

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

Mandate

Strengthen the capacity of member states to design, develop and implement curricula that ensure the equity, quality, relevance, effectiveness and efficiency of education and learning systems. IBE-UNESCO is therefore well placed to support the efforts of Member States in the implementation of SDG4: "Ensuring universal access to quality education, on an equal footing, and to promote opportunities for lifelong learning".

Objectives

According to Article V of the Statutes of IBE, **the tasks of the IBE Council** are:

- to draw up, on the proposals of the Director of the Institute, taking into account the lines of emphasis of the medium-term planning, the draft general programme and budget of the Institute, for submission to the General Conference with the observations or recommendations of the Director-General and the Executive Board, and to take steps to ensure the consistency and complementarity of the activities foreseen in the draft general programme and budget of the Institute with the other activities foreseen in the draft programme and budget of the Institute with the other activities foreseen in the draft programme and budget of UNESCO;
- to define in detail, within the framework of the programme and budget approved by the General Conference and taking available extra-budgetary resources into account, as appropriate, the activities to be undertaken by the Institute. The Council supervise the implementation of the programme of activities of the Institute and mobilize human and financial resources;
- to approve the draft annual budget of the Institute which is submitted to it by the Director;
- to verify budget execution and the audited accounts of the Institute and the report of the External Auditor of UNESCO relating to the Institute;
- to make proposals for the preparation and organization of sessions of the International Conference on Education;
- to submit to the Director-General a list of at least three names with a view to the appointment of a director in accordance with the provisions of Article VI below;
- to submit to the General Conference at each of its ordinary sessions a report on the activities of the Institute.

IBE's objectives are to:

- forge innovation and leadership in curriculum, learning, teaching and assessment (Norms and standard-setting function);
- lead and develop responsive interventions on current and critical issues in curriculum, learning, teaching and assessment (Laboratory of Ideas function);
- promote knowledge creation and management in curriculum, learning, teaching and assessment (Clearinghouse function);
- strengthen the functioning of education systems as enabling environments for effective curriculum implementation (Capacity builder function);
- lead global dialogue on curriculum and learning (Intellectual leadership function);
- strengthen IBE institutional and organizational deliver capacity (Capacity development function).

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

- provide global intellectual leadership in curriculum, learning, teaching and assessment;
- strengthen the normative and standard setting role of the IBE;

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- serve as a laboratory of ideas and a lead innovator in curriculum, learning, teaching, and assessment, including the development of innovative frameworks, strategies and interventions;
- strengthen the analytical knowledge base through the creation of new knowledge as well as the brokering of existing knowledge in the IBE's areas of competence;
- provide Member states quality and timely technical support guided by cutting edge knowledge in the IBE's areas of competence;
- contribute to build a new generation of education leaders to support the functioning of education systems as indispensable enabling environments for effective curriculum implementation through technical assistance and training.

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

The Council comprising twelve Member States of UNESCO are elected by the General Conference of UNESCO. Each member's term lasts two years in consistency with the periodicity of the UNESCO General Conference; which elects him or her. The Member States of the Council can be immediately eligible for a further term.

d. Are the members organized by electoral groups?

Yes. There are two members representing each of the six electoral groups.

e. Intergovernmental or personal capacity/expert capacity of members

Intergovernmental capacity.

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

Yes, during each Council an overview of the IBE's mandate, vision, mission, work program and methods of work is presented for the benefit of the new members. They also receive brochures, strategies, elaborate program of activities, basic texts and other publicity materials that explain the work and working methods of the IBE.

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

Representatives of Member States and Associate Members of UNESCO who are not members of the Council may participate and contribute in the sessions of the Council as observers. But, they may not vote on any decision.

h. Meeting frequency and length

The Council meets in ordinary session once every year. The session lasts 2 days. It may meet in extraordinary session, if convened by the Director-General of UNESCO or at the request of seven of its members. In addition, the Steering Committee meets once every year for one day.

i. How many languages are interpreted during the meetings?

The working languages of the Council are English and French.

j. Where do the meetings take place?

Generally, the meetings take place within the IBE Premises in Geneva.

k. Overall budget, including corresponding funding sources broken down as follows: (2017 Budget approved by the Council)

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2017	RP	Other sources
Organizing meetings	USD50,000	
Operational activities		
UNESCO staff (approximate budget in lump sum)	USD191,000	

2. Bureau (if any)

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

The Council elects its Steering Committee, comprising a President and five Vice-Presidents, who can be nationals of the six regional groups. The President of the Council presides over the Steering Committee. The members of the Steering Committee are eligible for re-election, provided the terms of office of the Member States of the Council, which they represent, are renewed by the General Conference, but they cannot hold office for more than two consecutive terms. The Steering Committee also remains in office until the election of the new Steering Committee.

- b. Intergovernmental or personal capacity/expert capacity?

When selecting their representatives to the Council, the Member States are to ensure that the Council comprises members who possess educational expertise and/or policy experience in education. They are to ensure that these persons are in a position to represent them regularly at sessions of the Council.

- c. Meetings frequency and length

The Steering Committee meets in session once every year for one day.

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

Yes, but they may not vote on any decision.

- e. Interpretation during the meetings?

Yes, in English and French.

- f. How many languages interpreted during the meetings?

English and French

- g. Where do the meetings take place?

In Geneva within the IBE premises.

- h. Are minutes of the meetings of the Bureau prepared? Are the minutes distributed and to whom?

Minutes of both the Steering Committee and the Council as well as key decisions are prepared by the IBE Secretariat and circulated to the respective members within a set period. The minutes and decisions of the Council are also posted on the IBE website for open access.

3. Rules of procedure

- a. Who adopts the rules of procedure?

The General Conference

- b. Preparation of meeting

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i. Who decides agenda?

The provisional agenda for sessions is drawn up by the Director of the Bureau in consultation with the members of the Steering Committee of the Council and the Director-General of UNESCO. The provisional agendas are then formally approved and adopted by the Steering Committee and/or the Council at the start of their respective meetings.

ii. When are documents sent out?

The invitation letter and the agenda are sent out a month prior to the meeting and all other documents related are sent out latest a week before the meeting of the Council.

iii. Are they sent out in paper form?

No, they are sent out in electronic format, and are mostly available on the IBE website. At the meeting, each participant receives a complete set of the documents in paper.

iv. Can you opt out of receiving printed documents?

This option has not so far been availed.

v. Who decides the timetable?

The Council and the Steering Committee decide on the dates for their respective meetings.

vi. Who convenes the meeting?

Sessions of the Council are convened by the Director-General of UNESCO, in accordance with such indications as the Council may have given and after consultation with the President.

vii. Do you open up for video meetings?

Yes, if needed

viii. Can there be extraordinary sessions?

i. If yes: how?

Extraordinary sessions of the Council, are convened by the Director-General of UNESCO, either on her own initiative or at the request of seven members of the Council.

ix. Do you appoint sub groups or sub committees?

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

The Council may set up subsidiary bodies to assist in the execution of any of its specific tasks.

c. Decision-making

i. Who prepare draft decisions?

The IBE Secretariat

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

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During the session of the Council

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

Representatives of Member States and Associate Members of UNESCO who are not members of the Council may take part in the sessions of the Council without the right to vote.

- iv. How are decisions adopted?

The Council approves at each session the text of the decisions adopted during that session. The text is then published during the month following the end of the session. The Council submits to the General Conference at each of its ordinary sessions a report on the activities of the Bureau.

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?

For the C/5 IBE provide inputs to the ED Sector for sections that pertain to curriculum and related matters. The IBE also provides inputs to all sections of the C/5 that pertains to the Ed Sector and share comments and suggestions through a consultation process that is coordinated by the Executive Office of the ED Sector.

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

First, the resolutions are discussed in the Senior Management Team meetings within IBE and then proposals on how to implement them are prepared and submitted to the IBE Council for discussion and approval.

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

IBE provide inputs through the ED Sector when requested. But generally, the Institutes are not represented in the EXB meetings.

- d. Do you report on your activities to the General Conference and/or to the Executive Board more than once during each four year program period?

In every General Conference, the President of the IBE Council reports on the IBE program of activities.

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

First, the decisions are discussed in the Senior Management Team meetings within IBE and then proposals on how to implement them are prepared and submitted to the IBE Council for discussion and approval.

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

IBE use the UNESCO's modalities and instruments of collaboration.

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

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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://www.ibe.unesco.org/en/ibe-council>

<http://www.ibe.unesco.org/en/news/statutes>

[Reference to the 36th Session of the General Item 5.4. Strategy to make the UNESCO International Bureau of Education \(IBE\) UNESCO's Centre of Excellence for Curricula \(see document attached\)](#)