods of examination of documents C/4 and C/5		
– Drafting and Negotiation Group		
– Reports of the Commissions		
– Vote on the budget ceiling		
– Submission and processing of draft resolutions		
– Documentation		
– Timetable of meetings		
<i>Composition of intergovernmental councils and committees: procedure to ensure observance of the principles of rotation and continuity</i>	102 EX/3	102 EX/Dec. 3.1
<i>Harmonization of the medium-term planning cycles and the budget cycles of the organizations of the United Nations system</i>	104 EX/5	104 EX/Dec. 3.2
II. Reports by the Director-General on the activities of the Organization		
– Printed report for 1975-1976:		
- designation of rapporteurs		101 EX/Dec. 8.1-II
- study in depth	103 EX/8	103 EX/Dec. 5.1.1

	Reports	Decisions
- decisions taken and study carried out by the Executive Board in 1977 concerning the report by the Director-General, which might be submitted by the Chairman of the Executive Board to the General Conference at its 20th session in the form of comments by the Board	104 EX/5	104 EX/Dec. 5.1.2
- Activities of the Organization in 1977:		
- selection of topics and designation of rapporteurs	103 EX/8	103 EX/Dec. 5.1.2
- study in depth	105 EX/4	105 EX/Dec. 5.1.2
- Printed report for 1977-1978:		
- structure of the report	105 EX/4	105 EX/Dec. 5.1.3.1
- selection of topics and designation of rapporteurs	105 EX/4	105 EX/Dec. 5.1.3.2
- Re-examination of the form and content of the report by the Director-General, and in particular the measures which might be taken in order to harmonize it with the document setting out the major impacts, achievements, difficulties and shortfalls for each continuing programme activity, together with the methods used by the Executive Board to examine it	104 EX/5	104 EX/Dec. 5.1.3
 III. United Nations Joint Inspection Unit		
- Study of the new Statute of the Joint Inspection Unit and measures to ensure that UNESCO will benefit from its operation	102 EX/3 104 EX/5	102 EX/Dec. 3.2.1 104 EX/Dec. 3.4.1
- Reports by the Joint Inspection Unit	102 EX/3 103 EX/8 104 EX/5 105 EX/4	102 EX/Dec. 3.3 103 EX/Dec. 3.3.2 104 EX/Dec. 3.4.2 105 EX/Dec. 3.3
 1979-1980: SPECIAL COMMITTEE (30 members; plus ex-officio members: Chairmen of the two Commissions; Chairman: Mr Arthur T. Porter (Sierra Leone))		 106 EX/Dec. 7.1-I
 I. Methods of work of the Organization		
- General Conference:		
- in-depth study of methods of work of the General Conference	109 EX/4	109 EX/Dec. 3.2.1
 II. Reports by the Director-General on the activities of the Organization		
- Printed report for 1977-1978:		
- studies in depth: overall examination of the subject with a view to the formulation of recommendations and the selection of topics for study in depth in 1979-1980	107 EX/3	107 EX/Dec. 4.1.2
- selection of topics and designation of rapporteurs	107 EX/3	107 EX/Dec. 4.1.2.21

	Reports	Decisions
- studies in depth	108 EX/4	108 EX/Dec. 5.1.2
	109 EX/4	109 EX/Dec. 5.1.2
	110 EX/4	110 EX/Dec. 5.1.3
- Decisions taken and studies carried out by the Executive Board in 1979 concerning the Report by the Director-General on the activities of the Organization in 1977-1978, which might be submitted by the Chairman of the Executive Board to the General Conference at its 21st session in the form of comments by the Board	109 EX/4	109 EX/Dec. 5.1.3
- Decisions taken and studies carried out by the Executive Board in 1970-1980 concerning the Report by the Director-General on the activities of the Organization in 1977-1978, which might be submitted by the Chairman of the Executive Board to the General Conference at its 21st session in the form of comments by the Board	110 EX/4	110 EX/Dec. 5.1.4
- Printed report for 1979-1980:		
- structure of the report	110 EX/4	110 EX/Dec. 5.1.5
III. United Nations Joint Inspection Unit		
- Reports by the Joint Inspection Unit	108 EX/4	108 EX/Dec. 3.3.2
	109 EX/4	109 EX/Dec. 3.5
	110 EX/4	110 EX/Dec. 3.3.2
- Eighth report by the Director-General on the action taken on the recommendations of the Joint Inspection Unit	108 EX/4	108 EX/Dec. 3.3.1
- Ninth report by the Director-General on the action taken on the recommendations of the Joint Inspection Unit	110 EX/4	110 EX/Dec. 3.2.1
1981-1983: SPECIAL COMMITTEE		
<i>(30 members;¹ plus ex-officio members:</i>		
<i>Chairmen of the two Commissions;</i>		
<i>Chairman: Ms Hanne Sondergaard (Denmark))</i>		
I. Methods of work of the Organization		
- General Conference:	115 EX/4	115 EX/Dec. 3.2.1
- methods of work of the General Conference		
- future presentation of C/5 documents	115 EX/4	115 EX/Dec. 3.3
- Reduction of the volume of documentation for the General Conference	116 EX/4	116 EX/Dec. 5.1.4
II. Reports by the Director-General on the activities of the Organization		
- Printed report for 1979-1980:		

1. The Board decided at its 112th session to increase the membership of the Committee to 31 (112 EX/Decision 7.3) and at its 114th session to increase the membership to 32 (114 EX/Decision 9.5).

	Reports	Decisions
- studies in depth to be carried out by the Special Committee based on the Director-General's report on the activities of the Organization in 1979-1980	112 EX/4	112 EX/Dec. 4.1.2
- Report by the Director-General on the activities of the Organization in 1979-1980 (22 C/3)	113 EX/5	113 EX/Dec. 5.1.3
- Report by the Special Committee on its in-depth study of the questions considered by it on the basis of the activities of the Organization in 1979-1980	115 EX/4 116 EX/4	115 EX/Dec. 5.1.2 116 EX/Dec. 5.1.2
- Report by the Director-General on the studies carried out, the measures taken and the results obtained in programme evaluation: statement of major impacts, achievements, difficulties and shortfalls for each continuing programme activity in 1979-1980	113 EX/5	113 EX/Dec. 5.1.2
- decisions taken and studies carried out by the Executive Board in 1981-1983, concerning the report by the Director-General for 1979-1980, which might be submitted by the Chairman of the Executive Board to the 22nd session of the General Conference as comments by the Board	116 EX/4	116 EX/Dec. 5.1.3
- Printed report by the Director-General on the activities of the Organization in 1981-1983 (23 C/3): structure of the report	117 EX/5	117 EX/Dec. 5.1.5
III. United Nations Joint Inspection Unit		
- Reports by the Joint Inspection Unit	112 EX/4 114 EX/4 116 EX/4	112 EX/Dec. 3.2 114 EX/Dec. 3.2 116 EX/Dec. 3.2
1984-1985: SPECIAL COMMITTEE		
<i>(33 members; plus ex-officio members: Chairmen of the two Commissions; Chairman: Dr Ivo Margan (Yugoslavia))</i>		
I. Methods of work of the Organization		
- General Conference:		
- methods of work of the General Conference		
- presentation of future C/5 documents		
- Criteria for considering invitations regarding the holding of sessions of the General Conference away from Headquarters, and question of the frequency of such sessions (117 EX/Decision 6.3)	120 EX/6	120 EX/Dec. 3.4.1
- Methods of work of the General Conference (4 XC/Resolution 4.01, para. 3)	121 EX/3	121 EX/Dec. 3.2.1
- Control and limitation of documentation	120 EX/4	120 EX/Dec.3.2
- Report by the Special Committee concerning ways and means of improving and simplifying the presentation of the C/5 document in order to facilitate as far as possible its examination by the Executive Board and the General Conference		122 EX/Dec. 4.2

	Reports	Decisions
II. Reports by the Director-General on the activities of the Organization		
– Printed report for 1981-1983:		
– studies in depth to be carried out by the Special Committee on the basis of the Director-General's report on the activities of the Organization in 1981-1983: selection of topics and appointment of rapporteurs	119 EX/7	119 EX/Dec. 4.1.2
– decisions taken and studies carried out by the Executive Board in 1984-1985, regarding the Director-General's report on the activities of the Organization in 1981-1983, that could be submitted by the Chairman of the Executive Board to the General Conference at its 23rd session	122 EX/12	122 EX/Dec. 5.1
– Printed report by the Director-General on the activities of the Organization in 1984-1985 (24 C/3): structure of the report	122 EX/12	122 EX/Dec. 5.1.5
III. United Nations Joint Inspection Unit		
– Reports by the Joint Inspection Unit		
– Publications policy and practice in the United Nations system	121 EX/6	121 EX/Dec. 3.3.3
– Cooperation between and management of libraries of the United Nations system	121 EX/5	121 EX/Dec. 3.3.2
1986-1987: SPECIAL COMMITTEE		
<i>(18 members; Chairman: Mr José Israel Vargas (Brazil))</i>		
I. Methods of work of the Organization		
– Executive Board		
– Examination of the aims and content of future in-depth studies, the relationship of these studies with the Organization's evaluation system and medium-term planning, and the modalities of their implementation	125 EX/20	125 EX/Dec. 3.5
II. Reports by the Director-General on the activities of the Organization		
– Report by the Director-General on the implementation of the decisions of the Executive Board adopted on the basis of the recommendations of its Temporary Committee	124 EX/48 125 EX/20 126 EX/19 127 EX/25	124 EX/Dec. 5.1.2 125 EX/Dec. 5.1.2 126 EX/Dec. 5.1.2 127 EX/Dec. 5.1.2
– Studies in depth carried out by the Special Committee on the basis of the Director-General's report on the activities of the Organization in 1981-1983	124 EX/48	124 EX/Dec. 5.1.3 and 5.1.4
– Studies in depth to be carried out by the Special Committee in 1986-1987	124 EX/48	124 EX/Dec. 5.1.3 and 5.1.4
– In-depth study conducted by the Special Committee on the basis of the Report by the Director-General on the activities of the Organization in 1984-1985	126 EX/19	126 EX/Dec. 5.1.3
– In-depth studies conducted by the Special Committee on the basis of the Report by the Director-General on the activities of the Organization in 1984-1985	127 EX/25	127 EX/Dec. 5.1.6
– Report on the results obtained through decentralization	125 EX/20	125 EX/Dec. 3.3

	Reports	Decisions
– Report on a possible plan for using modern technology in the exchange of information between Headquarters and field units	125 EX/20	125 EX/Dec. 3.4
– Evaluation work accomplished in 1986-1987	127 EX/25	127 EX/Dec. 3.4
– Statement and evaluation of major achievements, impacts, difficulties and shortfalls in the implementation of the programme in 1986-1987	127 EX/25	127 EX/Dec. 5.1.3
– Decisions taken and studies conducted by the Executive Board in 1986-1987, concerning the Report by the Director-General on the activities of the Organization in 1984-1985 that might be submitted by the Chairman of the Executive Board, as comments by the Board, to the General Conference at its 24th session	127 EX/25	127 EX/Dec. 5.1.5
– Printed Report by the Director-General on the activities of the Organization in 1986-1987 (25 C/3): structure of the report	127 EX/25	127 EX/Dec. 5.1.7
III. United Nations Joint Inspection Unit		
– Reports by the Joint Inspection Unit		
– Drug abuse control activities in the United Nations system (JIU/REP/84/16)	124 EX/48	124 EX/Dec. 3.3.2
– United Nations development system support to the implementation of the Buenos Aires Plan of Action on Technical Cooperation among Developing Countries (JIU/REP/85/3)	124 EX/48	124 EX/Dec. 3.3.3
– Report on the United Nations Transport and Communications Decade in Africa (JIU/REP/85/4)	124 EX/48	124 EX/Dec. 3.3.4
– Contribution of the United Nations system organizations to the conservation and management of the cultural and natural heritage in Africa (JIU/REP/85/5)	124 EX/48	124 EX/Dec. 3.3.5
– United Nations technical cooperation in Central America and the Caribbean: Volume II – The Caribbean (JIU/REP/85/6)	126 EX/19	126 EX/Dec. 3.3
– Status of internal evaluation in organizations of the United Nations system (JIU/REP/85/10), and third report on evaluation in the United Nations system: integration and use (JIU/REP/85/11)	126 EX/19	126 EX/Dec. 3.3
– Field representation of organizations of the United Nations system: structure and coordination (JIU/REP/86/1)	126 EX/19	126 EX/Dec. 3.3
– Cooperation between the United Nations and the League of Arab States (JIU/REP/86/3)	126 EX/19	126 EX/Dec. 3.3
– Management of interpretation services in the United Nations system (JIU/REP/86/5)	126 EX/19	126 EX/Dec. 3.3
– Cash management in the United Nations and four Specialized Agencies (FAO, ILO, UNESCO, WHO) (JIU/REP/86/6)	126 EX/19	126 EX/Dec. 3.3, 3.3.8 and 8.4

	Reports	Decisions
1988-1989: SPECIAL COMMITTEE		
<i>(18 members; Chairman: Mr Mohamed Fathallah El-Khatib (Egypt))</i>		
I.	Methods of work of the Organization	
	– General Conference	
	– Possibility of streamlining and simplifying the agenda and working procedures of the General Conference	130 EX/19
	– Executive Board	130 EX/Dec. 3.3.1
	– Amendment to Rules 12.1 and 16.2 of the Rules of Procedure of the Executive Board	132 EX/4
		132 EX/Dec. 3.1.2
II.	Reports by the Director-General on the activities of the Organization	
	– Report by the Director-General on the implementation of the decisions of the Executive Board adopted on the basis of the recommendations of its Temporary Committee	129 EX/36
		130 EX/7 and Corr.
		131 EX/8
		132 EX/6
	– In-depth studies to be conducted by the Special Committee in 1988-1989 on the basis of the Report by the Director-General on the activities of the Organization in 1986-1987 (25 C/3): choice of subjects and appointment of rapporteurs	129 EX/36
		129 EX/Dec. 5.1.3
	– Initial conclusions concerning the in-depth studies to be conducted by the Special Committee in 1988-1989 on the basis of the Report by the Director-General on the activities of the Organization in 1986-1987 (25 C/3)	130 EX/19
		130 EX/Dec. 5.1.3
	– In-depth studies carried out by the Special Committee in 1988-1989 on the basis of the Report by the Director-General on the activities of the Organization in 1986-1987 (25 C/3)	131 EX/5
		131 EX/Dec. 5.1.3
	– Report by the Director-General on UNESCO's publications policy	129 EX/10
	– Report by the Director-General on the activities of the Organization in 1988-1989 (26 C/3): structure of the report	132 EX/4
		129 EX/Dec. 5.6.1
		132 EX/Dec. 5.1.3
III.	United Nations Joint Inspection Unit	
	– Activities of the United Nations Joint Inspection Unit and change of its name and Statute	131 EX/7
		131 EX/Dec. 3.4.1
	– Technical cooperation between organizations of the United Nations and the least-developed countries (LDCs) (JIU/REP/87/5)	
	– A review of the use of equipment provided to technical cooperation projects in developing countries (JIU/REP/88/2)	132 EX/5
		132 EX/Dec. 3.3.1
	– Contribution of the United Nations system to the preservation and management of the cultural and natural heritage in Western Asia (JIU/REP/88/5)	
	– Study on the representation of the organizations of the United Nations system at conferences and meetings	
	– Part B - the Specialized Agencies (JIU/REP/88/7)	

	Reports	Decisions
IV. Other business		
– Review of the Financial Regulations and budgeting techniques of the Organization	130 EX/19	130 EX/Dec. 7.3
1990-1991: SPECIAL COMMITTEE		
<i>(18 members; Chairman: Mr Ahmed Saleh Sayyad (Yemen))</i>		
I. Methods of work of the Organization		
– General Conference		
– Recommendations aimed at improving the methods of work of the General Conference	134 EX/32, Annex, Part II	134 EX/Dec. 3.1.2
– Amendments to Rules 78A and 78B of the Rules of Procedure of the General Conference	135 EX/28, Part I	135 EX/Dec. 3.1.2
– Executive Board		
– Recommendations aimed at improving the methods of work of the Executive Board	134 EX/32, Annex, Part I	134 EX/Dec. 3.1.2
– Report by the Special Committee's Working Group on Decentralization	137 EX/30	137 EX/Dec. 3.4
II. Reports by the Director-General on the activities of the Organization		
– In-depth study on decentralization	136 EX/36	136 EX/Dec. 3.3
– In-depth study on the organization and methods of work of UNESCO, as a member of the United Nations system, in a changing world	137 EX/30	137 EX/Dec. 3.3
– Report by the Director-General on the activities of the Organization in 1990-1991 (27 C/3): structure of the report	137 EX/30	137 EX/Dec. 5.1.2
– Decisions taken and studies conducted by the Executive Board in 1990-1991, concerning the Report by the Director-General on the activities of the Organization in 1988-1989, that might be submitted by the Chairman of the Executive Board, as comments by the Board, to the General Conference at its 26th session	137 EX/30	137 EX/Dec. 5.1.3
III. United Nations Joint Inspection Unit		
– Concluding report on the implementation of General Assembly resolution 32/197 concerning the restructuring of the economic and social sectors of the United Nations system (JIU/REP/89/7)	134 EX/32	134 EX/Dec. 3.4.1
– From the optical-disc pilot project at the United Nations Office in Geneva to an optical-disc system for the United Nations (JIU/REP/89/11)		
– Evaluation of United Nations technical cooperation project evaluation systems (JIU/REP/88/6)	135 EX/28, Parts I and II	135 EX/Dec. 3.4.1
– Evaluation of the rural development activities of the United Nations system in three African least-developed countries (Burkina Faso, Burundi, United Republic of Tanzania) (JIU/REP/89/2)	135 EX/28, Parts I & II	135 EX/Dec. 3.4.1

	Reports	Decisions
– Practices and procedures aimed at a more equitable geographical distribution of sources of procurement for technical cooperation projects (JIU/REP/89/8)		
– Human-resource development through technical cooperation (JIU/REP/89/10)		
– Distribution and dissemination of documents and publications of the United Nations Educational, Scientific and Cultural Organization, particularly in developing countries (JIU/REP/90/1)		
– Coordination of activities related to early warning of possible refugee flows (JIU/REP/90/2)	137 EX/4	137 EX/Dec. 3.5.1
1992-1993: SPECIAL COMMITTEE		
<i>(18 members; Chairperson: Mr Carlos Tunnermann Bernheim (Nicaragua))</i>		
I. Methods of Work of the Organization		
– General Conference		
– consideration of the frequency of the sessions of the General Conference and of the implications thereof for the preparation of the C/4 and C/5 documents	141 EX/4 141 EX/40 Rev.	141 EX/Dec. 3.1.2
– Executive Board		
– methods of work of the Executive Board, including the terms of reference of the Special Committee	139 EX/34 140 EX/33	139 EX/Dec. 3.1.2 140 EX/Dec. 3.1.2
– amendments to the Rules of Procedure	142 EX/4 and 46	142 EX/Dec. 3.1.2
– procedure for the election of Member States to the Executive Board	141 EX/5	141 EX/Dec. 3.1.3
– decentralization (follow-up to Executive Board recommendations)	139 EX/31 and 34	139 EX/Dec. 3.4
– current status of the implementation of the recommendations adopted in 136 EX/Decision 3.3, concerning decentralization	142 EX/6 and 46	142 EX/Dec. 3.4
II. Reports by the Director-General on the activities of the Organization		
– Ways of continuing the work of reflection on the in-depth study on the organization and methods of work of UNESCO, as a member of the United Nations system, in a changing world	139 EX/34	139 EX/Dec. 3.1.3
– In-depth studies to be carried out by the Special Committee in 1992-1993: choice of subjects and appointment of rapporteurs		139 EX/Dec. 3.1.4
– Report by the Director-General on the activities of the Organization in 1992-1993 (28 C/3): structure of the report	142 EX/8 and 46	142 EX/Dec. 5.1.2
III. United Nations Joint Inspection Unit		
– Technical cooperation and the use of national professional project personnel (NPPP) (JIU/REP/91/1)	139 EX/4 and 34	139 EX/Dec. 3.3.1
– Assessment of the environmental focus of projects financed by UNDP and other United Nations agencies (JIU/REP/91/2)	140 EX/6, Parts I and II, and 140 EX/34	140 EX/Dec. 3.3.1
– Grade overlap (JIU/REP/91/5)		
– Advantages and disadvantages of the post classification system (JIU/REP/91/7)		

	Reports	Decisions
– United Nations system cooperation with multilateral financial institutions (JIU/REP/92/1, Parts I and II)		
– Towards an integrated library network of the United Nations system (JIU/REP/92/5)	141 EX/7 and 40 Rev.	141 EX/Dec. 3.4.1
– Decentralization of organizations within the United Nations system (JIU/REP/92/6, Parts I and II)		
– Field representation of United Nations system organizations: a more unitary approach (JIU/REP/92/8)	142 EX/7, 46 and 47	142 EX/Dec. 3.5.1
– Management of buildings in the United Nations system (JIU/REP/92/9)		
1994-1995: SPECIAL COMMITTEE		
<i>(18 members; Chairperson: Mr Luis Eugenio Todd (Mexico))</i>		
I. Methods of work of the Organization		
– General Conference and Executive Board:		
- results of consultation of Board Members	144 EX/32 and Add.	
- background and historical information on past reforms		
- simplification of the categories of DRs	145 EX/4 and 39	145 EX/Dec. 3.1.1
- voting procedures in elections		
- cost and benefit of an electronic voting system		
- structure and functioning of the Conference		
- analysis and summary of replies of Member States to the questionnaire on the working methods	145 EX/4 145 EX/39	
- deadlines for submission of DRs	146 EX/4	146 EX/Dec. 3.1.1
- general policy debate		
- standardization of election procedures		
- in-depth study on improving the quality of the working documents of the General Conference and Executive Board	146 EX/SP/RAP	146 EX/Dec. 3.1.3
II. Executive Board		
– Amendments to the Rules of Procedure	144 EX/4 146 EX/6	144 EX/Dec. 3.1.5 146 EX/Dec. 3.1.2
– 146 EX/Decision 3.1.1 (II) on intersessional work		
– Plan of action for decentralization	144 EX/5	144 EX/Dec. 3.3
– Feasibility study on electronic transfer of documents	147 EX/49	147 EX/Dec. 8.9

	Reports	Decisions
1996-1997: SPECIAL COMMITTEE		
<i>(18 members; Chairperson: Mr Abul Ahsan (Bangladesh))</i>		
I. Methods of work of the Organization		
– General Conference		
– study on possible ways of limiting the number of draft resolutions and amendments to be submitted by a single Member States	151 EX/20 and 48	151 EX/Dec. 6.1
– Conclusions of the ad hoc working group established to examine the structure and function of the General Conference	151 EX/21 and 48	151 EX/Dec. 6.2
– Draft plan for the organization of the work of the 29th session of the General Conference	151 EX/23 and 48	151 EX/Dec. 7.2
– Report on the evaluation of UNESCO field offices in Asia and the Pacific	151 EX/47 and 48	151 EX/Dec. 6.3
– Report on the evaluation of UNESCO field offices in the Arab States region	152 EX/24 and 4	152 EX/Dec. 6.2
II. United Nations Joint Inspection Unit		
– A review of telecommunications and related information technologies in the United Nations system (JIU/REP/95/3)	149 EX/30 and 43 Rev.	149 EX/Dec. 7.10.1
– The advancement of women through and in the programmes of the United Nations system: What happens after the Fourth World Conference on Women (JIU/REP/95/5)	149 EX/31 and 43 Rev.	149 EX/Dec. 7.10.2
– Investigation of the relationship between humanitarian assistance and peace-keeping operations (JIU/REP/95/6)	149 EX/32 and 43 Rev.	149 EX/Dec. 7.10.3
– United Nations system support for science and technology in Asia and the Pacific (JIU/REP/95/7)	150 EX/30 and 40	150 EX/Dec. 7.5.1
III. Feasibility study on the establishment of a UNESCO Peace Games competition	150 EX/31	150 EX/Dec. 8.1
– Report by the Director-General on arrangements for the international commemoration of the slave trade	150 EX/32	150 EX/Dec. 8.2
IV. Structure of the report by the Director-General on the activities of the Organization in 1996-1997	152 EX/7 and 4	152 EX/Dec. 3.3

	Reports	Decisions
1998-1999: SPECIAL COMMITTEE		
<i>(18 members; Chairperson: Mr Hisham NACHABÉ (Lebanon))</i>		
I. Methods of work of the Organization		
– Executive Board		
– Methods of work of the Executive Board	154 EX/20, 48 and 49	154 EX/Dec. 5.2
A. Functions of the Executive Board		
B. Sessions	155 EX/20 and 52	155 EX/Dec. 5.4
(i) Agenda	and Add. and Corr.	
(ii) The Bureau	156 EX/19 and 50	156 EX/Dec. 5.4
(iii) Plenary meetings	157 EX/SP/INF.2	157 EX/Dec. 5.1
(iv) Commissions and committees	and 48	
(v) Consultations		
(vi) Documentation		
(vii) Work between sessions		
(viii) Ethical issues		
– Report by the Executive Board on its own activities in 1998-1999, including its methods of work pursuant to 29 C/Resolution 88	157 EX/19 and Add. and Corr., 157 EX/49	157 EX/Dec. 7.6
– Draft amendments to the Rules of Procedure of the Executive Board	157 EX/42 Rev. and 48	157 EX/Dec. 6.4
– Draft guidelines for the rational implementation of decentralization	155 EX/19 155 EX/52 and Add. and Corr.	155 EX/Dec. 5.3
II. Reports of the Director-General on the activities of the Organization		
– Report of the Director-General on the activities of the Organization in 1996-1997	155 EX/SP/INF.2 155 EX/52 and Add. and Corr.	155 EX/Dec. 5.1
– Report on the implementation of 151 EX/Dec. 6.3 concerning UNESCO field offices in Asia and the Pacific	155 EX/18 155 EX/Dec. 5.2 and Add. and Corr.	155 EX/52
– Structure of the report by the Director-General on the activities of the Organization in 1998-1999 (31 C/3)	157 EX/5 and 48	157 EX/Dec. 3.1.1
III. United Nations Joint Inspection Unit		
– Strengthening of the United Nations system's capacity for conflict prevention	JIU/REP/95/13 154 EX/35 and 48	154 EX/Dec. 7.9.1
– Strengthening field representation of the United Nations system	JIU/REP/97/1 154 EX/36 and 48	154 EX/Dec. 7.9.2
– Report of the Joint Inspection Unit	A/52/34 154 EX/37 and 48	154 EX/Dec. 7.9.3
– Report by the Director-General on UNESCO's Cooperation with the Joint Inspection Unit	155 EX/45	155 EX/Dec. 8.10.3

	Reports	Decisions
– Coordination of Headquarters and field level between United Nations agencies involved in peace-building: An assessment of possibilities	JIU/REP/97/4 156 EX/40 and 50	156 EX/Dec. 9.6.1
– Fellowships in the United Nations System	JIU/REP/98/1 156 EX/41 and Corr. 156 EX/50	156 EX/Dec. 9.6.2
– The United Nations University: Enhancing its relevance and effectiveness	JIU/REP/98/3 156 EX/42 and 50	156 EX/Dec. 9.6.3
– Report of the Joint Inspection Unit	A/54/34 157 EX/35 and 48	157 EX/Dec. 9.7.1
– More coherence for enhanced oversight in the United Nations system	JIU/REP/98/2 157 EX/36 and 48	157 EX/Dec. 9.7.2

2000-2001: SPECIAL COMMITTEE*(18 members; Chairperson: Mr Khotso Mokhele (South Africa))*

I. Organization's methods of work		
– Executive Board	159 EX/13	159 EX/Dec.4.1 and 4.2
– mode of election of the Chairperson of the Executive Board	159 EX/42 160 EX/20	160 EX/Dec.6.2
– structure of the subsidiary organs of the Executive Board	160 EX/SP/2 160 EX/50	
– Relations between the three organs of UNESCO and structure of the subsidiary organs of the Executive Board	159 EX/38 159 EX/42	159 EX/4.1 and 4.2
– Report by the Executive Board on its own activities in 2002-2001, including its methods of work	162 EX/25 162 EX/51	162 EX/Dec.6.6
– General Conference		
– Structure and methods of work of the General Conference	160 EX/18 160 EX/INF.5 160 EX/50	160 EX/Dec.6.1.1
– Proposals on reorganization of the work of the General Conference	160 EX/19 160 EX/50	160 EX/Dec.6.1.2
– Relations between the three organs	159 EX/38 159 EX/42 161 EX/2 161 EX/INF.5	159 EX/Dec.4.2 161 EX/Dec.4.3
– 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)	162 EX/2 162 EX/INF.4 162 EX/51	162 EX/Dec.4.1
– Internal oversight and evaluation		
– Proposal by the Director-General to set up a UNESCO internal oversight system	160 EX/23 160 EX/INF.6 160 EX/50	160 EX/Dec.6.5

	Reports	Decisions
- Proposal on the evaluation criteria by which field offices Will be assessed	159 EX/17 159 EX/42	159 EX/Dec.4.4
- Evaluation report on the implementation, structure and results of the fellowship programme at UNESCO	161 EX/19 161 EX/6	161 EX/Dec.3.6.3
- Comments by the Director-General on the external evaluation reports concerning the Intergovernmental Oceanographic Commission (IOC); the Abdus Salam International Centre for Theoretical Physics (ICTP); the UNITWIN/UNESCO Chairs Programme; the Framework Agreement between UNESCO and the International Council for Science (ICSU); the Linguapax Project – promoting linguistic diversity; crafts promotion; and the International Literacy Institute	161 EX/42 161 EX/6	161 EX/Dec.9.1
II. Director-General's report on the Organization's activity		
– Report of the Director-General on the execution of the programme and budget during the previous biennium (1998-1999) (31 C/3)	31 C/3 161 EX/6	161 EX/Dec.3.1.3
– Proposals of the Director-General for strengthening the report on the execution of the Programme and Budget (C/3) and structure of the report by the Director-General on the activities of the Organization in 2000-2001 (32 C/3)	162 EX/6 and Corr. 162 EX/51	162 EX/Dec.3.1.3
III. The United Nations Joint Inspection Unit		
– Review of the Administrative Committee on Coordination and its machinery (JIU/REP/99/1 and A/54/288/Add.1)	159 EX/33 159 EX/42	159 EX/Dec.7.6.1
2002-2003: SPECIAL COMMITTEE		
<i>(18 members; Chairperson: Ms Lil Despradel (Dominican Republic))</i>		
I. Organization's methods of work		
– Executive Board		
- Methods of work of the Executive Board	164 EX/22 164 EX/10	164 EX/Dec.4.1
- Methods of work and operating costs of the Executive Board (Methods of work)	165 EX/18 165 EX/49	165 EX/Dec.5.2
- Report by the Special Committee on the working methods of the Executive Board	166 EX/SP/2 166 EX/44	166 EX/Dec.5.3
- The number of items on the Executive Board's agenda and the role of its subsidiary bodies	167 EX/47 167 EX/53 Rev	167 EX/Dec.4.2
- Report by the Executive Board on its own activities in 2002-2003, including its methods of work	167 EX/28 167 EX/53	167 EX/Dec.6.6

	Reports	Decisions
– General Conference		
– 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)	165 EX/17 and Addenda 165 EX/SP/2 165 EX/INF.5 165 EX/49	165 EX/Dec. 5.1
– Internal oversight and evaluation		
– Progress report on the situation in the Brasilia Office (evaluation aspects)	164 EX/34 164 EX/INF.3 164 EX/10	164 EX/Dec.6.9
– Comments by the Director-General on the Internal Oversight Service's (IOS) activities in 2001 and strategy for 2002-2003	164 EX/35 and Add. and Corr. 164 EX/10	164 EX/Dec.6.10
– Comments by the director-General on the implementation of the Internal Oversight Service Strategy in 2002-2003: Annual Report 2002	166 EX/36 166 EX/44	166 EX/Dec.8.8
– Comments by the Director-General on the external evaluation reports submitted in the 2002-2003 biennium	164 EX/46 164 EX/10	164 EX/Dec.8.5
– The UNESCO Evaluation Strategy	165 EX/19 165 EX/49	165 EX/Dec.5.3
II. United Nations Joint Inspection Unit (JIU)		
– Proposal for the handling of Joint Inspection Unit (JIU) reports in UNESCO	165 EX/40 165 EX/49	165 EX/Dec.9.6
– Report by the Joint Inspection Unit (JIU) on Strengthening the Investigations Function in United Nations System Organizations (JIU/REP/2000/9)	165 EX/41 165 EX/49	165 EX/Dec.9.7

2004-2005: SPECIAL COMMITTEE*(18 members; Chairperson: Mr L. M. Singhvi (India)) (169th session)*

I. Organization's methods of work		
Executive Board		
– Working methods of the Executive Board within the context of relations between the three organs of UNESCO	169 EX/20 169 EX/42	169 EX/4.2
– Proposals concerning criteria for establishing the agenda of the Executive Board	169 EX/21 Rev. 169 EX/42	169 EX/4.3
– Proposed amendments to the Rules of Procedure of the Executive Board	170 EX/13 170 EX/38	170 EX/5.1
– Participation of the European Community in the intergovernmental meeting of experts (category II) on the preliminary draft convention on the protection of the diversity of cultural contents and artistic expressions	171 EX/47 and Add. 171 EX/62	171 EX/60

	Reports	Decisions
– Report by the Executive Board on its own activities in 2004-2005, including its methods of work	172 EX/30 172 EX/59	172 EX/32
General Conference		
– Report by the ad hoc working group on relations between the three organs of UNESCO	171 EX/16 and Corr. 171 EX/62	171 EX/21
Internal oversight and evaluation		
– Comments by the Director-General on the implementation of the Internal Oversight Strategy in 2002-2003: Annual Report 2003	169 EX/28 169 EX/42	169 EX/6.6
– Comments by the Director-General on the implementation of the Internal Oversight Service (IOS) Strategy in 2004-2005: Annual Report 2004	171 EX/31 171 EX/62	171 EX/39
II. United Nations Joint Inspection Unit (JIU)		
– Implementation of the pilot scheme on the follow-up of Joint Inspection Unit (JIU) reports	169 EX/32 169 EX/42	169 EX/7.2
2005-2007: SPECIAL COMMITTEE		
<i>(18 members; Chairperson: Ms Samira Hanna-El-Daher (Lebanon))</i>		
Organization's methods of work		
Executive Board		
– Methods of work of the Organization	175 EX/46 175 EX/INF.16 175 EX/52	175 EX/51
– Report by the Executive Board on its own activities in 2006-2007, including the methods of work	177 EX/46 Part I Rev. 175 EX/45	177 EX/46 (I)
General Conference		
– Follow-up to 33 C/Resolution 92, concerning relations between the three organs of UNESCO	174 EX/11 174 EX/INF.7 174 EX/47	174 EX/20
– Follow-up to 33 C/Resolution 92, paragraph 5, concerning relations between the three organs of UNESCO	175 EX/INF.5 175 EX/52	175 EX/23
– Follow-up to 33 C/Resolution 92, paragraph 5, concerning relations between the three organs of UNESCO	176 EX/29 176 EX/64	176 EX/29
– Follow-up to 33 C/Resolution 92, concerning relations between the three organs of UNESCO	177 EX/31 Rev. 177 EX/75	177 EX/31
Internal oversight and evaluation		
– Report by the Director-General on the implementation of the Evaluation Strategy	175 EX/26 175 EX/52	175 EX/26

2007-2009: SPECIAL COMMITTEE*(18 members; Chairperson: Ms Shahnaz Wazir Ali (Pakistan))*

2007-2009 SPECIAL COMMITTEE*(18 members: Chairperson: Ms Shahnaz Wazir Ali (Pakistan))*

	Committee Reports	Decisions
Organization's methods of work		
– Executive Board		
– Review by the Executive Board of the methods of work and the terms of reference of the Group of Experts on Financial and Administrative matters	179 EX/19 and Add. and Add. Corr. and Add. 2 179 EX/55	179 EX/Dec. 19
– Report by the Execution Board on the implementation of 34 C/5 with results achieved in the previous biennium (35 C/3)	179 EX/21 179 EX/55 180 EX/25 180 EX/64 181 EX/23 and Corr. <i>(English only)</i> 181 EX/SP/2 181 EX/63	179 EX/Dec. 21 180 EX/Dec. 25 181 EX/Dec. 23
– Report by the Executive Board on its own activities including its methods of work: the format of its report to the General Conference	179 EX/22 179 EX/55 180 EX/26 and Add. 180 EX/64	179 EX/Dec. 22 180 EX/Dec. 26
– Proposals by the Executive Board on the implementation of 34 C/Resolution 1 concerning recommendations for the rolling Medium-Term Strategy for 2008-2013 (34 C/4) and the future procedure for consideration by the General Conference regarding the Draft Medium-Term Strategies of UNESCO	179 EX/41 179 EX/55	179 EX/Dec.41
– Consideration by the Executive Board of the criteria for holding private meetings	180 EX/23 and Add. 180 EX/64	180 EX/Dec. 23
– Consideration by the Executive Board of the criteria for the selection of agenda items to be referred to the Group of Experts on Financial and Administrative Matters, and of its methods of work	180 EX/24 and Addenda 180 EX/64	180 EX/Dec. 24
– Report by the Director-General on the criteria for holding private meetings	181 EX/22 181 EX/63	181 EX/Dec. 22
– Reports by the Execution Board on its activities and on programme	182 EX/26 Part I Rev. and Part II	182 EX/Dec. 26

implementation; Part I: Activities in 2008-2009, including its methods of work; Part II : Report on the implementation of document 34 C/5 with results achieved in the previous biennium (35 C/3)	182 EX/67	
– Evaluation of the holding of thematic debates	182 EX/27 182 EX/67	182 EX/Dec. 27
– Revision of Rule 59 of the Rules of Procedure of the Executive Board	182 EX/61 182 EX/67	182 EX/Dec. 61
– General Conference		
– Organization of the work of the 35th session of the General Conference	179 EX/27 179 EX/55	179 EX/Dec. 27
– Proposals concerning the organization of the work of the 35th session of the General Conference	180 EX/32 180 EX/INF. 3 and Corr. <i>(Corr. for French only)</i> 180 EX/INF.22 180 EX/64	180 EX/Dec. 32
– Follow-up to 33 C/Resolution 92, concerning relations between the three organs of UNESCO	179 EX/18 179 EX/55	179 EX/Dec. 18
– Follow-up to 33 C/Resolution 92 and 34 C/Resolution 88 concerning relations between the three organs of UNESCO	180 EX/22 and Addenda 180 EX/INF.14 180 EX/64 181 EX/INF.7 181 EX/63 182 EX/28 182 EX/67	180 EX/Dec. 22 181 EX/Dec. 21 182 EX/Dec. 28
– Rules of Procedure concerning recommendations to Member States and international conventions covered by the terms of Article IV, paragraph 4, of the Constitution: proposed amendment to Article 10 of the said Rules	182 EX/34 182 EX/67	182 EX/Dec. 34

Members of the Special Committee in 2007-2009

SPECIAL COMMITTEE

(18 members)

Chairperson: Ms Shahnaz Wazir Ali (Pakistan)

<p>Group I Norway Spain United States of America</p>	<p>Group II Albania Azerbaijan Bulgaria</p>	<p>Group III El Salvador Jamaica Saint Kitts and Nevis</p>
<p>Group IV Japan Malaysia Pakistan</p>	<p>Group V(a) Côte d'Ivoire Nigeria Uganda</p>	<p>Group V(b) Algeria Kuwait Lebanon</p>