

FACT SHEET

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

1. Committee/Institute/Convention/Commission/Programme

UNESCO Institute for Statistics

a. Mandate and objectives

Within UNESCO's broad mandate to contribute to the advancement and sharing of knowledge and the free flow of ideas, the mission of the Institute shall be to provide statistical information on education, science, culture and communication which helps decision-making in Member States and facilitates democratic debate in UNESCO's areas of competence, employing to that end the highest professional standards and intellectual independence in data collection and analysis.

To that end, the Institute shall focus on the following objectives:

- (a) to foster the development of international statistics in its fields of competence which reflect the changing policy contexts in those fields and which are reliable, of worldwide comparability, robust and feasible to collect;
- (b) to arrange for the collection, production, analysis and timely dissemination of policy-relevant statistics, indicators and related documentation based on the development work in subparagraph (a) above;
- (c) to support the development of the statistical and analytical capacities of Member States not only for their own purposes, but also as a contribution to the achievement of the objective set in subparagraph (b) above; and
- (d) to provide analysis services within the context of the Institute's mission, taking into account the needs of the Member States.

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

The work plan of the UNESCO Institute for Statistics (UIS) for the current biennium is included in the 38C/5.

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

n/a

d. Are the members organized by electoral groups?

n/a

FACT SHEET

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

e. Intergovernmental or personal capacity/expert capacity of members

n/a

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

n/a

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

n/a

h. Meeting frequency and length

n/a

i. How many languages are interpreted during the meetings?

n/a

j. Where do the meetings take place?

n/a

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

	RP (USD)	Other sources (USD)
Organizing meetings	60,000	
Operational activities	2,113,632	463,249
UNESCO staff (approximate budget in lump sum)	6,676,510	868,851

FACT SHEET

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

2. Bureau (if any)

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

The UIS Governing Board is composed of 12 members chosen for a term of four years and, 6 elected by the General Conference and 6 designated by the Director-General. The term of office of each member of the Board begins on the 1st of January of the year following his/her election or designation and ends four years thereafter. The elected members are not immediately eligible for a second term.

The General Conference shall elect each member of the Board from one of the six electoral groups of UNESCO.

The Director-General shall designate each member of the Board, from a list prepared by the UIS Director, after consultation with partner agencies, organizations and institutions, which are co-sponsors of the programmes of the Institute.

- b. Intergovernmental or personal capacity/expert capacity?

Members are chosen and serve in their personal capacity.

- c. Meetings frequency and length

The Board meets in ordinary session once a year

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

The Board may request the Executive Secretary¹ to invite individuals or organizations to follow, without the right to vote, the deliberations of the Board, of the Policy and Planning Committee, of any other committee or of the technical advisory panels.

The Board may request the Executive Secretary to invite a representative of an international organization whose interests are connected with the field of activity of the Institute to attend its meetings and participate in its deliberations without the right to vote.

- e. Interpretation during the meetings?

¹ Unless specified otherwise, normally the Director of the Institute serves as the Executive Secretary of the Board.

FACT SHEET

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

The working languages of the Board and its committees are English and French. Normally the sessions are conducted in English. If needed, interpretation into French can be provided.

- f. How many languages interpreted during the meetings?

One (French) if needed.

- g. Where do the meetings take place?

The Board determines at each session the date, place and the provisional agenda of the next ordinary session. Member States and organizations are encouraged to extend their invitations to the Board to have its sessions on their premises. If no such invitation is received, the Board holds its session at in the UIS Headquarters in Montreal, Canada.

3. Rules of procedure

- a. Who adopts the rules of procedure?

General rules were included in the Resolution 43 of the 30th Session of the General Conference in 1999, which established the UIS, and then the completed rules of procedure were adopted by the UIS Governing Board at its First Ordinary Session in February 2000. Any further modifications are reviewed and adopted by the Board, as needed.

- b. Preparation of meeting

- i. Who decides agenda?

The Board determines at each session the date, place and the provisional agenda of the next ordinary session.

The Executive Secretary sends the provisional agenda, drawn up by the Board or by the Policy and Planning Committee, with appropriate documents, in advance of each Board session – normally not later than 2 weeks before the session – and when the session convenes the Board adopts its agenda.

- ii. When are documents sent out?

See point (b.i.)

FACT SHEET

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

iii. Are they sent out in paper form?

They are sent electronically and they are provided in paper form during the meeting.

iv. Can you opt out of receiving printed documents?

Yes.

v. Who decides the timetable?

Same rule as agenda is applicable.

vi. Who convenes the meeting?

The Executive Secretary, on behalf of the Chairperson, convenes the meetings, notifying each member of the Board by mail, 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.

vii. Do you open up for video meetings?

The Policy and Planning Committee of the Board has held tele and video conferences on n different occasions.

viii. Can there be extraordinary sessions?

Yes.

i. If yes: how?

The Board may meet in extraordinary session when convened by the Executive Secretary at the request of the Chairperson or of at least four of its members or by the Director. The convocation for an extraordinary session shall include a provisional agenda.

FACT SHEET

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

ix. Do you appoint sub groups or sub committees?

Yes. There are different sub groups / committees:

A Policy and Planning Committee, composed of the Chairperson and four of the Board members, elected by the Board from among its members.

A Bureau, consisting of the Chairperson, the two Vice-Chairpersons and the Executive Secretary

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

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

The Policy and Planning Committee performs the function of providing the initial input and guidance for the planning and budgeting process of the Institute and, between the sessions of the Board, has all the powers and duties of the Board except in such matters which the Board has, by Resolution, expressly reserved. The term of office of the elected members of the Policy and Planning Committee begins immediately after the close of the ordinary session at which they are elected and ends at the close of the following ordinary session.

The functions of the Bureau are the day-to-day organization of the meetings of the Board, the organization of the elections of the Chairperson and the Vice-Chairpersons, the provision of advice on the admissibility of observers to each session of the Board and any other subject referred to it by the Board or by one of its committees.

c. Decision-making

i. Who prepare draft decisions?

The Executive Secretary.

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

Member States are not expected to provide inputs into the Board's decisions. The Board members can suggest new draft decisions or amendments before the close of the ordinary or any other session at which such decisions are taken.

FACT SHEET

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

As agreed with the UIS donors (among whom there are several Member States), they receive draft annual report and proposal for the next year budget and work programme at least 10 days before the Board ordinary session to have the opportunity to review the proposals and provide their feedback if needed. The received feedback is then brought to the attention of the Board members who are encouraged to note it in their deliberations during the session and eventually reflect in the adopted decisions if needed.

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

See 2.d

iv. How are decisions adopted?

Except as otherwise specifically provided, all matters before the Board are 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 are counted as 'present and voting'; members who abstain from voting are considered as not voting.

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?

The UIS participate in the regular UNESCO-wide process of planning the programme and budget (C/5) for each quadrennial and biennial cycle.

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

Appropriate follow-up is provided as needed in line with the UNESCO HQ instructions.

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

Yes, as required.

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 UIS Governing Board provides its statutory reports once a year to the Executive Board (normally during the April session) and biennially to the General Conference at its every session.

FACT SHEET

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

- e. How do you follow-up the Executive Board decisions?
Appropriate actions are undertaken as needed. For example, following Decision 197 Ex/20 (I) (as well as preceding similar decisions) the UIS regularly provides reporting on implementation of the UNESCO legal framework under its responsibility – ISCED. Following Decision 186 EX/23, the UIS Basic Texts were modified to reflect the new financial regulations adopted by the UNESCP Executive Board.
- 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

<http://uis.unesco.org/sites/default/files/documents/uis-basic-texts-2000-en.pdf>