



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

Organización  
de las Naciones Unidas  
para la Educación,  
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Организация  
Объединенных Наций по  
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منظمة الأمم المتحدة  
للترية والعلم والثقافة

联合国教育、  
科学及文化组织

Executive Board  
Conseil exécutif  
Consejo Ejecutivo  
Исполнительный совет  
المجلس التنفيذي  
执行局

## The Chairperson

To the Vice-Chairpersons of  
the Executive Board

Ref. : GBS/SCX/2018/007

25 January 2018

Dear colleagues,

As you will recall, following the two-year trial period of the intersessional meetings, the Executive Board decided, at its 203<sup>rd</sup> session, to make various amendments to the terms of reference and the methods of work of the Preparatory Group of the Board (203 EX/Decision 13 attached herewith). By 203 EX/decision 14, it was foreseen that this Group, which is open to all UNESCO Member States, will meet on 15 and 16 March 2018.

In accordance with paragraph 7, III (3) of 203 EX/decision 13, "*the Group shall be led by a Chairperson and Vice-Chairperson and these should be Members of the Executive Board but should not hold any chairperson positions in subsidiary bodies of the Executive Board nor be a member of the Bureau of the Executive Board. The Group shall elect at its first meeting, for the whole biennium, the Chairperson and Vice-Chairperson from among its members*".

In order to facilitate these elections on 15 March, I wish to invite Members of the Board who are interested in being considered for the role of Chairperson or Vice-Chairperson and who meet the criteria outlined in the above-mentioned paragraph, to inform me accordingly, in writing, by **16 February** at the latest.

In addition to drafting the provisional agenda of the Group, after consultation with the Bureau of the Board, and chairing its meetings, the Chairperson and Vice-Chairperson should produce a report of each of the meetings of the Group.

In my capacity of Chairperson of the Executive Board, I will open the first meeting before handing over to the newly elected Chairperson of the Preparatory Group.

Please accept, dear colleagues, the assurances of my highest consideration.

LEE Byong-hyun