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HEADQUARTERS COMMITTEE

Hundred and ninety-third session

(5 December 2016)

Item 7 of the provisional agenda

Follow-up on General Conference Resolution 38 C/Resolution 101

Governance, procedures and working methods of the governing bodies of UNESCO

As per the request by the Headquarters Committee by its 192 COM/SIEGE/Decision 5.1, the Secretariat has prepared a pamphlet consolidating general information concerning the Headquarters Committee as a reference guide.

THE HEADQUARTERS COMMITTEE
OF UNESCO
2016

INTRODUCTION

The Headquarters Committee pamphlet is a reference guide for Committee Members describing the composition and functions of the Committee, tracing developments over the years.

The information contained in this pamphlet was requested by the Headquarters Committee at its 192nd session on 15 and 16 June 2016.

A. HEADQUARTERS COMMITTEE

I. COMPOSITION

Number of Members

1. As provided in General Conference resolution 4 C/Resolution 29 (1949), the first Headquarters Committee consisted of 7 members; this number was subsequently modified by the General Conference as follows:

Resolution	6 C/28	(1951)	10 members
	7 C/V.3	(1954)	11 members
	9 C/VIII.44	(1956)	20 members
	10 C/X.47	(1958)	8 members
	11C/VII.35	(1962)	15 members
	17 C/VIII.28	(1972)	21 members
	24 C/XI.46	(1987)	25 members
	31 C/XI.65	(2001)	24 members

Status of Members, methods of election and term of office

2. The General Conference established the Headquarters Committee at its 4th session (1949) by 4 C/Resolution 29.1, and it has subsequently extended its mandate at each successive session.

3. At its 29th session (1997) the General Conference decided to include the Headquarters Committee in Section VII of its Rules of Procedure (29 C/Resolution 87, para. 3).

4. At its 31st session (2001), the General Conference adopted 31 C/Resolution 65 in which it amended Rules 39 and 40 of its Rules of Procedure which define the membership and functions of the Headquarters Committee.

5. Rule 39 stipulates that the Headquarters Committee shall consist of twenty-four members elected for four years, half of whom shall be replaced at each session of the General Conference on the recommendation of the Nominations Committee. The geographical distribution of seats shall reflect that of the Executive Board.

GROUP I	(4 seats)
GROUP II	(2 seats)
GROUP III	(4 seats)
GROUP IV	(5 seats)
GROUP V(a)	(6 seats)
GROUPE V(b)	(3 seats)

6. The General Conference, at its 37th session (2013), elected 10 Member States instead of the usual 12 due to the fact that, at its 37th session, Group V(a) only presented one candidate for

the three vacant seats. Therefore two additional vacant seats for Group V(a) will be open for election. The 14 Member States so elected will serve on the Headquarters Committee until the end of the 40th session of the General Conference.

Composition of the Bureau of the Headquarters Committee

7. At the first session of the Headquarters Committee following each ordinary session of the General Conference, the Headquarters Committee shall elect, from among the representatives of the Member States, a Chairperson. The Headquarters Committee shall also elect 2 Vice-Chairpersons, 2 Members and a Rapporteur from among its Members to constitute its Bureau, with a view to having each geographical group represented.

8. The Bureau participates in the preparations for each session of the Headquarters Committee. While the Bureau does not, of course, have any decision-making power, it can facilitate the Committee's discussions, particularly by indicating in advance specific questions for discussion under each item of the agenda. For this purpose, the Bureau is usually convened between 2 and 10 days before each session. The most important task falling to it is to assist in the organization of the work of the Committee's sessions in such a way as to ensure that examination of the items relating to the management of headquarters premises are prepared, implemented and evaluated.

9. The Director-General or his/her representative participates in all the meetings of the Headquarters Committee and of its Bureau.

II. FUNCTIONS

10. The functions and responsibilities of the Headquarters Committee are directly derived from rules or directives laid down by the General Conference. These rules are also supplemented by resolutions of the General Conference. Lastly, every two years the General Conference can assign specific tasks to the Headquarters Committee.

11. The responsibilities and functions of the Headquarters Committee as defined by the Rules and procedures of the General Conference, under article VII. Committees of the Conference are as follows:

Rule 39 – Headquarters Committee

1. The Headquarters Committee shall consist of twenty-four members elected for four years, half of whom shall be replaced at each session of the General Conference on the recommendation of the Nominations Committee. The geographical distribution of seats shall reflect that of the Executive Board.
2. The Committee shall elect a Bureau consisting of a Chairperson, two Vice-Chairpersons, a Rapporteur and two members, with a view to having each geographical group represented.

Rule 40 – Functions of the Headquarters Committee

1. The Headquarters Committee shall frame and coordinate with the Director-General the management policy of the Organization's Headquarters, and to this end give the Director-General all guidelines and recommendations that it deems useful.
2. The Committee shall meet whenever necessary to treat questions relating to Headquarters submitted by the Director-General or by one of the members of the Committee.

3. The Committee shall report to the General Conference on the work carried out and the programmes to be planned for the future.

12. In addition to the above article XVI of the Rules and procedures of the Conference apply to the conduct of business of the Committee/

Rule 96 – Procedure applicable to the committees, commissions and other subsidiary organs of the Conference

1. The procedure laid down in Sections VI (Rules 30 and 31), X, XI, XII, XIII, XIV and XV of these Rules of Procedure shall be applicable *mutatis mutandis* to the Presidency, to discussions in the committees, commissions and other subsidiary organs of the Conference, unless these organs or the General Conference, in establishing them, shall decide otherwise.

Working methods of the Committee

13. At its 178th session (2011) the Headquarters Committee decided that it should review the working methods of the committee. At its 178th, 179th (2012) and 186th sessions the Committee took the following decisions designed to enable it to perform its many functions with greater efficiency:

Frequency

- Meetings shall be held three times per year and to hold its second annual session in June instead of July in order to have more time to prepare the reports.

Sessions

- Provide screens at the June session in order to facilitate the examination of any proposed amendments and to adopt more efficiently texts and draft decisions.

Documents

- Documents should be distributed at least 10 calendar days before the session. That the “Report of the Director General, in cooperation with the Headquarters’ Committee, on managing the UNESCO complex” be submitted to the Headquarters’ Committee at its June session for approval and if amended to be sent one week after the session to the Chair of the Headquarters’ Committee, to give the final approval, following consultation with Committee’s members. And report to the Executive Board once a year (autumn session). In cases when the Committee does not share the views of the Director General on questions relating to Headquarters, the Committee will attach to the reports as an annex its position on the aforementioned questions. All decisions taken by the Headquarters Committee are to be annexed to the *Report of the Director-General, in cooperation with the Headquarters Committee*. Ensure that papers, decisions and meeting notifications for the Headquarters Committee be copied electronically to all Member States at the time of their circulation.

III. DECISIONS TAKEN BY THE HEADQUARTERS COMMITTEE

The following Executive Board decisions are those related directly to Headquarters Committee deliberations, as the decisions/recommendations taken by the Committee were only reflected in the reports of each session. As from 2012 the Headquarters Committee requested that their decisions/recommendations be presented in a separate decision document and transmitted to the Governing Bodies.

147 EX/Decision 7.13 (1995) – Financial Regulations for Headquarters Utilisation Fund amended.

155 EX/Decision 7.6 (1998) – Rental Agreement for Miollis Building amended.

156 EX/Decision 8.6 (1999) – Guidelines for Rentals in Miollis Building.

157 EX/Decision 8.9 (1999) – Adoption by Headquarters Committee and Executive Board takes note of new system for rental scales.

157 EX/Decision 8.10 (1999) – Headquarters Committee report annexed to document for information to Executive Board.

159 EX/Decision 6.5 (2000) – Financial Regulations for Headquarters Utilisation Fund amended.

160 EX/Decision 7.8 (2000) – Criteria for the Management of the Headquarters Utilisation Fund approved.

161 EX/Decision 7.8 (2001) – Establishing status of NGOs and office space allocation and location.

161 EX/Decision 7.9 (2001) – Art work / gifts to the Organization.

161 EX/Decision 7.10 (2001) – Standard model texts for special accounts.

165 EX/Decision 8.8 (2002) – NGOs in full relations move to separate Building.

167 EX/Decision 7.10 (2003) – Director-General receives authorization to contract renovation loan for the Belmont Plan.

169 EX/Decision 6.5 (2004) – strengthening the security of UNESCO premises worldwide -HMOSS presented.

172 EX/Decision 40 (2005) — Proposals for revised office rental scales with a view to ensure full cost recovery.

174 EX/Decision 29 (2006) – Revised office rental scales for Miollis building – approved 10% from 01/01 to 31/12/2007 + annual inflation adjustments.

175 EX/Decision 38 (2006) – Extension of Working Group mandate - Headquarters Committee to continue review of rental scales revision for Miollis building.

176 EX/Decision 44 (2007) – Revision of rental scales for Miollis building postponed until 177th session EXB; Approval of new rental scales for conferences, events and exposition (revenue generating activities).

177 EX/Decision 55 (2007) – No decision on revision of rental scales for Miollis building, Headquarters Committee to present recommendation at the 179th session of the Executive Board

179 EX/Decision 34 (2008) – New office rental scale (from 01/01/2009) including annual inflationary increases (indexing prepared by the Bureau of the Budget). Notes that under the present circumstances, the conclusion of the Director-General and the Headquarters Committee is that there is no feasible option for ensuring the financing of the Miollis/Bonvin site. Takes note of the decision by the Headquarters Committee to authorize the Director-General, starting from 1 January 2009, to transfer from the Headquarters Utilization Fund all income from letting offices in Miollis above and beyond the running and maintenance costs, with a view to financing long-term maintenance and conservation of the Miollis building and installations to the sub-account Miollis.

161 HQ/EXT – Extraordinary session – 22/05/2006 Loss of rental privileges of services at Headquarters (conference room rentals, restaurant services etc.).

179 COM/SIEGE/Decision DR.1 (2012) – Recommendation of methods of work of the Headquarters Committee.

183 COM/SIEGE/Decision DR.1 (2013) – Open UNESCO setting sunset clause 31/12/2016.

185 COM/SIEGE/Decisions (2014) – sets office rental scales for Miollis/Bonvin that include rates for Permanent delegations and other tenants. Status of NGO rental contracts and rent-free space.

2 X/COM/SIEGE/Decisions (2014) extraordinary session – approved rental scales for offices Miollis/Bonvin to be applied from 1 January 2015; rental rates for parking increased for other tenants +50%.

186 COM/SIEGE/Decisions (2014) – Headquarters Committee to be consulted in advance of any additional changes to services; all decisions taken by the Headquarters Committee should be included with the Report of the Director-General, in cooperation with the Headquarters Committee. Authorizes a discount for external tenants renting more than 1000 m² 5% and 2000 m² 10%; all papers, decisions and meeting notifications for the Headquarters Committee be transmitted to all Member States. Follow up on renovation of Room X.

187 COM/SIEGE/Decisions (2014) – Decides on institutions that do no quality for rent-free office space.

188 COM/SIEGE/Decisions (2015) – approved new clauses to the rental contracts concerning arrears; requests regular circulation of information on asbestos to tenants of office space. Dispositions concerning the UNESCO Commissary. Donation for the renovation of Room I. Discussion concerning the mandate of the Headquarters Committee.

189 COM/SIEGE/Decisions (2015) – Authorization to the Secretariat to examine requests by tenants for modification of the standards and norms of common areas in Miollis/Bonvin; Recommends that part of remaining funds from the Commissary Special account after legal obligations are settled be used for maintenance and conservation of Miollis/Bonvin. Debate on new model contract for office rentals postponed until 190th session.

190 COM/SIEGE/Decisions (2015) – Endorses the new model contract for office rentals for Permanent Delegations and other tenants. Notes closure of UNESCO Commissary and requests sales points of products. Quite room creation at Headquarters.

3 X/COM/SIEGE/Decisions (2016) extraordinary session – UNESCO Security and Safety Action Plan – authorizes funds from the Headquarters Utilization Fund (\$530,960) to finance technical measures of the plan.

191 COM/SIEGE/Decisions (2016) – Deliberations on management of conference and cultural events, rental scales, services conservation. Follow-up on renovation projects; approved financing of interconnection of all conference rooms at Fontenoy; Auxiliary services, approval of a % interest loan to the UNESCO Restaurant Service from the Headquarters Utilization Fund.

192 COM/SIEGE/Decisions (2016) – Follow-up on the General Conference Resolution 38 C/Resolution 101 on Governance, procedures and working methods. Requests for financing options for the renovation of building V – Miollis. Authorizes one-time investment from the Headquarters Utilization Fund for the replacement of the telephone system at Miollis/Bonvin. Approved the conservation provision for full cost recovery for conference rooms and exhibition spaces. Apply new rental scales as applicable to Permanent Delegations and other tenants. Office rental issues concerning interrupted service and presentation of payments plans for payment of arrears.

APPENDIX 1

CHAIRPERSONS of the Headquarters Committee

1950	H. E. Mr. A. JOCHAMOWITZ	Peru
1951-1952	H. E. Mr. C. A. THOMSON	United States of America
1953-1954	H. E. Dr C. PARRA-PEREZ (until February 1953)	Venezuela
	H. E. Pr. de BERREDO CARNEIRO (from November 1954 to May 1955)	Brazil
1955-1956	H. E. Dr C. PARRA-PEREZ	Venezuela
1957-1958	H. E. Dr C. PARRA-PEREZ	Venezuela
1959-1960	H. E. Dr. W. GARDNER DAVIES	Australia
1961-1962	H. E. Pr. de BERREDO CARNEIRO	Brazil
1963-1964	H. E. Dr. B. J. E. M. de HOOG	Netherlands
1965-1966	H. E. Dr. W. GARDNER DAVIES	Australia
1967-1968	H. E. Mr. G. CIRAOLO	Italy
1969-1970	H. E. Mr. V. LIPATTI	Romania
1971-1972	H. E. Mr. R. SAÏD	Tunisia
1973-1974	H. E. Mr. F. CUEVAS CANCINO	Mexico
1975-1976	H. E. Mr. C. HUMMEL	Switzerland
1977-1978	H. E. Mr. L. CARDUCCI ARTENESIO	Italy
1979-1980	H. E. Dr. F. N'SOUGAN AGBLEMAGNON	Togo
1981-1982-1983	H. E. Dr. F. N'SOUGAN AGBLEMAGNON (until December 1981)	Togo
	H. E. Mr. A. RAHAL (beginning in January 1982)	Algeria
	H. E. Mrs J. M. PRADO (beginning in February 1983)	Panama
1984-1985	H. E. Mrs J. M. PRADO (until April 1985)	Panama
	H. E. Mr. I. RAHMAN	India
1986-1987	H. E. Mr. W. BREITENSTEIN	Finland
1988-1989	H. E. Mr. A. W. P. GURUGE	Sri Lanka
1990-1991	H. E. Dr. M. B. J. BIN HASSAN	Oman
1992-1993	H. E. Mr. G. FIGUEROA YANEZ	Chile
1994-1995	H. E. Mr. L. MESSAN	Niger
1996-1997	H. E. Ms. S. Mendieta de Badaroux	Honduras
1998-1999	H. E. Mr. A. HYNNINEN (until June 1998)	Finland
	H. E. Ms. T. KIEKKO	Finland
2000-2001	H. E. Dr. M. B. J. BIN HASSAN	Oman
2002-2003	H. E. Dr. M. B. J. BIN HASSAN	Oman
2004-2005	H. E. Mr. H. K. VILLAROEL	Philippines
2006-2007	H. E. Ms. R. A. OMAMO (until the 15 February 2006)	Kenya
	H. E. Mr. D. HAMADZIRIPI (beginning in June 2006)	Zimbabwe
2008-2009	H. E. Mrs I. MARCIULIONYTE	Lithuania
2010-2011	H. E. Prof. M. M. CARRILHO (until 31 December 2010)	Portugal
	H. E. Mr. L. F. CARRILHO de Castro Mendes (beginning February 2011)	Portugal
2012-2013	H.E. Ms. L. SOL DE POOL	El Salvador
2014-2015	H.E. Mr. S. ISLAM	Bangladesh
2016-2017	H.E. Mr. Ali ZAINAL	Qatar

APPENDIX 2

HEADQUARTERS COMMITTEE

1949-1950	Australia, Belgium, Brazil, Egypt, France, United Kingdom, United States of America
1951-1952	Australia, Belgium, Brazil, Egypt, France, Italy, Japan, Peru, United Kingdom, United States of America
1953-1956	Australia, Belgium, Brazil, China, France, India, Italy, Pakistan, United Kingdom, United States of America, Venezuela.
1957-1958	Argentina, Australia, Belgium, Brazil; Canada; China; France, Greece, India, Italy, Japan, Lebanon, Morocco, Pakistan, Peru, Spain, Union of Soviet Socialist Republics, United Kingdom, United States of America, Venezuela
1959-1960	Argentina, Australia, France, Japan, Union of Soviet Socialist Republics, United Arab Republic, United States of America, Venezuela
1961-1962	Argentina, Brazil, Czechoslovakia, France, Iran, Italy, Japan, Liberia, Netherlands, Pakistan, Spain, Union of Soviet Socialist Republics, United Arab Republic, United Kingdom, United States of America
1963-1964	Argentina, Brazil, Czechoslovakia, France, Iran, Italy, Japan, Liberia, Netherlands, Pakistan, Spain, Union of Soviet Socialist Republics, United Arab Republic, United Kingdom, United States of America
1965-1966	Australia, Costa Rica, Cuba, Czechoslovakia, France, Greece, Iran, Ivory Coast, Italy, Laos, Lebanon, Netherlands, Union of Soviet Socialist Republics, United Kingdom, United States of America
1967-1968	Algeria, Australia, Austria, Belgium, Brazil, Central African Republic, France, Greece, India, Iran, Italy, Lebanon, Union of Soviet Socialist Republics, United Kingdom, United States of America
1969-1970	Australia, Austria, Burundi, Ethiopia, France, Greece, Iran, Iraq, Italy, Morocco, Netherlands, Union of Soviet Socialist Republics, United Kingdom, United States of America, Uruguay
1971-1972	Australia, Dominican Republic, Finland, France, Federal Republic of Germany, Iran, Italy, Netherlands, Philippines, Romania, Somalia, Sudan, Tunisia, United Kingdom of Great Britain and Northern Ireland, United States of America
1973-1974	Australia, Dominican Republic, Finland, France, Federal Republic of Germany, Iran, Italy, Liberia, Netherlands, Romania, Somalia, Sudan, Tunisia, United Kingdom of Great Britain and Northern Ireland, United States of America
1975-1976	Afghanistan, Australia, Dominican Republic, France, Federal Republic of Germany, Honduras, Iran, Italy, Laos, Liberia, Mexico, Netherlands, Panama, Romania, Saudi Arabia, Spain, Switzerland, Syria, Togo, United Kingdom of Great Britain and Northern Ireland, United States of America
1977-1978	Australia, France, Federal Republic of Germany, Ghana, Honduras, Indonesia, Iran, Italy, Kuwait, Liberia, Mauritania, Netherlands, Panama, Romania, Saudi Arabia, Spain, Switzerland, Syrian Arab Republic, Togo, United Kingdom of Great Britain and Northern Ireland, United States of America
1979-1980	Australia, France, Federal Republic of Germany, Ghana, Indonesia, Italy, Iran, Iraq, Liberia, Nepal, Netherlands, Panama, Romania, Saudi Arabia, Senegal, Spain, Switzerland, Togo, United Republic of Tanzania, United States of America, Uruguay
1981-1983	Australia, Austria, Costa Rica, France, German Democratic Republic, Federal Republic of Germany, Greece, Iran, Italy, Nepal, Netherlands, Nigeria, Panama, Philippines, Rwanda, Spain, Sweden Switzerland Togo, United States of America, Democratic Yemen
1984-1985	Algeria, Australia, Benin, Central African Republic, Costa Rica, France, Ivory Coast, Luxembourg, Nigeria, Panama, Philippines, Romania, Senegal, Sweden, Switzerland, Thailand, Togo, Tunisia, United Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania United States of America
1986-1987	Australia, Bangladesh, Belgium, Benin, Central African Republic, Dominican Republic, Finland, France, India, Iraq, Ivory Coast, Kenya, Nigeria, Panama, Senegal, Switzerland, Togo, Ukrainian Soviet Socialist Republic, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, United States of America
1988-1989	Australia, Benin, Central African Republic, Dominican Republic, Finland, France, Gabon, Ghana, Guatemala, India, Iraq, Netherlands, Nigeria, Oman, Portugal, Senegal, Spain, Sri Lanka, Switzerland, Togo, Ukrainian Soviet Socialist Republic
1990-1991	Australia, Benin, Burkina Faso, Costa Rica, Czechoslovakia, Dominican Republic, Ethiopia, Finland, France, Ghana, India, Iran (Islamic Republic of), Israel, Libyan Arab Jamahiriya, Nigeria, Oman, Philippines, Sri Lanka, Suriname, Swaziland, Switzerland, Togo, Ukrainian Soviet Socialist

	Republic, Uruguay, Yemen
1992-1993	Costa Rica, Finland, France, Gabon, Ghana, Guatemala, Israel, Jordan, Kenya, Democratic Kampuchea, Mali, Nepal, Niger, Oman, Pakistan, Peru, Poland, Republic of Korea, Spain, Sri Lanka, Swaziland, Ukrainian Soviet Socialist Republic, United Republic of Tanzania, Uruguay, Yemen
1994-1995	Argentina, Benin, Chile, Costa Rica, France, India, Jordan, Malawi, Mali, Myanmar, Namibia, Niger, Oman, Pakistan, Paraguay, Poland, Republic of Korea, Sri Lanka, Sweden, Switzerland, Togo, Turkey, Ukraine, Yemen, Zaire
1996-1997	Algeria, Bangladesh, Benin, Central African Republic, Costa Rica, Côte d'Ivoire, Denmark, Ethiopia, Fiji, France, Ghana, Honduras, Hungary, Iraq, Jamaica, Lithuania, Myanmar, Nepal, Niger, Peru, Sri Lanka, Switzerland, Togo, Turkey, Yemen
1998-1999	Algeria, Costa Rica, Côte d'Ivoire, Finland, France, Ghana, Honduras, Indonesia, Iraq, Lithuania, Monaco, Myanmar, Nepal, Nigeria, Panama, Pakistan, Paraguay, Sierra Leone, Spain, Sri Lanka, Togo, United Republic of Tanzania, Uzbekistan, Yemen, Zimbabwe
2000-2001	Benin, Cuba, Finland, France, Gabon, Ghana, India, Iraq, Kazakhstan, Lebanon, Malawi, Malaysia, Monaco, Myanmar, Nigeria, Panama, Philippines, Romania, Saint Lucia, Senegal, Slovakia, Syrian, Arab Republic, Turkey, Uganda, Uruguay,
2002-2003	Argentina, Belarus, Costa Rica, Côte d'Ivoire, Finland, France, Ghana, Iraq, Japan, Madagascar, Malawi, Mauritius, Mauritania, Monaco, Myanmar, Oman, Panama, Dominican Republic, Democratic People's Republic of Korea, Czech Republic, Rwanda, Sri Lanka, Turkey, Viet Nam
2004-2005	Columbia, Congo, Finland, France, Iraq, Japan, Kenya, Madagascar, Malawi, Mauritius, Mauritania, Monaco, Oman, Panama, Philippines, Dominican Republic, Democratic People's Republic of Korea, Romania, Rwanda, Sri Lanka, Thailand, Turkey, Ukraine, Uruguay
2006-2007	Australia, Bangladesh, Cameroon, Columbia, Congo, Spain, France, Ghana, Kenya, Lebanon, Madagascar, Oman, Panama, Netherlands, Philippines, Syrian Arab Republic, Democratic People's Republic of Korea, Romania, Saint Lucia, Sweden, Thailand, Ukraine, Uruguay, Zimbabwe
2008-2009	Algeria, Australia, Bangladesh, Bolivia, Cameroon, Congo, Côte d'Ivoire, Spain, France, Ghana, Kazakhstan, Kenya, Lebanon, Lithuania, Mexico, Netherlands, Peru, Syrian Arab Republic, Democratic People's Republic of Korea, Lao People's Democratic Republic, Czech Republic, Saint Lucia, Sweden, Zimbabwe
2010-2011	South Africa, Algeria, Bolivia, Congo, Côte d'Ivoire, Spain, France, Japan, India, Kazakhstan, Kenya, Lithuania, Mauritania, Mexico, Nigeria, Oman, Peru, Portugal, Lao People's Democratic Republic, Democratic People's Republic of Korea, Czech Republic, Saint Vincent and the Grenadines, Zambia
2012-2013	Albania, Chile, Côte d'Ivoire, Democratic Republic of the Congo, Democratic People's Republic of Korea, Egypt, El Salvador, France, Gambia, India, Japan, Mauritania, Nigeria, Oman, Philippines, Portugal, Saint Vincent and the Grenadines, South Africa, Spain, Thailand, Ukraine, United Kingdom of Great Britain and Northern Ireland, Venezuela (Bolivarian Republic of), Zambia
2014-2015	Albania, Bangladesh, Chile, Côte d'Ivoire, Democratic People's Republic of Korea, Democratic Republic of the Congo, Egypt, El Salvador, France, Gambia, Kenya, Philippines, Portugal, Qatar, Saint Vincent and the Grenadines, Senegal, Spain, Sri Lanka, Sudan, Thailand, Ukraine, United Kingdom of Great Britain and Northern Ireland, Venezuela (Bolivarian Republic Of)
2016-2017	Bangladesh, Czech Republic, Democratic People's Republic of Korea, Democratic Republic of the Congo, El Salvador, France, Indonesia, Kenya, Lesotho, Myanmar, Peru, Portugal, Qatar, Saint-Vincent and the Grenadines, Senegal, Spain, Sri Lanka, Sudan, United Kingdom of Great Britain and Northern Ireland, Uzbekistan, Venezuela (Bolivarian Republic of), Yemen and Zimbabwe

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FACT SHEET

QUESTIONNAIRE TO BE FILLED OUT BY THE SECRETARIATS OF UNESCO'S INTERNATIONAL AND INTERGOVERNMENTAL BODIES

1. Committee

- a. Mandate and objectives

Functions of the Headquarters Committee

The Headquarters Committee shall frame and coordinate with the Director-General the management policy of the Organization's Headquarters, and to this end give the Director-General all guidelines and recommendations that it deems useful.

The Committee shall meet whenever necessary to treat questions relating to Headquarters submitted by the Director-General or by one of the members of the Committee.

The Committee shall report to the General Conference on the work carried out and the programmes to be planned for the future. (As contained in the Rules of procedure of the General Conference - Rule 40)

- b. Do you have specific goals for the work foreseen in the current biennium?

Yes – The Committee, in collaboration with the Director-General, constantly monitors the maintenance and conservation of Headquarters buildings, oversees ongoing renovation projects and examines the proposed renovation of Building V (Miollis), follows the security questions, continues to oversee the Headquarters Utilization Fund and to take, when necessary, any decision related. It approves the rental scales for conference rooms, makes decisions on matters relating to the rental of offices, including arrears. In addition, a provisional list of items is presented annually to the Headquarters Committee for review and finalization.

- c. Number of members and length of mandate periods for members

The Headquarters Committee shall consist of twenty-four members elected for four years, half of whom shall be replaced at each session of the General Conference on the recommendation of the Nominations Committee. (As contained in the Rules of procedure of the General Conference - Rule 39)

- d. Are the members organized by electoral groups?

The geographical distribution of seats shall reflect that of the Executive Board. (As contained in Appendix 2 of the Rules of procedure of the General Conference - Rule 39)

- e. Intergovernmental or personal capacity/expert capacity of members

FACT SHEET

QUESTIONNAIRE TO BE FILLED OUT BY THE SECRETARIATS OF UNESCO'S INTERNATIONAL AND INTERGOVERNMENTAL BODIES

Intergovernmental capacity - The head of a delegation may designate any delegate, alternate delegate, adviser or expert in his delegation to represent his delegation in a committee, commission or other subsidiary organ of the General Conference. Unless otherwise specified in these rules, the principal representative of a delegation on any committee, commission or other subsidiary organ of the Conference may be accompanied by such other members of his delegation as he may require to assist him; however, the committee, commission or other subsidiary organ concerned may adopt special restrictions if the nature of the business or physical conditions so require. (As contained in the Rules and procedures of the General Conference Rule 22)

- f. Have chairperson or/and Members States received introduction to the work and working methods?

The Secretariat meets with the Chairperson following his/her election, a briefing is held prior to each session. Besides, a pamphlet has been consolidated in order to provide statutory information concerning the Headquarters Committee including those related to its functioning and methods of work as well as its main decisions taken until 2016 (193 COM/SIEGE/5)

- g. Are Observers authorized to participate and/or take the floor?

Yes. Meetings are not restricted. Member States may attend as observers and may take the floor after the interventions of the Headquarters Committee members.

Observers for non-Member States may make oral or written statements in plenary meetings and in meetings of committees, commissions and other subsidiary organs, with the consent of the presiding officer (ie. staff associations, etc.). (As contained in Rules and procedures for the General Conference - Rule 66 Non-Member States)

- h. Meeting frequency and length

The Committee shall meet whenever necessary to treat questions relating to Headquarters submitted by the Director-General or by one of the members of the Committee. (As contained in the Rules of procedure of the General Conference - Rule 40)

The Headquarters Committee meets normally three times a year: in the first semester, in February or March, in June or July (to consider, inter alia, the report on the management of Headquarters to be submitted to the Executive Board then to the General Conference) and in 2nd semester, usually following the autumn session of the Executive Board.

Meetings are one day or 2 if necessary, if the Headquarters Committee decided an additional day-is required to complete the agenda of work (it happened for the June session)

FACT SHEET

QUESTIONNAIRE TO BE FILLED OUT BY THE SECRETARIATS OF UNESCO'S INTERNATIONAL AND INTERGOVERNMENTAL BODIES

- i. How many languages are interpreted during the meetings?

Three working languages – English, French, Spanish

- j. Where do the meetings take place?

UNESCO Headquarters

- k. Overall budget, including corresponding funding sources broken down as follows:

Annual	RP	Other sources
Organizing meetings	\$ 36 600	-0-
Operational activities	-0-	-0-
UNESCO staff (approximate budget in lump sum)	\$ 94 900	\$ 56 950 (Headquarters Utilization Fund)

2. Bureau (if any)

- a. Number of members, mandate period, number of times for possible reelection

The Committee shall elect a Bureau consisting of a Chairperson, two Vice-Chairpersons, a Rapporteur and two members (six), with a view to having each geographical group represented. (As contained in the Rules of procedure of the General Conference - Rule 39)

Six members shall be elected for two years, whom shall be replaced at the first session following the General Conference.

There are no limitations on the number of times for reelection.

- b. Intergovernmental or personal capacity/expert capacity?

Chairperson – personal capacity

Members of the Bureau – Intergovernmental capacity

- c. Meetings frequency and length

The Bureau meets before each regular session.

FACT SHEET

QUESTIONNAIRE TO BE FILLED OUT BY THE SECRETARIATS OF UNESCO'S INTERNATIONAL AND INTERGOVERNMENTAL BODIES

The Bureau can also meet whenever necessary to treat questions relating to Headquarters submitted by the Headquarters Committee, Director-General or by one of the members of the Committee.

Bureau meetings are historically one half day, but can run to one full day if the Bureau required additional time for planning the agenda of the session

- d. Are observers allowed to participate and/or speak?

Any Member State of UNESCO is allowed to attend as observers and may speak in the meetings after the interventions of the Members of the Bureau.

- e. Interpretation during the meetings?

Yes

- f. How many languages interpreted during the meetings?

Three working languages – English, French, Spanish

- g. Where do the meetings take place?

Headquarters

- h. Are minutes of the meetings of the Bureau prepared? Are the minutes distributed and to whom?

Records of proceedings are prepared and submitted to the Bureau for approval and to the Headquarters Committee for information.

3. Rules of procedure

- a. Who adopts the rules of procedure?

Rule 96 – Procedure applicable to the committees, commissions and other subsidiary organs of the Conference is applied in addition to Rules 39 & 40 of the Rules and Procedure of the General Conference.

The procedure laid down in Sections VI (Rules 30 and 31), X, XI, XII, XIII, XIV and XV of these Rules of Procedure shall be applicable *mutatis mutandis* to the Presidency, to discussions in the committees, commissions and other subsidiary organs of the Conference, unless these organs or the General Conference, in establishing them, shall decide otherwise.

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Preparation of meeting

- i. Who decides agenda? **Agenda is prepared on the basis of previous decisions taken by the General conference, Executive Board and Headquarters Committee. Items may be inscribed by the President, Committee members and the Director-General. The provisional agenda is presented to the Bureau for its approval.**
- ii. When are documents sent out? **10 days prior to the session, following a decision by the Headquarters Committee at its 179th session 22/02/2012).**
- iii. Are they sent out in paper form? **Yes and electronic form.**
- iv. Can you opt out of receiving printed documents? **No decision has been adopted by the Committee to date**
- v. Who decides the timetable? **No timetable is required by the Headquarters Committee as the length of its sessions historically run 1 day, two days maximum. The provisional agenda is adopted as item 1 in each session.**
- vi. Who convenes the meeting? **Following the Headquarters Committee approval of provisional dates for its sessions, the Secretariat of the Headquarters Committee sends the invitations to its members convoking them to the meeting.**
- vii. Do you open up for video meetings? **No need has been identified.**
- viii. Can there be extraordinary sessions?
Yes.
1.If yes: how?
When exceptional items require immediate action and/or urgent decisions by the Headquarters Committee
- ix. Do you appoint sub groups or sub committees? **Yes, upon request of the Headquarters Committee, formal and/or informal working groups.**
1.If so for what duration and for which tasks?
Recent working groups have met over a period of 3-6 months, in particular to study and propose working methods of the Committee. It doesn't happen very often.

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b. Decision-making

i. Who prepare draft decisions?

Following previous instructions from the Headquarters Committee, draft decisions are to be included in each document presented for examination. The draft decisions are proposed by the Secretariat.

Draft decisions can also be presented and/or amended by Members of the Committee

ii. Until when can member states suggest new draft decision or amendments?

No rule has been established on this. The Committee has been informed that, to ensure translation of proposed draft decisions the Secretariat requires the text at least 24 hours before the session.

iii. Are observers allowed to participate and/or speak?

Yes. Meetings are not restricted. Member States may attend as observers and don't intervene during the decision-making.

Observers for non-Member States may make oral or written statements in plenary meetings and in meetings of committees, commissions and other subsidiary organs, with the consent of the presiding officer (ie. staff associations, etc.). (As contained in Rules and procedures for the General Conference - Rule 66 Non-Member States)

iv. How are decisions adopted?

Draft decisions are presented on screen in French and English during the session. Amendments may be submitted before the meeting or during adoption of that item. The decisions are adopted usually by consensus.

4. Relation to General Conference and Executive Board and to other intergovernmental organs

a. Do you formally submit proposals for the program and budget of UNESCO (C/5)? **Yes**

If yes, how? Estimated budget for the running of the Headquarters Committee is presented and integrated into the appropriation line of the General Conference budget. Proposals with financial implications under the regular budget are submitted by the Director General in his overall budget proposal to be submitted to the Executive Board and the General Conference. Moreover, some of these proposals can

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also be presented by the Director General in his report in cooperation with the Headquarters Committee for adoption by the Executive Board and the General Conference.

- b. . How do you follow-up the General Conference's resolutions?

The Headquarters Committee reports to each session of the General Conference. The Director-General in collaboration with the Headquarters Committee also reports to each session of the General Conference. The Headquarters Committee oversees the implementation of the resolutions adopted by the General Conference and related to the mandate of the Headquarters Committee.

- c. Do you give input to the Executive Board in your field of competence?

The Director-General in collaboration with the Headquarters Committee reports at least once a year to the Executive Board (autumn session). The Executive Board adopts the report and the decisions taken by the Headquarters Committee. All the decisions in relation to the regular budget require the adoption by the Executive Board.(ref answer in 4a)

- d. Do you report on your activities to the General Conference and/or to the Executive Board more than once during each four year programme period? **The Director-General in collaboration with the Headquarters Committee reports at least once a year to the Executive Board and the Headquarters Committee reports to each General Conference.**

- e. How do you follow-up the Executive Board decisions?

The Director-General in collaboration with the Headquarters Committee reports back to the Executive Board at its autumn session. If a decision requires an additional report is made to the Executive Board spring session

- f. Does a specific framework exist to collaborate with other international and intergovernmental bodies?

No. There are no specific common fields with other entities.

5. Any others comments regarding the governance of international and intergovernmental bodies

6. Please provide the reference and if possible hyperlink to the relevant statutory documents, including General Conference Resolutions establishing the bodies and relevant Executive Board decisions

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<http://unesdoc.unesco.org/images/0024/002439/243996e.pdf>

<http://unesdoc.unesco.org/images/0011/001145/114590e.pdf>

Basic Texts - <http://unesdoc.unesco.org/images/0024/002439/243996e.pdf>

4 C/Resolution 29 (1949) - <http://unesdoc.unesco.org/images/0011/001145/114590e.pdf>

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