	ICTP Abdus Salam International Centre for Theoretical Physics	IBE International Bureau of Education	IIEP UNESCO International Institute for Educational Planning	UIL UNESCO Institute for Lifelong Learning	IITE UNESCO Institute for Information Technologies in Education	IICBA UNESCO International Institute for Capacity-Building in Africa	IESALC UNESCO International Institute for Higher Education in Latin America and the Caribbean	MGIEP Mahatma Gandhi Institute on Education for Peace and Sustainable Development	UIS UNESCO Institute for Statistics
1.	**CATEGORY 1 INSTITUTES**								
a. Mandate and Objectives	ICTP, as a category 1 UNESCO institute has as its mission to: - Foster growth of advanced studies and research in physical and mathematical sciences, especially in support of excellence in developing countries. - Develop high-level scientific programs keeping in mind the needs of developing countries, and provide an international forum of scientific contact for scientists from all countries. - Conduct research at the highest international standards and maintain a	Mandate Strengthen the capacity of MS 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 MS 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	The mission of the Institute is to strengthen the capacity of UNESCO MS to plan and manage their education systems. The purpose of the Institute is to promote instruction and research on educational planning in relation to economic and social development. To realize this purpose, the Institute: (a) provides instruction, by organizing in service training courses, seminars and symposia, for senior civil servants, educational planners and economists or experts attached to institutions responsible for the promotion of social and economic development; (b) endeavours to coordinate existing knowledge and experience gained on this subject, and to	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 is to: - Determine and approve the general-policy and the nature of the Institute's activities planned over a 2-year period, within the framework decided by the GC, 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; - Examine the annual draft programme and budget of the Institute and adopt the revised programme and budget;	According to its Statutes, the Institute contributes to the design and implementation of the programs 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;	To strengthen Teacher Development in the 54 Member States of Africa	- To report to the GC of UNESCO on the activities of the Institute. - To receive for approval the annual report on the programme and budget of the Institute, drawn up by the Director, the proposals on the structure and programming of the Institute and the reports on the evaluation of its activities.	UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is a category 1 Institute of UNESCO established with the support of Ministry of Human Resource Development (MHRD), Government of India in 2012. As a research institute working on education for peace, sustainable development and global citizenship, the institute aims to contribute towards achievement of SDG 4.7.	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

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	conducive environment of scientific inquiry for the entire ICTP community.	submission to the GC with the observations or recommendations of the DG and the EB, 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; - Define in detail, within the framework of the programme and budget approved by the GC 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; - Approve the draft annual budget of the Institute which is submitted to it by the Director;	promote research into new concepts and methods of educational planning likely to further economic and social development.	– Adopt and address to the DG an annual report on activities; – Review progress in the work of the Institute with a view to desirable future developments; – Assist the DG in the nomination of a Director of the Institute by making recommendations to that end; and, – Report, through its Chairperson, to the GC on the activities.	(e) foster the development of UNESCO's programs 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.				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.

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			- Verify budget execution and the audited accounts of the Institute and the report of the External Auditor of UNESCO relating to the Institute; - Make proposals for the preparation and organization of sessions of the International Conference on Education; - Submit to the DG a list of at least 3 names with a view to the appointment of a director in accordance with the provisions of Article VI below; - Submit to the GC 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							

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		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. Specific goals for current biennium	Our objectives are in line with the 38 C/5 and are listed in SISTER.	- Provide global intellectual leadership in curriculum, learning, teaching and assessment; - Strengthen the normative and standard setting role of the IBE; - 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;	IIEP has three Medium-term Outcomes in its 9th Medium-term Strategy, 2014-2017 1. Ministries in charge of education institutionalize planning 2. Departments in charge of planning use an improved evidence base to inform targeting and programming of activities and resources 3. Policy-makers engage in broad	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: - Orient UIL's activities to the new 2030 Agenda for Sustainable Development, and the 2030 Education Framework for Action. - 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	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	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	It was asked the Board Members to help/intercede with their governments in favor of the financing campaign initiated by IESALC with the endorsement of UNESCO DG, as well as their support with recently launched Financial & Stability Fund in IESALC.	MGIEP contributes to the following MLAs and ERs as per the 38C/5: - MS integrate peace and human rights education components in education policies and practices (MLA 2 – expected result 8); - Capacities of MS strengthened	The work plan of the UNESCO Institute for Statistics (UIS) for the current biennium is included in the 38C/5.

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		- 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 MS 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.	based participatory processes for education reform and policy formulation 6 short-term outcomes contribute to these. IIEP's results contributed directly to ED MLA 1 - ER 1: National capacities strengthened to develop and implement policies and plans within a lifelong learning framework and ED MLA 3 - ER 11: Coordination and monitoring mechanisms established and evidence from research generated in support of sustained political commitment for Education 2030xpected Result 1.	promoting lifelong learning opportunities for all". - Develop new partnerships with other UN agencies and others, to enter into more inter-sectoral work modalities in the framework of 2030 Agenda. - Mobilize funding for 2018-21, as funding for 2016-17 is already secured and UIL is in a stable financial situation. - Focus on high impact flagship activities.	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.	• 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 Partner hip on teachers • Research, publication and advocacy on teachers		to integrate ESD into education and learning, and ESD strengthened in the international policy agenda (MLA 2 – expected result 9); - Coordination and monitoring Mechanisms established and evidence from research generated in support of sustained political commitment for the Education 2030 agenda (MLA 3 – expected result 11).	
c. No. members and length of mandate periods	There are 3 members as stipulated by a tripartite agreement: The Italian Government, IAEA and UNESCO. There is an indefinite mandate period.	The Council comprising twelve MS of UNESCO are elected by the GC of UNESCO. Each member's term lasts 2 years in consistency with the periodicity of the UNESCO GC; which elects him or her. The MS of the Council can be immediately eligible for a further term.	The Institute is administered by a Governing Board consisting of 12 members chosen for their competence and sitting in a personal capacity. The composition is as follows: - One member designated for a period of 3 years by	The UIL Governing Board consists of and is limited to 12 full members and 12 alternates. The term is 4 years, it can be extended for a second term on an exceptional basis, in any case not longer than for 2 terms.	The IITE is administered by a Governing Board which consists of 11 members. The members are appointed for 4 years. They are eligible for a further term but shall not serve for more than 2 consecutive terms.	Member States of UNESCO, in particular the 54 countries of the African continent.	9 Board Members chosen for a 4--year period.	MGIEP is governed by 13 members and 3 observers chaired by DR. Karan Singh, Member Rajya Sabha (Upper House), Parliament of India.	N/A

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			the Secretary-General of the UN; - One member designated for a period of 3 years by the President of the World Bank; - One member designated, for a period of 3 years, in turn and in the following order by: (a) the DG of FAO, (b) the DG of WHO, (c) the DG of ILO; - One member appointed, for a period of 3 years, in turn and in the following order by the directors of the 3 regional institutes for economic planning established by: (a) the UN Economic Commission for Asia and the Far East, (b) the UN Economic Commission for Africa, (c) the UN Economic Commission for Latin America; - 3 educators recognized for their contribution in the field of human resource development; They are elected for a period of 4 years and are immediately eligible for a second term but shall not serve consecutively						

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						for more than 2 terms. - 4 members elected from among educators, economists and other specialists, one of whom shall be from each of Latin America, Asia, Africa and the Arab States, who have made contributions in the field of human resource development; They are elected for a period of 4 years and are immediately eligible for a 2nd term but shall not serve consecutively for more than 2 terms. - A chairman elected from among educators, economists and other specialists of international repute in the field of human resource development. He shall hold office for five years, and shall be immediately eligible for a second term but shall not serve consecutively for more than 2 terms. If, however, the chairman is elected from among the members of the Board, his total period of consecutive service on the Board shall						

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			not exceed the maximum period during which he could have served consecutively as chairman and, if necessary, his term of office as chairman shall be reduced by the time required to implement this provision.						
d. Are members organized by electoral groups?	No.	Yes. There are 2 members representing each of the 6 electoral groups.	No.	No. The members are appointed by the DG 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.	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.	No. They are all Member States of UNESCO.	No	No.	N/A
e. Intergovernmental/ personal/expert capacity	Intergovernmental and Governmental capacity.	Intergovernmental capacity.	Personal capacity.	The appointment is based on personal/expert capacity.	The members are chosen for their eminence in the field and sit in a personal capacity	N/A	6 out of 9, are Board Members chosen by GRULAC at the closing of UNESCO GC. The other 3 Board Members are chosen - as a prerogative of UNESCO DG -, after receiving the *curricula vitarum* of prospective candidates postulated by Councils of Rectors	Expert capacity of members.	N/A

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							of Latin America and the Caribbean.		
f. Have Chairperson/MS received introduction to the work ad working methods?	No.	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.	Yes.	All members of the UIL Governing Board receive – once they have been appointed by the UNESCO DG – the UIL Statutes as well as the ROPs 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 elevated from among the 3 members of the UIL Standing Committee, to assure precious experience with 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.	Yes, through the General Conference of UNESCO.	No. It has prevailed the custom of observing working methods as used in the past.	Yes.	N/A
g. Are observers authorized to participate/take the floor?	Yes, they are authorized to participate and to take the floor.	Representatives of MS 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.	They are authorized to participate in the discussion without the right to vote.	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.	Representatives of the DG, the Ministry of Education and the Ministry of Foreign Affairs of the Russian Federation participate in meetings of the Board.	N/A	Yes. As stated on the Regulations, invitations are extended to the ED/ADG. United Nations offices at country level are both notified and invited to the Board's deliberations. Also, some are other regional organizations working in the Education field are invited to participate.	Yes.	N/A
h. Meeting frequency and length	Twice per annum for at least 3 hours on each occasion.	The Council meets in ordinary session once every year. The session lasts 2 days. It may meet in extraordinary session, if convened by the DG	Once a year (2-3 days).	The UIL Governing Board meets once a year. The duration of a Board's session is 2 days. If so required, the Board's session can be extended by ½ day.	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	UNESCO's GC takes place once in 2 years. IICBA's Governing Board meets every year – once face-to-	Twice a year and 2 working days each encounter.	Annual, 2 days; Executive Committee annual.	N/A

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		of UNESCO or at the request of 7 of its members. In addition, the Steering Committee meets once every year for one day.			Director or at least 5 members of the Board request it.	face and another virtual meeting.			
i. Languages interpreted during the meetings	Meetings are exclusively in English.	The working languages of the Council are English and French.	French and English.	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.	The Governing Board Meeting is held in English. The translation into Russian may be provided.	Normally, the meeting is held in English	Spanish with "whispering translation" for the English-speaking Caribbean Board Members.	Conducted in English.	N/A
j. Meeting venues	At the institute.	Generally, the meetings take place within the IBE Premises in Geneva.	At IIEP premises. Exceptionally, the meeting could take place in a MS at the invitation of the Government (it was a common practice during the 60's however it occurred only once in the last 20 years).	The annual session of the UIL Governing Board takes place at the UNESCO Institute for Lifelong Learning (UIL), in Hamburg, Germany.	Governing Board meetings are held in Moscow (Russia), Saint Petersburg (Russia), or as decided.	_	We usually call upon the goodwill of Board Members for them to offer venues and logistics of their own institutions in order to hold forthcoming meetings of the Board. IESALC defrays costs of flight tickets and accommodation, and transportation, meals, coffee-breaks, stationery and office supplies are dispensed by the host institution.	Governing Board meetings take place at MGIEP office in New Delhi, India.	N/A
k. Overall budget	Organizing meetings Other sources: Budget for the Steering Committee meetings per year: USD 33,970 Operational activities -	Organizing meetings RP: USD 50,000 Operational activities - UNESCO staff RP: USD 191,000	Organizing meetings RP: USD 110,000 Operational activities - UNESCO staff RP: USD 140,479	Organizing meetings Other sources: EUR 30,000 Operational activities Other sources: EUR 5,000 UNESCO staff RP: EUR 10,000	_	Organizing meetings RP: USD 155,119 Other sources: USD 300,000 Operational activities RP: USD 300,768.78 Other sources: USD 1,000,000 (Japanese funds for 2017/18)	Organizing meetings RP: USD 10,081.13 (flight tickets of Board Members) Operational activities RP: USD 276.28 Other sources: As quoted above, IESALC's Governing Board meetings are held in countries in	Organizing meetings Other sources (GBM Budget): USD 66,296 Operational activities Other sources (ADM Budget): USD 529,173 UNESCO staff	Organizing meetings USD 60,000 from RP Operational activities USD 2,113,632 from RP and USD 463,249 from other sources UNESCO staff USD 6,676,510 from RP and

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	UNESCO staff Other sources: Estimated effort related to the Steering Committee per year: USD 19,970					UNESCO staff RP: USD 1,640,000 Other sources: USD 280,000

Cost Recovery: RP USD 2,418.67

FITOCA: USD 7,536.00

HNA: other Sources: USD 45,000

CIFIT: other sources: USD 235,000 | which some in-kind collaboration is offered. This has been the strategy implemented by IESALC to lower their cost.

UNESCO staff RP: USD 2132.90 (flight tickets of Director and assistant) 2016 | USD 1,600,163 | USD 868,851 from other sources |
| **2.** | **BUREAU** | | | | | | | | |
| a. No. members, length of mandate periods, no. times for reelection | No Bureau. | The Council elects its Steering Committee, comprising a President and five Vice-Presidents, who can be nationals of the 6 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 MS of the Council, which they represent, are renewed by the GC, but they cannot hold office for more than 2 consecutive terms. The Steering Committee also remains in office until the election of the new Steering Committee. | The bureau is composed of the Director of IIEP and of the Secretary. The Secretary is not elected but designated by the Director. The Director places at the disposal of the Board and of its committees a member of the staff of the Institute who shall act as Secretary of the Board and of its committees. | The Standing Committee (SC) is the Bureau of the UIL Governing Board. It supervises the work of the Director, according to UIL Statutes. It consists of 3 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 4th one) is assigned to participate in the meeting of the SC should one of the 3 members mentioned be prevented from participation.

SC members are elected for a period of 2 years, with a possibility of re-election. | _ | Among the 8 members of IICBA's Governing Board, 5 members appointed for a period of 4 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 2nd term but shall not serve consecutively for more than two terms. 3 members from regional organizations in Africa designated, for a period of 3 years, on the following basis: the African Union Commission (permanent | _ | No Bureau. | The UIS Governing Board is composed of 12 members chosen for a term of 4 years and, 6 elected by the GC and 6 designated by the DG. 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 4 years thereafter. The elected members are not immediately eligible for a 2nd term. The GC shall elect each member of the Board from one of the 6 electoral groups of UNESCO. The DG shall designate each member of the Board, from a list |

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						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 DG 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			prepared by the UIS Director, after consultation with partner agencies, organizations and institutions, which are co-sponsors of the programs of the Institute.
b. Intergovernmental or personal/expert capacity	No Bureau.	When selecting their representatives to the Council, the MS are to ensure that the Council comprises members who possess educational expertise and/or policy experience in	N/A	The members are elected by the Board members, who all are appointed by DG based on personal/expert capacity.		Members are from high-level Education experts from Governments or high-level Education experts from organizations like the African Development Bank,	_	No Bureau.	Members are chosen and serve in their personal capacity.

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		education. They are to ensure that these persons are in a position to represent them regularly at sessions of the Council.				The United Nations Economic Commission for Africa, and the Association for the Development of Education in Africa.			
c. Meeting frequency and length	No Bureau.	The Steering Committee meets in session once every year for one day.	N/A	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 2 full days).		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.	_	No Bureau.	The Board meets in ordinary session once a year
d. Are observers allowed to participate and/or speak?	No Bureau.	Yes, but they may not vote on any decision.	N/A	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.		Yes	_	No Bureau.	The Board may request the Executive Secretary 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

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									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?	No Bureau.	Yes, in English and French.	N/A	Currently, no interpretation is needed.		No need. Governing board meetings are held in English. Most of the members can also participate in the discussion in English and French.	_	No Bureau.	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. No. languages interpreted during the meetings?	No Bureau.	English and French.	N/A	Currently, none as there is no need.		None	_	No Bureau.	One (French) if needed.
g. Meeting venues	No Bureau.	In Geneva within the IBE premises.	N/A	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.		In Addis Ababa, Ethiopia where IICBA is hosted.	_	No Bureau.	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.

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h. Are minutes of the Bureau prepared/distributed/to whom?		No Bureau.	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.	N/A	N/A	_	_	_	No Bureau.	_
3.		**RULES OF PROCEDURES (ROPs)**								
a. Who adopts the ROPs?		ROPs were set forth in the tripartite agreement.	The GC	The Governing Board.	They are adopted by the Board itself, according to UIL Statutes, that are approved by the GC. The rules, however, are derived from the UIL Statutes.	The rules of procedure are established by the Statutes of the UNESCO IITE (Article V - Procedure) and adopted by the Board.	IICBA Governing Board	UNESCO Headquarters within the Legal Affairs Unit.	GBM members.	General rules were included in the Resolution 43 of the 30th GC in 1999, which established the UIS, and then the completed rules of procedure where 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 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 DG of UNESCO. The provisional agendas are then formally approved and adopted by the Steering Committee and/or the Council at the start of	The Chairman.	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 2 Standing Committee meetings.	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.	The chair liaising with the members and GB secretary who is the Director of IICBA	IESALC's Director suggests alternate dates and Board Members express their preferences. Majority wins.	Secretariat.	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

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		ICTP	IBE	IIEP	UIL	IITE	IICBA	IESALC	MGIEP	UIS
			their respective meetings.							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?		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.	At least 2 weeks before the meeting.	At the latest 2 weeks in advance the Board documents are being sent to all Board members. By electronic means and by postal mail.	About 4 weeks before the date of the meeting.	3 weeks to 2 weeks ahead of the meeting	15 days before assembling the session.	One month prior to the meeting.	See point (b.i)
	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.	No, only be email.	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.	The documents are sent out in electronic form by e-mail and presented in paper form during the meeting.	Electronic form	No. The first delivery is sent in electronic form and the paper counterpart is presented during the session.	No. Digital.	They are sent electronically and they are provided in paper form during the meeting.
	iv. Can you opt out of receiving printed documents?		This option has not so far been availed.	N/A	Yes, this is possible.	_	Confirmations are requested upon sending the documents	No. The use of our DHL service is very restrictive due to its high cost.	N/A.	Yes
	v. Who decides timetable?		The Council and the Steering Committee decide on the dates for their respective meetings.	The Chairman	Standing committee. However, there is also room for flexibility. Based on the Board's wishes, the duration of items can also be modified.	The Secretary of the Governing Board presents the timetable for the Board's approval.	The chair with the secretary	IESALC's Director and Chairman of the Board.	GBM.	Same rule as agenda is applicable.
	vi. Who convenes the		Sessions of the Council are convened by the DG of UNESCO, in accordance with such indications as the	The Chairman	The UIL Secretariat on behalf of the UIL GB Chairperson.	The meetings are convened by the Director of IITE and the GB Chairperson and agreed with ADG/ED.	The Chair after confirming the availability of most board members	Director's NPO Assistant makes the call on behalf of Director and prepares documents	Chair.	The Executive Secretary, on behalf of the Chairperson, convenes the meetings, notifying

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meeting?			Council may have given and after consultation with the President.							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?			Yes, if needed.	The practice is already in place for Executive Committee and ad hoc committee.	In earlier meeting, UIL organized participation of observers via video conference.	In 2016, the IITE Governing Board held online virtual working meeting.	Virtual meetings are held when necessary	No.	No.	The Policy and Planning Committee of the Board has held tele and video conferences on n different occasions.
viii. Can there be extraordinary sessions? If yes, how?			Extraordinary sessions of the Council, are convened by the DG of UNESCO, either on her own initiative or at the request of seven members of the Council.	Yes. The Board may meet in extraordinary session when convened by its Chairman, either on his own initiative or at the request of 4 of its members. It occurred only once in the last 20 years.	Yes, if so requested by the Director or at least five members of the Board, according to UIL Statutes.	Yes. 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 5 members of the Board request it.	Yes, if the Director or at least 5 members of the Board request it	Yes. In fact we have had in the past. During Mr. Rama's Directorship. Members were contacted by email and phone.	Yes. Agreement from GBM.	Yes. The Board may meet in extraordinary session when convened by the Executive Secretary at the request of the Chairperson or of at least 4 of its members or by the Director. The convocation for an extraordinary session shall include a provisional agenda.
ix. Do you appoint sub-groups or sub-committees? If so, for what			The Council may set up subsidiary bodies to assist in the execution of any of its specific tasks.	The Governing Board has instated an Executive Committee (4 members plus the Chairperson) and a Nominating Committee (3 members plus the Chairperson) that meet regularly. The Governing Board	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.	_	No	No. IESALC's Governing Board is a very tiny one.	N/A.	Yes. There are different sub groups/ committees: - A Policy and Planning Committee, composed of the Chairperson and 4 of the Board members, elected

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	duration and what tasks?			could appoint other subcommittees as the business of the IIEP may require. The Board could appoint other committees as the business of the Institute may require. The Chairman of the Board shall be an ex officio member of all committees thus established. There is a regular ad hoc Committee of Administration and Finance that meets at the beginning of each session of the Board. The role the ad hoc Committee is to analyze the financial tables submitted to the full board, to avoid a protracted and technical discussion during the Board meeting. Then, the ad hoc Committee reports to the full Board. In 2002, the Board created a Sub-Committee on the Master programme of IIEP, which met in January 2002. It was dissolved in December 2002 once the Board made a final decision on the reform of IIEP's training programme.	In some cases, sub groups/committees were appointed in order to facilitate discussions.					by the Board from among its members. - A Bureau, consisting of the Chairperson, the 2 Vice-Chairpersons and the Executive Secretary The Board shall appoint such other committees as the business of the Institute may require. 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-

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Co-Chairs' Matrix
Sub-Group 2: Structure, composition and methods of work of UNESCO's International and Intergovernmental Bodies (IIBs)
AGENDA 8: CATEGORY 1 INSTITUTES

		ICTP	IBE	IIEP	UIL	IITE	IICBA	IESALC	MGIEP	UIS
										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 prepares draft decisions?		The IBE Secretariat.	The Chairman and the bureau.	The standing Committee. They are then being sent to members for approval.	A responsible IITE staff member takes meeting minutes during the Session which record the decisions passed and signed by the Chairperson and Secretary.	The Secretary	Director jointly with NPO Assistant + previous revision of Board Chairman	GBM.	The Executive Secretary.
	ii. Until when can MS suggest new draft decisions or amendments?		During the session of the Council.	Until the vote.	MS are not represented in UIL Governing Board. MS can suggest amendments to UIL Statutes or disapprove of the Governing Board Chair's report in the GC. Members of UIL GB can suggest new decisions at any time.	At the conclusion of the Session GB members discuss and approve the meeting decisions.	Usually for 2 weeks	Even those Members representing a country are usually not required to consult their respective governments. Most decisions concern to IESALC's internal operations and budget allocation.	N/A.	Member States are not expected to provide inputs into the Board's decisions. The Boar members can suggest new draft decisions or amendments before the close of the ordinary or any other session at which such decisions are taken. 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

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		ICTP	IBE	IIEP	UIL	IITE	IICBA	IESALC	MGIEP	UIS
										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 id needed.
iii. Are observers allowed to participate/speak?			Representatives of MS 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.	Yes without the right to vote.	Yes. Despite the fact that they have no right to vote, they are welcome to speak.	Yes	No	Yes, but without the right to vote.	Yes.	See 2.d
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 GC at each of its ordinary sessions a report on the activities of the Bureau.	All matters before the Board shall be 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 shall be counted as 'present and voting'; members who abstain from voting shall be considered as not voting.	Decisions are adopted by simple majority according to UIL Statutes.	The decisions are discussed by GB members, adopted and signed by the Chairperson and Secretary.	By consensus	By simple majority but usually there is full consensus.	Consensus.	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.

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4.	**RELATION TO THE GENEREAL CONFERENCE (GC), EXECUTIVE BOARD (EXB) AND OTHER INTERGOVERNMENTAL ORGANS**								
a. Formal submission of proposals for the program and budget of UNESCO (C/5)? If yes, how?	Yes, through the Natural Sciences Sector.	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.	Following discussions on MLA and Expected Results, IIEP drafts program text and submits to ED. To date C/5 budget has a single line allocation to IIEP. ED informs IIEP of the amount and does not request further budget info. Annual budgets approved by the Governing Board are shared with ED and ODG	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 GC. 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.	IITE submits all required proposals to the Education Sector of the UNESCO HQ	Yes, it is done through the Education Sector	No. The Chairman reports results to the UNESCO GC within a time framework of 10 minutes.	Yes, MGIEP proposes a separate resolution and strategy within the C/5.	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 (GC)'s resolution?	Through the natural Science Sector.	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.	When there is a resolution on IIEP, an item is proposed on the Board's agenda. . The Director and AO keep track of such 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 GC meetings in the Education Committee. The Chair in addition also reports directly during that session to the UNESCO GC MS.	The programme and budget of the Institute are aligned with the general policy of UNESCO, the resolutions of the GC, the policy orientations and the main lines of emphasis of the education programme of UNESCO and the annual reports of Activities.	Through the coordination of the Education Sector	If related to IESALC, they are presented to the Board.	MGIEP implements the 4-year programme as adopted by the GC.	Appropriate follow-up is provided as needed in line with the UNESCO HQ instructions.

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				The Secretariat of the Board, in constant contact with the Chair of the UIL Governing Board, ensures that the resolutions of the GC are being followed up.					
c. Do you give input to the Executive Board (EXB) in your field of competence?	We have not been asked.	IBE provide inputs through the ED Sector when requested. But generally, the Institutes are not represented in the EXB meetings.	IIEP stands ready to do so but no request has been received. IIEP comments on draft ED text.	Yes, if requested by ADG Office. Coordinated by ED Sector EO, UIL and the Board provide input in their field of expertise.	IITE submits all required inputs to the Education Sector of the UNESCO HQ	Yes	Yes	When relevant documents are prepared on themes that MGIEP is working on, then the institute contributes to the documents. For example, MGIEP contributed the document 200 EX/9 on preventing violent extremism through education.	Yes, as required.
d. Do you report on your activities to the General Conference (GC) or the Executive Board (EXB) more than once during each four-year programme period?	No.	In every GC, the President of the IBE Council reports on the IBE program of activities.	The Board shall submit a report on the Institute's activities to each of the ordinary sessions of the GC of UNESCO.	The Chair of the UIL Governing Board reports to MS at every GC.	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 GC of UNESCO, which meets every 2 years	Yes	Yes	Yes, MGIEP reports to every GC on its work, the document called 38 C/ REP/8.	The UIS Governing Board provides its statutory reports once a year to the EXB (normally during the April session) and biennially to the GC at its every session.
e. How do you follow up Executive Board (EXB) decisions?	Through the Natural Sciences Sector.	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	When there is a resolution on IIEP, an item is proposed on the Board's agenda. . The Director and AO keep track of such resolutions.	This is coordinated by Education Sector EO.	The activities of the Institute are aligned with the resolutions of the GC and the Executive Board decisions.	Through the coordination of the Education Sector	Mostly over the Web and by feedback of colleagues at Headquarters.	Whenever there are EB decisions within the field of competence of MGIEP, the institute follows up to execute	Appropriate actions are undertaken as needed. For example, following 197 EX/Dec.20 (l) (as well as preceding similar decisions) the UIS

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		IBE Council for discussion and approval.						them. For example, the 200 EX /decision 9.	regularly provides reporting on implementation of the UNESCO legal framework under its responsibility – ISCED. Following 186 EX/Dec.23, the UIS Basic Texts were modified to reflect the new financial regulations adopted by the UNESCO EXB.
f. Does a specific framework exist to collaborate with other international and intergovernmental bodies?	Our institute has collaborations and agreements with other international agencies e.g. IAEA, ITU, WMO.	IBE use the UNESCO's modalities and instruments of collaboration.	International and intergovernmental bodies are represented to the Board through their nominated members. Collaborations with international and intergovernmental bodies are common, e.g. Unicef, GPE, OECD, EU, Council of Europe, OEI, ADEA, CONFEMEN, SACMEQ, PASEC, SEMEO, etc. When these are formal, the agreements are vetted through BSP. The Board is informed and consulted on such collaborations. In addition, the Director shall seek approval, in writing, from the Members of the Governing Board, for all projects exceeding the amount of US$500,000.	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.		MOU with universities and relevant research organizations in the region.	No	No.	No.
5.	**COMMENTS REGARDING THE GOVERNANCE OF INTERNATIONAL AND INTERGOVERNMENTAL BODIES**								
	The institute also has a 15-member Scientific Council composed of	N/A	IIEP's Governing Board has introduced an item on its agenda on the follow-up to the		–	–	–		–

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	faculty members from top scientific institutions worldwide that advise the director on all scientific issues. There is one yearly meeting that coincides with one of the 2 meetings of the Steering Committee. The whole activity lasts 1,5 days. The members of the Steering Committee usually attend to all the activities of the Scientific Council.		recommendations of the External Auditor's report, as requested by the Chairman of the Working Group on governance, procedures and working methods of the governing bodies. The conclusions will be shared with the Working Group before the end of 2016, after the IIEP's Governing Board session (5-7 December 2016).						
6.	**REFERENCE/HYPERLINK TO RELEVANT STATUTORY DOCUMENTS, INCLUDING GC RESOLUTIONS ESTABLISHING THE BODIES AND RELEVANT EB DECISIONS**								
	"Agreement between the International Atomic Energy Agency, UNESCO, and the Government of Italy concerning ICTP" (1995) (attached).	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)	IIEP's Basic Texts can be found at: http://www.iiep.unesco.org/sites/default/files/iiep_basic_texts_a5_web.pdf	Reference: Statutes of the UNESCO Institute for Lifelong Learning (attached) and Rules of the Procedure of the UIL Governing Board (attached).	- 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	IICBA statutes New Basic Text is currently being developed	_	Resolution 35 C /Res.16, which established MGIEP.	http://uis.unesco.org/sites/default/files/documents/uis-basic-texts-2000-en.pdf

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