



United Nations
Educational, Scientific and
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Organisation
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Organización
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Организация
Объединенных Наций по
вопросам образования,
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منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Chairperson of the Meeting of the States Parties to the Convention on the Protection of the Underwater Cultural Heritage (2001)

H.E. Mr Stanley Mutumba Simataa
President of the General Conference
and Chair of the open-ended working
group on governance, procedures
and methods of work of the governing
bodies of UNESCO (38 C/Resolution
101).
UNESCO House

12 December 2016

Ref.: CLT/HER/CHP/16/7928

Dear President,

By letters of 6 April and 17 October 2016, you reminded us of the requirement set by the General Conference in its 38 C/Resolution 101 concerning governance, procedures and working methods of the governing bodies of UNESCO.

As recommended by the Resolution, an item on governance was inscribed on the agenda of the Fifth Session of the Meeting of States Parties to the UNESCO 2001 Convention on the Protection of the Underwater Cultural Heritage, which took place on 28 and 29 April 2015 (Item 4 of the Agenda). The Meeting of States Parties discussed the suggestions made by the External Auditor and the Secretariat (see for details Document UCH/15/5.MSP/INF4.3 and Summary Record UCH/17/6.MSP/3), but opined that no immediate follow-up was needed, welcoming in its Resolution 4/MSP5 merely the establishment of the Conventions Common Services Unit in the Culture Sector.

I am pleased to transmit to you herewith the fact sheet containing the requested main factual information on the governing body of the 2001 Convention on the Protection of the Underwater Cultural Heritage (Meeting of States Parties) and its technical advisory body (Scientific and Technical Advisory Body).

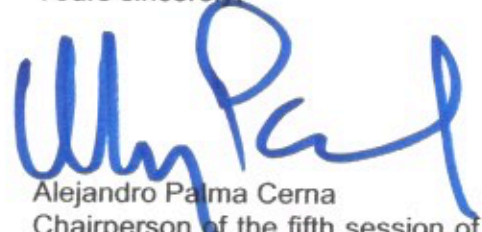
For your information, on the question of the increase of the appropriate qualification of members of the Scientific and Technical Advisory Body to the 2001 Convention, equally recommended by the Auditors, States Parties will be invited to give special importance to scientific qualifications in the next election to this organ, which will take place in April 2017.

.../..

Please be advised that the question of governance will not be inscribed on the agenda of the Sixth Session of the Meeting of States Parties, as it will take place in May 2017, and thus after the April 2017 Executive Board session, to which the governance working group wishes to report. To my consideration the topic of the audit has been dealt with already.

Thanking you for your attention, I remain,

Yours sincerely,



Alejandro Palma Cerna
Chairperson of the fifth session of the
Meeting of States Parties to the 2001
Convention

Enc.

FACT SHEET

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

1. Meeting of States Parties to the 2001 Convention on the Protection of the Underwater Cultural Heritage

a. Mandate and objectives

The Meeting of States Parties to the 2001 Convention is its principal organ. It gathers the representatives of its States Parties, as well as observers from other UNESCO Member States, delegates from accredited NGOs and experts invited. The functions and responsibilities of the Meeting and the management of its sessions set forth by the Convention (Article 23) and complemented by the Meeting's Rules of Procedure, which are available in electronic format at the website: www.unesco.org/en/underwater, or in hard copy through the Convention's Secretariat. The documents are available in the six official UNESCO languages. The Meeting of States Parties takes all important decisions concerning the Convention.

According to the Rules of Procedure, Rule 3, the functions and responsibilities of the Meeting of States Parties are, inter alia:

- (a) to elaborate, discuss and approve the Operational Guidelines for the Convention;
- (b) to elect members to the Scientific and Technical Advisory Body (hereinafter referred to as "the Advisory Body"), nominated by States Parties;
- (c) to adopt and amend the statutes of the Advisory Body;
- (d) to receive and examine reports by the States Parties to the Convention, as well as their requests for advice;
- (e) to examine reports submitted to it by the Advisory Body;
- (f) to examine, discuss and decide on recommendations submitted to it by the Advisory Body;
- (g) to seek means for raising funds and to take the necessary measures to this end,
- (h) to take all other measures it considers necessary to further the objectives of the Convention.

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

The Meeting of States Parties will in its next, its sixth session in May 2017, elect six members of the Scientific and Technical Advisory Body, evaluate the Best Practices in the protection of the underwater cultural heritage, consider the adoption of a Ratification and Implementation Strategy and discuss underwater cultural heritage in emergency situations. It will also evaluate its cooperation with non-governmental organizations (NGOs).

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

The representatives of all States Parties to the Convention on the Protection of the Underwater Cultural Heritage may take part in the work of the Meeting of States Parties with the right to vote. As of today, there are 55.

d. Are the members organized by electoral groups?

However, in certain cases the question of electoral groups is important, for instance for elections of member of the Scientific and Technical Advisory Body. But there is no general organization into electoral groups.

e. Intergovernmental or personal capacity/expert capacity of members

Capacity as representative of a State Party.

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

There are official Rules of Procedure. The Chairperson also receives a guidance from the Secretariat on the conduct of the Meeting of States Parties before it session.

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

The representatives of Member States of UNESCO not parties to the 2001 Convention and of permanent observer missions to UNESCO may participate in the work of the Meeting as observers, without the right to vote. Representatives of the United Nations and organizations of the United Nations system and other intergovernmental organizations, which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and international non-governmental organizations invited by the Director-General, may participate in the work of the Meeting, without the right to vote.

h. Meeting frequency and length

According to Article 23 of the Convention the Meeting is convened in ordinary session by the Director-General of UNESCO at least once every two years. At the request of a majority of States Parties, the Director-General can convene an extraordinary session and has done this already once in 2009, shortly after the entry into force of the Convention in order to speed up its implementation process.

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i. How many languages are interpreted during the meetings?

The official languages of the Meeting are Arabic, Chinese, English, French, Russian and Spanish. Speeches made at the Meeting in one of the official languages are interpreted into the other languages. Speakers may, however, speak in any other language, provided that they make their own arrangements for interpretation of their speeches into one of the official languages.

j. Where do the meetings take place?

Usually at UNESCO Headquarters.

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

| | RP | Other sources |
|---|---|---|
| Organizing meetings | Session of Meeting of States Parties – 70.000 USD (+ 50.000 USD for STAB meetings) | |
| Operational activities (also covering the Secretariat of the Advisory Body of the 2001 Convention) | USD 180.000, the main part needs however to be consecrated to financing temporary staff, also working 50 % on statutory issues. | The Headquarters activity budget covers mainly the costs of the statutory meetings. Extra-budgetary financing has to cover the costs of most of the operational activities, especially those promoting ratification and aimed at capacity-building. |
| UNESCO staff (approximate budget in lump sum, also covering the Secretariat of the Advisory Body of the 2001 Convention and only reflecting time spent on statutory issues) | The permanent staff of the Secretariat of the Meeting of States Parties and STAB consists currently of only one permanent staff member . Of the regular staff budget of the Secretariat of the Convention for the | One secondment of one year from China from August 2015 to 2016. |

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| | <p>biennium 2016/17 USD 284.300 are dedicated to governance issues. This includes the P3 working on the Convention and 4 stages of direct supervisors in the CLT Sector; i.e. time spent on governance:</p> <ul style="list-style-type: none">• P3 – 50 %• P5 – 10 %• D1 – 10 %• D2 – 10 %• ADG – 10 % <p>(The C5 approved staff budget for ER 4 was 1.269 400 USD, which is also covering parts of central services and Field Offices. The present table does not reflect the work of the Common Services Section.)</p> | |
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2. Bureau (if any)

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

The Meeting elects a Chairperson, one or more Vice-Chairpersons and a Rapporteur, in conformity with the principle of equitable geographical representation, who together constitute its Bureau. Their term of office runs from the opening of the Meeting in which they are elected until the next session of the Meeting, when a new Bureau will be elected. The Bureau coordinates the work of the Meeting and order of business of the session. The Chairperson is assisted in carrying out his/her duties by the other members of the Bureau. The Bureau performs also any other duty entrusted to it by the Meeting.

b. Intergovernmental or personal capacity/expert capacity?

Intergovernmental capacity

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c. Meetings frequency and length

Ad hoc, if an issue arises.

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

Yes, if the bureau so decides.

e. Interpretation during the meetings?

Yes, if the meetings are formal.

f. How many languages interpreted during the meetings?

English/French

g. Where do the meetings take place?

UNESCO Headquarters

3. Rules of procedure

Yes

a. Who adopts the rules of procedure?

The Meeting of States Parties

b. Preparation of meeting

i. Who decides agenda?

The Director-General. The Provisional Agenda of an ordinary session of a Meeting may include:

(a) any request required by the Convention and the Rules of Procedure;

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- (b) any question, the inclusion of which has been decided by the Meeting at a previous session;
- (c) any question proposed by the States Parties to the Convention;
- (d) any question proposed by the Director-General of UNESCO;
- (e) any question referred to it by the subsidiary bodies.

The provisional agenda for an extraordinary session shall only include those questions for which the session has been convened.

ii. When are documents sent out?

Invitations six months in advance at a minimum, working document approx. 3 months in advance.

iii. Are they sent out in paper form?

No, they are sent out in electronic format.

iv. Can you opt out of receiving printed documents? .N/A.

v. Who decides the timetable?

The Secretariat

vi. Who convenes the meeting?

The Meeting is convened in ordinary session by the Director-General at least once every two years. At the request of a majority of States Parties, the Director-General convenes an Extraordinary Meeting of States Parties (Article 23.1).

vii. Do you open up for video meetings?

No, that is practically impossible. It was tried in a Meeting of the Scientific and Technical Advisory Body, but failed due to technical issues, time differences, the need for a personal discussion etc.

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viii. Can there be extraordinary sessions?

Yes. At the request of a majority of States Parties, the Director-General convenes an Extraordinary Meeting of States Parties (Article 23.1).

ix. Do you appoint sub groups or sub committees?

Yes, a working group was for instance created for the drafting of Operational Guidelines. Its mandate was limited to the duration of this task.

c. Decision-making

i. Who prepares draft decisions?

Usually the Secretariat.

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

According to the Rules of Procedure draft resolutions and amendments may be proposed by States Parties and shall be transmitted in writing to the Secretariat of the Meeting, which shall circulate copies to all participants. As a general rule, no draft resolution or amendment shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants at least in the working languages of the Secretariat. In reality States Parties can propose decisions even during the session of the Meeting of States Parties, as long as all States Parties in the room accept.

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

Yes.

iv. How are decisions adopted?

The Rules of Procedure contain a detailed regulation for 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)?

The Meeting could do so, but has not yet used this possibility.

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

Through the Secretariat.

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

Yes, through the Secretariat.

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?

No, the Meeting does not report to these bodies.

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

Through the Secretariat.

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

Yes. The International Seabed Authority has a special function under the 2001 Convention. Other international organizations are informally cooperation partners. NGOs can be accredited officially.

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

Please note that the sessions of the Meeting of States Parties are always held in conjunction with the meetings of its sub-organ, the Scientific and Technical Advisory Body.

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

[Rules of Procedure](#)