

## FACT SHEET

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

#### 1. Committee/Institute/Convention/Commission/Programme

**a. Mandate and objectives (*Vide Article 5.5 of IESALC's Statutes*)**

- . To report to the General Conference of UNESCO on the activities of the Institute.
- . To receive for approval the annual report on the programme and budget of the Institute, drawn up by the Director, the proposals on the structure and programming of the Institute and the reports on the evaluation of its activities.

**b. Do you have specific goals for the work foreseen in the current Biennium?**

It was asked the Board Members to help/intercede with their governments in favor of the financing campaign initiated by IESALC with the endorsement of UNESCO Director General, as well as their support with recently launched Financial & Stability Fund in IESALC.

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

9 Board Members chosen for a four-year period.

**d. Are the members organized by electoral groups?**

No.

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

Six out of nine, are Board Members chosen by GRULAC at the closing of UNESCO General Conference. The other three Board Members are chosen - as a prerogative of UNESCO Director General -, after receiving the *curricula vitarum* of prospective candidates postulated by Councils of Rectors of Latin America and the Caribbean.

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

No. It has prevailed the custom of observing working methods as used in the past

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

Yes. As stated on the Regulations, invitations are extended to the ED/ADG. United Nations offices at country level are both notified and invited to the Board's deliberations. Also, some are other regional organizations working in the Education field are invited to participate.

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**h. Meeting frequency and length**

Twice a year and two working days each encounter.

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

Spanish with "whispering translation" for the English-speaking Caribbean Board Members.

**j. Where do the meetings take place?**

We usually call upon the goodwill of Board Members for them to offer venues and logistics of their own institutions in order to hold forthcoming meetings of the Board. IESALC defrays costs of flight tickets and accommodation, and transportation, meals, coffee-breaks, stationery and office supplies are dispensed by the host institution.

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

	RP US\$	Other sources
Organizing meetings	10.081,13 (flight tickets of Board Members)	
Operational activities	276,28	As quoted above, IESALC's Governing Board meetings are held in countries in which some in-kind collaboration is offered. This has been the strategy implemented by IESALC to lower their cost.
UNESCO staff (approximate budget in lump sum)	2132,90 (flight tickets of Director and Assistant) 2016	

**2. Bureau (if any)**

- a. Number of members, mandate period, number of times for possible reelection
- b. Intergovernmental or personal capacity/expert capacity?
- c. Meetings frequency and length
- d. Are observers allowed to participate and/or speak?

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- e. Interpretation during the meetings?
- f. How many languages interpreted during the meetings?
- g. Where do the meetings take place?

### 3. Rules of procedure

a. **Who adopts the rules of procedure? (*Vide attached document entitled "Rules of CAD"*)**

UNESCO Headquarters within the Legal Affairs Unit.

b. Preparation of meeting

- i. **Who decides agenda?** IESALC's Director suggests alternate dates and Board Members express their preferences. Majority wins.
- ii. **When are documents sent out?** Fifteen days before assembling the session.
- iii. **Are they sent out in paper form?** No. The first delivery is sent in electronic form and the paper counterpart is presented during the session.
- iv. **Can you opt out of receiving printed documents?** No. The use of our DHL service is very restrictive due to its high cost.
- v. **Who decides the timetable?** IESALC's Director and Chairman of the Board.
- vi. **Who convenes the meeting?** Director's NPO Assistant makes the call on behalf of Director and prepares documents
- vii. **Do you open up for video meetings?** No.
- viii. **Can there be extraordinary sessions?** Yes. In fact we have had in the past.
  - i. **If yes: how?** During Mr. Rama's Directorship. Members were contacted by email and phone.
- ix. **Do you appoint sub groups or sub committees?** No. IESALC's Governing Board is a very tiny one.
  - i. **If so for what duration and for which tasks?**

c. Decision-making

- i. **Who prepare draft decisions?** Director jointly with NPO Assistant + previous revision of Board Chairman
- ii. **Until when can Member States suggest new draft decision or amendments?** Even those Members representing a country are usually not required to consult their respective governments. Most decisions concern to IESALC's internal operations and budget allocation.
- iii. **Are observers allowed to participate and/or speak?** Yes, but without the right to vote.

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iv. **How are decisions adopted?** By simple majority but usually there is full 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)?** No. The Chairman reports results to the UNESCO General Conference within a time framework of 10 minutes.
  - a. If yes, how?
- b. **How do you follow-up the General Conference's resolutions?** If related to IESALC, they are presented to the Board.
- c. **Do you give input to the Executive Board in your field of competence?** Yes.
- 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?** Yes.
- e. **How do you follow-up the Executive Board decisions?** Mostly over the Web and by feedback of colleagues at Headquarters.
- f. **Does a specific framework exist to collaborate with other international and intergovernmental bodies?** No.

**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**

*Limited distribution*

Caracas, June 3, 2008  
Original: Spanish



**UNESCO INTERNATIONAL INSTITUTE FOR HIGHER EDUCATION IN  
LATIN AMERICA AND THE CARIBBEAN  
(IESALC/UNESCO)**

**GOVERNING BOARD  
FIRST ORDINARY MEETING**  
*(IESALC, Cartagena de Indias, 03 de Junio 2008)*

**RULES OF PROCEDURE OF THE GOVERNING BOARD OF IESALC**

## **I. SESSIONS**

### **Rule 1 - Frequency and Working Languages**

- 1.1 The Board shall meet in ordinary session at least once every two years.
- 1.2 The working languages of the Board and its committees shall be Spanish and English.

### **Rule 2 - Date and place, points of the agenda and schedule of meetings**

- 2.1 The Board shall determine at each session the date and place of the next ordinary session. The Executive Committee may, whenever special circumstances prevail, change the date and place of a session.
- 2.2 Whenever the Executive Committee meets between two ordinary sessions of the Board, it shall draw up the provisional agenda and the schedule of meetings of the Board.

### **Rule 3 - Extraordinary sessions**

The Board may meet in extraordinary sessions at the request of the Chairperson, or at the request of at least seven of its members, or one third of the countries of the Latin America and the Caribbean Region, as defined by UNESCO.

### **Rule 4 - Notice of meeting**

- 4.1 The Secretary of the Board, on behalf of the Chairperson, shall notify each member of the Board by mail, cable, telegram, fax, or electronic means, not less than thirty days in advance of the date, time and place of an ordinary session and, if possible, not less than ten days in advance of the date, time and place of an extraordinary session.
- 4.2 The United Nations, and other governmental or non governmental organisations and higher education scientific and academic establishments in Latin American and the Caribbean Region shall be given timely notice of every session of the Board and shall be invited by the Director, in consultation with the Chairperson, to send representatives to such sessions as observers.

## **II. AGENDA**

### **Rule 5 - Agenda**

The Secretary of the Board shall send the provisional agenda, drawn up by the Executive Committee, with appropriate documents in advance of each Board session and when the session convenes the Board shall adopt its agenda.

### **III. MEMBERS**

#### **Rule 6 - Term of office**

6.1 The Members of the Board shall hold office for four (4) years. The elected members shall not be immediately eligible for a second term, nor be represented by deputy members.

6.2 The term of office of each member of the Board shall begin at the close of a session of a General Conference and shall end on the close of the second General Conference thereafter.

6.3 Notwithstanding Rule 6.1, and in order to integrate the first session, the term of office of five (5) of the nine (9) government representatives and of two (2) of the four (4) members appointed by the Director General of UNESCO, will be elected for a period of three (3) years. The remaining members will be elected or designated for a period of five (5) years. In this way, the end of the mandates will coincide, respectively, with the 31<sup>st</sup> and 32<sup>nd</sup> meetings of the General Conference of UNESCO.

#### **Rule 7 - Resignation**

Any member may resign at any time by giving written notice to the Chairperson, or to the Secretary of the Board. The resignation shall take effect at the time specified therein; and acceptance of the resignation shall not be necessary to make it effective.

#### **Rule 8 - Vacancies**

A vacancy on the Board shall be deemed to exist in the case of the expiration of a member's term or the death or resignation of any member.

#### **Rule 9 - Election and designation of candidates**

9.1 The Board shall consist of thirteen (13) members of whom four (4) must come from the countries of the CARICOM sub-region.

9.2 The nine (9) members of the Board who will act as official representatives of the Member States in the region are appointed at the Plenary Meeting of the Heads of the Delegation of the Latin American and Caribbean Group (GRULAC) that is held during the General Conference of UNESCO. The Secretary of the Board, upon receiving the list from the President of GRULAC shall take all necessary steps in order to ensure the functioning of the Board.

9.3 The Director General of UNESCO, upon receiving from the Secretary of the Board a list of three (3) candidates from the Council of Rectors of the region, or their equivalent, shall proceed with the appointment.

9.4 One member representing the NGO's shall be appointed by the Director General from among the NGO's which collaborate with UNESCO in the field of higher education.

## **IV. COMPENSATION**

### **Rule 10 - Compensation**

10.1 All members shall exercise their Board functions *ad honorem* and without compensation in cash or in kind.

10.2 The Board may decide, on a case by case basis, that the travel expenses of individuals, who, by virtue of their responsibilities, are in position to assist the Board in its work and who come from governmental or non-governmental organizations, the United Nations system or higher education, scientific or academic establishments in the Region (Article 4.5 of the Statutes) be paid by IESALC. Any payment is subject to the relevant regulations of UNESCO.

10.3 The Institute will defray and reimburse air-travelling expenses in economy class. Subsistence allowance due shall be paid at the rate established by the United Nations System for the country where the meetings shall take place.

10.4 During their term of office the members of the Board may not be remunerated for any work performed for the benefit of the Institute or of UNESCO.

## **V. OFFICERS**

### **Rule 11 - Election of Chairperson and Vice-Chairperson**

11.1 The Board shall elect the Chairperson and the Vice-Chairperson from among its members. They shall hold office for two (2) years and shall not be immediately eligible for a second term. Neither the Chairperson nor the Vice-Chairperson can hold their office, if they cease to serve as members of the Board, or if their term of office has expired.

11.2 The Chairperson shall be elected on an alternate basis for two (2) terms from member nationals of a Latin American country and for one (1) term from member nationals of CARICOM.

11.3 Whenever Latin America provides the Chairperson, CARICOM shall provide the Vice-Chairperson and vice versa.

11.4 The Vice-Chairperson shall replace the Chairperson in all functions when the latter is temporarily incapacitated or unavailable.

11.5 If both the Chairperson and the Vice-Chairperson are temporarily incapacitated or unavailable, the Board shall designate a temporary Chairperson for the session.



## **VI. EXECUTIVE & OTHER COMMITTEES AND BUREAU**

### **Rule 12 - The Executive Committee**

12.1 There shall be an Executive Committee, composed of the Chairperson, the Vice-Chairperson and three (3) of the Board members elected by it. All elected and nominated members of the Board shall be eligible for election as members of the Executive Committee.

12.2 One of the elected members shall be from a Latin American country, one from a CARICOM country and one from the Councils of Rectors or their equivalent, or from the Non-Governmental Organisations.

12.3 The term of office of the elected members of the Executive Committee shall begin at the close of the ordinary session at which they are elected and shall end at the close of the following ordinary session.

12.4 A vacancy occurring among the elected members of the Executive Committee shall be filled by the remaining members of the Committee from among the members of the Board respecting Article 13.2.

12.5 Between the sessions of the Board, the Executive Committee shall have all the powers and duties of the Board, except in such matters which the Board has, by resolution, expressly reserved.

12.6 The Executive Committee shall draw up the provisional agenda and the schedule of meetings of the Board whenever the latter is foreseen to meet immediately after the Executive Committee.

### **Rule 13 - Procedure of the Executive Committee**

13.1. The Chairperson and the Vice-Chairperson of the Board shall service as Chairperson and Vice-Chairperson of the Executive Committee. The Committee shall make such rules and regulations, as it may deem proper for the conduct of its business. Committee meetings shall be called by the Secretary of the Board on behalf of the Chairperson or the Vice-Chairperson, when replacing the Chairperson, at the request of any member, but the Committee shall be deemed to be in continuous session, and between called meetings, may act upon the vote of its members, taken by mail or telegram or by electronic means.

13.2 Three members of the Executive Committee shall constitute a quorum and the Committee may act only upon the affirmative vote of three of its members.

13.3 The Secretary of the Board shall also be the Secretary of the Executive Committee and sit in all meetings.

### **Rule 14 - Other Committees**

14.1 The Board shall appoint such other committees as the business of the Institute may require.

14.2 The Chairperson and the Vice-Chairperson of the Board shall be *ex officio* members of all committees thus established.

## **VII. DIRECTOR-GENERAL, DIRECTOR AND SECRETARY OF THE BOARD, AND DEPUTY SECRETARY**

### **Rule 15 - Director-General and Director**

15.1 The Director-General of UNESCO or an appointed Representative shall attend all meetings of the Board, of the Executive Committee and of the other Committees and may participate without the right to vote in the deliberations of these meetings.

15.2 The Director of the Institute shall attend all meetings of the Board, of the Executive Committee and of the other Committees, and may participate without the right to vote in the deliberations of these meetings. The Director may invite the members of the Institute's personnel to be present in all meetings and provide replies to the points raised by the Board, particularly those concerning programme matters.

### **Rule 16 - Secretariat of the Board**

16.1 The Director of the Institute shall be the Secretary of the Board. The Director may place at the disposal of the Board and of its committees a member of the staff of the Institute who shall act as Deputy Secretary of the Board and of its committees.

16.2 The Secretary of the Board and the Deputy Secretary shall:

(a) act as Secretary of the Board, the Executive Committee, the Bureau and any other committees which the Board may establish, and shall prepare notices, draft resolutions, minutes, proceedings and other necessary records and documents;

(b) co-ordinate administrative preparations for meetings of the Board;

(c) prepare proposals for votes of the Board without meetings and reports of the Board on the results thereof;

(d) keep current records and proceedings of the Board and of the Bureau;

(e) convene, on behalf of the Chairperson, all sessions of the Board and its committees;

In general, perform all duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him by the Board or the Bureau.

## **VIII. MEETINGS**

### **Rule 17 - Quorum**

17.1 The presence of a majority of the members of the Board and of the Executive Committee shall constitute a quorum for the transaction of business.

17.2 If no quorum is constituted as above defined, the Chairperson may request the agreement of all members actually present temporarily to waive Rule 17.1. In this event, all decisions taken by the Board or the Executive Committee shall only become definitive if they are confirmed by a majority of members either at a Board meeting where a quorum is present, or by a vote taken by correspondence in conformity with the provisions of Rule 20 of the Rules of Procedure.

17.3 Members present at a duly called or held meeting at which a quorum is present, may continue to transact business, notwithstanding the withdrawal of such

number of members as to leave less than a quorum, subject to the agreement of all members actually present.

#### **Rule 18 - Observers**

18.1 The individuals mentioned in Article 4.5 of the Statutes may be represented at the Board's sessions and participate in the Board's deliberations as observers without the right to vote.

18.2 The Board may, at its discretion, invite to attend its meetings and participate in its deliberations as observer without the right to vote a representative of an international organisation whose interests are connected with the field of activity of the Institute.

### **IX. VOTING**

#### **Rule 19 - Voting rights**

19.1 Each member of the Board shall have one vote.

19.2 Except as otherwise specifically provided, all matters before the Board shall be decided by a simple majority of the members present and voting. For the purposes of determining the majority, only members casting an affirmative or negative vote shall be counted as 'present and voting'; members who abstain from voting shall be considered as not voting.

### **X. SPECIAL PROCEDURES**

#### **Rule 20 - Voting without meeting**

Whenever, in the judgement of the Bureau, any action must be taken by the Board which should not be postponed until the next meeting and does not warrant the calling of a special meeting, or an extraordinary session of the Executive Committee, the Secretary shall cause to be sent to each member entitled to vote, by any rapid means of communication, written or electronic, a motion embodying the proposed action with a request for a vote. Votes shall be cast during a period of ten (10) days after dispatch of the motion. At the expiration of that period, the results of the vote shall be recorded and all members shall be notified thereof. If replies are not received from a majority of members entitled to vote, the motion shall be considered lost.

#### **Rule 21 - Private sessions**

The meetings of the Board shall be held in public in the presence of the Director-General of UNESCO or the appointed Representative, the Director and the invited personnel of the Institute, and of the observers referred to under paragraph 2 of Rule 4. However, the Board may decide to hold any of its meetings in private and exclude all persons from such meetings except the Director-General of UNESCO or the appointed Representative and the Director of the Institute.

## **XI. Amendments and suspension**

### **Rule 22 - Amendment**

The Board may amend these Rules of Procedure, except when they reproduce provisions of the Statutes.

### **Rule 23 - Suspension**

A rule of procedure, except when it reproduces provisions of the Statutes, may be suspended by a decision of the Board taken by a two-thirds majority of the members present and voting.

### **Rule 24 - Conformity with Statutes**

In the event of any divergence between the terms of the Rules of procedure and the terms of the Statutes of IESALC, the latter shall take precedence.



**STATUTES OF THE  
UNESCO INTERNATIONAL INSTITUTE FOR HIGHER EDUCATION  
IN LATIN AMERICA AND THE CARIBBEAN (IESALC)  
155 EX/Decision 6.3 (1998)**

**As amended by 194 EX/Decision 7 (2014)**

**Article 1 - Characteristics, connections and location**

1.1 The Regional Centre for Higher Education in Latin America and the Caribbean (CRESALC) is hereby converted into the UNESCO International Institute for Higher Education in Latin America and the Caribbean (IESALC) (hereinafter referred to as 'the Institute'), whose legal, administrative and operational framework is defined herein.

1.2 As an integral part of UNESCO, the Institute shall enjoy the intellectual, administrative and functional autonomy necessary to achieve its objectives, in accordance with the present Statutes.

1.3 The Institute's headquarters shall be in Caracas, Venezuela.

**Article 2 - Mission**

The essential mission of the Institute shall be to contribute to the development of higher education in the Latin America and the Caribbean region (hereinafter referred to as 'the Region') and its national higher education institutions and systems, on the basis of sustainable development of human resources, helping also to guarantee the relevance, quality, efficiency and equity of all higher education activities in the context of a new approach to regional and international co-operation fostering a proportional partnership of all the actors involved.

**Article 3 - Objectives and functions**

3.1 In order to accomplish its mission, in the context of the Region, the Institute shall set itself the following general objectives:

3.1.1 To foster closer co-operation among Member States in the Region, their institutions and specialists in the field of higher education.

3.1.2 To help improve mutual knowledge of the higher education systems in the Region with a view to facilitating its comparison with other regions of the world and thereby contributing to its development.

3.1.3 To help any Member State requesting the Institute's co-operation to improve and develop higher education systems and institutions within the reform process upon which it is engaged.

3.1.4 To encourage and support in the context of regional integration greater mobility of higher education professionals, especially those in relatively less developed countries, with a view to making better use of human and educational resources and helping to facilitate greater flexibility in regard to the recognition of higher education studies, diplomas and degrees between the countries of the Region and other parts of the world.

3.1.5 To facilitate the exchange of information and experience among the institutions, centres and specialists in the Region and those in other parts of the world.

3.1.6 To promote national and regional mechanisms for strengthening the quality of higher education through evaluation and accreditation.

3.2 The Institute shall contribute to the planning, evaluation and follow-up of UNESCO's programmes as they concern higher education, in co-operation with the units of UNESCO and the programmes approved by the Organization, and also with its various institutes, governmental and non-governmental organizations and other organizations of the United Nations system active in this field, at the national, subregional, regional and international levels. To that end, the Institute's responsibilities shall be:

3.2.1 To prepare and organize at least once every year a session of the Governing Board of the Institute, pursuant to decisions of the General Conference of UNESCO and in accordance with the Organization's standards in force and applicable.

3.2.2 To further the dissemination and implementation of the recommendations of the Governing Board.

3.2.3 To encourage the regular holding of conferences and meetings on higher education in the Region, which will be forums for co-operation and debate among institutions at this level of the education system as a means of supporting the preparation and implementation of action plans to modernize those institutions. To record, organize and disseminate the recommendations and action plans resulting from those conferences and meetings and provide technical co-operation for the higher education activities requested by the Member States of the Region, and to carry out actions within its competence.

3.2.4 To carry out studies, analyses, projects and research contributing to the formulation of policies, strategies and other regional initiatives relating to higher education in the Region, which may serve as the basis for the formulation of policies, plans and strategies at the national and institutional levels, as deemed appropriate by the Member States of the Region and their higher education institutions.

3.2.5 To serve as a forum for the discussion of short-, medium- and long-term issues, challenges and opportunities on the basis of forward-looking studies carried out in support of action plans for the development of higher education in the Region.

3.2.6 To promote and encourage training, research and service provision programmes in the Region leading to the transformation and modernization of higher education, the education system as a whole and its environment.

3.2.7 To strengthen its Information and Documentation Centre and its Publications Unit so that they can facilitate, support and disseminate the work of research groups and academic communities involved in higher education in the Region, and convey their findings to governments, public and private production sectors and other

interested social agents, through an effective information and communication system. To develop procedures for the exchange and circulation of documents and information among higher education institutions, specialists and national bodies representing higher education in the Region and in other regions.

3.2.8 To provide assistance designed to produce a favourable impact on the quality of education and on research into higher education, while helping to secure the permanence, sustained quality and replenishment of the Region's intellectual capacity.

3.2.9 To encourage the development of programmes fostering the mobility of students, higher education academic staff and professionals in the Region, especially those in relatively less developed countries.

3.2.10 To formulate and follow up action plans to encourage the creation of new forms and styles of international co-operation permitting the intensification of South-South, North-South and South-North co-operation with favourable implications for the Region.

3.2.11 To constitute an expanded regional consultative forum for organizations, associations, networks and co-operation programmes, so as to contribute to their establishment and development, while asserting its status as a forum for the discussion of the long-term themes, problems, challenges and opportunities inherent in higher education in the Region.

3.2.12 To act as a support centre in the Region for accreditation and evaluation procedures, by setting up data banks on higher education systems and scientific and technological systems, relating to both institutions and the individuals who work in them (managers, administrators, teachers, lecturers, researchers, students, civil servants and public service employees) and specialists in the above-mentioned procedures.

3.2.13 To promote and undertake practical action to support and set in motion programmes for student and academic mobility in order to attain common quality standards that will make possible the recognition of courses and qualifications. To provide the Secretariat of the Regional Convention on the Recognition of Studies, Diplomas and Degrees in Higher Education in Latin America and the Caribbean.

3.2.14 To co-ordinate the projects and activities of UNESCO's programmes for higher education in the Region, with particular emphasis on training and research Chairs and co-operation networks in higher education and the academic world in general.

3.2.15 To reinforce and promote, within its field of competence, UNESCO's activities and presence in the Region and to step up interaction with other agencies of the United Nations system and with subregional, regional and international co-operation bodies, endeavouring to ensure that those measures are synergetic and complementary.

3.2.16 To support the holding of academic events organized by the national bodies representing higher education institutions in the Region by sending experts in specific aspects of higher education.

3.3 So as to be able to respond to the multifunctional and multidimensional nature of higher education, the Institute shall, in close collaboration with the Member States,

exercise its functions on the basis of intersectoral and interdisciplinary co-operation both within UNESCO and outside it.

#### **Article 4 - Membership of the Governing Board**

4.1 The Institute shall be administered by a Governing Board, hereinafter called 'the Board', which shall be governed by the present Statutes and by its own Rules of Procedure, which it shall adopt at its first meeting.

4.2 The Board shall consist of nine (9) members distributed as follows and having regard for gender balance and appropriate representation of linguistic and cultural diversity:

- six (6) shall be governmental representatives of the Member States of the Region chosen by these states at a plenary meeting of the Heads of Delegation of GRULAC at the UNESCO General Conference; of these three (3) shall be from countries of Latin America, one (1) shall be from the host country of the Institute and two (2) shall be from countries of CARICOM;
- three (3) members shall be appointed by the Director-General in consultation with the Councils of Rectors of the Region or their equivalents. These three members shall be chosen *intuiti personae* according to their eminence in fields relevant to education and the aims of the Institute.

An alternate member to each full member will be appointed according to the same principles and procedures. The alternate will represent the full member whenever the latter is unable to attend a particular meeting.

#### **Transitional provision**

4.2.bis. This Article will enter into force once the designation of the members of the Board in its revised composition has been effected. This Article will be automatically deleted after such designation.

4.3 The members of the Board shall exercise their functions *ad honorem* for a period of four (4) years, without being immediately re-elected, so as to foster rotation between the countries of the Region. In the event of the resignation or death of one of the members, the corresponding government or the Director-General, as the case may be, shall appoint a new incumbent for the remainder of the term of office of the outgoing member.

4.4 In addition to the 9 members mentioned above, the Director of the Institute, in consultation with the Chairperson of the Board, may invite to Board meetings, with observer status, individuals who, by virtue of their responsibilities, are in a position to assist the Board in its work and who come from governmental or non-governmental organizations, the United Nations system or higher education, scientific or academic establishments in the Region. The Director shall endeavour to make a choice among those bodies that is as representative as possible.

4.5 The Board shall choose a Chairperson and a Vice-Chairperson from among its members. The Director of the Institute shall perform the duties of Secretary. The Chair shall be held on an alternating basis, for two (2) terms by Latin America and one (1) term on behalf of CARICOM. Whenever Latin America provides the Chairperson, CARICOM shall provide the Vice-Chairperson and vice versa.



## **Article 5 - Functions of the Governing Board**

5.1 The Board shall lay down the general policy and the nature of the Institute's activities, within the framework of the general policy approved by the General Conference of UNESCO and with due regard to the obligations inherent in the fact that the Institute is an integral part of UNESCO.

5.2 The specific functions of the Board shall be the following:

5.2.1 To decide how the funds allocated to the Institute for its operation are to be used and to adopt its annual budget, the draft of which shall be drawn up by the Director of the Institute in close collaboration with the Director-General of UNESCO and the Chairperson of the Board.

5.2.2 To report to the General Conference of UNESCO, at each of its ordinary sessions, on the activities of the Institute.

5.2.3 To receive for approval the annual report on the programme and budget of the Institute, drawn up by the Director, the proposals on the structure and programming of the Institute and the reports on the evaluation of its activities.

5.2.4 To advise the Director-General of UNESCO and the Director of the Institute on the formulation, execution, evaluation and follow-up of the Institute's work programme, so that its activities respond to the needs for development and improvement of higher education in the Region.

5.2.5 To take any decisions of a general nature that it considers necessary for the preparation and execution of the Institute's programme.

5.2.6 To contribute to the exchange and dissemination of experience, information and knowledge, by participating in the Institute's activities and projects.

5.2.7 To ensure that the Institute is soundly managed in accordance with UNESCO principles.

## **Article 6 - Methods of work of the Governing Board**

6.1 The Secretary of the Board, on behalf of the Chairperson of the Board, shall convene the ordinary session of the Board at least once every year; extraordinary sessions may nevertheless be convened at the request of the Chairperson of the Board or at the request of at least four (4) of its members or one third of the Member States of the Latin America and the Caribbean region.

6.2 The Board shall adopt its Rules of Procedure at its first meeting and shall revise them whenever it deems necessary.

6.3 Travel costs and subsistence allowances of the members of the Board shall be assumed by the Institute, in accordance with the relevant regulations of UNESCO.

6.4 The Chairperson shall represent the Board between meetings and draw up the provisional agenda and the schedule of Board meetings.

6.5 The Director-General, or his/her representative, and the Director of the Institute shall participate in the Board's debates without the right to vote.

6.6 The Board may choose to hold any of its meetings in private without observers. The Director-General, or his/her representative, and the Director of the Institute shall have the right to attend all private meetings of the Board.

## **Article 7 - The Director**

7.1 The Director of the Institute shall be appointed by the Director-General of UNESCO, in consultation with the Board, for a term of office of maximum six (6) years. The Director of the Institute, by virtue of the authority delegated to him/or her by the Director-General, shall appoint and manage Staff Members of the Institute in accordance with the delegation of authority in force under the legal administrative framework governing personnel matters at UNESCO.

### **Transitional provision**

7.1.bis The current Director shall remain in the post until the expiry of his/her contract. After the entry into force of the amended Statutes, the appointment of the Director shall be governed by the relevant provisions thereof, which shall also apply to the current Director, if reappointed.

[This transitional provision shall be automatically deleted after its implementation has been completed].

7.2 The Director and all the Institute's staff shall be subject to the Organization's Staff Regulations and Staff Rules.

7.3 The Director of the Institute shall be responsible for the technical, institutional, budgetary, financial and administrative functioning of the Institute and shall report on the execution of the annual programme and budget of the Institute to the Board and to the Director-General.

7.4 The Director, in close collaboration with the Director-General of UNESCO, shall draw up the draft programme and budget of the Institute, which shall be submitted to the Board for approval.

7.5 A proportional distribution of professional staff from the countries of Latin America and of CARICOM shall be established.

## **Article 8 - Programme and budget**

8.1 The funds allocated for the administration of the Institute shall come from the budget approved by the General Conference, in addition to any gifts, subventions and extrabudgetary voluntary contributions and other income accruing from the sale of publications, the Institute's activities and the provision of services to other institutions, which shall be deposited in a Special Account to be established by the Director-General of UNESCO, in accordance with the relevant provisions of the Organization, and with the Financial Regulations applicable to the account in question. The Special Account shall be administered by the Director of the Institute pursuant to the above-mentioned provisions.

8.2 In the framework of the programme and budget approved by the General Conference, the Institute may establish and/or maintain direct relations with governmental and non-governmental organizations so as to facilitate the execution of its programmes.

#### **Article 9 - Amendment of the Statutes**

The present Statutes may be amended by the General Conference of UNESCO, provided that the Governing Board has been consulted at least 60 days prior to the opening of the session of the General Conference.

#### **Article 10 - Special provisions**

10.1 The Director-General of UNESCO shall take the necessary steps to ensure that the Institute and its Board function in an efficient manner and ensure the allocation of the resources which were approved for that purpose by the General Conference.

#### **Article 11 - Entry into force of the Statutes**

The present Statutes shall enter into force on the date of their approval by the General Conference of UNESCO.

## Annex II

### **Financial Regulations of the Special Account for the UNESCO International Institute for Higher Education in Latin America and the Caribbean (IESALC)**

#### **Article 1 - Creation of a Special Account**

1.1 In accordance with Article 6, paragraph 6, of the Financial Regulations of UNESCO, there is hereby created a Special Account for the UNESCO International Institute for Higher Education in Latin America and the Caribbean, hereafter referred to as 'the Institute'.

1.2 The following regulations shall govern the operation of this Special Account.

#### **Article 2 - Financial period**

The financial period shall begin on the first day of January and end on the thirty-first day of December each year.

#### **Article 3 - Income**

3.1 As provided for in its Statutes, the income of the Institute shall consist of:

- (a) a financial allocation determined by the General Conference to cover staff costs, as well as direct and indirect programme costs;
- (b) voluntary contributions from states, international agencies and organizations, as well as other entities;
- (c) such subventions, endowments, gifts and bequests as are allocated to it consistent with the policies, programmes, or activities of UNESCO and the Institute; and
- (d) fees collected in respect of the execution of projects entrusted to the Institute, from the sale of publications, or from other particular activities;
- (e) miscellaneous income.

3.2 The Director, acting under the authorization of the Director-General granted hereto, may accept income as set forth in Article 3.1 on behalf of the Institute, provided that, in any case which would involve the Institute in an additional financial liability, the Director shall obtain the prior approval of the Institute's Governing Board (hereafter referred to as 'the Board'), as well as of the Executive Board of UNESCO.