

FACT SHEET

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

**UNESCO IICBA (International Institute for Capacity Building in Africa)**

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

- a. Mandate and objectives  
*To strengthen Teacher Development in the 54 member states of Africa*

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

*ED MLA 1 ER 5: Teachers - National capacities strengthened, including through regional cooperation, to develop and implement teacher policies and strategies so as to enhance the quality of education and promote gender equality*

- *Quality and relevance of learning for girls and women*
- *Early Childhood Care and Education (ECCE)*
- *Teacher policy development and capacity building*
- *Qualification standards-setting and curriculum harmonization in RECs*
- *Teacher Development in emergencies*
- *ICT integration in teaching, learning and assessment*

*ED MLA 3 - ER 11: Coordination and monitoring mechanisms established and evidence from research generated in support of sustained political commitment for Education 2030*

- *Regional Partnership on teachers*
- *Research, publication and advocacy on teachers*

- c. Number of members and length of mandate periods for members  
*Member States of UNESCO, in particular the 54 countries of the African continent.*

- d. Are the members organized by electoral groups?  
No. They are all member states of UNESCO.

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

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- f. [you can leave this blank]Have chairperson or/and Members States received introduction to the work and working methods?  
*Yes, through the General Conference of UNESCO.*
- g. Are Observers authorized to participate and/or take the floor?  
*N/A*
- h. Meeting frequency and length  
UNESCO's General Conference takes place once in two years.  
IICBA's Governing Board meets every year – once face-to-face and another virtual meeting.
- i. How many languages are interpreted during the meetings?  
Normally, the meeting is held in English.
- j. Where do the meetings take place?

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

	RP	Other sources
Organizing meetings	\$ 155,119	\$300,000
Operational activities	\$300,768.78	\$1,000,000 (Japanese funds for 2017/18)
UNESCO staff (approximate budget in lump sum)	\$1,640,000	\$280,000
Cost Recovery	2,418.67	
FITOCA	7,536.00	
HNA		45,000
CIFIT		235,000

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#### 2. Bureau (if any)

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

*Among the eight members of IICBA's Governing Board, five members appointed for a period of four years having regard for equitable geographical, linguistic and gender distribution. One of the members shall be a national of the host country; all members are eligible for a second term but shall not serve consecutively for more than two terms.*

*Three members from regional organizations in Africa designated, for a period of three years, on the following basis: the African Union Commission (permanent appointment); the Association for the Development of Education in Africa (permanent appointment); the African Development Bank (AfDB) in rotation with the Economic Commission for Africa. The Director-General appoints the members of the Board mentioned after consultation with the Board and the Member States and organizations concerned.*

*The Board sets up an Executive Committee consisting of the Chairperson, the Vice-Chairperson and one member elected in accordance with the provisions of the Board's Rules of Procedure. Between the sessions of the Board, the Executive Committee shall perform the functions assigned to it by the Board.*

- b. Intergovernmental or personal capacity/expert capacity?

*Members are from high-level Education experts from Governments or high-level Education experts from organizations like the African Development Bank, The United Nations Economic Commission for Africa, and the Association for the Development of Education in Africa.*

- c. Meetings frequency and length

*Annual meetings are held for both the governing board and executive committee. Executive meetings can be either on physical presence or virtual. Governing board meetings are mostly 2 days meeting and executive committee are 1 day meeting.*

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

Yes

- e. Interpretation during the meetings?

No need. Governing board meetings are held in English. Most of the members can also participate in the discussion in English and French.

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- f. How many languages interpreted during the meetings?  
None.
- g. Where do the meetings take place?  
In Addis Ababa, Ethiopia where IICBA is hosted.

### 3. Rules of procedure

- a. Who adopts the rules of procedure? IICBA Governing Board.
- b. Preparation of meeting
  - i. Who decides agenda? The chair liaising with the members and GB secretary who is the Director of IICBA.
  - ii. When are documents sent out? Three weeks to two weeks ahead of the meeting.
  - iii. Are they sent out in paper form? Electronic form.
  - iv. Can you opt out of receiving printed documents? Confirmations are requested upon sending the documents.
  - v. Who decides the timetable? The chair with the secretary.
  - vi. Who convenes the meeting? The Chair after confirming the availability of most board members.
  - vii. Do you open up for video meetings? Virtual meetings are held when necessary.
  - viii. Can there be extraordinary sessions? Yes
    - i. If yes: how? if the Director or at least five members of the Board request it.
  - ix. Do you appoint sub groups or sub committees? No.
    - i. If so for what duration and for which tasks?
- c. Decision-making
  - i. Who prepare draft decisions? The Secretary
  - ii. Until when can member states suggest new draft decision or amendments? Usually for two weeks
  - iii. Are observers allowed to participate and/or speak? No.
  - iv. How are decisions adopted? By consensus

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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)?
  - a. If yes, how? Yes, it is done through the Education Sector
- b. How do you follow-up the General Conference's resolutions? Through the coordination of the Education Sector.
- 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? Through the coordination of the Education Sector.
- f. Does a specific framework exist to collaborate with other international and intergovernmental bodies? MOU with universities and relevant research organisations in the region.

**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**

IICBA statutes is attached. New Basic Text is currently being developed.