



Orientation Briefing
for
New Elected Members
of the
Executive Board of
UNESCO

2021-2023

MEMBERS OF THE EXECUTIVE BOARD 2021-2023

Group I	Group II	Group III	Group IV	Group V (a)	Group V (b)
Austria*	Armenia*	Argentina	Afghanistan	Angola*	Egypt*
France	Azerbaijan*	Brazil	China*	Benin	Jordan*
Germany	Hungary	Chile*	Cook Island*	Botswana*	Kuwait*
Iceland*	Lithuania*	Dominican Republic	India*	Congo*	Saudi Arabia
Italy	Poland	Grenada*	Japan*	Democratic Republic of the Congo	Tunisia
Netherlands	Russian Federation	Haiti*	Kyrgyzstan	Djibouti*	United Arab Emirates
Spain	Serbia	Mexico*	Myanmar	Ghana	
Switzerland		Paraguay*	Pakistan	Guinea	
Turkey*		Saint Lucia*	Philippines*	Kenya	
		Uruguay	Republic of Korea	Namibia	
			Thailand	Senegal	
			Viet Nam*	South Africa*	
				Togo	
				United Republic of Tanzania*	

- New-elected at the 41st session of the General Conference.



Constitution

III Organs

The Organization shall include a General Conference, an **Executive Board** and a Secretariat.

ARTICLE V Executive Board

A. *Composition*

1. (a) The Executive Board shall be elected by the General Conference and it shall consist of **fifty-eight Member States**.
- (b) A Member State shall not be eligible as a Member of the Executive Board if the total amount of contributions due from it exceeds the total amount of contributions payable by it for the current year and the immediately preceding calendar year. The General Conference may nevertheless permit such a Member State to be eligible as a Member of the Executive Board if it is satisfied that failure to pay is due to conditions beyond the control of the Member State.

2. (a) Each Member of the Executive Board shall appoint **one representative**. It may also appoint **alternates**.

- (b) appoint a person qualified in one or more of the fields of competence of UNESCO ... the importance of continuity, each representative shall be appointed for the duration of the term of the Member of the Executive Board, unless exceptional circumstances warrant his/her replacement.
- 4.
 - (a) Members of the Executive Board shall serve from the close of the session of the General Conference which elected them until the close of the second ordinary session of the General Conference following their election.
 - (b) Members of the Executive Board are **eligible for re-election**.

ARTICLE V Executive Board

B. *Functions*

6. (a) prepare the agenda for the General Conference ... examine the programme of work for the Organization and corresponding budget estimates ... submit recommendations as it considers desirable to the General Conference.
 (b) responsible for the execution of the programme adopted by the Conference ... to ensure the effective and rational execution of the programme by the Director-general.
7. ...shall recommend to the General Conference the admission of new Members to the Organization.
9. ... meet in regular session **at least four times during a biennium** and may meet in special session if convoked by the Chairperson on his/her initiative or upon the request of six Members of the Executive Board.

ARTICLE II Membership

2. ...Makes recommendations to the General Conference concerning the appointment of the Director-General.

Rules of Procedure of the Executive Board

I. Sessions

Rule 1 [*Const. V.B.9*]

Frequency

1. The Executive Board shall meet in regular session at least **four times** during a biennium.
2. The Board shall as a general rule hold **two regular sessions per year**.

Rule 2

Date and place

The Board shall normally meet at **Headquarters**.

It may meet elsewhere if so decided by a majority of the Members.

Rule 3 [*Const. V.B.9*]

Special sessions

1. The Executive Board may meet in special session if convoked by the Chairperson on his/her own initiative or on the request of six Members of the Board.

Rule 4

Convocation

...sent by the Chairperson to each Member of the Board at least **thirty days** before the opening of each regular session.

II. Agenda

Rule 5

Provisional agenda

1. ... dispatched to all Members of the Board at least thirty days before the opening of a regular session.
2. The provisional agenda shall include: questions referred to the Board by the General Conference; questions proposed by the United Nations; questions proposed by Member States; questions the inclusion of which has been decided by the Board at previous sessions; questions proposed by Members of the Board; questions proposed by the Director-General; questions required by the Constitution, the present Rules or any other applicable Rules and Regulations.
3. Items proposed shall have a direct link with the Organization's fields of competence.

Rule 6

Revised provisional agenda

The Chairperson may prepare a revised provisional agenda to include any questions proposed between the dispatch of the provisional agenda and up to two weeks before the opening of the session.

Rule 8

Amendments, deletions and new items

The Board may amend or add new items to the agenda so adopted if so decided by **a majority** of the Members ... such new items shall not be discussed until 48 hours after their inclusion in the agenda, unless otherwise decided by the Board.

III. Composition

Rule 9

Members

1. The Executive Board shall be elected by the General Conference, and it shall consist of **58 Member States**. The President of the General Conference shall sit *ex officio* in an advisory capacity on the Executive Board.
2. Each State Member of the Executive Board shall appoint **a representative**.
3. ... be appointed for the duration of the term of the State Member, unless exceptional circumstances warrant his/her replacement. The alternates appointed by each State Member of the Board shall act in the absence of its representative
4. ... transmit to the Director-General **in writing** the name and curriculum vitae of its representative and the name of his/her alternates ... **inform the Director-General of any changes** in those appointments.

IV. Officers

Rule 10

Elections

1. ...elect, **from among the representatives** of the Member States elected to the Executive Board, a Chairperson...The Board shall also elect **six Vice-Chairpersons**.
2. ... two-year mandate.

Rule 11

Temporary Chairperson

...the President of the General Conference shall preside until the Board has elected its Chairperson.

Rule 13

General powers of the Chairperson

In addition to exercising the powers conferred upon him/her elsewhere by these Rules, the Chairperson shall have the following powers: he/she shall declare the opening and closing of meetings, shall direct the discussion, ensure the observance of these Rules, accord the right to speak, rule on points of order, put questions to the vote and announce decisions. He/she shall have the right to take part in the discussions and to vote but shall not have a casting vote. He/she shall represent the Board with Member States, the United Nations, the Specialized Agencies, governmental and nongovernmental organizations and the Director-General. He/She shall exercise all other functions given to him/her by the Board.

Rule 14

Bureau

1. To assist him/her in the exercise of his/her functions, the Chairperson may convoke, in connection with sessions of the Board and, in case of necessity, between sessions, the Vice-Chairpersons and the Chairpersons of the permanent commissions, the Special Committee, the Committee on Conventions and Recommendations and the Committee on Non-Governmental Partners who shall constitute, with him/her, the Bureau of the Board.

cont...

Rule 14

Bureau

2. Questions relating to invitations to conferences and the conclusion of agreements with international organizations or other matters on which it appears unnecessary to open a discussion shall be studied by the Bureau, which shall transmit to the Board suggestions as to the required decision. Any Member may, at the time of the transmission of those suggestions, request a discussion of any item for which the Bureau has recommended adoption of decisions without discussion; in that case, the item mentioned shall be discussed by the Board.

cont...

Rule 14

Bureau

3. The Bureau will act as an agenda committee to recommend the allocation of time and the order of business for the session.

Rule 15

Functions of Vice-Chairpersons

1. In the absence of the Chairperson during the session, his/her functions shall be exercised in turn by the Vice-Chairpersons.
2. ...The office of Chairperson may only be held by the **representative** of a Member of the Board.

V. Commissions and Committees

Rule 16

Permanent commissions and committees

1. ... a Finance and Administrative Commission, a Programme and External Relations Commission, a Special Committee, a Committee on Conventions and Recommendations and a Committee on Non- Governmental Partners.
2. Chairpersons elected from among the representatives appointed by the Members elected to the Board ... each commission and committee **shall elect, from among the representatives of its Members**, a temporary Chairperson preferably belonging to the same electoral group.
4. The commissions and committees shall examine and report to the Executive Board on all questions referred to them by the Executive Board.
5. The Finance and Administrative Commission is requested by the Board to submit the draft programme and budget to a technical examination ... financial implications and to make a detailed report thereon to the Board.

Structure Subsidiary Bodies

Programme & External Relations Commission (PX)

Composition: All Board Members

Finance & Administrative Commission (FA)

Composition: All Board Members

Special Committee (SP)

Composition: **18** Members

Committee on Conventions & Recommendations (CR)

Composition: **27** Members

Committee on Non-Governmental Partners (NGP)

Composition: **20** Members

Joint Meeting of PX and FA Commissions (JOINT)

Terms of reference of the Special Committee (SP)

At its 213th session (November 2021), the Executive Board, having established its Special Committee, gave it the terms of reference contained in 213 EX/Decision 10.

Terms of reference of the Committee on Conventions and Recommendations (CR)

At its 213th session (November 2021), the Executive Board, having established its Committee on Conventions and Recommendations, gave it the terms of reference contained in 213 EX/Decision 11.

Committee on Non-Governmental Partners (NGP)

At its 213th session (November 2021), the Executive Board, having established its Committee on Non-Governmental Partners, gave it the terms of reference contained in 213 EX/Decision 12.

Composition of the Bureau 12 members

- Chairperson
- **6** Vice-chairpersons of the six electoral groups
- Chairpersons of the two Commissions (**PX & FA**) and the three Committees (**SP, CR & NGP**)

VI. Director-General and Secretariat

Rule 19

Director-General

The Director-General or his/her representative shall participate, without the right to vote, in all meetings of the Executive Board, its organs and its Bureau.

Rule 20

Secretariat

1. The Director-General shall place at the disposal of the Board a staff member who shall act as Secretary of the Board.
2. The Secretary shall prepare all meetings of the Board and its organs, attend all meetings, record the decisions, supervise the preparation of summary records and the translation and distribution to the Members of the Board of documents and summary records... prepare the publication of its decisions.

Secretariat

Secretariat of the Executive Board (GBS/SCX)

- Sachin Bhatt, Secretary of the Executive Board
- Susana Sam-Vargas, Deputy Secretary of the Executive Board
- Manh Ha Tran, Personal Assistant to the Chairperson of the Executive Board
- Victoria Moorhead, Executive Assistant to the Chairperson of the Executive Board
- Inés Mens, Chief Documentalist
- Sandrine Garcia, Secretarial Assistant
- Sandra Gallet, Conference Assistant
- Bakary Konate, Junior Conference Assistant

Administrative support – BFM PLATFORM AO 1 (servicing GBS – ADM/ADS/CAD)

- Marc Antoine Demay, Senior Administrative Assistant

VII. Working languages, records and documents

Rule 21

Working languages

Arabic, Chinese, English, French, Russian and Spanish.

Rule 22

Time-limits for distribution of documents

2. Documents relating to items on the provisional agenda of each session shall normally be distributed to its Members in the working languages of the Board at least **30 days before** the opening of the session. Exceptions to this Rule may be made only if the permission of the Chairperson has been previously obtained.
3. not discuss any items, except the reports of commissions and committees, until **at least 48 hours** after the distribution of the relevant documents in its working languages to Members.

Rule 23

Summary records

1. A provisional text shall be submitted to Members for correction as soon as possible.
3. At the beginning of each session the Board shall approve the summary records of the public meetings of the previous session.
4. The summary records of private meetings shall be approved by the Board in private meeting.

Rule 24

Decisions (of a session)

shall be published not later than **one month** after its close.

VIII. Meetings

Rule 29

Private meetings and documents

1. it shall determine the persons who shall be present ... to the right of Members to be accompanied by advisers or experts.

PRIVATE MEETINGS

The Board deals with the following questions in private meetings:

- **Nominations for the post of Director-General (Article 58, par. 2 & 3)**
- **Appointments, promotions or renewals of contract of officials at D-1 level and above (Article 59).**
- Report of the Committee on Conventions and Recommendations concerning the communications to UNESCO relating to human rights in the Organization's fields of competence).

IX. Conduct of business

Rule 30

Speeches

1. No one may address the Board without having previously obtained the permission of the Chairperson. The Chairperson may call a speaker to order if his/her or her remarks are not relevant to the subject under discussion.
2. Representatives of the United Nations and the Specialized Agencies may participate without the right to vote, in the discussions of the Board and its subsidiary organs.
3. Observers of Member States and of non-Member States may be invited by the Board to address it on matters under discussion.
4. Observers of intergovernmental or international non-governmental organizations and other qualified persons may be invited by the Board to address it on matters within their competence.
5. **Any Member of the Board may take part in the work of subsidiary bodies to which it does not belong.** In such cases, and in the absence of any contrary decision by the Board, it shall not have the right to vote.

Rule 32

Time-limit on speeches

The Board may limit the time to be allowed to each speaker.

Rule 34 A

Decisions involving expenditure¹

The Executive Board shall not take a decision involving expenditure unless it has before it a report from the Director-General on the administrative and financial implications of the proposal.

1. Amendment adopted by the Executive Board at its 170th session (170 EX/Dec.5.1, October 2004).

Rule 39

Points of order

During the discussion of any matter a Member may rise to a point of order and the point of order shall be immediately decided by the Chairperson. An appeal may be made against the ruling of the Chairperson. It shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled by a majority of Members present and voting.

Rule 40

Procedural motions

Suspension or adjournment of the meeting, adjournment of the debate or closure of the debate.

Rule 43

Closure of debate

During the discussion of any matter, a Member may move the closure of the debate whether or not any other Member has signified his/her wish to speak. If such a motion is seconded, the Chairperson shall indicate the proposals which have been submitted on the substance of the item under discussion and which shall be put to the vote after the closure of the debate. Permission to speak against the closure may be accorded to not more than two speakers. The Chairperson shall then put to the vote the motion for closure and, if the Board is in favour, he/she shall declare the closure of the debate.

Rule 44

Order of procedural motions

Subject to Rule 39 the following motions shall have precedence in the following order over all other proposals or motion before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;
- (d) to close the debate on the item under discussion.

Rule 47

Adoption of draft decisions recommended by plenary commissions

The Board shall adopt the **entire** set of draft decisions recommended by each plenary commission (Programme and External Relations Commission and Finance and Administrative Commission) as a whole, **unless a Member State requests that a specific decision be adopted separately.**

X. Voting

Rule 48

Voting rights

1. Each Member of the Board shall have **one** vote.
2. A Member State shall have no vote in the Executive Board or in any of its committees, commissions and other subsidiary organs if the total amount of contributions due from it exceeds the total amount of contributions payable by it for the current year and the immediately preceding calendar year. The General Conference may nevertheless permit such a Member State to vote, if it is satisfied under the procedure and decision provided for in Rule 80 of the Rules of Procedure of the General Conference, that failure to pay is due to conditions beyond the control of the Member State.

Rule 49

Conduct during voting

After the Chairperson has announced the beginning of voting, no one shall interrupt the voting.

Rule 50

Simple majority

Decisions of the Board shall be taken by a simple majority of the Members present and voting, except where otherwise specified in these Rules ... 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.**

Rule 51

Two-thirds majority

In the following cases a two-thirds majority of the members present and voting is required:

- reconsideration of proposals (Rule 45);
- consultation by correspondence (Rule 60);
- amendment of Rules of Procedure (Rule 66)
- suspension of Rules of Procedure (Rule 67);
- establishment, before each session of the General Conference, of the list of States not members of UNESCO which are to be invited to send observers to that session.

Rule 52

Show of hands

Voting shall normally be by show of hands.

Rule 53

Roll-call

At the request of any Member, a vote shall be taken by roll-call; Members' names shall be called in alphabetical order ... recorded in the summary record of the meeting.

Rule 54

Secret ballot

1. The nomination of a candidate for the post of Director-General shall be decided by secret ballot.
2. All other elections and decisions relating to individuals shall be voted on by secret ballot whenever five or more Members shall so request or if the Chairperson shall so decide.

XI. Special procedures

Rule 59

Appointments to the Secretariat and consultations on its structure

1. The Director-General shall inform the Board, in a private meeting, of every appointment, promotion or renewal of a contract of officials at D-1 level and above that has taken place since the previous session.
2. The Director-General shall consult, on the basis of a relevant document, the Executive Board at least every two years regarding the structure of the Secretariat and, in particular, on any important changes he/she contemplates making in it.

XII. Financial and administrative arrangements

Rule 61

Travel expenses and subsistence allowance

The Organization shall pay for travel performed by the representatives of the Members of the Board in the execution of their duties as Members and shall provide them with a subsistence allowance, on the conditions defined in the annex to these Rules.

Travel expenses of the Members of the Board

194 EX/ Decision 4 Part II (C):

Noting the continuing financial challenges faced by the Organization and the need for cost-effective running of the governing bodies, *Decides to*:

- (a) also **suspend the budget allocated for travel** by:
 - (i) representatives residing in Paris appointed by Members of the Executive Board for consultations with their government (Article I.1.1(b) of the Annex to the Rules of Procedure of the Executive Board);
 - (ii) a representative appointed by the Member, or of any other person specially appointed by the Board, to perform a mission on behalf of the Board (Article I.1.2 of the Annex to the Rules of Procedure of the Executive Board);
- (c) **further suspend travel and daily subsistence allowances** allocated to representatives of Member States, except those representing **least developed countries (LDCs) and small island developing States (SIDS)**;

Rule 64

Restriction on other expenses and allowances and on remuneration

The representatives and alternates appointed by Members of the Board shall not, during their term of office, accept from the Organization payment of any expenses or allowances **other than those provided for in Rules 61...** They shall not receive any fees or remuneration from the Organization during their term of office.

Rule 65

Restriction on appointment to Secretariat

Representatives and alternates appointed by Members of the Board may not enter into a contractual relationship with the Secretariat until **18 months have elapsed** from the date of cessation of their representative functions.

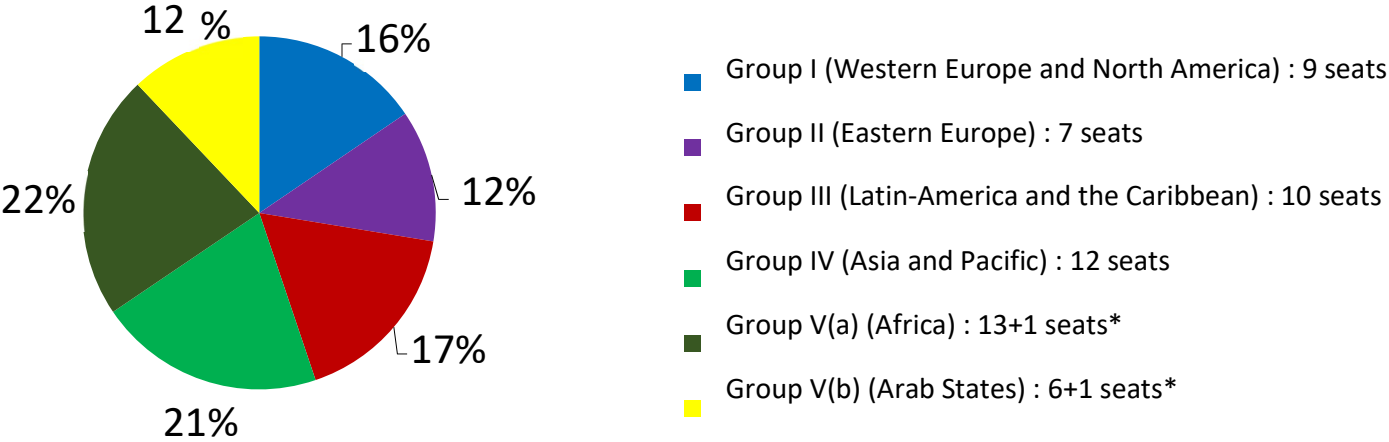
Elections to the Executive Board

Procedure for the Election of Members of the Executive Board

Groupings of Member States for the purpose of elections to the Executive Board

As decided by the General Conference at its 37th session, the composition of electoral groups for the purpose of elections to the Executive Board and the distribution of seats on the Executive Board among the groups is as follows:

Distribution of seats in UNESCO Executive Board



*Group V has 20 seats (1 seat rotating between V (a) and V (b) every four years)

Provisions governing the procedure for the election of Member States to the Executive Board

A. *Submission of the names of candidate states*

Rule 1

The Director-General shall ask each Member State, **at least three months** prior to the opening of any ordinary session of the General Conference, whether it intends to stand for election to the Executive Board. If so, its **candidature must be sent to him or her** at least six weeks, as far as possible, prior to the opening of the session.

Provisions governing the procedure for the election of Member States to the Executive Board

Rule 2

At least four weeks prior to the opening of the ordinary session of the General Conference the Director-General shall send Member States the provisional list of Member States candidates.

Rule 3

At the opening of the ordinary session of the General Conference the Director-General shall have drawn up and delivered to the Chairperson of the Nominations Committee and to each head of delegation a list of the Member States' candidatures that have been transmitted to him or her by that date.

Rule 4

Subsequent candidatures shall be admissible only if they reach the Secretariat of the General Conference at least **forty-eight hours before the beginning of the ballot.**

Preparatory Group

Terms of reference of the Preparatory Group

At its 207th session, the Executive Board decided to amend the terms of reference and the methods of work of the Preparatory Group of the Executive Board (207 EX/Decision 20).

<https://www.unesco.org/en/executive-board>

ORIENTATION MATERIAL

Basic Texts 2020



The Constitution of UNESCO(Pocket-size)



Rules of Procedure of the Executive Board 2020



Pocket-size



Executive Board Brochure 2020

