

Co-Chairs' Matrix

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

AGENDA ITEM 6: CONVENTIONS

	Convention against Discrimination in Education (1960) & Conciliation and Good Offices Commission (1962)	Convention Against Doping in Sport (2005)	Convention 1954	Convention 1970	Convention 1972	Convention 2001	Convention 2003	Convention 2005
	Convention against Discrimination in Education (1960) & Conciliation and Good Offices Commission (1962)	Convention Against Doping in Sport (2005)	Convention on the Protection of Property in the Event of Armed Conflict	Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property	Convention Concerning the Protection of World Cultural and Natural Heritage	Convention on the Protection of Underwater Cultural Heritage	Convention for the Safeguarding of the Intangible Cultural Heritage	Convention on the Protection and Promotion of the Diversity of Cultural Expressions
1. CONVENTIONS								
a. Mandate and Objectives	<p><u>Convention</u> The Convention is monitored through the EB's Convention and Recommendation Committee and the GC's Legal Committee. A separate governance mechanism does not exist for this Convention. The procedure in which this Convention is monitored is based on the ROP and the composition of the governing board of the EB and the GC.</p> <p>*Answer for Questions 1-3</p> <p><u>Commission</u> The Conciliation and Good Offices Commission is responsible for seeking the amicable settlement of disputes between States Parties to the Convention against Discrimination in Education concerning the application or interpretation of the Convention (Article 1 of the 1962 Protocol instituting this Commission). In accordance with Article 18 of the 1962 Protocol, the Commission may recommend to the EB, or to the GC if the</p>	<p>Prevention of doping in sport; fighting against doping in sport, and provision of anti-doping education; and prevention programs through the Fund for the Elimination of Doping in Sport.</p> <p>Signatory States shall promote adoption of appropriate measures at the national and international levels; all forms on international cooperation aimed at protecting athletes and ethics in sport and sharing result of research; and international cooperation and leading organizations in fight against doping</p>	<p><u>Committee for the Protection of Cultural Property in the Event of Armed Conflict ("the Committee"):</u></p> <ul style="list-style-type: none"> - To develop Guidelines for the implementation of the 1999 Second Protocol to the 1954 Hague Convention; - To grant, suspend or cancel enhanced protection for cultural property and to establish, maintain and promote the List of Cultural Property under Enhanced Protection; - To monitor and supervise the implementation of the 1999 Second Protocol and promote the identification of cultural property under enhanced protection; - To consider and comment on reports of the Parties to the 1999 Second Protocol, to seek clarifications as required, and prepare its own report on the implementation of the 	<p>There are 2 Governing Bodies established under the 1970 Convention:</p> <ol style="list-style-type: none"> 1. Meeting of States Parties 2. Subsidiary Committee of the Meeting of States Parties. <p><u>Meeting of States Parties to the 1970 Convention</u></p> <ul style="list-style-type: none"> - main governing body of the Convention. - provides strategic orientations for the implementation of the Convention - takes all measures it deems necessary for the promotion of its objectives - elects the members of the Subsidiary Committee <p><u>Subsidiary Committee</u></p> <ul style="list-style-type: none"> - To promote the purposes of the Convention, as set 	<p>There are 2 Governing Bodies established under the 1972 Convention:</p> <ol style="list-style-type: none"> 1. GA of States Parties 2. World Heritage Committee <p><u>General Assembly of States Parties</u></p> <ul style="list-style-type: none"> - Determines the uniform percentage of contributions to the World Heritage Fund applicable to all States Parties and elects members to the World Heritage Committee - takes up discussion items of a more strategic and policy nature. <p><u>Committee</u></p> <ul style="list-style-type: none"> - responsible for the implementation and the main decision-making body of the 1972 Convention. - inscribes cultural and natural properties of Outstanding Universal 	<p><u>Meeting of States Parties to the 2001 Convention</u></p> <ul style="list-style-type: none"> - principal organ - gathers the representatives of its States Parties, as well as observers from other UNESCO MS, delegates from accredited NGOs and experts invited to elaborate, discuss and approve the Operational Guidelines for the Convention - to elect members to the Scientific and Technical Advisory Body (hereinafter referred to as "the Advisory Body"), nominated by States Parties - to adopt and amend the statutes of the Advisory Body - to receive and examine reports by the States Parties to the Convention, as 	<p><u>General Assembly of States Parties</u> The GA is the sovereign body of the Convention. It gives strategic orientations for the implementation of the Convention and elects the 24 members of the Intergovernmental Committee for the Safeguarding of the ICH.</p> <p><u>Committee</u></p> <ol style="list-style-type: none"> 1. The core functions are to: promote the objectives of the Convention, and to encourage and monitor the implementation thereof; 2. provide guidance on best practices and make recommendations on measures for the safeguarding of the ICH; 	<p><u>Intergovernmental Committee</u></p> <p>The Committee is composed of representatives of 24 States Parties to the Convention, elected for a term of 4 years by the Conference of Parties (COP), to which the Committee reports. The main functions of the Committee:</p> <ul style="list-style-type: none"> - to promote the objectives of this Convention and to encourage and monitor the implementation thereof; - to prepare and submit for approval by the COP, upon its request, the operational guidelines for the implementation and application of the provisions of the Convention;

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	<p>recommendation is made within two. months before the opening of one of its sessions, that the International Court of Justice be requested to give an advisory opinion on any legal question connected with a matter laid before the Commission.</p>	<p>in sport, in particular WADA.</p>	<p>1999 Second Protocol for the Meeting of the Parties to the 1999 Second Protocol;</p> <ul style="list-style-type: none"> - To receive and consider requests for international assistance - To determine the use of the Fund for the Protection of Cultural Property in the Event of Armed Conflict; - To perform any other function which may be assigned to it by the Meeting of the Parties to the 1999 Second Protocol. - The functions of the Committee shall be performed in co-operation with the DG. - The Committee shall co-operate with international and national governmental and non-governmental organizations having objectives similar to those of the Convention, its First Protocol and this Protocol. <p><u>Meeting of the High Contracting Parties to the 1954 Hague Convention ("1954 Hague Convention")</u>;</p> <ul style="list-style-type: none"> - to provide updates on activities regarding the implementation of the Hague Convention and its 1954 and 1999 Protocols; - to give the opportunity to exchange views on national implementation of these agreements; - to study problems concerning the 	<p>forth in the Convention</p> <ul style="list-style-type: none"> - To review national reports presented to the GC by the States Parties to the Convention - To exchange good practices, prepare and submit to the Meeting of the States Parties recommendations and guidelines that may contribute to the implementation of the Convention - To identify problem areas arising from the implementation of the Convention, including issues relating to the protection and return of cultural property - 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; - To report to the Meeting of States Parties on the activities it has carried out 	<p>Value on the World Heritage List, on the basis of Tentative Lists and nominations submitted by States Parties</p> <ul style="list-style-type: none"> - decides whether a property should be deleted from the World Heritage List and which properties inscribed on the World Heritage List are to be inscribed on, or removed from the List of World Heritage in Danger - examines reports on the state of conservation of inscribed properties and requests States Parties to take appropriate action and measures - manages the World Heritage Fund as well as International Assistance to States Parties 	<p>well as their requests for advice</p> <ul style="list-style-type: none"> - to examine reports submitted to it by the Advisory Body; - to examine, discuss and decide on recommendations submitted to it by the Advisory Body - to seek means for raising funds and to take the necessary measures to this end - to take all other measures it considers necessary to further the objectives of the Convention 	<ol style="list-style-type: none"> 3. prepare and submit to the GA for approval a draft plan for the use of the resources of the Fund; 4. seek means of increasing its resources, and to take the necessary measures to this end; 5. prepare and submit to the GA for approval operational directives for the implementation of this Convention; 6. examine the reports submitted by States Parties, and to summarize them for the GA; 7. examine requests submitted by States Parties, and to decide thereon, in accordance with objective selection criteria to be established by the Committee and approved by the GA for: inscription on the lists and proposals and the granting of international assistance. 	<ul style="list-style-type: none"> - to transmit to the COP reports from Parties to the Convention, together with its comments and a summary of their contents; - to make appropriate recommendations to be taken in situations brought to its attention by Parties to the Convention in accordance with relevant provisions of the Convention, in particular Article 8; - to establish procedures and other mechanisms for consultation aimed at promoting the objectives and principles of this Convention in other international forums; - to perform any other tasks as may be requested by the COP. <p><u>Conference of Parties</u> The COP is the plenary and supreme decision-making body of the Convention. The functions of the COP shall be to:</p> <ul style="list-style-type: none"> - elect the Members of the Intergov. Committee; - receive and examine reports of the Parties to this Convention transmitted by the Intergov. Committee; - approve the operational
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			<p>application of the Convention and the Regulations of its execution, and to formulate recommendations in respect thereof.</p> <ul style="list-style-type: none"> - to undertake a revision of the Convention or the Regulations for its execution if the majority of the High Contracting Parties are represented, and in accordance with the provisions of Article 39. <p><u>Meeting of the Parties to the Second Protocol to The Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict ("Meeting of Parties"):</u></p> <ul style="list-style-type: none"> - to elect the Members of the Committee, in accordance with Article 24 paragraph 1; - to endorse the Guidelines developed by the Committee in accordance with Article 27 sub-paragraph 1(a); - to provide guidelines for, and to supervise the use of the Fund by the Committee; - to consider the report submitted by the Committee in accordance with Article 27 sub-paragraph 1(d); - to discuss any problem related to the application of this Protocol, and to make recommendations, as appropriate. 					<p>guidelines prepared upon its request by the Intergov. Committee;</p> <ul style="list-style-type: none"> - take whatever other measures it may consider necessary to further the objectives of this Convention.
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<p>b. Specific goals for the biennium</p>	<p><u>Convention:</u> see 1a.</p> <p><u>Commission</u> So far, the Commission has never met to consider any dispute as no recourse has ever been made to it in this regard. In other words, the Commission has never been called upon to use its good offices or exercise its conciliatory functions (see comments under 1.h). Therefore, it is not possible to foresee any specific work in the current biennium. However, in accordance with the ROPs of the Commission, the Secretariat proceeded in February 2016 the elections by correspondence of the Chairperson and the Vice-Chairperson of the Commission. As from early February 2017, the Secretariat will take the necessary steps to prepare the next elections of the members of the Commission to be held at the 39th GC (circular letter of the DG calling for candidatures and working documents for the 202nd EB and for the 39th GC relating to the candidatures thus transmitted).</p>	<p>–</p>	<p><u>The Committee:</u></p> <ul style="list-style-type: none"> - To increase number of States Parties to the 1999 Second Protocol - To increase the number of cultural properties inscribed on the List of Cultural Property under Enhanced Protection - To provide financial assistance to the State Parties through the Fund for the Protection of Cultural Property in the Event of Armed Conflict; - To follow up the Decisions of the Committee related to the application and implementation of the 1999 Second Protocol - To promote synergies established with the 1970 Convention and working on establishing synergies with the 2003 Convention <p><u>1954 Hague Convention:</u></p> <ul style="list-style-type: none"> - To increase the number of State Parties to the 1954 Hague Convention and its First (1954) Protocol; - To increase the number of national reports submitted on the implementation of the 1954 Hague Convention and its First (1954) Protocol. <p><u>Meeting of Parties:</u></p> <ul style="list-style-type: none"> - To increase the number of State Parties to the 1999 Second Protocol; - To increase the number of cultural properties 	<p>The key outputs of the programme for the current biennium are increasing the level of ratifications</p> <ul style="list-style-type: none"> - supporting the governing bodies of the 1970 Convention through the organization and follow-up of statutory meetings - strengthening of institutional and technical capacities of UNESCO's MS through the organization and follow-up of capacity-building activities and creating legal and practical tools - providing direct assistance and expertise to MS - raising the awareness of the general public, youth, tourists and the art market. <p>Furthermore, according to Decision 3.SC 7 paragraph 9, priority areas for this biennium focus on online sales of illicitly trafficked cultural property, including the establishment of standard and simplified procedures for search, seizure, confiscation orders and restitution orders of such property and the trafficking in documentary heritage.</p>	<p>Ensure the effective implementation by States Parties of the World Heritage Convention through appropriate Resolutions/ Decisions by GA of States Parties/ World Heritage Committee.</p>	<p>The Meeting of States Parties will, in its sixth session in May 2017:</p> <ul style="list-style-type: none"> - elect six members of the Scientific and Technical Advisory Body - evaluate the Best Practices in the protection of the underwater cultural heritage - consider the adoption of a Ratification and Implementation Strategy and discuss underwater cultural heritage in emergency situations - evaluate its cooperation with non-governmental organizations (NGOs) 	<p><u>General Assembly of States Parties</u> The sixth session of the GA took place from 30 May to 1 June 2016 where the following items were dealt with:</p> <ul style="list-style-type: none"> - Election of the Bureau - Distribution of seats in the Committee per electoral group - Report of the Committee to the GA - Report of the Secretariat on its activities - Revision of the Operational Directives for the implementation of the Convention - Accreditation of non-governmental organizations to act in an advisory capacity to the Committee - Use of the resources of the ICH Fund - Election of the members of the Intergovernmental Committee for the Safeguarding of the ICH <p><u>Committee</u> The 11th session of the Committee took place from 28/11 to 2/12/2016, and the twelfth session will take place from 4 to 8/12/2017. The 11th session dealt with the following items:</p>	<p><u>Intergovernmental Committee</u> The Committee is implementing the work plan adopted at its ninth ordinary session held in December 2015 in Paris. The work plan adopted is in line with the priorities identified and the future activities determined by the Parties at the fifth ordinary session held in June 2015 in Paris. See Annex to Decision 9.IGC 5 "Work plan for the activities of the Committee and Resource Requirements June 2015-June 2017" available here: http://fr.unesco.org/creativity/sites/creativity/files/essons/9lgc_decisions_en_final.pdf</p> <p>At its most recent and tenth ordinary session held in December 2016, the Committee's main decisions focused on:</p> <ul style="list-style-type: none"> - Convention implementation in the digital age: adoption of draft operational guidelines on the implementation of the Convention in the digital environment, and a ministerial panel held on "Formulating digital policies for development"
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			<p>inscribed on the List of Cultural Property under Enhanced Protection;</p> <ul style="list-style-type: none"> - To follow up the Decisions of the Meeting of the Parties to the 1999 Second Protocol related to the application and implementation of the 1999 Second Protocol; - To increase the number of national reports submitted on the implementation of the 1999 Second Protocol. 				<ul style="list-style-type: none"> - Adoption of the summary records of the tenth session of the Committee - Report by the Secretariat on its activities - Voluntary supplementary contributions to the ICH Fund - Follow-up to the recommendations of the External Auditor's 'Report on the governance of UNESCO and dependant funds, programmes and entities' (Document 38C/23) - Clarification on the decision making process concerning inscription, selection, or approval, of nominations, proposals and requests - Reports of States Parties - Report of the Evaluation Body on its work in 2016 - Establishment of the Evaluation Body for the 2017 cycle - Number of files submitted for the 2017 cycle and number of files that can be treated in the 2018 and 2019 cycles - Preliminary expert meeting on developing an overall results framework for the Convention 	<p>examining the use of digital technologies and electronic commerce in cultural industries today.</p> <ul style="list-style-type: none"> - International Fund for the Promotion of Culture (IFPC): approval of six new projects. - Civil society: first working session held between civil society organizations and members of the Bureau of the Intergov. Committee of the 2005 Convention, as well as a civil society panel on creativity in the digital age. - Periodic reports: transmission to the COP at its 6th ordinary session of the periodic reports submitted and the 2015 Global Report - Review and update the Operational Guidelines for the Integration of Culture in Sustainable Development, approved by the Parties in 2009 <p><u>Conference of Parties</u> The 6th ordinary session will be held in Paris in June 2017. The 145 Parties will have the opportunity to:</p> <ul style="list-style-type: none"> - discuss the Convention's implementation both
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							<ul style="list-style-type: none"> - ICH in emergencies - Date and venue of the 12th session of the Committee - Election of the members of the Bureau of the 12th session of the Committee <p>The Committee during its twelfth session is expected to deal with:</p> <ul style="list-style-type: none"> - Adoption of the summary records of the 11th session of the Committee - Report of the Committee to the GA - Report by the Secretariat on its activities - Draft plan for the use of the resources of the ICH Fund in 2018–2019 - Voluntary supplementary contributions to the ICH Fund - Follow-up to the recommendations of the External Auditor's 'Report on the governance of UNESCO and dependant funds, programmes and entities' (Document 38C/23) - Reports of States Parties - Report of the Evaluation Body on its work in 2017 - Establishment of the Evaluation Body for the 2018 cycle 	<ul style="list-style-type: none"> - nationally and internationally; - elect half of the members of the Committee; - approve the draft operational guidelines on the implementation of the Convention in the digital environment; - identify the priorities of the Parties to implement the Convention and determine future activities of the Committee's future work plan for the period 2017-2019. <p>* The Intergovernmental Committee meets twice every biennium. The COP meets once every biennium.</p>
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							<ul style="list-style-type: none"> - Number of files submitted for the 2018 cycle and number of files that can be treated in the 2019 and 2020 cycles - Reflection on the transfer of an element from one List to the other and the removal of an element from a List - Developing an overall results framework for the Convention - ICH in emergencies - Date and venue of the 13th session of the Committee - Election of the members of the Bureau of the 13th session of the Committee 	
c. No. members and length of mandate periods	<p><u>Convention:</u> see 1a.</p> <p><u>Commission</u> The Commission shall consist of 11 members, in accordance with Article 2 of the 1962 Protocol. The members of the Commission shall be elected for a term of 6 years, in accordance with Article 5 of the 1962 Protocol. Since 1999 the GC has not been able to hold elections for all members of the Commission whose mandate has expired owing to the paucity of nominations submitted by the States Parties to the Protocol. In order to lessen the impact of this situation, the Meeting of States Parties to the 1962 Protocol held at UNESCO's HQ on 7 and 8 October 2003 recalled that Article 7 of the</p>	183 signatory States have ratified the Convention accordingly to respective constitutional procedures. Denunciation may be pronounced by States Parties and shall be notified by an instrument in writing.	<p><u>The Committee:</u> In accordance with Article 24 and 25 of the 1999 Second Protocol, the Committee is composed of 12 Parties to the 1999 Second Protocol elected for four years by the Meeting of the Parties, with a possibility for immediate re-election only once.</p> <p><u>1954 Hague Convention:</u> To this day, the number of State Parties to the 1954 Hague Convention for the Protection of Cultural Heritage in the Event of Armed Conflict is 127.</p> <p><u>Meeting of Parties:</u></p>	<p><u>Meeting of States Parties</u> The participants consist of the representatives of the State parties to the 1970 Convention, 131 MS as of January 2017 (non States Parties are observers)</p> <p><u>Subsidiary Committee</u> The Subsidiary Committee consists of 18 States Parties to the 1970 Convention. Members of the Committee shall be elected for a term of four years. Every two years, the Meeting of States Parties shall renew half of the members of the</p>	<p><u>General Assembly of States Parties</u> The GA is composed of all the States Parties to the World Heritage Convention, therefore, there is no specific length of mandate for States Parties. Currently 192 States are parties to the Convention.</p> <p><u>Committee</u> The Committee consists of representatives from 21 of the States Parties to the Convention elected by the GA. While the term of office of Committee members is 6 years, in</p>	The representatives of all States Parties to the Convention on the Protection of the Underwater Cultural Heritage may take part in the work of the Meeting of States Parties with the right to vote. As of today, there are 55.	<p><u>General Assembly of States Parties</u> 171 States Parties to the Convention</p> <p><u>Committee</u> 24 States Members to the Committee are elected for a term of four years, and every two years, the GA shall renew half of them. A State Member of the Committee may not be elected for two consecutive terms.</p>	<p><u>Intergovernmental Committee</u> The Committee is composed of 24 members (Article 23.4 of the Convention) elected by the COP for a 4 year term of office. Half of its members are renewed every 2 years at the session of the COP. Next election for half of its members: June 2017 Outgoing members of the Committee shall not be re-elected for a 2nd consecutive term of office (unless an electoral group has the same number of candidates as the</p>

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	Protocol ("a member of the Commission shall remain in office until his successor takes up his duties") should be applied in such a way that members of the Commission who have not been replaced at the end of their term of office will continue to be regarded as members until the next election. In accordance with the Record of the Meeting of the States Parties, the DG reminds always the States Parties the provisions of Article 7 when inviting them to submit nominations.		There are 69 States Parties to the Second Protocol to The Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict.	Committee. A member to the Committee can not be elected for 2 consecutive terms (non-Committee Members are observers)	order to ensure equitable representation and rotation, States Parties have voluntarily reduced their term of office to 4 years, further to the request in this sense, made by the GA.			number of seats available). <u>Conference of Parties</u> As at 31/12/2016, 145 Parties: – 144 States Parties; – 1 economic regional integration organization. Once the UNESCO MS ratify the Convention, they become Parties to the Convention. As such, they acquire rights and obligations to implement this legal instrument nationally and internationally.
d. Are members organized by electoral groups?	<u>Convention:</u> see 1a. <u>Commission</u> No	No. States Parties are signatory States.	<u>The Committee:</u> No. However, in determining membership of the Committee, Parties seek to ensure an equitable representation of the different regions and cultures of the world in accordance with Article 24.3 of the 1999 Second Protocol. <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> No	<u>Meeting of States Parties</u> Composed of representatives of States Parties to the 1970 Convention <u>Subsidiary Committee</u> In accordance with Rule 14.4 of the Meeting of States Parties "the committee shall be composed by representatives of 18 States parties, 3 by regional group, elected by the Meeting of States Parties."	Yes.	However, in certain cases the question of electoral groups is important, for instance for elections of member of the Scientific and Technical Advisory Body. But there is no general organization into electoral groups.	<u>General Assembly of States Parties</u> N/A <u>Committee</u> Yes. The election of Members of the Committee shall be conducted on the basis of the electoral groups of UNESCO, as determined by the UNESCO GC at its most recent session.	<u>Intergovernmental Committee</u> Yes <u>Conference of Parties</u> N/A
e. Intergovernmental/personal/expert capacity	<u>Convention:</u> see 1a. <u>Commission</u> The members of the Commission shall serve in their personal capacity.	As per statutes, all signatory States represent their governments. Each State Party shall have one vote at the COP.	<u>The Committee:</u> In accordance with Article 24.4 of the 1999 Second Protocol, Members of the Committee are the representatives of their respective States. Representatives must be qualified in the fields of	Intergovernmental capacity	<u>General Assembly of States Parties</u> Intergovernmental representation. However, the Chairperson of the GA and its Rapporteur are designated in a personal capacity.	Capacity as representative of a State Party.	The GA and the Committee elect the Chairperson and Rapporteur on personal capacity and the Vice-Chairpersons on intergovernmental capacity.	Representatives of Members of the Committee and of the COP represent their countries and not themselves. Certain members of the Bureau are exceptions:

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			<p>cultural heritage, defense or international law, and they shall endeavor, in consultation with one another, to ensure that the Committee as a whole contains adequate expertise in all these fields</p> <p><u>1954 Hague Convention:</u> N/A</p> <p><u>Meeting of Parties:</u> In accordance with Rule 12.1 of the Rules of Procedure of the Meeting of the Parties to the Second Protocol, the representatives of all States Parties to the Second Protocol to The Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict may take part, with the right to vote, in the work of the Meeting. Except the Chairperson and Rapporteur, all representatives are represented in an official capacity.</p>		<p><u>Committee</u> In accordance with Articles 8 and 9 of the Convention, the election of members of the Committee has to ensure an equitable representation of the different regions and cultures of the world and the members of the Committee have to choose as their representatives persons qualified in the field of the cultural or natural heritage. The Chairperson of the Committee and its Rapporteur are designated in a personal capacity.</p>			<p>The Chairpersons and Rapporteurs of the Convention's governing bodies, the Committee and the COP, are appointed and exercise their respective functions during the sessions in a personal capacity. As such, they do not represent their countries.</p> <p>The Vice-Chairpersons of the Convention's governing bodies, the Committee and the COP, are appointed to represent their countries, and exercise their functions in their governmental capacity.</p> <p>* The same procedure applies to both governing bodies.</p>
f. Have Chairperson/M S received introduction to the work and working methods?	<p><u>Convention:</u> see 1a.</p> <p><u>Commission</u> The functions of the Commission are recalled in the documents of the EB and of the GC related to the elections of the Members of the Commission. In addition, On the UNESCO's portal, a webpage is devoted to the Commission at the following address: http://portal.unesco.org/en/ev.php-URL_ID=15321&URL_DO=DO_TOPIC&URL_SECTION=201.html </p>	<p>- Yes, States Parties received introduction to the work and working methods via: Conventional dispositions displayed in the core text of the Convention and its Annexes - Resolutions and documents prepared by of the Bureau of the</p>	Yes	<p><u>Meeting of States Parties</u> Briefings are organized by the Secretariat for the Chairperson and Rapporteur regularly before the sessions and on a daily basis during the sessions. Constant follow-up is ensured by emails and meetings with the Chair.</p> <p><u>Subsidiary Committee</u></p>	<p><u>General Assembly of States Parties</u> Complete briefings/introduction to the work is organized by the Secretariat for the Chairperson and Rapporteur regularly before the sessions of the GA and on a daily basis during the sessions.</p> <p><u>Committee</u></p>	There are official ROPs. The Chairperson also receives a guidance from the Secretariat on the conduct of the Meeting of States Parties before it session.	<p><u>General Assembly of States Parties</u> The Secretariat sends a welcome letter to a new State Party to the Convention, which brings their attention to the Basic Texts of the Convention and giving them the contact of the officer that is available to support them. The Chairperson is only elected at the opening</p>	Yes

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		<p>Conference of Parties, sovereign body of the Convention</p> <ul style="list-style-type: none"> - The manual of the Fund for the Elimination of Doping in Sport - The good practices examples for project leaders' booklet. 		<p>Briefings to the work are organized by the Secretariat for the Chairperson and Rapporteur regularly before the session and on a daily basis during the sessions. Constant follow-up is ensured by emails and meetings with the Chairperson.</p>	<p>Complete briefings/introduction 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. Orientation sessions for members of the Committee are organized in the year prior to the session to allow for better preparation of States Parties in view of the session itself. These sessions are organized notably for new Committee members.</p>		<p>of the Session he is chairing and therefore cannot receive an introduction before.</p> <p><u>Committee</u> During a preparatory mission to Addis Ababa (in April 2016) the Secretary of the Convention had face-to-face discussions with the Chairperson on agenda items, the role of the Chairperson, the ROPs of the Committee and the working methods. - For States Members of the Committee, an Information and Exchange Session and an Orientation Session are organized before the sessions of the Committee.</p>	
<p>g. Are observers authorized to participate/take the floor?</p>	<p><u>Convention</u>: see 1a.</p> <p><u>Commission</u> Meetings of the Commission shall be held in camera (Article 23 of the ROP of the Commission).</p>	<p>The Convention may be amended by States Parties by written communication addressed to the DG of UNESCO.</p> <p>WADA may modify the Prohibited List or the Standards for Granting Therapeutic Use Exemptions by written communication addressed to the DG of UNESCO.</p>	<p><u>The Committee</u>: In accordance with Rules 5, 6, 7 and 8 of the ROPs of the Committee, States Parties to the Second Protocol which are not members of the Committee, States non-Parties to the Second Protocol which are Parties to the 1954 Hague Convention, and other States which are MS of UNESCO or of the UN may attend the sessions of the Committee as observers. These States shall not have the right to vote. The consent of the Chairperson must be obtained whenever an observer</p>	<p><u>Meeting of States Parties</u> The representatives of MS of UNESCO not parties to the Convention, Associate Members and of permanent observer missions to UNESCO may participate in the work of the Meeting of States Parties as observers. Also, representatives of the UN and organizations of the UN system and other intergovernmental organizations that have concluded mutual representation agreements with</p>	<p><u>General Assembly of States Parties</u> The representatives of MS of UNESCO not parties to the Convention and permanent observer missions to UNESCO may participate in the work of the Assembly as observers. Representatives of the UN and organizations of the UN system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of</p>	<p>The representatives of MS of UNESCO not parties to the 2001 Convention and of permanent observer missions to UNESCO may participate in the work of the Meeting as observers, without the right to vote. Representatives of the UN and organizations of the UN system and other intergovernmental organizations, which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and</p>	<p><u>General Assembly of States Parties</u> The representatives of MS of UNESCO not party to the Convention, of Associate Members of UNESCO and of permanent observer missions to UNESCO may participate and take the floor in the work of the Assembly as observers, without the right to vote.</p> <p><u>Committee</u> States Parties to the Convention which are not Members of the Committee, States not party to the</p>	<p>Yes</p>

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			<p>wishes to address the Meeting.</p> <p><u>1954 Hague Convention:</u> In accordance with Rule 2 of the Rules of Procedure of the Meeting of the High Contracting Parties to the 1954 Hague Convention, the representatives of MS of UNESCO not parties to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict and permanent observer missions to UNESCO may participate in the work of the Meeting as observers, without the right to vote. Also, representatives of the United Nations and organizations of the United Nations system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and international nongovernmental organizations invited by the DG, may participate in the work of the Meeting, without the right to vote.</p> <p><u>Meeting of Parties:</u> The representatives of Member States of UNESCO not parties to the Second Protocol to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict</p>	<p>UNESCO, as well as observers of intergovernmental and international nongovernmental organizations invited by the DG, may participate in the work of the Meeting of States Parties, without the right to vote.</p> <p><u>Subsidiary Committee</u> States Parties to the Convention which are not Members of the Committee, states not party to the Convention that are MS of UNESCO, Associate Members and permanent observer missions to UNESCO and organizations of the UN system and other intergovernmental organizations with which UNESCO has concluded mutual representation agreements may participate in the work of the Committee as observers without the right to vote. Intergovernmental organizations other than those referred to above, nongovernmental organizations, public and private organizations as well as individuals, having interests and activities in the field covered by the Convention may be authorized by the</p>	<p>intergovernmental and international non-governmental organizations invited by the DG, may participate in the work of the Assembly. The consent of the Chairperson must be obtained whenever an observer wishes to address the Assembly. Time limit for intervention by Observers is fixed to 2 minutes, according to standard practice.</p> <p><u>Committee</u> States Parties to the Convention which are not members of the Committee may attend the sessions of the Committee and its Bureau as observers. Non States Parties to the Convention who are MS of UNESCO or of the UN may also be permitted by the Committee, upon written request, to attend the sessions of the Committee and its Bureau as observers. The UN and organizations of the UN system, as well as, upon written request, other international governmental and nongovernmental organizations, permanent observer missions to UNESCO and non profit-making institutions having</p>	<p>international non-governmental organizations invited by the DG, may participate in the work of the Meeting, without the right to vote.</p>	<p>Convention which are MS of UNESCO or of the UN, Associate Members of UNESCO, Permanent Observer Missions to UNESCO, representatives of the UN and organizations of the UN system as well as intergovernmental organizations, public and private bodies and private persons whose observer status was approved by the Committee may attend the sessions of the Committee as observers and participate, without the right to vote. They may not take the floor during the adoption of decisions.</p>	
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			(hereinafter "Second Protocol") and permanent observer missions to UNESCO may participate in the work of the Meeting as observers, without the right to vote, subject to Rule 7.3 of the Rules of Procedure of the Meeting of the Parties to the Second Protocol. Representatives of the United Nations and organizations of the United Nations system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and international nongovernmental organizations invited by the DG, may participate in the work of the Meeting, without the right to vote, subject to Rule 7.3 of the ROPs of the Meeting of the Parties to the Second Protocol.	Committee, under procedures determined by the Committee, to participate in its work, at several sessions, at a single session or at a specific meeting of a session, as observers without the right to vote.	activities in the fields covered by the Convention may be authorized by the Committee to participate in the sessions of the Committee as observers. Observers may address the meeting with the prior consent of the Chairperson. Time limit for intervention by Observers is fixed to 2 minutes, according to standard practice.			
h. Meeting frequency and length	<u>Convention:</u> see 1a. <u>Commission</u> So far, the Commission has never met to consider any dispute as no recourse has ever been made to it in this regard. In other words, the Commission has never been called upon to use its good offices or exercise its conciliatory functions. The Members of the EB have, on a number of occasions, expressed their concern about	As the sovereign body of the Convention, the Conference of Parties shall meet in an ordinary session every two years. Extraordinary session may be organized.	<u>The Committee:</u> The Committee meets once a year for 2 consecutive days in ordinary session and in extra-ordinary sessions whenever it deems necessary. <u>1954 Hague Convention:</u> In accordance with Article 27.1 of the 1954 Hague Convention, the DG of UNESCO may, with the	<u>Meeting of States Parties</u> The meeting of States Parties is convened every two years; an extraordinary meeting was conveyed on 1- 2 July 2013 pursuant to the adoption of 190Ex/Decision 43 by the UNESCO EB. The next session is planned on 15-16 May 2017.	<u>General Assembly of States Parties</u> The GA of States Parties meets every two years during the sessions of the GC of UNESCO for a length of 2 to 3 days. (Usually at the end of the GC). <u>Committee</u> The Committee meets at least once a year.	The Meeting is convened in an ordinary session by the DG of UNESCO at least once every two years. At the request of a majority of States Parties, the DG can convene an extraordinary session and has done this already once in 2009, shortly after the entry into force of the	<u>General Assembly of States Parties</u> The GA meets in ordinary session every two years for 3-4 days and may convene extraordinary sessions if it deems it necessary or at the request of either the Committee or of at least one-third of the States Parties. <u>Committee</u>	<u>Intergovernmental Committee</u> The Intergovernmental Committee met for the first time in December 2007 in Ottawa, Canada. The Committee meets in ordinary session annually at the UNESCO HQs in Paris. It may meet in extraordinary session at the request of at

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	<p>the problems inherent in the present arrangements and practice relating to the Commission. At its 137th session (1991), the EB, without proposing a draft resolution as such, recommended to the GC that it limit elections to the Commission to cases in which it becomes necessary to fill a seat which falls vacant as the result of death or resignation (137 EX/Decision 5.4.1). Likewise, concerning the Commission's report, the EB recommended that the GC invite the Commission to submit no more reports until it had specific activities which justified a report being established (137 EX/Dec.5.4.2). The Legal Committee of the 26th GC (1995), which was asked to give its opinion regarding the EB's recommendations, expressed the view that "it was not for the GC to invite the Commission to act in a manner that would run counter to the expressed provisions of the Protocol" and that "it would not be appropriate for the GC to act in contradiction to the Protocol" (26 C/133). Following a study concerning problems regarding the Commission submitted by the DG (29 C/52), the 29th GC (1997) decided to convene the States Parties to the Protocol during its 30th session in order to seek means of revitalizing and developing the procedure instituted by the Protocol during the 30th session (29 C/Res.88). During the Meeting of States Parties to the Protocol, held in 1999, it was not possible to hold</p>		<p>approval of the EB, convene meetings of representatives of the High Contracting Parties. He must convene such a meeting if at least one-fifth of the High Contracting Parties so request</p> <p><u>Meeting of Parties:</u> Shall be convened at the same time as the GC of UNESCO, and in co-ordination with the Meeting of the High Contracting Parties, if such a meeting has been called by the DG in accordance with Article 23 of the 1999 Second Protocol.</p>	<p><u>Subsidiary Committee</u> The Committee meets once a year in an ordinary session. The Committee can meet in an extraordinary session whenever it is deemed necessary. The next session is planned on 17-19 May 2017.</p>		<p>Convention in order to speed up its implementation process.</p>	<p>The Committee meets in ordinary session every year for approximately 5 days.</p>	<p>least two thirds of its Members. (Rules 2 and 4.2 of the ROPs of the Committee)</p> <p><u>Conference of Parties</u> The COP met for the first time in June 2007 at the UNESCO HQs in Paris, three months after the Convention came into force. The Conference meets in ordinary session every 2 years in June at the UNESCO HQs in Paris. It may meet in extraordinary session if it so decides or if the Committee receives a request to that effect from at least one third of the Parties. (Rule 3 of the ROPs of the COP; Resolution 1.CP 4)</p>
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	<p>a debate owing to the poor attendance of the countries concerned (only 4 States Parties).</p> <p>At its 31st session (2001), the GC invited the DG to reconvene the States Parties to the Protocol during the 32nd GC to review the Commission's procedures with the aim of making them effective (31 C/Res.14).</p> <p>During that meeting in 2003, the States Parties, aware of the need to maintain the existence of the Conciliation and Good Offices Commission, decided to interpret specific articles of the Protocol to enable the Commission to fulfil its functions and to lessen the impact of the paucity of nominations submitted by the States Parties to the Protocol (see comments above under 1.C). The Record of the Meeting of the States Parties is available online.</p> <p>Subsequently, at the request of its Chairperson, the Commission met on 13 and 14/10/2005 in parallel with the 33rd GC, so as to examine and adopt proposed amendments to the ROPs of the Commission that may help revitalize this procedure.</p> <p>Lastly, in accordance with paragraph 4 of 190 EX/Dec.24 (I), the DG launched a consultation with States Parties to the 1962 Protocol concerning the functioning of the Commission within the framework of its call for nominations on 26/02/2013 for the election of members of the Commission at the 37th GC. As at 1/07/2013, no proposals on the functioning of</p>							
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	the Commission was received by the Secretariat.							
i. Languages interpreted during the meetings	<p><u>Convention:</u> see 1a.</p> <p><u>Commission</u> The official languages of the Commission shall be Arabic, Chinese, English, French, Russian and Spanish.</p> <p>The states Parties to the dispute may agree for their use on one or more languages as working languages in the proceedings, provided that if they agree on any language that is not an official language, the Commission or, in the interval between meetings, the Chairman, after consultation with the DG, approves. If the States Parties to the dispute do not agree on any such working language or languages, each of them may select one of the official languages for this purpose. If a State Party to a dispute uses a language other than an official language of the Commission, it shall be wholly responsible for the arrangements for and the special expenses incurred by any translation and interpretation into and from that language (Articles 31 and 32 of the ROPs of the Commission)</p>	Arabic, Chinese, English, French, Russian, Spanish	<p><u>The Committee:</u> Arabic, Chinese, English, French, Russian and Spanish. However, the Committee by its Decision 10.COM 4, decided in 2015 to further suspend the application of Rule 33 of its ROPs until its 13th Meeting (2017), and to use English and French as the languages for translation of its working documents and English, French and Spanish for interpretation of its deliberations.</p> <p><u>1954 Hague Convention:</u> English and French. Speakers are free, however, to speak in any other language, provided that they make their own arrangements for the interpretation of their speeches into one of the working languages.</p> <p><u>Meeting of Parties:</u> English and French. Speeches made at the Meeting in one of the working languages shall be interpreted into the other language in accordance with Rule 10 of the ROPs of the Meeting of the Parties to the Second Protocol.</p>	<p><u>Meeting of States Parties:</u> Arabic, Chinese, English, French, Russian and Spanish.</p> <p><u>Subsidiary Committee</u> English and French</p>	<p><u>General Assembly of States Parties</u> Arabic, Chinese, English, French, Russian and Spanish.</p> <p><u>Committee</u> English and French</p> <p>However, when the conditions permit, other official languages recognized by the UN and languages of respective host countries may be used as well as the working languages. In this particular case, interpretation may be provided in these languages provided that the costs are covered by extra budgetary sources.</p>	Arabic, Chinese, English, French, Russian and Spanish.	<p><u>General Assembly of States Parties</u> Arabic, Chinese, English, French, Russian and Spanish.</p> <p><u>Committee</u> The two working languages (English and French) with the use of funds from the Regular Programme, and additional languages if extra budgetary funds are offered by donors.</p>	<p><u>Intergovernmental Committee</u> English and French</p> <p><u>Conference of Parties</u> English, Arabic, Chinese, Spanish, French and Russian</p>
j. Meeting venues	<p><u>Convention:</u> see 1a.</p> <p><u>Commission</u></p>	UNESCO Headquarters	UNESCO Headquarters	Place to be determined but usually at the UNESCO Headquarters.	<u>General Assembly of States Parties</u> UNESCO Headquarters	UNESCO Headquarters	<u>General Assembly of States Parties</u> UNESCO Headquarters	UNESCO Headquarters

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	The seat of the Commission shall be at the seat of the UNESCO HQ at Paris (Article 19 of the ROPs of the Commission).				<u>Committee</u> Away from Headquarters, at the invitation of a Member of the Committee and subject to the Decision by the Committee.		<u>Committee</u> Any State Member of the Committee may invite the Committee to hold an ordinary session in its territory. In determining the place of the next ordinary session, the Committee shall give due regard to the need to ensure an equitable rotation among the different regions of the world. If such invitation is not received Committee meetings are held at UNESCO Headquarters.	
k. Overall budget	<p><u>Convention</u>: see 1a.</p> <p><u>Commission Organizing Meeting and Operational Activities</u>: RP: No specific budget is available for this activity in the absence of any dispute submitted to the Commission</p> <p>No other sources of funding is available for this activity</p> <p><u>UNESCO Staff</u> – The Office of International Standards and Legal Affairs serves as Secretariat of the Commission (in the absence of any dispute submitted to the Commission, the Secretariat has a limited activity that focuses only of the call to nominations to the new members of the Commission during each session of the GC and to the organization of the elections by correspondence of the President and Vice-President of the Commission following the</p>	<p><u>Organizing Meeting</u> – Host Country <u>Operational Activities</u> – NA <u>UNESCO Staff</u> – USD 8,000 from the Regular Programme</p>	<p><u>Organizing Meeting</u>: - <u>The Committee</u>: USD 70,000 from RP (+ 2 Bureau meetings) - <u>1954 Hague Convention</u>: US\$17,500 from RP - <u>Meeting of Parties</u>: US\$52,500 from RP</p> <p><u>Operational Activities</u>: - <u>The Committee only</u>: US\$ 33,000 from RP</p> <p>- <u>The Committee, 1954 Hague Convention and Meeting of Parties</u>: The HQs activity budget covers mainly the costs of the statutory meetings. Extra-budgetary financing has to cover the costs of most of the operational activities, especially those promoting ratification and aimed at capacity-building.</p> <p><u>UNESCO Staff</u>:</p>	<p><u>Organizing Meeting</u> – USD 178,390 <u>Operational Activities</u> USD 94 562 <u>UNESCO Staff</u> – USD 326,930</p> <p>*All from Regular Programme including additional appropriations</p>	<p><u>Organizing Meeting</u> – USD 1,118,175 from the Regular Programme and USD 451,271 from other sources <u>Operational Activities</u> – NA <u>UNESCO Staff</u> – USD 1,332,000 from the Regular Programme</p>	<p><u>Organizing Meeting</u> – USD 70,000 (Session) and USD 50,000 (STAB Meeting) from the Regular Programme <u>Operational Activities</u> – USD 180.000, the main part needs however to be consecrated to financing temporary staff, also working 50 % on statutory issues.</p> <p>The Headquarters activity budget covers mainly the costs of the statutory meetings. Extra-budgetary financing has to cover the costs of most of the operational activities, especially those promoting ratification and aimed at capacity-building. <u>UNESCO Staff</u> – The permanent staff of the Secretariat of the Meeting of States</p>	<p><u>Organizing Meeting</u> – USD 1,645,000 from Regular Programme and USD 1,200,000 from other sources (this figure does not include Host Country costs) <u>Operational Activities</u> – USD 2,900,000 (Implemented by the Secretariat) and USD 5,100,000 – (International Assistance available to finance projects from ICH Fund) from other sources <u>UNESCO Staff</u> – USD 2,750,000 (of which USD 1,500,000 is dedicated to statutory meetings) from the Regular Programme USD 2,000,000 (of which USD 850,000 is dedicated to statutory meetings)</p>	<p><u>Organizing Meeting</u> – USD 1,222,500 from Regular Programme <u>Operational Activities</u> – USD 7,666,856 from other Sources <u>UNESCO Staff</u> – USD 2,366,800 (Biennium 2016-2017 38 C/5)</p>

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	elections of new members to the Commission by the GC)		- <u>The Committee, 1954 Hague Convention and Meeting of Parties:</u> US\$ 300,000 for biennium 2016/2017. From other sources are the following: 1 Junior Professional Officer from Azerbaijan for the period of June 15 2016 to 15 June 2017; 1 secondment from Cyprus for the period of 9 September 2016 to 9 September 2017; and a temporary P1 post partially funded by Switzerland (fund-in-trust).			Parties and STAB consists currently of only one permanent staff member. Of the regular staff budget of the Secretariat of the Convention for the biennium 2016/17 USD 284.300 are dedicated to governance issues. This includes the P3 working on the Convention and 4 stages of direct supervisors in the CLT Sector; i.e. time spent on governance: • P3 – 50 % • P5 – 10 % • D1 – 10 % • D2 – 10 % • ADG – 10 % (The C5 approved staff budget for ER 4 was 1.269 400 USD, which is also covering parts of central services and Field Offices. The present table does not reflect the work of the Common Services Section.) One secondment of one year from China from August 2015 to 2016.			
2. BUREAU									
a. No. members and length of mandate periods	<u>Convention:</u> see 1a. <u>Commission:</u> N/A	The Bureau of the CoP is composed of Mr Saleh Konbaz Mohammed (Kingdom of Saudi Arabia) and Mr Graham Arthur (United Kingdom of Great Britain and Northern Ireland) were re-elected as Chairperson and Rapporteur of the	<u>The Committee:</u> The Committee, at the beginning of each ordinary session, elects from amongst those members whose term continues until the election of the Bureau at the next ordinary session, a Chairperson, four Vice-Chairpersons and a Rapporteur. The Chairperson, the Vice-	<u>Meeting of States Parties</u> The bureau is composed of 6 members (Chairperson, one or more Vice-Chairperson(s) and a Rapporteur) who are elected at the start of every meeting and remain in place until the beginning of the next meeting.	<u>General Assembly of States Parties</u> N/A <u>Committee</u> The Committee, at the end of each ordinary session, elects, from amongst those members whose term continues through the next ordinary session, a Chairperson, 5 Vice-	The Meeting elects a Chairperson, one or more Vice-Chairpersons and a Rapporteur, in conformity with the principle of equitable geographical representation, who together constitute its Bureau. Their term of office runs from the opening of the	The Assembly shall elect a Chairperson, (a) Vice-Chairperson(s) and a Rapporteur. In practice 6-7 members one from each electoral group. The duration of the mandate is the duration of the session of the GA. <u>Committee</u>	<u>Intergovernmental Committee</u> The Bureau of the Committee usually consists of 6 members, the Chairperson, one or more Vice-Chairpersons and a Rapporteur. The Bureau is elected annually at each ordinary session and its members remain in	

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		<p>Conference of Parties. The newly elected Bureau also comprises Romania, Colombia, the Republic of Korea and Kenya as Vice-Chairpersons and has already adopted a provisional timetable of their meetings for 2016-2017. Members are elected for 2 years. The members of the Bureau shall be eligible for immediate re-election only for a second term of office.</p>	<p>Chairpersons and the Rapporteur shall be eligible for immediate re-election for one additional term of office.</p> <p><u>1954 Hague Convention:</u> In accordance with Rule 5 of the ROPs of the Meeting of the High contracting Parties to the 1954 Hague Convention, the Bureau shall consist of: the Chairperson, the four Vice-Chairpersons and the Rapporteur. Its function is to co-ordinate the work of the Meeting and of its subsidiary bodies and to fix the date, hour and order of business of its sessions.</p> <p><u>Meeting of Parties:</u> N/A</p>	<p><u>Subsidiary Committee</u> The Committee, at the beginning of each ordinary session, shall elect, from among those Committee Members whose term of office continues until the beginning of the next ordinary session, a Chairperson, four Vice-Chairpersons and a Rapporteur, in conformity with the principle of equitable geographical representation. The Bureau shall be eligible for immediate re-election for one additional term of office.</p> <p>* Usual practice: each member from a different regional group.</p>	<p>Chairpersons and a Rapporteur who shall remain in office until the end of that session and who constitutes the Bureau of the World Heritage Committee. The Chairperson, the Vice-Chairpersons and the Rapporteur are eligible for immediate re-election for a second term of office. The Bureau of the Committee coordinates the work of the Committee and fixes the dates, hours and order of business of meetings.</p>	<p>Meeting in which they are elected until the next session of the Meeting, when a new Bureau will be elected.</p>	<p>6-7 members; 1 year; the bureau members shall be eligible for immediate re-election for a second term of office, provided that the country that each represents continues to be a State Member of the Committee at least until the end of the new term of office.</p>	<p>office until the next bureau is elected, that is to say one year later. The members of the bureau are not immediately re-eligible. (Rules 11 and 12 of the ROPs of the Committee)</p> <p><u>Conference of Parties</u> The Bureau of the COP usually consists of 6 members, the Chairperson, one or more Vice-Chairpersons and a Rapporteur. The Bureau is elected annually at its ordinary session (1st item on the agenda) and its members remain in office until the next bureau is elected, that is to say one year later. (Rule 5 of the ROPs of the COP)</p>
<p>b. Intergovernmental/personal/expert capacity</p>	<p><u>Convention:</u> see 1a. <u>Commission:</u> N/A</p>	<p>As per statutes, all bureau members represent their governments. De facto, the chair, while representing his/her government, is often elected for his/her personal skills.</p>	<p><u>The Committee:</u> All the members of the Bureau, except Chairperson, are the representatives of their respective State. Chairperson acts in his/her personal capacity.</p> <p><u>1954 Hague Convention:</u> Intergovernmental, except the Chairperson and the Rapporteur.</p> <p><u>Meeting of Parties:</u> N/A</p>	<p><u>Meeting of States Parties</u> Chairperson and rapporteur in personal capacity – vice persons elected in intergovernmental capacity</p> <p><u>Subsidiary Committee</u> Chairperson and rapporteur in personal capacity – vice persons elected in intergovernmental capacity.</p>	<p><u>General Assembly of States Parties</u> N/A</p> <p><u>Committee</u> The 5 Vice-Chairpersons of the Bureau are States Parties from regional groups/electoral groups. The Chairperson and the Rapporteur are designated in a personal capacity.</p>	<p>Intergovernmental capacity</p>	<p>The GA and Committee elect the Chairperson and Rapporteur on personal capacity and the Vice-Chairpersons on intergovernmental capacity.</p>	<p>The Chairpersons and Rapporteurs of the Convention's governing bodies, the Committee and the COP, are appointed and exercise their respective functions in the sessions in a personal capacity and as such, do not represent their countries. Vice-Chairpersons of the Convention's governing bodies, the Committee and the COP, are appointed for the countries they represent and</p>

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								therefore exercise their functions in a governmental capacity. * The same procedure applies to both governing bodies.
c. Meeting frequency and length	<u>Convention:</u> see 1a. <u>Commission:</u> N/A	Frequency of meetings is left to the discretion of the Bureau members who are invited to host each session which does not exceed 1 day. Teleconferences have been also complementary means to enable other Bureau members to take part in the various sessions, including extraordinary sessions.	<u>The Committee:</u> The Bureau shall meet during the sessions of the Committee as frequently as deemed necessary. In practice, the Bureau meets twice a year for a daylong meeting. <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> N/A	<u>Meeting of States Parties</u> The elected officers, convened by its Chairperson, shall meet as frequently as it deems necessary. The Bureau may, if the Chairperson deems it appropriate, be consulted by correspondence, including electronic consultation. <u>Subsidiary Committee</u> The Bureau, convened by its Chairperson, shall meet as frequently as it deems necessary. The Bureau may, if the Chairperson deems it appropriate, be consulted by correspondence, including electronic consultation.	<u>General Assembly of States Parties</u> N/A <u>Committee</u> The Bureau meets during the sessions of the Committee as frequently as deemed necessary. Per usual practice, the Bureau meets every day while the Committee is in session for half an hour before plenary meetings.	Ad hoc, if an issue arises.	<u>General Assembly of States Parties</u> The Bureau meets twice in the morning of the second and third day of the GA for about 30 minutes. <u>Committee</u> The Bureau usually meets 3-4 times a year, for half a day face to face meeting and holds two to three electronic consultations.	<u>Intergovernmental Committee</u> The Bureau meets during the sessions of the Committee as frequently as it deems necessary. Usually, the Bureau meets once, the day after the beginning of the session of the Committee. (Rule 11 of the ROPs of the Committee) <u>Conference of Parties</u> The Bureau meets as deemed necessary
d. Are observers allowed to participate and/or speak?	<u>Convention:</u> see 1a. <u>Commission:</u> N/A	Yes, at its meetings, Bureau invites key observers to address areas of challenges that can serve for improvement in the implementation of the objectives of the Convention.	<u>The Committee:</u> Yes. <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> N/A	<u>Meeting of States Parties</u> N/A <u>Subsidiary Committee</u> The bureau meeting is open to State Members of the Committee and State Parties to the 1970 Convention as observers. Observers may address the Bureau only with prior	<u>General Assembly of States Parties</u> N/A <u>Committee</u> States Parties to the Convention which are not members of the Committee may attend the sessions of the Bureau as observers. Non States Parties to the Convention who are MS of UNESCO or	Yes, if the bureau so decides.	<u>General Assembly of States Parties</u> N/A <u>Committee</u> Meetings shall be open to Committee Members and States Parties as observers, unless decided otherwise by the Bureau. Observers may address the Bureau only with the prior	<u>Intergovernmental Committee</u> Only elected members of the Bureau are allowed to participate in meetings of the Bureau. Since 2016, a working meeting is organized between civil society organizations and members of the Bureau prior to the session, in order to

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				consent of the Chairperson.	of the UN may also be permitted by the Committee to attend the sessions of the Bureau as observers.		consent of the Chairperson.	establish the priority agenda items for civil society. <u>Conference of Parties</u> Only elected members of the Bureau are allowed to take part in meetings of the Bureau.
e. Interpretation during the meetings	<u>Convention:</u> see 1a. <u>Commission:</u> N/A	No.	<u>The Committee:</u> Yes. <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> N/A	No.	<u>General Assembly of States Parties</u> N/A <u>Committee</u> Yes. Interpretation is provided during the Bureau meeting into the 2 working languages: English and French.	Yes, if the meetings are formal.	Yes.	No
f. Languages interpreted during the meetings	<u>Convention:</u> see 1a. <u>Commission:</u> N/A	None, unless the host country for the meeting provides the interpretation costs.	<u>The Committee:</u> English and French <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> N/A	N/A	<u>Committee</u> English and French.	English and French	English/French	N/A
g. Meeting venues	<u>Convention:</u> see 1a. <u>Commission:</u> N/A	Mainly in each Bureau members' country, logistic, facilities are at the expenses of the host country, excluding travel and accommodation.	<u>The Committee:</u> UNESCO Headquarters <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> N/A	<u>Meeting of States Parties</u> Not established, usual practice at UNESCO Headquarters. <u>Subsidiary Committee</u> Not established, usual practice at UNESCO Headquarters.	<u>General Assembly of States Parties</u> N/A <u>Committee</u> The Bureau is meeting while the Committee is in session, therefore Bureau is held within the premises made available by the Host Country where the Committee is meeting.	UNESCO Headquarters	<u>General Assembly of States Parties</u> UNESCO Headquarters <u>Committee</u> UNESCO Headquarters & electronic consultations	
h. Are minutes of the Bureau prepared/distributed/to whom?	<u>Convention:</u> see 1a. <u>Commission:</u> N/A	Yes. It is shared before approval among members, and posted online for all States Parties	<u>The Committee:</u> No. <u>1954 Hague Convention:</u> N/A	N/A	<u>General Assembly of States Parties</u> N/A	-		<u>Intergovernmental Committee</u> When the session continues its work, the Chairperson presents a

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		and concerned stakeholders. Distribution to Bureau members and Observers ensured by the Secretariat.	<u>Meeting of Parties:</u> N/A		<u>World Heritage Committee</u> There are no minutes of the Bureau meetings. Recommendations of the Bureau are transmitted to the Plenary orally by the Chairperson and are therefore reflected in the Summary records of the session.			report of the Bureau's meeting to the Members of the Committee if necessary. <u>Conference of Parties</u> When the session continues its work, the Chairperson presents a report of the Bureau's meeting to the Parties to the Convention if necessary.	
3. RULES OF PROCEDURE (ROPs)									
a. Who adopts the ROPs?		<u>Commission</u> The Commission shall establish its own ROPs in accordance with Article 11.2 of the 1962 Protocol. In compliance with this Article, the Commission adopted its ROPs on 21/12/1971 and altered on 10/04/1974 and 14/10/2005.	The Conference shall adopt its ROPs by a decision taken in plenary meeting by a simple majority of the representatives of States Parties present and voting. These provisions serve similarly to structure the Bureau meetings despite lack of explicit ROPs specifically dedicated to the Bureau's meetings.	<u>The Committee:</u> The Committee adopts its own ROPs. <u>1954 Hague Convention:</u> The Meeting of the High contracting Parties to the 1954 Hague Convention. <u>Meeting of Parties:</u> The Meeting shall adopt its ROPs by a decision taken in plenary meeting by a simple majority of the representatives of States present and voting in accordance with Rule 16 of the ROPs of the Meeting of the Parties to the Second Protocol.	<u>Meeting of States Parties</u> The meeting shall adopt its own ROPs by a two-thirds majority of its Members. <u>Subsidiary Committee</u> The Committee shall adopt its ROPs by a decision taken in plenary meeting by a two-thirds majority of States Members of the Committee present and voting.	<u>General Assembly of States Parties</u> The Assembly adopts its ROPs by a decision taken in plenary meeting by a simple majority of the representatives of States present and voting. <u>Committee</u> The Committee adopts its ROPs by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.	The Meeting of States Parties.	The GA and the Committee.	<u>Intergovernmental Committee</u> The Committee adopts its ROPs (Rule 46 of the ROPs of the Committee) The Committee shall submit to the COP, for approval, its own ROPs. (Article 23.8 of the Convention) <u>Conference of Parties</u> The COP adopts its ROPs (Rule 20 of the ROPs of the COP)
b. Preparation of meetings	i. Who	<u>Commission</u> The Commission shall be convened when necessary by the Chairman. It shall also be convened by the Chairman when at least onethird of the members of the Commission consider that the Commission should examine a matter in accordance with the provisions of the Protocol (Article 20 of the ROPs of the Commission).	Collectively in accordance with the implementation of the Resolutions adopted by the Conference of Parties, and key challenges that Bureau members deem of important.	<u>The Committee:</u> The provisional agenda of the sessions of the Committee shall be prepared by the DG. <u>1954 Hague Convention:</u> The Meeting of the High contracting Parties to the 1954 Hague Convention decides the agenda.	<u>Meeting of States Parties</u> There is no specific rule addressing this issue. Usual practice: Secretariat in close cooperation with the Chair. <u>Subsidiary Committee</u> Provisional agenda prepared by the Bureau with the assistance of	The GA and the Committee adopt their agenda at the beginning of each session.	The DG.	The DG through the Secretariat .	The Secretariat

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	g e n d a ?			<u>Meeting of Parties:</u> The Meeting of the Parties to the Second Protocol decides the agenda.	the 1970 Secretariat adopted in the beginning of the session.				
ii.	W h e n a r e t h e d o c u m e n t s s e n t o u t ?	<u>Commission</u> This issue is not covered by the ROPs of the Commission.	For the Bureau meeting, 6 weeks prior to the meeting.	<u>The Committee:</u> The documents relating to the items on the provisional agenda of each session of the Committee shall be distributed at the latest six weeks before the beginning of the session in the working languages to the members of the Committee, to the organizations attending the meetings in an advisory capacity. <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> N/A	<u>Meeting of States Parties</u> There is no specific rule determining a deadline for transmission of documents. <u>Subsidiary Committee</u> The documents relating to the items on the provisional agenda of each session of the Committee shall be distributed to Members of the Committee in the two working languages not later than four weeks before the beginning of the session. They shall be provided in electronic form to States Parties not Members of the Committee and to public or private organizations.	<u>General Assembly of States Parties</u> There is no specific rule determining a deadline for transmission of Documents. However, the Secretariat applies the same deadline of distribution than the one fixed for the distribution of the working documents for the Committee (i.e. 6 weeks). The working documents are prepared in 6 languages. <u>Committee</u> The working documents for of each session of the Committee are transmitted at the latest six weeks before the beginning of the session in the 2 working languages to the Members of the Committee.	Invitations six months in advance at a minimum, working document approximately 3 months in advance.	<u>General Assembly of States Parties</u> At least 30 days before the opening of the session of the Assembly. <u>Committee</u> At the latest four weeks before the beginning of the session.	<u>Intergovernmental Committee</u> Documents are made available on the Convention's website at the latest 4 weeks before the beginning of the session. (Rule 41 on the ROPs for the Committee). <u>Conference of Parties</u> The documents are made available on the Convention's website at least 30 days before the opening of the session of the Conference. (Rule 19.3 of the ROPs for the COP
ii.	A r e t h e y s e n t o	<u>Commission</u> This issue is not covered by the ROPs of the Commission.	By electronic means.	<u>The Committee:</u> By electronic means. <u>1954 Hague Convention:</u> N/A <u>Meeting of Parties:</u> N/A	By electronic means. Additional paper copies are available during the sessions.	By electronic means. All documents are also provided to all States Parties/Committee members in electronic form on a USB disk during the meetings. A limited number of paper copies is available in the meeting rooms.	By electronic means.	<u>General Assembly of States Parties</u> By electronic means. Paper copies are printed only upon previous request. <u>Committee</u> Only to members of the Committee if requested in advance; otherwise documents	NO, the documents are made available on the Convention's website. Hard copies of the documents are distributed to Members of the Committee/Parties to the Conference during the session.

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	u t i n p a p e r f o r m ?							are available online on the website of the Convention on the dedicated page of the Committee.	A USB key containing all the documents is available to observers..
iv.	C a n y o u o p t o u t o f r e c e i v i n g p r i n t e d d o c u m e n t	<u>Commission</u> This issue is not covered by the ROPs of the Commission.	N/A	N/A	N/A	N/A	N/A		NO, the documents are made available on the Convention's website. Hard copies of the documents are distributed to Members of the Committee/Parties to the Conference during the session. A USB key containing all the documents is available to observers..

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	n t s ?								
v.	W h o d e c i d e s t i m e t a b l e ?	<p><u>Commission</u> The date and time of meetings shall be fixed by the Chairman after consultation with the DG (Article 21 of the ROPs of the Commission).</p>	The Bureau members.	<p><u>The Committee:</u> The Committee.</p> <p><u>1954 Hague Convention:</u> In accordance with Rule 5 of the ROPs of the Meeting of the High contracting Parties to the 1954 Hague Convention, the Bureau co-ordinate the work of the Meeting and of its subsidiary bodies to decide the timetable.</p> <p><u>Meeting of Parties:</u> In accordance with Rule 15 of the ROPs of the Meeting of the Parties to the Second Protocol, the Secretariat shall also perform all other duties necessary for the proper conduct of the work of the Meeting, which include the timetable.</p>	<p><u>Meeting of States Parties</u> Provisional timetable set by 1970 Convention Secretariat, in consultation with the Chairperson and its Bureau.</p> <p><u>Subsidiary Committee</u> Provisional timetable set by 1970 Secretariat in consultation with the Chairperson and its Bureau.</p>	<p><u>General Assembly of States Parties</u> The GA adopts the timetable of its work at the beginning of each session.</p> <p><u>Committee</u> The Committee adopts the timetable of its work at the beginning of each session.</p>	The Secretariat.	<p><u>General Assembly of States Parties</u> The Secretariat.</p> <p><u>Committee</u> The Bureau.</p>	The provisional calendar is prepared by the Secretariat based on the provisional agenda..
vi.	W h o c o n v e n e s t h e m e e	<p><u>Commission</u> The Commission shall be convened when necessary by the Chairman. It shall also be convened by the Chairman when at least one third of the members of the Commission consider that the Commission should examine a matter in accordance with the provisions of the Protocol (Article 20 of the ROPs of the Commission)</p>	The Bureau of the CoP during the precedent meeting.	<p><u>The Committee:</u> The Secretariat.</p> <p><u>1954 Hague Convention:</u> In accordance with Article 27.1 of the 1954 Hague Convention, the DG of UNESCO may, with the approval of the EB, convene meetings of representatives of the High Contracting Parties. He must convene such a meeting if at least one-fifth of the High Contracting Parties so request.</p>	<p><u>Meeting of States Parties</u> The Secretariat</p> <p><u>Subsidiary Committee</u> The Chairperson of the Committee in consultation with the DG.</p>	<p><u>General Assembly of States Parties</u> No specific rule applies for the convocation of the GA. However, letters of invitation are sent to States Parties by the Secretary of the Convention on behalf of the DG.</p> <p><u>Committee</u> Sessions of the Committee are convened by the Chairperson of the Committee in</p>	The Meeting is convened in ordinary session by the DG at least once every two years. At the request of a majority of States Parties, the DG convenes an Extraordinary Meeting of States Parties.	<p><u>General Assembly of States Parties</u> The Secretariat.</p> <p><u>Committee</u> The Chairperson.</p>	<p><u>Intergovernmental Committee</u> Sessions of the Committee are convened by the Chairperson, in consultation with the DG of UNESCO. The Secretariat sends an invitation and the provisional agenda not less than sixty days in advance. (Rule 3 of the ROPs of the Committee)</p> <p><u>Conference of Parties</u></p>

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	ti n g ?			<p><u>Meeting of Parties:</u> In accordance with Article 23 of the 1999 Second Protocol, the Meeting of the Parties shall be convened at the same time as the GC of UNESCO, and in co-ordination with the Meeting of the High Contracting Parties, if such a meeting has been called by the DG.</p>		consultation with the DG. However, letters of invitations are issued by the Secretariat.			The Secretariat sends an invitation and the provisional agenda not less than 60 days in advance. No specific rule applies.
ii.	D o o y o u o p e n u p f o r v i d e o m e e t i n g s ?	<p><u>Commission</u> Meetings of the Commission shall be held in camera (Article 23 of the ROPs of the Commission).</p>	Teleconferencing facilities is now part the condition to host a Bureau meeting.	No.	No.	<p><u>General Assembly of States Parties</u> It should be noted that while the use of teleconferences/video meetings for small meetings can be envisaged, and is already frequently used, it is practically impossible to implement it for larger statutory meetings for practical reasons.</p> <p><u>Committee</u> Meetings should be livestreamed over the web. However, regarding video meetings, pls ref to the comment above regarding the GA.</p>	No.	<p><u>General Assembly of States Parties</u> No.</p> <p><u>Committee</u> electronic consultations for Bureau meetings (through email exchanges).</p>	<p><u>Intergovernmental Committee</u> The 10th session of the Committee was entirely webcast.</p> <p><u>Conference of Parties</u> A webcast of the entire 6th session of the COP in June 2017 is planned</p>
viii.	C a n t h e r e	<p><u>Commission</u> No</p>	It may meet in extraordinary session if it so decides or at the request of at least one third of the States Parties, provided that the	<p><u>The Committee:</u> The Committee shall meet once a year in ordinary session and in extraordinary sessions whenever it deems necessary. Requests for an extraordinary session of</p>	Yes.	<p><u>General Assembly of States Parties</u> There is no specific provision for extraordinary sessions of the GA. However, the GA met for the first time in extraordinary</p>	Yes. At the request of a majority of States Parties, the DG convenes an Extraordinary Meeting of States Parties.	<p><u>General Assembly of States Parties</u> Yes. The GA shall meet in ordinary session every two years. It may meet in extraordinary session if it so decides or at the request either</p>	Yes

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	b e e x t r a o r d i n a r y s e s s i o n s ? If y e s, h o w ?		necessary resources are available.	<p>the Committee may be submitted to the Secretariat of the Committee in writing at any time by:</p> <ul style="list-style-type: none"> - any member of the Committee - any State Party to the Second Protocol not represented on the Committee - the DG. <p>Requests for extraordinary sessions shall give details on the proposed urgent matters relevant to the Committee's responsibilities to be considered, and shall be communicated by the Secretariat to the members of the Committee in writing. The requested extraordinary session shall be convened if the proposal is approved in writing by a two-thirds majority of the members of the Committee.</p> <p><u>1954 Hague Convention:</u> No</p> <p><u>Meeting of Parties:</u> N/A</p>		<p>session in 2015, further to its own Resolution to meet in extraordinary session.</p> <p><u>World Heritage Committee</u> The Committee shall meet in extraordinary session at the request of at least two-thirds of the States members.</p>		<p>of the Intergovernmental Committee for the Safeguarding of the ICH or of at least one-third of the States Parties.</p> <p><u>Committee</u> Yes at the request of at least two thirds of the States Members</p>	
x.	D o y o u a p p o i n	<u>Commission</u> No	No.	<p><u>The Committee:</u> The Committee may set up ad hoc subcommittees for the study of specific problems related to its activities. Membership of such subcommittees may also be open to States Parties to the Second Protocol which are not represented in the</p>	<p><u>Meeting of States Parties</u> Yes, the Subsidiary Committee is a subcommittee of the Meeting of States Parties.</p> <p><u>Subsidiary Committee</u> Yes, the Committee may establish such</p>	<p><u>General Assembly of States Parties</u> No such provision exists in the ROPs of the GA.</p> <p><u>Committee</u> The Committee may create consultative bodies and establish</p>	Yes, a working group was for instance created for the drafting of Operational Guidelines. Its mandate was limited to the duration of this task.	<p><u>General Assembly of States Parties</u> Yes. The Intergovernmental Committee is hereby established within UNESCO. It shall be composed of representatives of 18 States Parties, elected by the States Parties</p>	<p><u>Intergovernmental Committee</u> In 2009, the Committee decided to create a panel of experts to evaluate requests for funding from the International Fund for Cultural Diversity.</p>

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<p>t s u b - g r o u p s o r s u b - c o m m i t t e e s ? I f s o , f o r w h a t d u r a t i o n a n d</p>			<p>Committee without the right to vote. The composition and terms of reference (including mandate and duration of the office) of the ad hoc subcommittees shall be defined by the Committee at the time of their creation. The ad hoc subcommittees shall meet in accordance with the decision of the Committee and shall elect their Chairperson, ViceChairperson and, if necessary, Rapporteur.</p> <p><u>1954 Hague Convention:</u> No</p> <p><u>Meeting of Parties:</u> N/A</p>	<p>subsidiary bodies as it deems necessary for the conduct of its work within the limits of the technical facilities available.</p>	<p>subsidiary bodies as it deems necessary.</p> <p>Consultative bodies may be created by the Committee for the performance of its functions. The composition and the terms of reference (including mandate and duration of office) of such consultative bodies shall be defined by the Committee at the time of their creation. These bodies can include States non members of the Committee.</p>		<p>meeting in GA, once this Convention enters into force in accordance with Article 34. 2. The number of States Members of the Committee shall be increased to 24 once the number of the States Parties to the Convention reaches 50.</p> <p><u>Committee</u> Yes, the Committee may establish such subsidiary bodies as it deems necessary for the conduct of its work and on a temporary basis, whatever ad hoc consultative bodies it deems necessary to carry out its task. The Evaluation Body is established every year by the Committee and serves for one year. The duration of office of each member of the Evaluation Body shall not exceed four years. Every year the Committee when it reestablishes the Evaluation Body renews one quarter of the members of the Body (Operational Directives para. 28) The informal ad hoc working group has been established de facto of one year since it will have to give its recommendations to the 12.COM.</p>	<p>Members of the panel of experts have a four-year mandate. Half are renewed every two years. The Committee may establish subsidiary bodies as it deems necessary for the conduct of its work. No subsidiary body has been created to date. (Rule 19 of the ROPs for the Committee)</p> <p><u>Conference of Parties</u> No</p>
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	What tasks?								
c. Decision Making	i. Working papers?	<p><u>Commission</u> So far, the Commission has never met to consider any dispute as no recourse has ever been made to it in this regard.</p>	<p>The Secretariat of the Conference prepares recommendations for Bureau meeting under guidance of the Chairperson and the Rapporteur; draft resolutions are only formal at the Conference of Parties. Draft recommendations and amendments may be proposed by the Bureau members. As a general rule, draft recommendation or amendment are discussed or put to the vote unless if it has not been circulated sufficiently in advance to all Bureau members in the working languages of the Bureau (English by default).</p>	<p><u>The Committee:</u> The Secretariat, member(s) of the Committee and parties non members of the Committee which initiated the proposal.</p> <p><u>1954 Hague Convention:</u> In accordance with Rule 15 of the ROPs of the Meeting of the High contracting Parties to the 1954 Hague Convention, it is the duty of the Secretariat to perform all work necessary for the smooth functioning of the Meeting.</p> <p><u>Meeting of Parties:</u> Draft resolutions and amendments may be proposed by the participants referred to in Rule 1 of the Rules of Procedure of the Meeting of the Parties to the Second Protocol and shall be transmitted in writing to the Secretariat of the Meeting, which shall circulate copies to all participants.</p>	<p><u>Meeting of State Parties</u> Draft decisions are prepared by the Secretariat in the working documents. Amendments or new Draft Decisions may be proposed by States Parties at the meeting.</p> <p><u>Subsidiary Committee</u> Draft decisions are prepared by the Secretariat, Committee Members may submit new draft decisions or amendments to the decision.</p>	<p>Draft Resolutions/Decisions are proposed in most of the Working Documents prepared by the Secretariat. States Parties/Members of the Committee may propose Draft Resolutions/Decisions.</p>	<p>Usually the Secretariat.</p>	<p><u>General Assembly of States Parties</u> The Secretariat</p> <p><u>Committee</u> The Secretariat and Evaluation Body in case of nominations, proposals and requests.</p>	<p>Draft decisions are proposed by the Secretariat in all the working documents. Members of the Committee/Parties may propose draft decisions.</p>
	ii. Unilateral	<p><u>Commission</u> N/A</p>	<p>No time limit has been established. However, draft recommendations</p>	<p><u>The Committee:</u> Until 6 weeks before the ordinary meeting of the Committee, the members</p>	<p>Each decision shall be adopted at the end of the discussions of the agenda item. Draft</p>	<p><u>General Assembly of States Parties</u> Draft resolutions and amendments may be</p>	<p>Draft resolutions and amendments may be proposed by States Parties and shall be</p>	<p><u>General Assembly of States Parties</u> As a general rule, no draft resolution or</p>	<p>Draft decisions/resolutions and amendments may be proposed by</p>

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w h e n c a n M S s u g g e s t n e w d r a f t d e c i s i o n s o r a m e n d m e n t s ?		shall be presented by Bureau members sufficiently in advance to be transmitted in writing by the Secretariat of the Conference to all Bureau members and translated into the working language.	of the Committee may suggest draft decision. All members of the Committee reserve their right to propose amendments to any draft decision during the deliberations, in accordance with Rule 34 of the ROPs of the Committee. <u>1954 Hague Convention:</u> High Contracting Parties may suggest new draft decision or amendments until the adoption of the decision. <u>Meeting of Parties:</u> No restriction was set in the 1999 Second Protocol.	decisions and amendments can be suggested until the adoption of the decision corresponding to the agenda item.	proposed by the participants and shall be transmitted in writing to the Secretariat of the Assembly, which shall circulate copies to all participants. As a general rule, no draft resolution or amendment shall be discussed or put to the vote unless it has been circulated sufficiently in advance to all participants in the working languages of the Assembly. As per usual practice, amendments can be submitted by States Parties to any proposed Draft Resolutions during the relevant debate. <u>Committee</u> New draft decisions/proposals and amendments thereto should, whenever possible, be submitted to the Secretariat at least 24h before the discussion of the agenda item concerned. As per usual practice, amendments can be submitted by Members of the Committee to any proposed Draft Decisions during the relevant debate.	transmitted in writing to the Secretariat of the Meeting, which shall circulate copies to all participants. As a general rule, no draft resolution or amendment shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants at least in the working languages of the Secretariat. In reality States Parties can propose decisions even during the session of the Meeting of States Parties, as long as all States Parties in the room accept.	amendment shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants in the working languages of the Assembly. <u>Committee</u> Until the decision concerned is adopted.	Members of the Committee/ COP and must be transmitted in writing to the Chairperson/ Secretariat of the Conference in English and in French. In practice, Members of the Committee/Parties to the Conference may submit new draft decisions/resolutions and amendments thereto at any time before the decision/resolution has been adopted. As a general rule, no draft decision/ resolution shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants in all the working languages. (Rule 13 of ROPs for the COP; Rule 21 of the ROPs for the Committee)
	iii. A r e o	<u>Commission</u> N/A	Representatives of the World Anti-Doping Agency may take part in the	<u>The Committee:</u> States Parties to the Second Protocol which are not members of the	Observers are allowed to participate and speak without a right to vote.	Observers may address the meeting with the prior consent of the Chairperson.	Yes.	No.

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<p>b s e r v e r s a ll o w e d t o p a rt ic i p a t e / s p e a k ?</p>		<p>work of the Conference in an advisory capacity without the right to vote. Representatives of the International Olympic Committee, International Paralympic Committee, Council of Europe and CIGEPS as well as other relevant organizations invited by the Conference may participate in the work thereof as observers, without the right to vote. Representatives of the UN and organizations of the UN system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and international NGOs invited by the DG, may participate in the work of the Conference, without the right to vote. Others type or categories (entities or individual) can be invited by the Bureau to its meeting if deem of interest for the</p>	<p>Committee, States non-Parties to the Second Protocol which are Parties to the 1954 Hague Convention, other States which are MS of UNESCO, the UN and organizations of the UN system may attend the sessions of the Committee as observers. They shall not have the right to vote and they may address the meeting with the prior consent of the Chairperson.</p> <p><u>1954 Hague Convention:</u> In accordance with Rule 8.3 of the ROPs of the Meeting of the High contracting Parties to the 1954 Hague Convention, the consent of the Chairperson must be obtained whenever an observer wishes to address the Meeting</p> <p><u>Meeting of Parties:</u> In accordance with Rule 2 of the ROPs of the Meeting of the Parties to the Second Protocol, the representatives of MS of UNESCO not parties to the Second Protocol, permanent observer missions to UNESCO, representatives of the UN and organizations of the UN system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and</p>					<p>participate or take the floor. They do not have the right to vote. Observers may ask the Chairperson for the floor during debates.</p>
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			purpose of the objectives of the Convention.	international nongovernmental organizations invited by the Director-General may participate in the work of the Meeting as observers, without the right to vote, and subject to Rule 7.3 of the ROPs.					
iv.	H o w a r e d e c i s i o n s a d o p t e d ?	<u>Commission</u> N/A	Each Bureau member shall have one vote in the meeting if required. Any recommendations not taken by consensus shall be taken by a majority of the Bureau members present and voting. Voting shall normally be by a show of hands.	<u>The Committee:</u> All decisions of the Committee shall be taken by a majority of two-thirds of its members present and voting, with the exception of the election of the Bureau of the Committee under Rule 15 and of procedural motions under Rule 28 of the ROPs of the Committee, which shall require a majority of the States members present and voting, and issues related to enhanced protection covered by Article 11, paragraph 9, of the Second Protocol, which shall require a four-fifths majority. <u>1954 Hague Convention:</u> In accordance with Rule 13 of the Rules of Procedure of the Meeting of the High Contracting Parties to the 1954 Hague Convention, each High Contracting Party shall have one vote. Voting shall normally be by a show of hands but any delegate may request vote by roll-call. The decisions shall be taken by a simple majority of the delegations present and voting.	<u>Meeting of States Parties</u> The meeting of States Parties decisions are taken by the majority of States present and voting. <u>Subsidiary Committee</u> The Committee shall adopt such decisions and recommendations as it may deem appropriate. The text of each decision shall be adopted by consensus at the end of the discussion of the agenda item. In case a vote is required, all decisions of the Committee shall be taken by a simple majority of the States Members of the Committee present and voting.	Resolutions/Decisions are adopted primarily by consensus. However Resolutions/Decisions that are not consensual might also be adopted by vote.	The ROPs contain a detailed regulation for voting.	Consensus is privileged.	Decisions/resolutions are made based on consensus. If consensus is not reached, decisions/resolutions are voted. Neither the Committee nor the COP can decide on any matter unless a quorum is present. (Rule 16 of the OPs of the Committee; Rule 8 of the ROPs of the COP)

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				<p><u>Meeting of Parties:</u> Subject to the provisions of Rules 6.2 and 16 of the ROPs of the Meeting of the Parties to the Second Protocol, decisions shall be taken by a majority of the States present and voting.</p>					
<p>4. RELATION TO THE GENERAL CONFERENCE (GC), EXECUTIVE BOARD (EB) AND OTHER INTERGOVERNMENTAL ORGANS</p>									
<p>a. Formal submission of proposals for the program and budget of UNESCO? If yes, how?</p>	<p><u>Convention</u> Yes. The monitoring of the implementation of the Convention is an integral part of Major Programme I. So its programme and budget are within Major Programme I's C/5.</p> <p><u>Commission</u> No.</p>	No.	<p><u>The Committee:</u> No.</p> <p><u>1954 Hague Convention:</u> N/A</p> <p><u>Meeting of Parties:</u> N/A</p>	No.	No.	The Meeting could do so, but has not yet used this possibility.	As a Chairperson, no. (the Secretariat, yes) The Secretariat prepares for submission to the Board a draft programme of work for the Organization with corresponding budget estimates. The proposed programme takes into account the Decisions of the Committee and Resolutions of the GA.	The elected Chairperson does not present proposals for the programme and budget (C/5) The Secretariat DOES..	
<p>b. How do you follow up the GC's resolution?</p>	<p><u>Convention</u> Every 4 years, the GC examines a report on the implementation of this Convention and passes a resolution. The ED Sector follows up the resolution.</p> <p><u>Commission</u> The GC resolutions concerning the Commission (election of new members to the Commission) are always implemented by the Commission.</p>	Depending on the reporting required.	<p><u>The Committee:</u> Relevant Resolutions of the GC are being included in the provisional agenda of the Committee or follow up report being presented within the Report of the Secretariat on its activities. In addition, the Secretariat provides following information on governance audit.</p> <p><u>1954 Hague Convention:</u> Relevant Resolutions of the GC are being included in the provisional agenda of the Committee or follow up report being presented within the</p>	Follow-up of GC's Resolutions is ensured in the framework of the implementation of the 1970 Convention through relevant items under discussion on the Agenda. For specific requests addressed by GC to the Meeting of States Parties or the Subsidiary Committee, follow-up is ensured through inscription of a specific item on the Agenda.	Follow-up of GC's Resolutions is ensured in the framework of the implementation of the World Heritage Convention through relevant items under discussion on the Agenda. For specific requests addressed by GC to the GA, follow-up is ensured through inscription of a specific item on the Agenda.	Through the Secretariat.	Include in the agenda items requested by the GC and debate those during the session (The Secretariat follows up with the preparation of the C4 and C5).	By including the items requested by the GC in the provisional agenda for governing body sessions and during the debates of these items in the sessions.	

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			<p>Report of the Secretariat on its activities. In addition, the Secretariat provides following information on governance audit.</p> <p><u>Meeting of Parties:</u> Relevant Resolutions of the GC are being included in the provisional agenda of the Meeting of the States Parties to the 1999 Second Protocol or follow up report being presented within the Report of the Secretariat on its activities. In addition, the Secretariat provides information on governance audit.</p>					
c. Do you give input to the EB in your field of competence?	<p><u>Convention</u> Every 4 years, the B's Convention and Recommendation Committee examines reports concerning this Convention.</p> <p><u>Commission</u> –</p>	Depending on the reporting required.	<p><u>The Committee and 1954 Hague Convention:</u> N/A</p> <p><u>Meeting of Parties:</u> Relevant Decisions of the EB are being considered for inclusion in the provisional agenda of the Meeting of the States Parties to the 1999 Second Protocol or a follow up report being presented within the Report of the Secretariat on its activities.</p>	Regular inputs are provided to the EB via contribution to working Documents and/or elements of answers/discussions during debates.	Regular inputs are provide to the EB via contribution to working Documents and/or elements of answers/discussions during debates.	Yes, through the Secretariat.	As Chairperson when requested. The Secretariat provides inputs to answer questions from members States, proposes and reports on C5.	Regular contributions are made to the EB through the governing bodies working documents and/or answers/discussions arising from debates in the sessions. The Secretariat also responds to the questions asked by MS, formulated from proposals for the C/5.
d. Do you report on your activities to the GC or the EB more than once during each four year programme period?	<p><u>Convention</u> Yes, the GC and the EB receive reports on this matter once during the quadrennium. This 4 year cycle has been decided by the EB and the GC.</p> <p><u>Commission</u> Article 19 of the 1962 Protocol provides that the Commission submits to the GC at each of its</p>	No.	N/A	No.	<p><u>General Assembly of States Parties</u> No.</p> <p><u>Committee</u> The Committee submits a report on its activities at each of the ordinary sessions of the GC.</p>	No.	Yes. The Committee shall submit a report to the GA at each of its session, which shall be brought to the attention of the GC of UNESCO.	The report on programme implementation and, consequently, on the work of the governing bodies of the Convention, contributes to the results of document C/5 through document EX/4 (the DG's report

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	<p>regular sessions a report on its activities since the last session, which is transmitted by the EB. It is to be noted that the practice of submitting the Commission's report "on its activities" to each regular session of the General Conference continued up to the 28th GC despite the fact that the Commission had nothing on which to report since it had never been called upon to settle a dispute. At its 29th session in 1997, the GC invited the DG not to include the report of the Conciliation and Good Offices Commission in the documents of the GC until such time as it contains information relating to substantive activities on the part of the Commission.</p>							<p>to the EB) and document C/3 (the DG's report to the GC for the implementation of document C/5). Furthermore, on this subject, the ROPs of the Committee state: "Rule 43 – Summary record. The Secretariat shall prepare a detailed draft summary record of the Committee's meetings in the 2 working languages for approval at the opening of the next session. This draft summary record shall be published electronically simultaneously in the 2 working languages at the latest three months after the closure of the session. Rule 44 – Communication of documentation: The list of decisions and the final summary record of the debates in public meetings shall be transmitted by the DG to the Members of the Committee and to the organizations, individuals and observers under Rules 6 and 7." The governing bodies produce regular summary records of the activities and work conducted for the governing bodies of UNESCO (Secretariat, EB, GC).</p>
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<p>e. How do you follow up EB decisions?</p>	<p><u>Convention</u> The EB examines the guidelines for monitoring this Convention and its final report. The ED Sector follows up on the EB's decisions.</p> <p><u>Commission</u> The EB decisions concerning the Commission (call to the revitalization of the Commission) are always implemented by the Commission.</p>	<p>By means of implementation of the Convention.</p>	<p><u>The Committee:</u> Relevant Decisions of the EB are being considered for inclusion in the provisional agenda of the Committee or a follow up report being presented within the Report of the Secretariat on its activities.</p> <p><u>1954 Hague Convention:</u> Relevant Decisions of the EB are being considered for inclusion in the provisional agenda of the Committee or a follow up report being presented within the Report of the Secretariat on its activities</p> <p><u>Meeting of Parties:</u> Relevant Decisions of the EB are being considered for inclusion in the provisional agenda of the Committee or a follow up report being presented within the Report of the Secretariat on its activities.</p>	<p>Follow-up of EB decisions is ensured in the framework of the implementation of the 1970 Convention through relevant items under discussion on the Agenda. For requests by the EXB addressed specifically to the Meeting of States Parties and/or Committee, follow-up is ensured through inscription of a specific item on the Agenda.</p>	<p>Follow-up of EB decision is ensured in the framework of the implementation of the World Heritage Convention through relevant items under discussion on the Agenda. For requests by the EXB addressed specifically to the GC's Assembly and/or Committee, follow-up is ensured through inscription of a specific item on the Agenda.</p>	<p>Through the Secretariat.</p>	<p>Include in the agenda items requested by the EB and debate those during the session.</p>	<p>By including the items requested by the EB in the provisional agenda of governing body sessions and during debates on these items during sessions.</p>
<p>f. Does a specific framework exist to collaborate with other international and intergovernmental bodies?</p>	<p>No</p>	<p>Yes indeed, as the global regulatory body on anti-doping UNESCO's institutional mechanism serves as a platform and also enables synergy with international and intergovernmental bodies competent in the area.</p>	<p><u>The Committee:</u> Collaboration with international intergovernmental bodies established by UNESCO Cultural Conventions is carried out through the annual meeting of the Chairpersons and the direct contact with the relevant Secretaries.</p> <p><u>1954 Hague Convention</u> and <u>Meeting of Parties:</u> N/A</p>	<p>To ensure a more structured approach to cooperation between Cultural Conventions of UNESCO, and hence between intergovernmental bodies, a Cultural Conventions Liaison Group (CCLG) was established in 2012. Since then, this group discusses working methods of the Conventions, Culture & Development & the Conventions, as well as</p>	<p>To ensure a more structured approach to cooperation between Cultural Conventions of UNESCO, and hence between intergovernmental bodies, a Cultural Conventions Liaison Group (CCLG) was established in 2012. Since then, this group discusses working methods of the Conventions, Culture & Development & the Conventions, as well as</p>	<p>Yes. The International Seabed Authority has a special function under the 2001 Convention. Other international organizations are informally cooperation partners. NGOs can be accredited officially.</p>	<p>The Conventions Common Services Unit is established within the Culture Sector which brings together the Secretaries of all the Conventions that discuss issues common to all the intergovernmental bodies.</p>	<p>YES Organizations from the United Nations system and other intergovernmental organizations are invited by the Director-General to participate in governing body meetings. For each session, around twenty intergovernmental organizations with interests and activities in the areas covered by</p>

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				<p>other matters concerning enhancing cooperation, coherence and synergies among Conventions. The main purpose is to identify opportunities for better synergy in common areas of cooperation. A considerable number of actions were taken by the Secretariats of the different Conventions to ensure a more effective implementation of the Conventions and to streamline processes and procedures. It is to be noted also that a common logistics unit (CCS) serves the meetings of the governing bodies of the various Culture Conventions.</p> <p>Subsidiary Committee: one of its functions 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"</p>	<p>other matters concerning enhancing cooperation, coherence and synergies among Conventions. The main purpose is to identify opportunities for better synergy in common areas of cooperation. A considerable number of actions were taken by the Secretariats of the different Conventions to ensure a more effective implementation of the Conventions and to streamline processes and procedures. It is to be noted also that a common logistics unit (CCS) serves the meetings of the governing bodies of the various Culture Conventions. It should also be noted that since 2015, the World Heritage Centre has a sustained collaboration with the other international biodiversity-related conventions and programmes, including in the context of the Biodiversity Liaison Group (BLG)</p>			the Convention are invited to participate.
5. COMMENTS REGARDING THE GOVERNANCE OF INTERNATIONAL AND INTERGOVERNMENTAL BODIES								
	-	CoP is administered in a particular way, taking into account the provisions of the Convention in order to guarantee its	N/A	-	-	Please note that the sessions of the Meeting of States Parties are always held in conjunction with the meetings of its sub-	During the 11 th session of the Committee, a few States Parties took the floor recognizing a number of achievements in	During the 10 th ordinary session of the Committee in December 2016, several Members of the Committee

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		<p>neutrality and sovereignty agreed with all the stakeholders when it is drawn up. More scope and effective global regulatory role to be led by the Conference of Parties: for instance, alleged State doping, deep and persistent concerns eroding sport values and ethics, issues related to accountability and transparency have brought new challenges on the need to protect sport integrity and sport governance which form the essence and authenticity of sport, concordant with the ideals, fundamental principles and mandate of UNESCO. The role of the Conference of Parties and the Bureau have to be leveraged adequately to really provide the level of contribution for which UNESCO is expected to provide significant achievement and capacity building for Members States, particularly signatories of the Convention. On the</p>				<p>organ, the Scientific and Technical Advisory Body.</p>	<p>improving the efficiency of the governing bodies of the 2003 Convention. At the same they agreed that many of the recommendations of the External Auditor do not reflect the realities of intergovernmental bodies and reminded that the GC only adopted three of those recommendations. Furthermore, Committee Members expressed the need for a broader consultation process and therefore requested the Secretariat to include this item on the agenda of its twelfth session with a view to present it to the 7th session of the GA of States Parties.</p>	<p>acknowledged a number of improvements in the efficiency of the governing bodies of the 2005 Convention. They also agreed that many of the recommendations made by the External Auditor did not reflect the realities of the intergovernmental bodies, and recalled that the GC had only adopted three of these recommendations. Furthermore, Members of the Committee voiced the need for a wider consultation process and therefore requested the Secretariat to add this item to the provisional agenda for the 6th ordinary session of the COP (12 to 15 June 2017)</p>
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		contrary, UNESCO's role will continue to be perceived as ineffective and useless in public opinion regarding sport. Reality is unfortunately not the case if necessary readjustments are not taken with the CoP and its Bureau.						
6. REFERENCE/HYPERLINK TO RELEVANT STATUTORY DOCUMENTS, INCLUDING GC RESOLUTIONS ESTABLISHING THE BODIES AND RELEVANT EB DECISIONS								
	Commission On the UNESCO's portal, a webpage is devoted to the Commission at the following address : http://portal.unesco.org/en/ev.php-URL_ID=15321&URL_DO=DO_TO_PIC&URL_SECTION=201.html	http://www.unesco.org/new/en/social-and-human-sciences/themes/anti-doping/international-convention-against-doping-in-sport/	N/A	Meeting of States Parties ROPs: http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/1970_MSP_Rules_Procedure_2012_en.pdf - Subsidiary Committee ROPs: http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Rules_of_Procedureenglishfinal.pdf	http://whc.unesco.org/en/basictexts	http://unesdoc.unesco.org/images/0018/001821/182129E.pdf	http://unesdoc.unesco.org/images/0013/001331/133171E.pdf	33 C/Resolution 41 http://unesdoc.unesco.org/images/0014/001428/142825e.pdf