

Co-Chairs' Matrix

Sub-Group 2: Structure, composition and methods of work of UNESCO's International and Intergovernmental Bodies (IIBs)

AGENDA ITEM 3: INTERGOVERNMENTAL COUNCILS AND COMMITTEES

	International Hydrographical Programme (IHP) Intergovernmental Council	Man and Biosphere International Coordinating Council (MAB-ICC)	Management of Social Transformations (MOST) Programme Intergovernmental Council	Intergovernmental Committee for Physical Education and Sport (CIGEPS)	Intergovernmental Bioethics Committee (IGBC)	Intergovernmental Committee for Promoting the Return of Cultural Property to its Countries of Origin or its Restitution in Case of Illicit Appropriation (ICPRCP)	Intergovernmental Council of the International Programme for the Development of Communication (IPDC)	Intergovernmental Council of the International Programme for All Programme (IFAP)
<b>1. INTERGOVERNMENTAL COUNCILS AND COMMITTEES</b>								
a. Mandate and Objectives	The only intergovernmental programme of the UN system devoted to water research, water resources management, and education and capacity building. Since its inception in 1975, IHP has evolved from an internationally coordinated hydrological research programme into an all encompassing, holistic water science programme to facilitate education and capacity development with a view towards enhancing water management and governance. IHP facilitates an interdisciplinary and integrated approach to watershed and aquifer management, which incorporates the social dimension of water resources, and promotes and develops international research in hydrological and freshwater sciences.	Launched in 1971, MAB is an Intergovernmental Scientific Programme that aims to establish a scientific basis for the improvement of relationships between people and their environments. MAB combines the natural and social sciences, economics and education to improve human livelihoods and the equitable sharing of benefits, and to safeguard natural and managed ecosystems, thus promoting innovative approaches to economic development that are socially and culturally appropriate, and environmentally sustainable. Its World Network of Biosphere Reserves currently counts 669 sites in 120 countries representing all types of ecosystems and livelihoods all over the world, including 16 transboundary site	When the MOST Programme was established in 1993. The GC recalled 26 C/Resolutions 5.2. in which it inter alia called for a feasibility study on the establishment of an intergovernmental programme in the social sciences, it recognized that social science findings and analyses are essential in the social, economic and cultural development of societies, stressing the need to foster high-quality, autonomous social science research and its relevance to policy-making in MS, stressing the central role of the social sciences in achieving the goals of UNESCO	(i) reduction of the disparities, inequalities and imbalances between the nations and the regions of the world; (ii) safeguarding of the ethical values of sport; (iii) development of physical education and sport in the context of formal and informal education systems and within the process of lifelong education; (iv) upgrading of the functions of sport to promote development and peace, the rights of persons with disabilities, the preservation of culture and traditional sports and games, gender equality and social integration and the fight against racism.	Outlined in Article 11(2) of the Statutes of the IBC: The Intergovernmental Committee shall examine the advice and recommendations of the IBC, including those concerned with the follow-up of the Universal Declaration. The Intergovernmental Committee shall inform the IBC of its opinions. It shall submit its opinions to the DG for transmission, together with the advice and recommendations of the IBC, to the MS, the EB and the GC. It may transmit any proposals for the follow-up of the advice and recommendations of the IBC.	- Seeking ways and means of facilitating bilateral negotiations for the restitution or return of cultural property to its countries of origin. In this connection, the Committee may also submit proposals with a view to mediation or conciliation to the MS concerned; - promoting multilateral and bilateral cooperation with a view to the restitution and return of cultural property to its countries of origin; - encouraging the necessary research and studies for the establishment of coherent programmes for the constitution of representative collections in countries whose cultural heritage has been dispersed;	To contribute to sustainable development, democracy and good governance by fostering universal access to and distribution of information and knowledge by strengthening the capacities of the developing countries and countries in transition in the field of electronic media and the printed press " (Resolution 43/32 of 15/10/2003)	Promote international reflection and debate on the ethical, legal and societal challenges of the information society;  Promote and widen access to information in the public domain through the organization, digitization and preservation of information;  Support training, continuing education and lifelong learning in the fields of communication, information and informatics;  Support the production of local content and foster the availability of indigenous knowledge through basic literacy and ICT literacy training;  Promote the use of international standards and best

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						<ul style="list-style-type: none"> <li>- fostering a public information campaign on the real nature, scale and scope of the problem of the restitution or return of cultural property to its countries of origin;</li> <li>- guiding the planning and implementation of UNESCO's programme of activities with regard to the restitution or return of cultural property to its countries of origin;</li> <li>- encouraging the establishment or reinforcement of museums or other institutions for the conservation of cultural property and the training of the necessary scientific and technical personnel;</li> <li>- promoting exchanges of cultural property in accordance with the Recommendation on the International Exchange of Cultural Property;</li> <li>- reporting on its activities to the GC of UNESCO at each of its ordinary sessions</li> </ul>	<p>practices in communication, information and informatics in UNESCO's fields of competence;</p> <p>Promote information and knowledge networking at local, national, regional and international levels.</p>	
b. Specific goals for the biennium	Clarify how to replace a Bureau/council member when the	MAB is guided in the current biennium by 38 C/5	To implement the comprehensive MOST Strategy	(i)	Yes	As reflected in Document ICPRCP/16/20.COM/5,	Supporting media pluralism (particularly community media)	Yes, refer to the decisions adopted by the 9th

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<p>elected person is not able to continue with its position</p> <p>Formalize options for virtual sessions /intersession consultations of IHP's statutory bodies</p> <p>Harmonize the Statutory texts With UNESCO's priority gender equality</p> <p>Harmonize the statutory texts in accordance with IHP's current decentralized structure (inclusion of Regional offices)</p> <p>Reflect the variety of financial mechanisms available (additional to trust funds, include special accounts)</p> <p>Reflect the need of MSs to receive documentation well ahead of the statutory meetings (two months ahead in lieu of one)</p> <p>Reflect on how to make the governing mechanism more inclusive as there is a general tendency that MS that do not serve on the IGC for a certain period of time loose</p>	<p>Main Line of Action 5: Strengthening the role of ecological sciences and biosphere reserves and the associated Expected result 9: Use of BRs as learning places for equitable and sustainable development and for climate change mitigation and adaptation strengthened. In-line with corresponding performance indicator 'A new strategy document for the MAB Programme and its WNBR approved by the MAB International Coordinating Council (ICC)', Following a highly participative development process which included all MSs which was completed during the 4th World Congress of biosphere reserves in Lima in March 2016, the current biennium has been marked by the adoption by the MAB ICC and the start of the implementation of the Lima Action Plan MAB Programme and its World Network of BRs (2016-2025). It contains a comprehensive but succinct set of actions aimed at ensuring the effective implementation of the</p>	<p>endorsed by the 199th session of the EB (document 199 EX/7.INF) focusing on inter alia the organization of MOST Ministerial Forums (the MOST flagship activity), the establishment by MS of MOST National Committees and the organization of MOST Schools. A priority is also to strengthen the cooperation with the UN system. The MOST Programme is implemented through an Action Plan (as per paragraph 27 in the MOST Strategy). It has altogether four strategic Action Areas contributing to implement the social pillar of Agenda 2030: Action Area A: Strengthening national institutional capacities for the MOST Programme Action Area B: The Research Pillar of MOST Action Area C: MOST Intergovernmental Forums Action Area D: Knowledge Brokering</p>	<p>Support the preparations of and follow -up to the Sixth International Conference of Ministers and Senior Officials Responsible for Physical Education and Sport, MINEPS VI</p> <p>(ii) Review of the statutes and governance</p>		<p>more and more frequently States are negotiating cases of return and restitution bilaterally. Consequently, the Committee is less solicited on this issue. Moreover, MS, in accordance with Article 2(5) of the Statutes, may wish to consider inviting representatives among academics and/or experts on matters related to the return and restitution of cultural objects to the sessions of the Committee which can lead to improving the discussions substantially. It may also allow the Committee to further develop other actions as provided in Article 4 of the Statutes, that is encouraging the necessary research and studies for the establishment of coherent programmes for the constitution of representative collections in countries whose cultural heritage has been dispersed. In the light of above, the Committee, through its decision 20.COM 5 decided to allocate one day,</p>	<p>and independence (improving professional standards)</p> <p>Promoting the safety of journalists</p> <p>Countering hate speech, promoting conflict -sensitive journalism or promoting cross -cultural/religious dialogue</p> <p>Supporting law reform fostering media independence</p> <p>Conducting media assessments and research based on UNESCO's Media Development Indicators (MDIs), the Gender -Sensitive Indicators for the Media (GSIM) or the Journalism Safety Indicators (JSIs)</p> <p>Capacity building for media professionals, including improving journalism education</p>	<p>IFAP Council, including the development of the new strategic plan, activities of the Working Groups. Even earlier, the IFAP Strategic plan adopted by MS during the 180 EXB identifies specific Secretariat actions for IFAP's work. The Regular Programme also provides a list of activities and results in the C/5 document</p>
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	interest in the Programme  Reflect on how to make the composition of the IGC more balanced, proportional and representative.	MAB Strategy 2015-2025, adopted by the MAB ICC at its 27th session and endorsed by the UNESCO GC at its 38th session. The EB endorsed the Lima Action Plan at its 200th session.				during its ordinary Sessions, to a forum of discussions to ensure exchange of good practices and promotion of multilateral and bilateral cooperation with a view to the restitution and return of cultural property to its countries of origin. The works of the ICPRCP for the present biennium have been refocused accordingly.		
c. No. members and length of mandate periods	The Intergovernmental Council of the IHP is composed of 36 MSs of UNESCO, elected by the GC in accordance with Article II of the Statutes of the Council. Their mandate period is 4 years. Half of the Council members are rotated out but could continue to serve if reelected by the GC.	34 MS elected by UNESCO's GC for 4 years. At each ordinary session of the UNESCO GC, normally held every two years, half of the Members of the Council end their terms of office and new Council members are elected. The outgoing members are replaced by members belonging to the same regional group. Council members can be re-elected.	34 (one vacancy for Africa) members. The standard is two terms of altogether 4 years. However, members are eligible to run for reelection. ROPs 1.2. is stressing "The term of office of members of the Council shall extend from the end of the ordinary session of the GC during which they are elected until the end of the second subsequent ordinary session". Rule of procedure 1.3 is stressing that "Members of the Council shall be immediately eligible for re-election".	18 MS elected for a renewable four-years term. Permanent Consultative Council (PCC): 33 members (UN bodies, IGOs, NGOs) approved by CIGEPS for a renewable four-years term.	As per Article 11(3) of the Statutes of the IBC, the IGBC is composed of 36 MS elected by the GC. As per Article 11(4) of the Statutes of the IBC, the term of office for IGBC MSs is four years.	The Committee is composed of 22 MSs elected for a period of 4 years by the GC. The term of office of members of the Committee extends from the end of the ordinary session of the GC during which Members are elected until the end of its second subsequent ordinary session. Members of the Committee shall be immediately eligible for re-election	39 MSs elected by the GC. The term of office shall extend from the end of the GC during which they are elected until the end of its second subsequent ordinary session (4 years)	26 MSs and 4 years of mandate period
d. Are members organized by electoral groups?	Yes, members are organized in 6 regional groups, the same as UNESCO's EXB and GC (Group I, I, III, IV, Va & Vb).	Yes	Yes	Yes: 3 members per region.	Yes.	Yes, the composition of the Committee takes into account equitable geographical	Yes. Composition takes into account the need to ensure equitable geographical distribution and appropriate rotation.	Yes

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	Currently, the membership is not proportional and Group II wants to raise this issues.					distribution and appropriate rotation, as well as the representative character of those States in respect of the contribution they are able to make to the restitution or return of cultural property to its countries of origin (Article 2 Statute of ICPRCP)	Each retiring member shall be replaced by a member belonging to the same regional group. (IPDC Statutes)	
e. Intergovernmental/ personal/expert capacity	While Members States are elected to serve on the Intergovernmental Council by the GC, currently the members of the Bureau are elected in their personal capacity; the IHP Bureau with the support of the Secretariat has initiated a consultation to change the status to national representation	The representatives to the ICC are nominated by the 34 MS and shall preferably be experts in the field of the MAB programme.	Intergovernmental	CIGEPS members represent their governments, notably national sport authorities. PCC members represent their institutions. No member in a personal capacity	Intergovernmental	Intergovernmental capacity	Intergovernmental or personal capacity/expert capacity of members	The persons appointed by member countries, nominated by government, as representatives of the council are preferably a specialist in the fields covered by IFAP
f. Have Chairperson/MS received introduction to the work and working methods?	A short video on the functioning of IHP was screened during the 22nd Council. The rules of procedures as well as the statutes of the IHP, are circulated prior to the meetings along with other related documentation	Yes	Yes, through the MOST Statutes and ROPs	A detailed scenario is provided to the Chairperson before each session. No general introduction was provided.	A briefing on the work is usually covered by the progress report of the programme prepared by the Secretariat presented during IBC-IGBC joint sessions and IGBC ordinary sessions. Based on the discussion of the IGBC on the recommendations of the External Auditor in September 2016, the Bureau will be discussing with the Secretariat on the type and modality of training	Briefings to the work are organized by the Secretariat for the Chairperson and Rapporteur regularly before the sessions of the Committee and on a daily basis during the sessions. Additionally, constant communication is maintained between the Secretariat and the Chairperson.	The Chairperson is briefed by the Secretariat upon election. The Secretariat provides scenarios to guide the Chair on how to conduct the Council and Bureau meetings. Moreover, the Secretariat prepares draft speeches for the Chair's interventions	Yes

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					to be introduced for Bureau members, which could be extended to all IGBC members.			
g. Are observers authorized to participate/take the floor?	Yes, after the members of the Council have taken the floor	Yes	According to MOST Rule of Procedure 19 "Right to speak" "Observers of MSs, representatives of organizations of the UN System and observers of international organizations referred to in paragraphs 4.1, 3.2 and 4.3 of Rule 4 of these Rules may, with the authorization of the President, speak during the discussion of the Council or its subsidiary bodies".	Yes. PCC members take part in joint session but have no right to vote. Other observers from other MSs or institutions can participate upon request.	As per Article 11(5) of the Statutes of the IBC, observers are authorized to participate in the sessions of the IGBC, and will be given the floor by the Chairperson if time allows.	Any MSs which is not a member of the Committee or any Associate Member of UNESCO which is concerned by an offer or a request for restitution or return of cultural property shall be invited to take part, without the right to vote. Representatives of the ICOM and the Organization for Museums, Monuments and Sites of Africa (OMMSA) shall also take part in meetings of the Committee, in an advisory capacity. Representatives of the UN and other organizations in the UN system may take part in meetings of the Committee without the right to vote.	Yes, all MSs are invited to attend to Council meetings as observers. In addition, NGOs and other stakeholders in the media field are also invited to attend IPDC meetings as observers. Observers are invited to take the floor but cannot vote. The media covering the event are also welcome to attend.	Yes
h. Meeting frequency and length	After having reduced the duration of the IHP Council to only 3 days and following the advice of the IOS audit and MSs request, the Council was again set to last 4 days	The Council shall normally meet in plenary session once every 12-18 months, but no more than twice per biennium. Usually, the ICC meets during 4 days.	One ordinary session per biennium, plus an extraordinary session per biennium to elect the Bureau. Rule of Procedure 3.1. is stressing that "The Council shall meet in regular plenary session once every two years, preferably in connection with the	Ordinary sessions: Every two years and not more than two days. Extra-ordinary sessions: Only when a specific need arises where the input of all the members are required. Since 2013 such an extra-ordinary	The IGBC meets once every two years in ordinary sessions (1 to 1.5 days). The IBC and the IGBC meet in joint sessions once every 2 years during the years when no IGBC ordinary sessions are convened	The Committee holds an ordinary plenary session at least once and not more than twice every two years. Extraordinary sessions shall be convened by decision of the Committee itself, or at the request of ten of its members.	Council meetings are organized once every two years and last two days.	Rules and procedures indicate that one IFAP Council meeting in every year was the practice initially for first few years. But due to financial constraints, the Council now meets every two years.

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			ordinary sessions of the GC. However, the Council may meet in extraordinary session at the request of the majority of its members, or by decision of the Bureau mentioned in Article VIII of the Statutes, in consultation with the DG. In addition it is normally organized two Bureau meetings per year	session was held every two years and not longer than two days.	(1-1.5 days, held in conjunction with the IBC ordinary session). The IGBC holds a session to elect its Bureau every 2 years during the GC (0.5 days), in line with Rule 3.2 of its ROPs			At least three Meetings of the Bureau of the IFAP Council are organized in between the council meeting. Both Council and bureau meetings are held face to face and /or with the facility for remote participation. Council Meeting: 2 days and Bureau meetings : 1 Day
i. Languages interpreted during the meetings	Six UN languages. It is to be noted though that according to the IHP statutes, article VII, the working languages for the Council are only English, French, Spanish and Russian. Working in six languages makes the Council sessions expensive. Apart from political reasons there is no substantive logic that would require to work with six languages	3 languages, E, F and SP	English and French, the working languages of the MOST as per the MOST Statutes and ROPs. Rule 13 "English and French shall be the working languages of the Council for all purposes".	English and French.	Arabic, Chinese, English, French, Russian and Spanish Note: According to Rule 12 of its ROPs, interpretation in Arabic, Chinese, Russian and Spanish will be provided during meetings of the IGBC, depending on its composition.)	French, English, Spanish, Arabic, and Russian	Council meetings offer interpretation in the six UN official languages.	In all 6 UN languages
j. Meeting venues	All IHP Council meetings are held in Paris, although as per article II of the statutes the Council could meet elsewhere if so decided by a majority of the members	Usually at UNESCO Headquarters in Paris or in a MAB ICC Member State which offers to host the MAB Council	Normally at UNESCO HQs.	Typically, at UNESCO Headquarters	All sessions take place in Paris.	UNESCO Headquarters	In UNESCO HQ (Paris, France), Room X	UNESCO, Paris, France
k. Overall budget	<u>Organizing meetings</u> USD 160,000 <u>Operational activities</u> USD 240,000	<u>Organizing meetings</u> 55,000 USD for one session of MAB <u>Operational activities</u> None	<u>Organizing meetings</u> 75,000 (RP) 15,000 (other sources) <u>Operational activities</u>	<u>Organizing meetings</u> 15,000 € (interpretation, translation)	<u>Organizing meetings</u> US\$43,000 <u>Operational activities</u> US\$2,000	<u>Organizing meetings</u> 38 773 <u>Operational activities</u> N/A	<u>Organizing Statutory meetings (including Bureau and Council meeting)</u> US\$ 123,327	<u>Organizing meetings</u> \$70,000 <u>Operational activities</u> \$130,000 RP

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		UNESCO staff (approximate budget in lump sum) MAB ICC meeting: staff cost for 4 days of one D1, two P5, 2 P4, 1 P3, and 4 G-staff	875,000 (RP) 2370000 (other sources)	Operational activities n.a.  UNESCO staff (approximate budget in lump sum) 6000 €	UNESCO staff (approximate budget in lump sum) US\$284,000 (cost shared by IBC (40%), IGBC (20%) and COMEST (40%) under a Consolidated Secretariat)	UNESCO staff (approximate budget in lump sum) 79 204	Operational activities US\$ 51,202 RP US\$ 3,000,000 other sources  UNESCO staff (approximate budget in lump sum) US\$ 295,000 (CI Audit)	\$ 50,000 other sources  UNESCO staff (approximate budget in lump sum) \$ 150,000
<b>2. BUREAU</b>								
a. No. members and length of mandate periods	Six members, one per each UNESCO electoral Group. The mandate period is of 2 years, except for the outgoing Chair that will continue represent his/her region as Vice-Chair ex-officio.	6 members elected by the Council, one of each electoral group, one of them elected President, and one rapporteur, elected for 2 years, immediate re-election possible	8 (President, 6 regional Vice-Presidents, one Rapporteur). The period is two years renewable if running for election. Rule 8 of the ROPs is stressing "At the beginning of its first session and subsequently, whenever the membership of the Council is modified by the GC in accordance with Rule 1 above, the Council shall elect a President, six Vice-Presidents and a Rapporteur",	6 members (one chair, five vice-chairs) representing the regional electoral groups. Elected at each ordinary session for a two-year period. No statutory limitations with respect to reelection.	As per Rule 3 of its ROPs, the Bureau is composed of 1 Chairperson, 4 Vice-Chairpersons and 1 Rapporteur and the Secretary-General of the IBC. The Chairperson, Vice-Chairpersons and Rapporteur serve for a mandate of 2 years, and shall be eligible for election for a second consecutive term	At the beginning of the first session, the Committee shall elect a Chairperson, 4 vice-chairpersons and a Rapporteur; these form the Committee's Bureau. The Committee elects a new Bureau whenever its own membership is changed by the GC. The members of the Bureau who are representatives of MS of UNESCO shall remain in office until a new Bureau has been elected. Members of the Bureau are eligible for re-election to the same posts, but the total period for which they serve shall not exceed 2 consecutive terms of office	Bureau has 8 members: 1 Chair, 1 Rapporteur, 3 Vice-Chairs and 3 regular members. They are elected for a period of two years. Every Council meeting elects a new Bureau. Members can be re-elected consecutively.	Number of members: 8 Mandate period: 2 years  The number of times for possible reelection: no stipulated limits in the statutes
b. Intergovernmental/ personal/expert capacity	Members of the Bureau represent MSs in personal capacity ( <i>ad personam</i> ) and are to be experts in the domain of water resources management.	Intergovernmental capacity (countries preferably represented by experts in the field of the MAB programme)	Intergovernmental.	As per statutes, all bureau members represent their governments. De facto, the chair, while representing his/her government, is	Intergovernmental	Chairperson and rapporteur in personal capacity –vice persons elected in intergovernmental capacity	Bureau members are representatives of MS but they shall preferably be specialists in the fields covered by the IPDC	The members of the Bureau are elected by the Intergovernmental Council of IFAP. IFAP Bureau has 1 chair, 3 vice-chairs and 1

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				often elected for his/her personal skills				Rapporteur. The persons elected by the council are preferably a specialist in the fields covered by the IFAP
c. Meeting frequency and length	The Bureau meets once per year, with the exception of the year of the Council, when it meets twice.	The Bureau usually meet in conjunction with ICC sessions, typically for 1-2 hours each day during the MAB ICC meetings. Additional meeting can be held in between the Council meetings at the request of the Council itself, of the DG of UNESCO or by consensus of the members of the said Bureau.	Normally twice a year over two days. Rule 8.4 stipulates "Meetings of the Bureau may be convened between sessions of the Council at the request of the majority of the members of the Council of the Bureau, or at the request of the DG. In such cases the reasons for the meeting of the Bureau shall be specified in the request for its convening".	No physical meetings; irregular 30 mins. to 1 hour phone meetings	Bureau meetings are held during the ordinary sessions to prepare the draft conclusions of the sessions to be adopted by the Committee. During this time, the Bureau will usually meet for around 2 -3 hours in total. In addition, the Bureau would also hold email consultation on any urgent issues that might arise between sessions.	Meetings of the Bureau may be convened in between sessions of the Committee at the request of the Committee itself, of the Chairman of the Committee or of the DG. The Bureau may, if the Chairperson deems it appropriate, be consulted by correspondence, including electronic consultation.	Bureau meetings are organized once a year and last two day	Usually 3 to 4 meetings per biennium with communication between meetings facilitated by a dedicated e-mail discussion list
d. Are observers allowed to participate and/or speak?	Yes, after the Members of the Bureau have taken the floor. Observers have no voting rights.	Yes	No specific provision for this, thus analogue to the above concerning the IGC, provided that it is decided to invite observers to the meeting.	Yes	No.	N/A	All Council members are invited to attend Bureau meetings as observers. In addition to this, NGOs and other stakeholders in the media field are also invited to attend IPDC Bureau meetings as observers. Observers are invited to take the floor but cannot vote.	Yes
e. Interpretation during the meetings	No, by custom, the Bureau meetings are held in English only, unless a MSs financially supports additional interpretation. In 2015 and 2016, the interpretation into Spanish and French has	Yes	Yes	No	Yes.	No	Yes	Yes

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	been funded by the Government of Mexico.							
f. Languages interpreted during the meetings	By custom, none. (Cf. 2e.)	3 languages, E, F and SP upon need	English-French	n.a	Arabic, Chinese, English, French, Russian and Spanish Note: According to Rule 12 of its ROPs, interpretation in Arabic, Chinese, Russian and Spanish will be provided during meetings of the IGBC, depending on its composition	No interpretation	English and French.	English and French
g. Meeting venues	IHP Bureau meetings are usually held at UNESCO HQ, but have occasionally taken place elsewhere (e.g. 39th IHP Bureau, UNESCO-IHE, Delft, The Netherlands, 3-5 May 2006), when financial support covers costs (no impact on the Secretariat's budget).	Usually at UNESCO Headquarters in Paris or in a MAB ICC Member State which offers to host the MAB Council. Additional meeting held in Paris	Normally at UNESCO HQs, Paris	No physical meetings yet	In Paris	Not established, common practice at UNESCO Headquarters.	In UNESCO HQ (Paris, France)	UNESCO Paris France
h. Are minutes of the Bureau prepared/distributed/to whom?	Yes, Final Reports of the Bureau meetings are prepared and distributed by the Secretariat first to the Bureau Members for approval, then published on the IHP UNESCO web site for public consultation; the Secretariat informs MS of the Final Report's availability.			Yes. Distributed amongst Bureau members	The draft conclusions prepared by the Bureau are distributed to the entire Committee for adoption during its ordinary session	N/A	Yes, a report of the meeting is submitted to the Rapporteur for approval and then made available on IPDC's website. It is also formally submitted for approval to the following meeting of the IPDC Bureau	Yes. Report of the Bureau meeting is always prepared by the Secretariat and finalized by the Rapporteur of the Bureau in consultation with Bureau members. Minutes of the meeting prepared and distributed to all members of the Bureau and Council. It is also available online in IFAP website for greater public consumption
<b>3. RULES OF PROCEDURE (ROPS)</b>								

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a. Who adopts the ROPs?	The Bureau is a subsidiary body of the Council. The Council shall adopt its own ROPs, as per IGC Statutes, Art. IV, point 3.	MAB ICC	The IGC itself	CIGEPS.	The IGBC adopts its own ROPs.	The Committee shall adopt its ROPs by a decision taken in plenary meeting by a two-thirds majority of the members present and voting	The ROPs are part of the Statutes which were approved by the GC in October	The Intergovernmental council of IFAP	
b. Preparation of meeting	i. Who decides the agenda?	The members of the Council, upon the proposal of the Secretariat as endorsed by the Bureau decide, on the Council meeting agendas. Likewise, upon the proposal of the Secretariat the Chairperson submits the Bureau agenda for approval by the Bureau. The Secretariat prepares provisional agendas for Council and Bureau, respectively, in consultation with the members of the Bureau, as per the statutes. Agenda items can be proposed by any MSs or UN. The provisional agenda is communicated to the members of the Council at least two months before the opening of each session. The provisional agenda has to be approved with or without modification at the beginning of each Council/Bureau session. During the session the Council might modify the agenda if agreed by the two-thirds of the Council as per article 4 of IHP's ROPs.	The provisional agenda shall be prepared by the Secretariat of the Council in consultation with the members of the Bureau, with adoption by the MAB ICC	Rule 5 is indicating that "The Provisional agenda of sessions shall be prepared by DG following consultations with the members of the Bureau". Rule 5.4. is indicating that the provisional agenda shall include: "All items the inclusion of which has been decided by the Council; All items proposed by States members of the Council; All items proposed by the Bureau; All items proposed by DG ". Rule 6 stipulates that "At the beginning of each session, the Council shall adopt the agenda for that session". Rule 7 stresses that "The Council may, during a session, modify the order of items on the agenda or add or delete items. New items may be added to the agenda if so decided by a two – third majority of the members present and voting	CIGEPS upon proposal/provisional agenda by Secretariat	The agenda for IGBC sessions decided by the Chairperson and the Bureau, in consultation with DG. The agenda for IBC -IGBC joint sessions are prepared by the DG in consultation with the Chairperson of IBC and the Chairperson of IGBC.	The provisional agenda, prepared by the Secretariat in consultation with the Chairperson, is adopted in the beginning of the session.	The Secretariat prepares a draft in consultation with the Chair. The agenda is then adopted (or amended) by the Council/Bureau members.	The IFAP Bureau in consultation with the Secretariat

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### Sub-Group 2: Structure, composition and methods of work of UNESCO's International and Intergovernmental Bodies (IIBs)

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ii.	When are the documents sent out?	Currently, the documents are to be sent out one month before the meeting commences.	The working documents of each session of the Council shall, as a rule, be communicated to the members one month before the opening of each session	Rule 15 "The working documents of each session shall, as a rule, be communicated to the members six weeks before the opening of each session"	Four weeks in advance of sessions	The provisional agenda for ordinary sessions are usually sent out at least 60 days in advance. All other working documents are usually sent out 3 to 4 weeks in advance.	The agenda must be submitted 60 days in advance	All documents are sent out to Council/Bureau members six weeks before the meeting.	At least before 2 weeks of the meeting
iii.	Are they sent out in paper form?	No, only electronically.	Normally only electronically. On paper upon request	In electronic form	No – electronic only; hard copy hand-outs during session	No. All working documents are sent out in electronic format by email	The documents are published online. Additional paper copies are available during the sessions.	No. They are posted on-line.	No. In electronic form
iv.	Can you opt out of receiving printed documents?	Not applicable. (Cf. 3.b.iii.)	Yes, upon request.	Yes	n.a.	All working documents are sent out in electronic format by email	N/A	Does not apply.	Yes
v.	Who decides timetable ?	The Secretariat makes a proposal to the IHP Bureau that then decides on it. However, during the Bureau/Council sessions the timetable is adapted as needed by IHP Bureau/Council Members.	It shall be prepared by the Secretariat of the Council in consultation with the members of the Bureau, and adopted by MAB ICC at the beginning of each session	It is proposed by the Secretariat but adopted by the IGC	CIGEPS upon proposal/provisional timetable by Secretariat	The Chair person and the Bureau, in consultation with the DG	Provisional timetable set by the Secretariat in consultation with the Chairperson, in specific cases in consultation with the Bureau members.	Same as for the agenda (see i above)	The IFAP Bureau in consultation with the Secretariat
vi.	Who convenes the meeting?	The first session of the Council was convened by the DG. The ROPs of the Council state that "Other sessions shall be convened by the Secretariat of the Council in accordance with the instructions of the Bureau of the Council." Current practice has it that the ADG/SC invites on behalf of the DG, MSs to the Council sessions.	The Secretariat, after consultation with the President	As above, the DG	Secretariat	The DG	The ordinary sessions of the Committee shall be convened by the Secretariat of the Committee in accordance with the instructions of the Bureau.	The DG invites MS to participate in the Council meeting.	DG of UNESCO
vii.	Do you open up for video	Yes, virtual meetings have been organized but the process needs to be formally recognized in	Upon request.	Yes, but difficult with several time zones, and connectivity with	In principle possible but not yet practice	Video meetings for a plenary meeting are not practical due to the number of participants,	N/A	Meetings are livestreamed on-line	Yes

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	meetings ?	the statutes and ROPs for IHP.		so many not really worthwhile.		and the different time zones of representatives across the world.			
	viii. Can there be extraordinary sessions ? If yes, how?	Yes Most frequently electronically or through teleconferences. Extraordinary sessions are held if sponsorship by a Member State is provided, with meetings either in Paris or elsewhere.	Yes, upon request by the MAB ICC	Yes, Rule of Procedure 3.1. is stating "The Council shall meet in regular plenary session once every two years, preferably with the ordinary sessions of the GC. However, the Council may meet in extraordinary session at the request of the DG, or at the request of the majority of its members, or by decision of the Bureau mentioned in Article VIII of the Statutes, in consultation with the DG".	Yes	Yes, At the request of the DG, the Chairperson and the Bureau, or the majority of IGBC Member State	Yes, Extraordinary sessions shall be convened by decision of the Committee itself, or at the request of ten of its members. The place and date of extraordinary sessions shall be determined by the Secretariat of the Committee after consultations with the Chairman, unless they have been decided on by the Committee itself	Due to budgetary limitations, no extraordinary session is organized.	Yes Extraordinary sessions could be convened by decision of the Council itself, or at the request of thirteen of its members. The place and date of extraordinary sessions should be determined by the Chairperson, in consultation with the DG, unless these have been decided upon by the Council.
	ix. Do you appoint sub-groups or sub-committees? If so, for what duration and what tasks?	Yes, committees are established by the IHP Council to examine the implementation of certain major orientations of the Programme and to prepare appropriate recommendations to the Council. Such committees may include MS of UNESCO that are not represented in the Council. Furthermore, the Council may establish working groups of specialists to examine specific projects. These working groups, whose members serve in a personal capacity, may include nationals of MS of UNESCO that are not	Yes, upon request by the MAB ICC for the tasks and duration required	A working group was established by the IGC Bureau in January 2016 composed of four MSs to work on proposals for revisions of the MOST Statutes and ROPs.	Not recently	No	The Committee may set up ad hoc subcommittees for studying certain problems related to its activities. The terms of reference of the ad hoc subcommittees and working groups shall be defined by the Committee. The ad hoc subcommittees and working groups shall meet in accordance with the decisions of the Committee or its Bureau, and shall themselves elect their Chairman, Vice-Chairman and, if necessary, Rapporteur.	No Does not apply.	IFAP has 6 working groups on 6 priority areas. Duration is not defined. 6 working groups are working on 6 priority areas (Information for development, Information literacy, Information preservation, Information ethics, Information accessibility and Multilingualism. The IFAP Council has adapted new Terms of Reference (TOR) in its 9 <sup>th</sup> Council Meeting in 2016.

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		represented on the Council. In the composition of committees and working groups appropriate geographical distribution and adequate representation of regions is sought. Committees and Working Groups set up by the Council elect their own chairperson, vice chairpersons and, if necessary, their own rapporteur and abide by the ROPs of the Council unless the Council decides otherwise.							
c. Decision Making	i. Who prepares draft decisions?	Draft Resolutions (DRs) are elaborated in view of the deliberations of the Intergovernmental Council (IGC) by the Resolution Drafting Committee (RDC), elected by the IGC and supported by the IHP Secretariat. The terms of reference of the RDC are available in IHP/IC-XIV/3 Annex V ( <a href="http://unesdoc.unesco.org/images/0012/001213/121345e.pdf">http://unesdoc.unesco.org/images/0012/001213/121345e.pdf</a> ).	The MAB Council with support of the Secretariat	The MOST Secretariat	Secretariat	The draft conclusions of IGBC sessions are prepared by the Bureau, in consultation with the IGBC Secretary	Draft decisions are prepared by the Secretariat on the basis of working documents. Committee Members can amend these decisions; during the session in the Decision-Making process.	The Secretariat prepares decisions for each document submitted to the Council/Bureau. But sometimes for particular issues, the initiative may come from MS.	Intergovernmental Council of IFAP
	ii. Until when can MS suggest new draft decisions or amendments?	DRs are to be submitted to the IHP Secretariat two weeks prior to the beginning of the IHP IGC session in question. DRs received in such a manner will be communicated to members of the IGC one week prior to the commencement of the session. The submission of a DR during a session	Until final adoption of all decisions at the MAB ICC	Until close of the end of the meetings.	Until adoption	Before the close of the sessions	MS can suggest new draft decisions or amendments until the adoption of the decision corresponding to the agenda item. However, no additional changes can be made once the decisions are adopted by the Committee	Currently there is no deadline.	Members of the Council prepare the draft decisions or its amendments during its discussions until the adoption of the decisions

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		of the IGC remains formally possible during the first three working days of that session. Such late submissions should however be considered exceptional and should only be made as a last resort to handle vital issues not considered in preexisting DRs. These submissions should be presented by more than one MSs members of IHP IGC. The decision about their admissibility lies within the prerogative of the RDC that will assess the justification of the late submission.							
iii. Are observers allowed to participate/speak?	Observers may, with the authorization of the chairperson, make oral or written statements before the Council and its committees.	Yes, after ICC members without voting rights	Rule 4 of the ROPs concerns Observers. 4.1 "MS and Associate Members of UNESCO which are not members of the Council may send observers to all meetings of the Council. 4.2 "Representatives of the UN and other organizations of the UN system may be invited to take part, as observers, in all meetings of the Council". 4.3. "The Council shall lay down the conditions under which other international governmental or non-governmental organizations may be invited to its	Yes	As per Article 11(5) of the Statutes of the IBC, observers are authorized to participate in the sessions of the IGBC, and will be given the floor by the Chairperson if time allows.	Observers are allowed to participate and speak without a right to vote	Yes, they can participate and speak	May be during the discussions only. But they are not allowed to speak during any decision making process.	

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				proceedings without the right to vote. The Council shall also lay down the conditions under which certain specialists might be consulted on matters within its competence". 4.4. "The Council may invite non -MSs of UNESCO to send observers to the meetings"					
iv. How are decisions adopted?	Unless otherwise provided in the IHP rules or procedures, per Article 23 decisions are normally taken by a simple majority of members present and voting. Voting normally takes place by show of hands, except if a member request a roll call.	Usually by consensus of ICC Members or by vote if requested by simple majority	Rule 24 is stressing that "The Council shall endeavor to arrive at its decisions by consensus. In the event of a vote being taken, each member of the Council shall have one vote".	By consensus /acclamation	Conclusions of IGBC sessions and decisions are usually adopted by consensus. However, the IGBC ROPs also allows for decisions to be taken by vote.	The Committee shall adopt such decisions and recommendations as it may deem appropriate.	By consensus	Typically by consensus if necessary by simple majority.	
<b>4. RELATION TO THE GENERAL CONFERENCE (GC) AND EXECUTIVE BOARD (EB) AND OTHER INTERGOVERNMENTAL ORGANS</b>									
a. Formal submission of proposals for the program and budget of UNESCO? If yes, how?	Yes. Once a decision is taken by the Council the IHP Secretariat is entrusted to provide follow up.	Yes. The proposals for MAB in C/5 constitute parts of the Natural Science Sectors' package for C/5, and are prepared under MAB-ICC policy and strategies, including esp. Seville Strategy of 1994, Madrid Action Plan 2008-2013 and the current MAB Strategy 2015-2025 and Lima Action Plan 2016-2025.	Traditionally, no. With respect to the 39C/5, the consolidated Action Plan offers and opportunity for the IGC to make proposals.	No	No	Governing bodies as such are not submitting proposals for the C/5	Yes IPDC Secretariat ensures that contributions related to the IPDC meetings and programmes are provided during the C/5 planning exercise.	One of the roles of the IFAP Council is to advise the DG on the preparation of UNESCO's Programme and Budget. Discussions are held by the IFAP Council and Bureau during the statutory meetings on programme and activities and then submitted to the Secretariat. During the three past Councils, the ADG/Director of the Bureau of Strategic Planning and ADG/CI have	

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								debated/discussed the C/5 with the IFAP Council and obtained their inputs
b. How do you follow up the GC's resolution?	The IHP Secretariat provides follow-up to the GC resolutions related to the IHP and informs the IGC accordingly.	Through work plan implementation of the C/4 and C/5 and information provided to the MAB ICC, with reporting through EX/5 for the EB	If there is a resolution of concern to MOST the IGC and the MOST Secretariat follow-up to implement as appropriate through focus on strengthening the concerned activities and/or actions or similar. In the case of the GC resolution 38C/Res.101 it will e.g. be an agenda item for the 13 <sup>th</sup> session of the IGC, alongside an agenda item on the Revision of the MOST Statutes and ROPs.	Inclusion in session agenda and/or report by Secretariat at session when appropriate	If there is a resolution of concern to the IGBC, the IGBC Secretariat will bring it to the attention of the Chairperson for follow-up as appropriate, either through discussion in the Bureau or in plenary meetings of the Committee.	Follow-up of GC's Resolutions is ensured in the framework of the implementation of the ICPRCP through relevant items under discussion on the Agenda. For specific requests addressed by GC to the ICPRCP, follow-up is ensured through Inscription of a specific item on the Agenda (e.g follow-up of 38C/Resolution 101)	Where relevant, these are brought to the attention of the Council through an agenda item or DG's report on activities of the Programme in the previous biennium. They may also be brought to the attention of the Bureau where relevant.	The Council discusses all relevant GC resolutions and decisions are taken based on these discussions. During each Bureau and Council meeting there is a specific item on the status of the implementation of recommendations. Progress on meeting these goals and avenues for improvement are discussed and follow-up decisions actions decided as appropriate. These are recorded in the official reports of the meeting.
c. Do you give input to the EB in your field of competence?	Yes	Yes, before each Executive B session, the Programme reports on outcomes and progress made on the implementation of MAB Programme (both Regular Programme and extra-budgetary)	As requested or deemed necessary, e.g. such as interventions about the MOST Programme for the discussion of 199EX/INF.7	Yes	As requested or as deemed necessary.	Regular inputs are provided to the EB via contribution to working Documents and/or elements of answers/discussions during debates.	No, IPDC Council reports directly to the GC.	Yes.
d. Do you report on your activities to the GC or the EB more than once during each four year programme period?	Yes	Yes, before each session of both GC and EB.	Yes, normally twice per four years as a background information/briefing (the outcome of the most IGCs)	Yes – REP document for each GC session	Yes, twice every four years in a REP document to the GC	The Committee shall be responsible for reporting on its activities to the GC of UNESCO at each of its ordinary sessions	IPDC Council reports to each GC meeting, so every two years	Yes. At each GC a report on the activities of the IFAP transmitted to the GC via the EB. DG submits the report to EB along with other CI activities Yes On various occasions – e.g. IFAP Review –

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								more frequent reporting may occur.
e. How do you follow up EB decisions?	The IHP Secretariat provides follow-up to the GC resolutions related to the IHP.	Through workplan implementation and information provided to the Council	If there is a resolution of concern to MOST the IGC and the MOST Secretariat follow-up to implement as appropriate through focus on strengthening the concerned activities and/or actions or similar such as indicated e.g. per the comprehensive Decision adopted at the 199 EX.	Inclusion in session agenda and/or report by Secretariat at session when appropriate	If there is a decision of concern to the IGBC, the IGBC Secretariat will bring it to the attention of the Chairperson for follow-up as appropriate, either through discussion in the Bureau or in plenary meetings of the Committee.	Follow-up of EB decisions is ensured in the framework of the implementation of the ICPRCP through relevant items under discussion on the Agenda. For requests by the EB addressed specifically to the ICPRCP, follow-up is ensured through inscription of a specific item on the Agenda	Where relevant, these are brought to the attention of the Council through an agenda item or by the DG's report on activities of the previous biennium. They may also be brought to the attention of the Bureau where relevant	Through specific agenda item as well as the Agenda item on the implementation of recommendations and decisions.
f. Does a specific framework exist to collaborate with other international and intergovernmental bodies?	There are specific MoUs signed that specify collaboration with other international and intergovernmental bodies outside UNESCO but there is no specific framework to collaborate with other UNESCO based international and intergovernmental bodies.	Yes, there is a close cooperation with other international and intergovernmental Programmes, e.g. the joint statement of the Chairs of the IBSP, the IGCP, IHP, the Man and the MAB, the MOST and the IOC, and technical cooperation between the above-mentioned programmes as well as World Heritage Convention and Education for Sustainable Development	No, all cooperation is ad hoc	Yes - members of the Permanent Consultative Council of CIGEPS comprise IGOs (e.g. UNOSDP, UNDP, WHO, UNICEF, UNEP, UN Women, Commonwealth, Council of Europe) and major international sports federations, as well as international NGOs	The Chairperson of the IGBC is an ex-officio member of COMEST. All other cooperation is on an ad-hoc basis.	One of the functions of the Subsidiary Committee to the 1970 Convention is to "initiate and maintain co-ordination with the Intergovernmental Committee for Promoting the Return of Cultural Property to its Countries of Origin or its Restitution in case of Illicit Appropriation in relation to capacity building measures combating illicit traffic in cultural property"	Collaboration takes place on an ad-hoc basis such as common interests in hosting an event or in interrelating specific programmes or projects	Yes. Various meetings of the IFAP Council have agreed to enhance collaboration with MOST, IGBC, COMEST, IPDC and others
<b>5. COMMENTS REGARDING THE GOVERNANCE OF INTERNATIONAL AND INTERGOVERNMENTAL BODIES</b>								
	The IHP MS are concerned as they have been observing recently that decisions of the IHP Council do not necessarily reach the EB and that reduces the awareness of its Members about the results of the most	The 187th session of the EB of UNESCO had approved the 'Statutes of the Advisory Committee for Biosphere Reserves' as well as the 'Statutes of the International Coordinating Council of the MAB Programme',	The Consideration of follow -up to GC resolution 38 C/Res.101 will be an agenda item for the 13th session of the IGC, alongside an agenda item on Revision of the MOST Statutes and ROPs	It is difficult to find voluntary Bureau members. Hence, requesting more responsibilities for Bureau members is a challenge	The follow -up to 38 C/Resolution 101 was discussed in an extraordinary session held in September 2016. The conclusions of our discussion will be transmitted to your office as soon as possible (consultation			

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	successful intergovernmental programme of the science sector.	which has been finally approved at the 36th GC of UNESCO. The Advisory Committee on BRs is recognized as the primary scientific and technical Committee body advising the ICC of the MAB Programme and its World Network of Biosphere Reserves (WNBR) and the DG on matters pertaining to the WNBR.			with IGBC Bureau Members are underway)			
6. REFERENCE/HYPERLINK TO RELEVANT STATUTORY DOCUMENTS, INCLUDING GC RESOLUTIONS ESTABLISHING THE BODIES AND RELEVANT EB DECISIONS								
	<p>i. <a href="http://en.unesco.org/the-mes/water-security/hydrology/about-us/governing-bodies">http://en.unesco.org/the-mes/water-security/hydrology/about-us/governing-bodies</a></p> <p>ii. <a href="http://en.unesco.org/the-mes/water-security/hydrology/about-us/governing-bodies/council-rules">http://en.unesco.org/the-mes/water-security/hydrology/about-us/governing-bodies/council-rules</a></p> <p>iii. <a href="http://en.unesco.org/the-mes/water-security/hydrology/about-us/governing-bodies/statutes">http://en.unesco.org/the-mes/water-security/hydrology/about-us/governing-bodies/statutes</a></p> <p>iv. <a href="http://unesdoc.unesco.org/images/0011/001140/14040E.pdf">http://unesdoc.unesco.org/images/0011/001140/14040E.pdf</a> (p. 34) v. <a href="http://unesdoc.unesco.org/images/0011/001140/14032E.pdf">http://unesdoc.unesco.org/images/0011/001140/14032E.pdf</a> (p. 52) vi. <a href="http://unesdoc.unesco.org/images/0011/001140/14029E.pdf">http://unesdoc.unesco.org/images/0011/001140/14029E.pdf</a> (p. 43) vii. <a href="http://unesdoc.unesco.org/images/0006/000684/068427E.pdf">http://unesdoc.unesco.org/images/0006/000684/068427E.pdf</a> (p. 60) viii.</p>	For hyperlinks of documents, please see:  <a href="http://www.unesco.org/new/en/naturalsciences/environment/ecological-sciences/related-info/publications/mab-official-documents/">http://www.unesco.org/new/en/naturalsciences/environment/ecological-sciences/related-info/publications/mab-official-documents/</a>	SHS-94/CONF.202/3 GC 26 C/Resolution 5.2 199EX/Res (Decision on MOST) 199EX/INF.7 Comprehensive MOST Strate	Resolution 20C/1.5-4.3 – Adoption of Statutes of CIGEPS) 38C/REP 17 – Report on CIGEPS Activities 2014 -2015 Resolution 36C/35 – Revision of the Statutes of CIGEPS (2011)	EB Decision: 154 EX/Decision 8.4  <a href="http://unesdoc.unesco.org/images/0011/001120/112019e.pdf#xml=html">http://unesdoc.unesco.org/images/0011/001120/112019e.pdf#xml=html</a> <a href="http://www.unesco.org/ulis/cgi">http://www.unesco.org/ulis/cgi</a>	ICPRCP ROPs: <a href="http://unesdoc.unesco.org/images/0008/000823/082384e.pdf">http://unesdoc.unesco.org/images/0008/000823/082384e.pdf</a> - ICPRCP Statutes: <a href="http://unesdoc.unesco.org/images/0014/001459/145960e.pdf">http://unesdoc.unesco.org/images/0014/001459/145960e.pdf</a>		- <a href="http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/meetings-documents/">http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/meetings-documents/</a> - <a href="http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/ifap/ifap_rule_procedure_en.pdf">http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/ifap/ifap_rule_procedure_en.pdf</a> - <a href="http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/ifap-related-documents-of-the-executive-board-and-the-general-conference/">http://www.unesco.org/new/en/communication-and-information/intergovernmental-programmes/information-for-all-programme-ifap/ifap-related-documents-of-the-executive-board-and-the-general-conference/</a>

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