

## ANNEX

# GUIDELINES FOR INTERFACE AND COOPERATION BETWEEN UNESCO FIELD OFFICES AND NATIONAL COMMISSIONS FOR UNESCO

## UNESCO

### FOREWORD

**The [Member States and their] National Commissions for UNESCO and the UNESCO Secretariat pursue the same purpose** under the Constitution of UNESCO, namely “to contribute to peace and security by promoting collaboration among the nations through education, science and culture in order to further universal respect for justice, for the rule of law and for the human rights and fundamental freedoms which are affirmed for the peoples of the world, without distinction of race, sex, language or religion, by the Charter of the United Nations”.

**These constituent elements of the common purpose**, all unifying by nature, primarily require *intellectual and moral solidarity* on the part of all those who work to achieve it.

**UNESCO’s strategy for the reform of the field network** is aimed at optimizing UNESCO’s operations and improving the effectiveness, efficiency, coherence, quality and visibility of the field network, thus providing more effective support for the efforts that Member States have undertaken by ratifying the Constitution of UNESCO “to develop and to increase the means of communication between their peoples and to employ these means for the purposes of mutual understanding and a truer and more perfect knowledge of each other’s lives”.

**The Organization’s unity of action must** remain a key concern of the National Commissions for UNESCO and the Secretariat, at Headquarters and in the field. All work together to accomplish UNESCO’s mandate. Such unity is all the more important in the light of the concerted pursuit of post-2015 development agenda through ever closer cooperation among the organizations of the United Nations system and, even more broadly, with the international community.

## **GUIDELINES FOR INTERFACE AND COOPERATION BETWEEN UNESCO FIELD OFFICES AND NATIONAL COMMISSIONS FOR UNESCO**

### **Mission statement**

National Commissions and field offices together promote UNESCO's ideals and principles.

### **Introduction**

The following guidelines have been developed in response to a need expressed repeatedly by National Commissions for UNESCO and were discussed by an informal Working Group of Secretaries-General and Directors/Heads of UNESCO field offices from all regions who met at UNESCO Headquarters on 28 and 29 January 2004. They were reviewed and amended at the first interregional meeting of National Commissions for UNESCO which was held in Astana, Kazakhstan from 22 to 24 July 2014, in accordance with UNESCO's recent field reform and in the light of the Action Plan for enhancing UNESCO's cooperation with the worldwide National Commissions network, adopted by the General Conference (37 C/Resolution 97).

These Guidelines outline the main areas of interface and cooperation between the UNESCO field network and the National Commissions for UNESCO: definition of each entity, their respective responsibilities and roles, and the modalities for planning and implementing UNESCO's programme within the framework of the field network reform. They are based on legal texts of the Organization and decisions of its governing bodies in this respect. Furthermore, they were widely circulated for comments and suggestions and agreed upon by all concerned.

## **ROLES AND RESPONSIBILITIES**

National Commissions and field offices have differentiated but sometimes joint and/or common activities. National Commissions report first and foremost to their Governments. Field offices report first and foremost to the Director-General of UNESCO.

### **National Commissions**

- **Advisory function**

- Advise representatives of their government on the Executive Board and their alternates as well as their delegations to the General Conference and other meetings convened by UNESCO;
- Advise the respective governmental bodies/line Ministries to ensure that UNESCO mandates are represented/positioned in the development of new National Development Plans, and in the roll out of the United Nations Development Assistance Frameworks (UNDAFs), in particular ahead of the UNDAF consultations with Government;
- Advise national institutions and partners on UNESCO-related matters;
- At the request of the UNESCO Secretariat, provide advice on possible linkages with national partners;

- Advise UNESCO’s Secretariat on other relevant issues, either on request or on their own initiative, including through international and interregional consultations among National Commissions.
- **Contribution to UNESCO’s planning/programming processes**
  - Conduct timely national consultations with relevant governmental bodies and other stakeholders in order to identify and develop national priorities and strategies for cooperation with UNESCO, taking into account UNESCO’s mandates and priorities;
  - Contribute where appropriate to the development of the UNESCO Country Programming Document (UCPD);
  - Participate and contribute to consultations meetings as appropriate with field offices and other National Commissions at the subregional, regional and interregional levels.
- **Liaison and outreach function**
  - Foster the linkage with and involvement in UNESCO’s activities of relevant governmental bodies, national institutions and other civil society stakeholders and individuals in order to obtain intellectual and professional inputs useful to the Organization, encouraging interdisciplinary dialogue and cooperation in the process;
  - Forge with the support of the field offices new partnerships with national civil society organizations – grass-roots and volunteer groups, NGOs, the academic and professional communities, parliamentarians, local authorities, trade unions and the private sector – and promote UNESCO’s various networks and programmes;
  - Accredite, monitor and assess as appropriate the Associations, Centres and Clubs for UNESCO in their respective countries so as to ensure that activities implemented by Clubs and Centres for UNESCO are in line with the mission and objectives of UNESCO, and the name and logo of UNESCO are properly used by them. The National Commissions may withdraw the accreditation of Associations, Centres and Clubs for UNESCO which are not meeting the required standards, including the “Directives concerning the use of the name, acronym, logo and internet domain names of UNESCO”;
  - Play a proactive role in encouraging national entities to propose candidates for UNESCO prizes, participating in searching for candidates for vacant posts at UNESCO and placing UNESCO fellowship holders;
  - Reach out to other National Commissions in the region and beyond and strengthen cooperation, in particular South-South and North-South-South cooperation.
- **Implementation function**
  - In accordance with the relevant resolutions of the General Conference, submit to UNESCO every biennium, after consulting with the relevant constituents, including with the field offices, Participation Programme requests in alignment with UNESCO’s programme priorities ;
  - Monitor, evaluate and report to the Organization on the implementation of the approved Participation Programme Requests;

- May contribute on a contractual basis to activities funded under UNESCO's regular programme budget and through extrabudgetary resources, ensuring that requirements for efficiency, effectiveness and accountability are observed;
  - Provide, upon request, relevant information for facilitating programme execution, including on the most appropriate national contractors, experts and partners;
  - Coordinate national responses to UNESCO-conducted surveys and reports on national implementation of UNESCO's standard-setting instruments;
  - Seek support from potential donors at the national level for their own activities and where appropriate for supporting field office initiatives in this respect;
  - Assume responsibility for the proper use of the Organization's name and emblem in their respective country and consult the field office as appropriate.
- **Information and advocacy function**
    - Promote UNESCO's ideals and disseminate information on the Organization's activities and achievements, in order to strengthen UNESCO's impact at the national level;
    - Contribute to the visibility of UNESCO;
    - Work actively with the national media in order to bring the above to the attention of the public at large;
    - Organize national and awareness-raising events which come within UNESCO's fields of competence.

#### **Field offices**

- **Planning function**
  - Analyse in close cooperation with National Commissions and relevant line Ministries trends in the Organization's fields of competence in the countries they cover in order to inform policy-making and action at national, subregional, regional and global level;
  - Develop and coordinate in close cooperation with National Commissions national/cluster/regional strategic frameworks, UCPD and operational plans, for both regular programme and extrabudgetary activities, as a major input to UNESCO's overall planning process;
  - Ensure that national priorities in UNESCO's fields of competence are duly reflected in the United Nations Country Team's Common Country Assessment (CCA), in the United Nations Development Assistance Framework (UNDAF), and in joint activities for the advancement of the Post-2015 Development Agenda as well as in the World Bank's Poverty Reduction Strategy Papers (PRSP);
  - Draw up work plans for regular programme activities in close cooperation with National Commissions and ensure coherence and complementarities with Participation Programme requests.

- **Implementation function**

- Provide, upon request, policy advice and technical support to Member States in the formulation and review of policies and strategies in UNESCO's areas of competence;
- Act as broker for good practice and expert services;
- Support cooperation among National Commissions in subregions and beyond;
- Develop, implement and monitor UNESCO's regular programme and extrabudgetary activities in the country/ies under their coverage, including by consulting the National Commissions concerned and keeping them informed of progress;
- Document successes, failures and lessons learned in the execution of activities.
- Within the framework of the approved programme and budget, respond to unforeseen challenges and opportunities arising in the field.

- **Fundraising function**

- Cooperate with Member States in identifying and formulating development projects and mobilize funds for UNESCO activities;
- Ensure, with the help of National Commissions, that extrabudgetary activities and projects have received full endorsement by the respective Member State.
- Involve National Commissions in seeking opportunities for alignment and co-financing modalities via Government funded programmes.

- **Advocacy function**

- Promote and advocate UNESCO's ideals and objectives and disseminate them to governments, civil society, professional communities and the public at large with the support of National Commissions;
- Support governments, at their request, in the implementation of UNESCO's standard-setting instruments.

- **Contribute to the visibility of UNESCO**

- Promote international events which come within UNESCO's fields of competence including in cooperation with National Commissions;
- Maintain close relations with the media to ensure wide visibility, consulting National Commissions as appropriate to ensure complementarities;
- Develop communication strategies and reinforce on-line presence of the field offices with a view to enhance UNESCO's visibility within the national and international communities.

- **Clearing-house function**

- Gather, transfer, disseminate and share available information, knowledge and good practices on innovative solutions in UNESCO's fields of competence.

## EXCHANGE OF INFORMATION

- Directors/Heads of field offices regularly inform Secretaries-General of National Commissions of:
  - Visiting missions of UNESCO staff and consultants;
  - Activities and projects to be carried out at the national level or which involve national participation and the results thereof;
  - Significant developments at UNESCO.
- Secretaries-General of National Commissions regularly inform Heads/Directors of national/cluster offices of:
  - National issues, statements, events, developments, policies that may affect UNESCO's activities within its fields of competence;
  - Their interactions with other parts of UNESCO;
  - Their cooperation with regional IGOs and with NGOs active in UNESCO's domains.

### Bilateral consultations

**Directors/Heads of Multisectoral Regional Offices in Africa/Cluster/National Offices regularly consult the Secretaries-General of National Commissions on:**

- The conceptualization of activities to be carried out at national level, within the cluster/national strategic frameworks agreed on at the sub-regional/cluster consultation;
- The identification of national partners.

### Secretaries-General of National Commissions:

Consult as appropriate with Directors/Heads of field offices to ensure consistency with UNESCO's programmes.

## PARTICIPATION IN EVENTS

National Commissions and field offices reciprocate invitations to events they organize at the national level.

## CONSULTATION MECHANISM

### Consultation for the C/4 and C/5 documents

The modality of consultation for the preparation of the C/4 and C/5 documents emphasizes building regional inputs to the process from a base in country-level consultations. Country-level consultations are within the purview of Member States, through their National Commissions. Management of the linkage between country, subregional/cluster and regional consultation falls under responsibility of the Secretariat.

The modalities of regional consultations are presently under review. Please refer to document 192 EX/5 Part IIIC and related decision 192 EX/decision 5 IIIC.

### Country-level consultations

- *Who is in charge?*
  - The National Commission.
- *Who participates?*
  - All governmental and non-governmental stakeholders at country level and UNESCO field office covering the country in question.
- *When do they take place?*
  - Ideally, one meeting before the subregional/cluster and regional consultations.
- *What are the outcomes?*
  - The countries' input to the consultations on the C/4 and C/5 documents.

### Subregional/Cluster-level consultations

- *Who is in charge?*
  - UNESCO cluster and regional offices, and in Africa, the Multisectoral Regional Offices.
- *Who participates?*
  - National Commissions and within budget available, other stakeholders and experts as appropriate, representatives of Regional Bureaux and UNESCO Institutes. UNESCO programme sectors and central services as well as other United Nations agencies and other partners may be invited to participate in these meetings, as relevant.
- *When do they take place?*
  - Ideally, at regular intervals and depending on budget availability during the four-year cycle. The meetings on the preparation of the C/4 and C/5 documents should be held, ideally in the spring/summer of the third year of the quadrennium, as per 192 EX/Decision 5.III.C and subsequent follow-up. In between meetings, collective consultations may be conducted by email.
- *What are the possible outcomes? Depending on the purpose of the consultation these could include, at the appropriate times:*
  - Regional/subregional/cluster/national strategic frameworks and operational plans to guide the implementation of the decentralized regular programme by field offices, the identification of projects for submission to extrabudgetary funding sources and advocacy and communication strategies;
  - Assessment of results achieved and follow-up of the implementation of activities and projects;
  - Review of management and coordination issues arising between the field offices and National Commissions;
  - Agreement on joint activities and increased synergy among National Commissions.

## PARTNERSHIPS

### Role of National Commissions in encouraging partnerships

- **With the private sector**

UNESCO's National Commissions have a particular role to play in the engagement with a private partner. In addition to the mapping and identification of new partners at national and regional levels, and/or in the screening phase, the National Commissions are major stakeholders and UNESCO's natural interlocutors at the country level. It is of critical importance that any action be consulted, coordinated and sustained within the national development agenda. Partnering with the private sector in a given country should not be seen as purely opportunistic but rather embedded in a more long-term development perspective for the benefit of the country and the region at large.

- **With non-governmental organizations (NGOs)**

Relevant National Commissions for UNESCO are consulted during the admission process of NGOs into partnership with UNESCO, particularly when the request concerns a national or local NGO. Cooperation at country level is conducted in consultation and/or in partnership with the National Commission for UNESCO concerned.

National Commissions should identify NGOs that are relevant to the current work of UNESCO and support the admission of the Organization's non-governmental partners, both internationally and nationally, in order to increase the number of official NGO partners from all regions that actively cooperate with UNESCO.

## USE OF UNESCO NAME AND LOGO

### National Commissions and the use and authorization of the UNESCO name and logo

In addition to using the UNESCO name and logo themselves to promote UNESCO's visibility and outreach, National Commissions play an important role in the authorization of UNESCO's logo too.

National Commissions can authorize its own patronage, i.e. moral support, to civil society organizations' events at national level and grant the use of the UNESCO National Commission logo in this context. National Commissions can also authorize the use of their own logo when they organize joint events together with other national organizations in the framework of a partnership.

In addition, National Commissions are called to support the Secretariat by providing advice on logo use to members of UNESCO's vast networks, such as to managers of World Heritage sites and Biosphere Reserves, to UNESCO Associated Schools, as well as to the Associations, Centres and Clubs for UNESCO, and UNESCO Chairs etc.

National Commissions are also called to support the Secretariat by providing recommendations when the Director-General's patronage is requested by civil society organizations in the relevant Member States.