

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

UIL's mandate is "to undertake research, capacity-building, networking and publication on lifelong learning with a focus on adult and continuing education, literacy and non-formal basic education". It shall have special concern for the disadvantaged and marginalized.

UIL Governing Board mandate is to:

1. determine and approve the general policy and the nature of the Institute's activities planned over a two-year period, within the framework decided by the General Conference, including the Approved Programme and Budget and with due regard to the obligations resulting from the fact that the Institute is an integral part of UNESCO
2. examine the annual draft programme and budget of the Institute and adopt the revised programme and budget;
3. adopt and address to the Director-General an annual report on activities
4. review progress in the work of the Institute with a view to desirable future developments;
5. assist the Director-General in the nomination of a Director of the Institute by making recommendations to that end; and,
6. report, through its Chairperson, to the General Conference on the activities

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

The current biennium comes to an end on 31 December 2017. A new one starts on 1 January 2018.

The specific goals for current biennium are to

1. orient UIL's activities to the new 2030 Agenda for Sustainable Development, and the 2030 Education Framework for Action
2. position UIL as the Global Center of Excellence for Lifelong Learning and to assume this role in relation to SDG 4 on "Ensuring inclusive and equitable quality education and promoting lifelong learning opportunities for all"
3. develop new partnerships with other UN agencies and others, to enter into more inter-sectoral work modalities in the framework of 2030 Agenda
4. mobilise funding for 2018-21, as funding for 2016-17 is already secured and UIL is in a stable financial situation.
5. focus on high impact flagship activities

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

The UIL Governing Board consists of and is limited to 12 full members and 12 alternates. The term is four years, it can be extended for a second term on an exceptional basis, in any case not longer than for two terms.

d. Are the members organized by electoral groups?

No.

The members are appointed by the Director-General and "shall be chosen *intuiti personae* according to their eminence in the fields relevant to education and the aims of the Institute". There is regard to gender balance and to geographical distribution. One member however shall be a national of the host country, i.e. Germany. Members do not represent a government or a country, but only themselves.

e. Intergovernmental or personal capacity/expert capacity of members

The appointment is based on personal/expert capacity.

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

All members of the UIL Governing Board receive – once they have been appointed by the UNESCO Director-General – the UIL Statutes as well as the Rules of Procedure of the UIL Governing Board. The Rules outline the mandate/tasks of the Board. They also receive a welcome letter which furthermore provides information. The Chair is always elected from among the three members of the UIL Standing Committee, to assure previous experience with the work and working methods

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

Observers are authorized to participate in the meetings of the UIL Governing Board/Standing Committee. They may also take the floor. However, they have no right to vote.

h. Meeting frequency and length

The UIL Governing Board meets once a year. The duration of a Board's session is two (2) days. If so required, the Board's session can be extended by ½ day.

i. How many languages are interpreted during the meetings?

The current working language of the sessions/meetings is English due to cost-saving measures in relation to not only interpreters but also translation of Board documents.

j. Where do the meetings take place?

The annual session of the UIL Governing Board takes place at the UNESCO Institute for Lifelong Learning (UIL), in Hamburg, Germany.

k.

l. Overall budget, including corresponding funding sources broken down as follows (budget of GB and SC for one year):

EURO	RP	Other sources
Organizing meetings		30,000
Operational activities		5,000
UNESCO staff (approximate budget in lump sum)	10,000	

2 Bureau (if any)

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

The Standing Committee (SC) is the Bureau of the UIL Governing Board. It supervises the work of the Director, according to UIL Statutes.

b. It consists of three members: UIL GB Chair, Vice-Chair, and one additional member of the Board. It is elected by Governing Board members. In addition, one additional Board member (a fourth one) is assigned to participate in the meeting of the SC should one of the three members mentioned be prevented from participation.

SC members are elected for a period of 2 years, with a possibility of re-election.

c. Intergovernmental or personal capacity/expert capacity?

The members are elected by the Board members, who all are appointed by DG based on personal/expert capacity.

d. Meetings frequency and length

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One short meeting, a few hours, SC meeting preceding the UIL Governing Board session in December is scheduled as an evening session.

One longer, between the annual meetings of the GB, takes place in Paris, France, to supervise the Director's work and to meet DG and ADG, and is usually scheduled for 1.5 days (Upon the items to be discussed the session may either be shortened to one day or extended to two full days).

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

Observers are allowed to participate and to speak. Often Directors working in HQ are invited to present perspectives on collaboration opportunities. They have no right to vote, however.

f. Interpretation during the meetings?

Currently, no interpretation is needed.

g. How many languages interpreted during the meetings?

Currently, none, as there is no need.

h. Where do the meetings take place?

One meeting takes place the evening prior to the annual session of the UIL Governing Board, in Hamburg, Germany, it serves to prepare for decisions. The other session takes place in Paris, France at UNESCO Headquarters, to meet with DG and ADG.

3 Rules of procedure

a. Who adopts the rules of procedure?

They are adopted by the Board itself, according to UIL Statutes, that are approved by the General Conference. The Rules, however, are derived from the UIL Statutes.

b. Preparation of meeting

i. Who decides agenda?

ii. Chairperson of the UIL Governing Board and the SC members. The draft agenda at the beginning of a session will then be reviewed one more time, revised and approved. It is only then that the Agenda is final. The Agenda of the Board meeting is prepared at the two Standing Committee meetings.

iii. When are documents sent out?

At the latest two weeks in advance the Board documents are being sent to all Board members. By electronic means and by postal mail.

iv. Are they sent out in paper form?

Primarily, they are sent out by email but folders are also prepared for each participant (also for the observers). Also the hard copies are being distributed by postal mail prior to the meetings.

v. Can you opt out of receiving printed documents?

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Yes, this is possible.

vi. Who decides the timetable?

Standing Committee. However, there is also room for flexibility. Based on the Board's wishes, the duration of items can also be modified.

vii. Who convenes the meeting?

The UIL Secretariat on behalf of the UIL GB Chairperson.

viii. Do you open up for video meetings?

In earlier meeting, UIL organized participation of observers via video conference.

ix. Can there be extraordinary sessions?

i. If yes: how?

Yes, if so requested by the Director or at least five members of the Board, according to UIL Statutes.

x. Do you appoint sub groups or sub committees?

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

ii. On ad-hoc basis. In one case to plan for the establishment of a major new initiative, given to UIL GB by ADG. In another case for the GB to serve as Jury for an Award, with a meeting adjacent to the GB meeting.

In some cases, sub groups/committees were appointed;

a) in order to facilitate discussions,

iii. No, not needed. GB and SC meetings have in-depth discussions that already are well-prepared by individual members before the meetings.

c. Decision-making

i. Who prepare draft decisions?

The Standing Committee. They are then being sent to members for approval.

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

Member States are not represented in UIL Governing Board. Member States can suggest amendments to UIL Statutes or disapprove of the Governing Board Chair's report in the General Conference. Members of UIL GB can suggest new decisions at any time.

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

Yes. Despite that fact that they have no right to vote, they are welcome to speak.

iv. How are decisions adopted?

Decisions are adopted by simple majority according to UIL Statutes.

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

No and yes. Program and Budget proposals are submitted to the UIL Governing Board, for its revision and decision, according to its mandate. However, the Institute reports in an annual report to the DG, and also reports in the general Conference.

- a. If yes, how?

The Expected Results, performance indicators and benchmarks for a new C/5) are discussed with and coordinated by ED Sector Education Office. They are then distributed among divisions, units, Institutes, so the Education Sector lives up to the total of its Expected Results.

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

The Expected Results, Performance Indicators and Benchmarks for UIL are stated in the biannual UIL Resolution in the C/5. These are reproduced in all UIL Programme planning, evaluation and reporting Governing Board documents. The Chair of the UIL Governing Board attends the biennial UNESCO General Conference meetings in the Education Committee. The Chair in addition also reports directly during that session to the UNESCO General Conference Member States.

The Secretariat of the Board, in constant contact with the Chair of the UIL Governing Board, ensures that resolutions of the General Conference are being followed up.

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

Yes, if requested by ADG Office. Coordinated by ED Sector EO, UIL and the Board provide input in their field of expertise.

- 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 Chair of the UIL Governing Board reports to Member States at every General Conference.

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

This is coordinated by Education Sector EO.

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

UIL has established a solid and constant cooperation and collaboration with other international and intergovernmental bodies. It collaborates among other with ILO and WHO. It also collaborates with the OECD. Furthermore, it has established a good cooperation with OEI, ISESCO, ALECSO, ADEA, SEAMEO/ASEAN, ASEM, and European Commission.

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

Reference:

**Statutes of the UNESCO Institute for Lifelong Learning (attached) and
Rules of the Procedure of the UIL Governing Board (attached).**