

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

The International Hydrological Programme (IHP) is the only intergovernmental programme of the UN system devoted to water research, water resources management, and education and capacity building. Since its inception in 1975, IHP has evolved from an internationally coordinated hydrological research programme into an all encompassing, holistic water science programme to facilitate education and capacity development with a view towards enhancing water management and governance. IHP facilitates an interdisciplinary and integrated approach to watershed and aquifer management, which incorporates the social dimension of water resources, and promotes and develops international research in hydrological and freshwater sciences.

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

Update IHP statutes and rules of procedure in order to:

- Clarify how to replace a Bureau/council member when the elected person is not able to continue with its position
- Formalize options for virtual sessions/intersession consultations of IHP's statutory bodies
- Harmonize the statutory texts with UNESCO's priority gender equality
- Harmonize the statutory texts in accordance with IHP's current decentralized structure (inclusion of Regional offices)
- Reflect the variety of financial mechanisms available (additional to trust funds, include special accounts)
- Reflect the need of Member States to receive documentation well ahead of the statutory meetings (two months ahead in lieu of one)
- Reflect on how to make the governing mechanism more inclusive as there is a general tendency that Member States that do not serve on the IGC for a certain period of time lose interest in the Programme
- Reflect on how to make the composition of the IGC more balanced, proportional and representative

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

- The Intergovernmental Council of the International Hydrological Programme is composed of 36 Member States of UNESCO, elected by the General Conference in accordance with Article II of the Statutes of the Council. Their mandate period is 4 years. Half of the Council members are rotated out but could continue to serve if reelected by the General Conference.

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d. Are the members organized by electoral groups?

Yes, Members are organized in 6 regional groups, the same as UNESCO's EXB and GC (Group I, II, III, IV, Va & Vb). Currently, the membership is not proportional and Group II wants to raise this issues.

e. Intergovernmental or personal capacity/expert capacity of members

While Members States are elected to serve on the Intergovernmental Council by the General Conference, currently the members of the Bureau are elected in their personal capacity; the IHP Bureau with the support of the Secretariat has initiated a consultation to change the status to national representation.

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

A short video on the functioning of IHP was screened during the 22nd Council. The rules of procedures as well as the statutes of the IHP, are circulated prior to the meetings along with other related documentation.

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

Yes, after the members of the Council have taken the floor.

h. Meeting frequency and length

After having reduced the duration of the IHP Council to only 3 days and following the advice of the IOS audit and Member States request, the Council was again set to last 4 days

i. How many languages are interpreted during the meetings?

Six languages for the IHP Council: English, French, Spanish, Chinese, Russian, Arabic. It is to be noted though that according to the IHP statutes, article VII, the working languages for the Council are only English, French, Spanish and Russian. Working in six languages makes the Council sessions expensive. Apart from political reasons there is no substantive logic that would require to work with six languages.

j. Where do the meetings take place?

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All IHP Council meetings are held in Paris, although as per article II of the statutes the Council could meet elsewhere if so decided by a majority of the members.

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

Budget for 2016 (IHP Council & Bureau)	RP	Other sources
Organizing meetings	USD 160,000	
Operational activities	USD 240,000	
UNESCO staff (approximate budget in lump sum)		

2. Bureau (if any)

- a. Number of members, mandate period, number of times for possible reelection
 Six members, one per each UNESCO electoral Group.
 The mandate period is of 2 years, except for the outgoing Chair that will continue represent his/her region as Vice-Chair ex-officio.
 Members of the Bureau are eligible for re-election by the Council, no limit for number of times is mentioned in the statutes
 The Bureau comprises a chairperson (per tradition elected following geographical rotation) and four vice-chairpersons that are elected at each Council meeting, plus the outgoing chairperson of the Council.
- b. Intergovernmental or personal capacity/expert capacity?
 Members of the Bureau represent Member States in personal capacity (ad personam) and are to be experts in the domain of water resources management.
- c. Meetings frequency and length
 The Bureau meets once per year, with the exception of the year of the Council, when it meets twice.
- d. Are observers allowed to participate and/or speak?
 Yes, after the Members of the Bureau have taken the floor. Observers have no voting rights.

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- e. Interpretation during the meetings?
No, by custom, the Bureau meetings are held in English only, unless a Member State financially supports additional interpretation. In 2015 and 2016, the interpretation into Spanish and French has been funded by the Government of Mexico.
- f. How many languages interpreted during the meetings?
By custom, none. (Cf. 2e.)
- g. Where do the meetings take place?
IHP Bureau meetings are usually held at UNESCO HQ, but have occasionally taken place elsewhere (e.g. 39th IHP Bureau, UNESCO-IHE, Delft, The Netherlands, 3-5 May 2006), when financial support covers costs (no impact on the Secretariat's budget).
- h. Are minutes of the meetings of the Bureau prepared? Are the minutes distributed and to whom?
Yes, Final Reports of the Bureau meetings are prepared and distributed by the Secretariat first to the Bureau Members for approval, then published on the IHP UNESCO web site for public consultation; the Secretariat informs Member States of the Final Report's availability.

3. Rules of procedure

- a. Who adopts the rules of procedure?
The Bureau is a subsidiary body of the Council. The Council shall adopt its own Rules of Procedure, as per IGC Statutes, Art. IV, point 3.
- b. Preparation of meeting
 - i. Who decides agenda?

The members of the Council, upon the proposal of the Secretariat as endorsed by the Bureau decide, on the Council meeting agendas. Likewise, upon the proposal of the Secretariat the Chairperson submits the Bureau agenda for approval by the Bureau.
The Secretariat prepares provisional agendas for Council and Bureau, respectively, in consultation with the members of the Bureau, as per the statutes. Agenda items can be proposed by any Member State or UN Organization. The provisional agenda is communicated to the members of the Council at least two months before the opening of each session. The provisional agenda has to be approved with or without modification at the beginning of each Council/Bureau session. During the session the Council might modify the agenda if agreed by the two-thirds of the Council as per article 4 of IHP's rules of procedure.

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- ii. When are documents sent out?
Currently, the documents are to be sent out one month before the meeting commences.
- iii. Are they sent out in paper form?
No, only electronically.
- iv. Can you opt out of receiving printed documents?
Not applicable. (Cf. 3.b.iii.)
- v. Who decides the timetable?
The Secretariat makes a proposal to the IHP Bureau that then decides on it. However, during the Bureau/Council sessions the timetable is adapted as needed by IHP Bureau/Council Members.
- vi. Who convenes the meeting?

The first session of the Council was convened by the Director-General of UNESCO. The Rules of Procedure of the Council state that "Other sessions shall be convened by the Secretariat of the Council in accordance with the instructions of the Bureau of the Council."
Current practice has it that the ADG/SC invites on behalf of the DG, Member States to the Council sessions.
- vii. Do you open up for video meetings?
Yes, virtual meetings have been organized but the process needs to be formally recognized in the statutes and rules of procedure for IHP.
- viii. Can there be extraordinary sessions?
Yes.
 - i. If yes: how?
Most frequently electronically or through teleconferences. Extraordinary sessions are held if sponsorship by a Member State is provided, with meetings either in Paris or elsewhere.
- ix. Do you appoint sub groups or sub committees?

Yes, committees are established by the IHP Council to examine the implementation of certain major orientations of the Programme and to prepare appropriate recommendations to the Council. Such committees may include Member States of UNESCO that are not

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represented in the Council. Furthermore, the Council may establish working groups of specialists to examine specific projects. These working groups, whose members serve in a personal capacity, may include nationals of Member States of UNESCO that are not represented on the Council. In the composition of committees and working groups appropriate geographical distribution and adequate representation of regions is sought. Committees and Working Groups set up by the Council elect their own chairperson, vice-chairpersons and, if necessary, their own rapporteur and abide by the rules of procedure of the Council unless the Council decides otherwise.

- i. If so for what duration and for which tasks?
The Council defines the Terms of Reference and tenure of each committee/working group.

- c. Decision-making
 - i. Who prepare draft decisions?
Draft Resolutions (DRs) are elaborated in view of the deliberations of the Intergovernmental Council (IGC) by the Resolution Drafting Committee (RDC), elected by the IGC and supported by the IHP Secretariat. The terms of reference of the RDC are available in IHP/IC-XIV/3 Annex V (<http://unesdoc.unesco.org/images/0012/001213/121345e.pdf>).
 - ii. Until when can Member States suggest new draft decision or amendments?

DRs are to be submitted to the IHP Secretariat two weeks prior to the beginning of the IHP IGC session in question. DRs received in such a manner will be communicated to members of the IGC one week prior to the commencement of the session. The submission of a DR during a session of the IGC remains formally possible during the first three working days of that session. Such late submissions should however be considered exceptional and should only be made as a last resort to handle vital issues not considered in preexisting DRs. These submissions should be presented by more than one Member States members of IHP IGC. The decision about their admissibility lies within the prerogative of the RDC that will assess the justification of the late submission.
 - iii. Are observers allowed to participate and/or speak?
Observers may, with the authorization of the chairperson, make oral or written statements before the Council and its committees.
 - iv. How are decisions adopted?
Unless otherwise provided in the IHP rules or procedures, per Article 23 decisions are normally taken by a simple majority of members present and voting. Voting normally takes place by show of hands, except if a member request a roll call.

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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?

Once a decision is taken by the Council the IHP Secretariat is entrusted to provide follow up.

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

The IHP Secretariat provides follow-up to the GC resolutions related to the IHP and informs the IGC accordingly.

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?

The IHP Secretariat provides follow-up to the GC resolutions related to the IHP.

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

There are specific MoUs signed that specify collaboration with other international and intergovernmental bodies outside UNESCO but there is no specific framework to collaborate with other UNESCO based international and intergovernmental bodies.

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

The IHP Member States are concerned as they have been observing recently that decisions of the IHP Council do not necessarily reach the Executive Board and that reduces the awareness of its Members about the results of the most successful intergovernmental programme of the science sector.

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**

i. <http://en.unesco.org/themes/water-security/hydrology/about-us/governing-bodies>

ii. <http://en.unesco.org/themes/water-security/hydrology/about-us/governing-bodies/council-rules>

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- iii. <http://en.unesco.org/themes/water-security/hydrology/about-us/governing-bodies/statutes>
- iv. <http://unesdoc.unesco.org/images/0011/001140/114040E.pdf> (p. 34)
- v. <http://unesdoc.unesco.org/images/0011/001140/114032E.pdf> (p. 52)
- vi. <http://unesdoc.unesco.org/images/0011/001140/114029E.pdf> (p. 43)
- vii. <http://unesdoc.unesco.org/images/0006/000684/068427E.pdf> (p. 60)
- viii. <http://unesdoc.unesco.org/images/0009/000956/095621E.pdf> (p. 42)
- ix. <http://unesdoc.unesco.org/images/0010/001018/101803E.pdf> (p. 35)