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
   According to its Statutes, the Institute contributes to the design and implementation of the programmes of the Organization in regard to application of information and communication technologies (ICT) in education. As UNESCO's specialized resource centre and provider of technical support and expertise in the area of ICT use in education, the IITE, within its status and functions, is aimed to:

   (a) promote the collection, analysis, dissemination and exchange of information on the use of ICT in education;
   (b) provide at the request of Member States advisory services and promote studies in Member States on the application of ICT in education;
   (c) offer technical assistance based on research findings in the design of curricula and courses on the use of ICT in education;
   (d) organize pre- and in-service training, including open and distance education, for educational personnel on the use of ICT in education;
   (e) foster the development of UNESCO's programmes on the application of ICT in education in all Member States.

   In line with UNESCO's priorities and strategic programme objectives for 2014-2021, as set in its Medium-Term Strategy (37 C/4), the IITE will continue to support Member States in the area of ICTs in education, particularly in evidence-based policy development and implementation, teacher training, increasing access to education for all, fostering quality lifelong opportunities for all, empowering innovative learning by means of ICTs.

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

   In 2016-2017, the IITE will contribute mainly to Main Action Line 1, expected result 7 relating to expanding learning opportunities through ICTs in education as well as Main Action Line 3, expected result 11. The Institute will consolidate its efforts around the following main modes of intervention:
   (a) providing technical assistance of Member states in the field of ICT in education and supporting policy research, advocacy and dialogue on the use of ICT in education and integration of ICT and pedagogy;
   (b) developing capacities in Member States in the field of ICT in education and supporting the teacher professional development in the field of and by means of ICT and innovative ICT-integrated pedagogy methodologies.

   c. Number of members and length of mandate periods for members
   The IITE is administered by a Governing Board which consists of 11 members. The members are appointed for four years. They are eligible for a further term but shall not serve for more than two consecutive terms.

d.      Are the members organized by electoral groups?

The members are appointed by the Director-General of UNESCO on a geographical distribution with regard to gender balance. One of the members shall be a national of the Russian Federation.

e.      Intergovernmental or personal capacity/expert capacity of members

The members are chosen for their eminence in the field and sit in a personal capacity

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

The Chairperson was acquainted with and is well aware of the status and functions of the IITE, the work and rules of procedure.

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

Representatives of the Director-General, the Ministry of Education and the Ministry of Foreign Affairs of the Russian Federation participate in meetings of the Board.

h.      Meeting frequency and length

The Board meets once a year and whenever necessary in the interest of the Institute or for the requirements of its activities. The Chairperson must call a meeting if the Director or at least five members of the Board request it.

i.      How many languages are interpreted during the meetings?

The Governing Board Meeting is held in English. The translation into Russian may be provided.

j.      Where do the meetings take place?

Governing Board meetings are held in Moscow (Russia), Saint Petersburg (Russia), or as decided.

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

In 2016, the IITE Governing Board held online virtual working meeting (no cost). The planned cost of the Governing Board Meeting in 2017 is 30 000 USD.

|  | RP | Other sources |
|---|---|---|
| Organizing meetings |  |  |
| Operational activities |  |  |
| UNESCO staff (approximate budget in lump sum) |  |  |

**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?
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?
The rules of procedure are established by the Statutes of the UNESCO IITE (Article V - Procedure) and adopted by the Board.

b.      Preparation of meeting
  i.       Who decides agenda?
          The Secretary of the Governing Board draws up the agenda and the Chairperson approves it. The director of the Institute acts as Secretary to the meetings.
  ii.      When are documents sent out?
          About four weeks before the date of the meeting.
  iii.     Are they sent out in paper form?
          The documents are sent out in electronic form by e-mail and presented in paper form during the meeting.
  iv.      Can you opt out of receiving printed documents?
  v.       Who decides the timetable?
          The Secretary of the Governing Board presents the timetable for the Board's approval.
  vi.      Who convenes the meeting?
          The meetings are convened by the Director of IITE and the GB Chairperson and agreed with ADG/ED.
  vii.     Do you open up for video meetings?

In 2016, the IITE Governing Board held online virtual working meeting.

viii.    Can there be extraordinary sessions? Yes

    i.  If yes: how?

    The Board meets once a year and whenever necessary in the interest of the Institute or for the requirements of its activities. The Chairperson must call a meeting if the Director or at least five members of the Board request it.

ix.    Do you appoint sub groups or sub committees?

    i.  If so for what duration and for which tasks?

c.    <u>Decision-making</u>

    i.    Who prepare draft decisions?

    A responsible IITE staff member takes meeting minutes during the Session which record the decisions passed and signed by the Chairperson and Secretary.

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

    At the conclusion of the Session GB members discuss and approve the meeting decisions.

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

    iv.    How are decisions adopted?

    The decisions are discussed by GB members, adopted and signed by the Chairperson and Secretary.

**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)?
If yes, how? IITE submits all required proposals to the Education Sector of the UNESCO HQ

b.    How do you follow-up the General Conference's resolutions?
The programme and budget of the Institute are aligned with the general policy of UNESCO, the resolutions of the General Conference, the policy orientations and the main lines of emphasis of the education programme of UNESCO and the annual reports of Activities.

c.    Do you give input to the Executive Board in your field of competence?
IITE submits all required inputs to the Education Sector of the UNESCO HQ

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 Chairperson presents a report on IITE's activities and its work progress with a view to achieving the aims of the Institute before the General Conference of UNESCO, which meets every two years

e.    How do you follow-up the Executive Board decisions?
The activities of the Institute are aligned with the resolutions of the General Conference and the Executive Board decisions.

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

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**
Resolution adopted on the report of Commission II at the 26th plenary meeting, on 11 November 1997 and the Statutes of the UNESCO Institute for Information Technologies in Education (IITE) http://unesdoc.unesco.org/images/0011/001102/110220e.pdf (20 – 23 pp.)
Statutes of the UNESCO IITE amended by 37 C/Resolution 14 (2013): http://iite.unesco.org/files/IITE_Statutes_en.pdf