

INTERNATIONAL BUREAU OF EDUCATION

# Collection of basic texts

**June 2000**

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# I. Agreement between the United Nations Educational, Scientific and Cultural Organization and the International Bureau of Education<sup>1</sup>

The United Nations Educational, Scientific and Cultural Organization, hereinafter called 'UNESCO', and the International Bureau of Education, hereinafter called 'the IBE',

*Whereas*, the IBE has been created at Geneva in 1925 and was endowed as an intergovernmental organization with a legal status on 29 July 1929 for the purpose of serving as an information and study centre for all matters relating to education,

*Whereas*, the purpose comes within those which have been conferred by its Constitution upon UNESCO,

*Recognizing* the value and necessity of collaboration among all States for the development of public education and for the progress of the science of education as well as the need for making known its most recent achievements,

*Considering* that, for more than forty years, the IBE has performed a noteworthy task of unquestioned value and usefulness, especially in the field of comparative education, and that this great tradition should be maintained,

*Whereas*, the IBE, which has been recognized as an institution of general and public interest, desires that the task it has accomplished since 1929 be pursued by UNESCO under conditions which permit the retention of the present name and headquarters of the IBE and the assurance of its work of educational research and of documentation with the greatest intellectual and functional autonomy possible,

*Considering* that by these means a greater number of States will be associated with the activities which have hitherto been those of the IBE and that this will result in strengthening co-operation among nations and encouraging the development of education, aims which are common to both organizations,

*Whereas*, Article XI, paragraph 2 of the UNESCO Constitution provides that: Whenever the General Conference of this Organization and the competent authorities of any other specialized intergovernmental organizations or agencies whose purpose and functions lie within the competence of this Organization, deem it desirable to effect a transfer of their resources and activities to this Organization, the Director-General, subject to the approval of the Conference, may enter into mutually acceptable arrangements for this purpose.

Being respectively represented by the Director-General of UNESCO, hereinafter referred to as 'the Director-General', and by the Acting Director of the IBE, hereinafter referred to as 'the Acting Director',

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<sup>1</sup> Agreement signed on 25 and 29 November 1968 and effective from 1 January 1969.

Have agreed on the following:

*Article 1*

The purpose of this Agreement is to assure, under the responsibility of UNESCO, and by appropriate measures, the continuity of the work pursued since 1929 by the IBE.

*Article 2*

The IBE transfers to UNESCO the functions that have been conferred upon it under its Statutes.

*Article 3*

There shall be established at Geneva, within the framework of UNESCO, of which it shall be an integral part, an international centre of comparative education, hereinafter referred to as 'the centre', which will bear the name 'International Bureau of Education' and which will enjoy a large intellectual and functional autonomy. The centre shall have as its purpose to pursue and develop educational research and particularly the work on matters of comparative education of the IBE as well as its activities in the field of documentation and information. It shall also be responsible for maintaining the International Educational Library as well as the Permanent International Exhibition of Public Education.

*Article 4*

The General Conference of UNESCO shall adopt Statutes defining in a detailed manner the functions of the centre and the terms of its operation. These Statutes will provide, in particular, that:

1. the centre shall have a council composed of Member States designated by and whose number shall be fixed by the General Conference;
2. the council shall establish the draft general programme and budget of the centre, which shall be submitted to the General Conference together with the observations of the Director-General and the Executive Board of UNESCO;
3. within the framework of the programme and budget adopted by the General Conference, the council shall define in a detailed manner the activities to be undertaken by the centre, be responsible for their execution, and report thereon to the General Conference at each of its ordinary sessions;
4. the centre shall be headed by a director who shall be appointed by the Director-General and chosen by him from a list of nominees established by the council;
5. in the course of the normal execution of the programme approved by the General Conference, the centre may maintain direct relations with the competent authorities of Member States of UNESCO.

*Article 5*

UNESCO shall make all necessary arrangements to ensure the convening and the conduct of the sessions of the International Conference on Public Education,<sup>2</sup> the purpose of which is, in particular, to adopt recommendations to States on matters of public education and to provide the possibility for an exchange of experiences and of

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<sup>2</sup> The Council at its second session (December 1969) decided to change this title to 'International Conference on Education'.

theoretical ideas contributing to the development of education throughout the world. As a general rule, the International Conference on Public Education<sup>3</sup> will meet in Geneva.

*Article 6*

Notwithstanding the stipulations of paragraphs 2 and 3 of Article 4 of this Agreement, the centre's Programme and Budget for 1969-1970 shall be established by the General Conference on the proposal of the Director-General.

The centre's programmes and budgets for subsequent periods, which will be established in conformity with Article 4 of this Agreement, shall include provisions to enable the centre's activities to be continued at a level at least equal to that attained by the activities of the IBE during the period 1967-1968.

*Article 7*

The staff members of the IBE as of the date of entry into force of this Agreement shall from that date be subject to the authority of the Director-General, but they shall continue for a period of two years (termed the 'initial period') to be subject to the regulations and contractual provisions which presently govern them.

At the end of this initial period, it will be for the Director-General to determine the final status of such staff members and the terms and conditions of their employment. The rights acquired as of 31 December 1968 by the staff members of IBE shall be safeguarded.

*Article 8*

The IBE grants and transfers to UNESCO, which accepts, the whole of its assets remaining after liquidation and settlement of its liabilities.

A description of the property constituting the assets granted will be the subject of an inventory drawn up separately.

*Article 9*

The IBE shall take the necessary measures to proceed to its dissolution in accordance with its Statutes.

*Article 10*

The Director-General and the Acting Director shall take all necessary measures for the execution of this Agreement.

*Article 11*

The present Agreement shall take effect from the date of the entry into force of the Statutes specified in Article 4. It must beforehand have received the approval of the General Conference of UNESCO and the Council of the IBE.

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3 Loc. cit.

## II. Statutes of the International Bureau of Education<sup>4</sup>

### *Article I*

1. Within the framework of the United Nations Educational, Scientific and Cultural Organization, and as an integral part thereof, there is hereby established an international centre of comparative education under the name of 'International Bureau of Education', hereinafter called 'the Bureau'.
2. Subject to the conditions laid down in the present Statutes, the Bureau shall enjoy wide intellectual and functional autonomy within the framework of UNESCO.
3. The Bureau shall be located in Geneva, Switzerland.

### *Article II*

1. The Bureau shall contribute to the design and implementation of the programme of the Organization in regard to education. To that end, its functions shall be:
  - (a) to prepare for and organize the sessions of the International Conference on Education as a forum for dialogue on educational policy, in accordance with the decisions of the General Conference and subject to UNESCO rules in force and applicable;
  - (b) to assist in the dissemination and implementation of the declarations and recommendations adopted by the International Conference on Education;
  - (c) to collect, process, analyse, systematize, produce and disseminate, using the latest techniques, documentation and information concerning education, in particular on innovations concerning curricula, teaching methods and teacher education, in co-operation with the other competent units of UNESCO and in liaison with national, regional and international institutions and networks;
  - (d) to undertake, in co-operation with the other units at and away from Headquarters and co-ordinating or linking its work with that of other national, regional and international institutions pursuing similar objectives, surveys and studies in the field of education, particularly comparative education, and to publish and disseminate the results;
  - (e) to maintain and develop an international educational information centre.
  - (f) to contribute to and provide technical assistance for the strengthening of national capacities regarding information and comparative research, through, in particular, the promotion of training of staff specializing in these fields;
  - (g) to conserve the archives and historical collections of the International Bureau of Education and make them accessible to the public.
2. The general programme and budget of the Bureau shall be part of the programme and budget of UNESCO. The resources of the Bureau shall consist of the financial allocations assigned to it by the General Conference of UNESCO and of gifts,

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<sup>4</sup> Adopted by the General Conference of UNESCO at its fifteenth session (resolution 14. 1), and modified at its nineteenth (resolution 1.521), twenty-first (resolution 1/13), twenty-fourth (resolution 4.3), twenty-fifth (resolution 1.2. 1), twenty-eighth (resolutions 1.10 and 22) and twenty-ninth sessions (resolution 3).

bequests, subventions and voluntary contributions received in accordance with the Financial Regulations applicable to the Special Account of the International Bureau of Education.

3. Within the framework of the general programme in course of execution, as approved by the General Conference, the Bureau may maintain direct relations with the educational authorities of the Member States of UNESCO.

#### *Article III*

1. The Bureau shall have a Council comprising twenty-eight Member States of UNESCO designated by the General Conference.
2. The terms of office of the Member States of the Council shall run from the end of the session of the General Conference which designates them to the end of the second ordinary session of the General Conference following.
3. The Member States of the Council shall be immediately eligible for a further term.
4. The Member States of the Council shall choose as their representatives persons of eminence in the field of education. They shall ensure that these persons are in a position to represent them regularly at sessions of the Council.

#### *Article IV*

1. The Council shall meet in ordinary session at least once every year. It may meet in extraordinary session, if convened by the Director-General of UNESCO or at the request of fifteen of its members.
2. Each Member State on the Council shall have one vote.
3. The Director-General or, in his absence, his appointed representative, shall take part in the Council's meetings without the right of vote.
4. The Council shall adopt its Rules of Procedure.
5. The Council shall elect its Steering Committee, comprising a President and five Vice-Presidents, who shall be nationals of the six regional groups. The President of the Council shall preside over the Steering Committee. The Council shall renew its Steering Committee at its first session following the ordinary session of the General Conference at which the Council has been partially renewed. The members of the Steering Committee shall be eligible for re-election, provided the terms of office of the Member States of the Council which they represent are renewed by the General Conference, but they shall not hold office for more than two consecutive terms. The Steering Committee shall remain in office until the election of the new Steering Committee.
6. The Council may set up subsidiary bodies to assist in the execution of its specific tasks.

#### *Article V*

The tasks of the Council shall be:

- (a) To draw up, on the proposals of the Director of the Bureau, taking into account the lines of emphasis of the medium-term planning, the draft general programme and budget of the Bureau, for submission to the General Conference with the observations or recommendations of the Director-General and the Executive Board, and to take steps to ensure the consistency and complementarity of the activities foreseen in the draft general programme and

budget of the Bureau with the other activities foreseen in the draft programme and budget of UNESCO;

- (b) to define in detail, within the framework of the programme and budget approved by the General Conference and taking available extra-budgetary resources into account, as appropriate, the activities to be undertaken by the Bureau. The Council shall supervise the implementation of the programme of activities of the Bureau and shall mobilize human and financial resources;
- (c) to approve the draft annual budget of the Bureau which is submitted to it by the Director;
- (d) to verify budget execution and the audited accounts of the Bureau and the report of the External Auditor of UNESCO relating to the Bureau;
- (e) to make proposals for the preparation and organization of sessions of the International Conference on Education;
- (f) to submit to the Director-General a list of at least three names with a view to the appointment of a director in accordance with the provisions of Article VI below;
- (g) to submit to the General Conference at each of its ordinary sessions a report on the activities of the Bureau.

#### *Article VI*

1. The Director of the Bureau shall be appointed by the Director-General from the list prepared by the Council, in accordance with Article V(f).
2. The Director shall prepare and submit to the Council his proposals for the draft general programme and budget of the Bureau.
3. The Director shall be responsible for the administration of the Bureau, in accordance with the Financial Regulations applicable to the Special Account for the International Bureau of education, the Financial Rules applicable to the Special Account for the International Bureau of Education and the General Framework for the Delegation of Authority Granted to the Director of the IBE for the Management of Posts and Staff.

#### *Article VII*

1. The Director and personnel of the Bureau shall be members of the UNESCO staff and be subject to the provisions of the UNESCO Staff Regulations approved by the General Conference, with the exception of staff employed on an occasional basis as provided for in the administrative instructions contained in the UNESCO Manual.
2. The Director-General may enact special regulations compatible with the provisions of the UNESCO Staff Regulations, to apply to the personnel of the Bureau.

#### *Article VIII*

These Statutes shall enter into force on 1 January 1969.

### **III. Agreement between the United Nations Educational, Scientific and Cultural Organization and the Swiss Government by exchange of letter<sup>5</sup>**

25 February 1969

Sir,

I have the honour to acknowledge receipt of your letter dated 30 January 1969, reading as follows:

‘Sir,

I have the honour to refer to the conversations which took place between representatives of the Federal Council and your representatives concerning the agreement to be concluded on the privileges and immunities to be accorded to the United Nations Educational, Scientific and Cultural Organization in Switzerland as from 1 January 1969, the date on which the Statutes of the International Bureau of Education adopted by the General Conference of UNESCO at its fifteenth session came into force. Pursuant to these exchanges of views, I suggest that we agree on the following provisions:

- 1 . Pending the conclusion of an agreement between the Federal Council and UNESCO, the Agreement between the Federal Council and the World Health Organization concerning the legal status of this Organization in Switzerland and the Arrangement for the execution of the said Agreement, concluded on 31 August and 21 September 1948, shall be provisionally applied, *mutatis mutandis*, to UNESCO, its subsidiary bodies, representatives of Member States, experts and officials of the Organization.

Mr. Willy Spühler,  
Head of the Federal Political Department,  
Federal Palace,  
Berne

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<sup>5</sup> Entered into force on 1 January 1969.

2. The question of the premises to be available to UNESCO in Geneva, taking into account the expansion of its activities and needs, shall be settled at a later stage by a specific agreement. Until such time as this agreement is concluded, I confirm, with the concurrence of the Genevese cantonal authorities, that as long as the building concerned exists, UNESCO may use the premises occupied by IBE up to 31 December 1968 on the same terms and conditions.

I would be obliged if you would let me know whether the provisions set forth above meet with your approval. If they do, the present letter and your reply to it will constitute an agreement which, I suggest, should be made effective retrospectively as from 1 January 1969.

Please accept, Sir, the assurances of my highest consideration.

Spühler'

On behalf of the Organization, I accept the dispositions set out in your letter. Accordingly your letter and my reply constitute an agreement applicable as from 1 January 1969.

Please accept, Sir, the assurances of my highest consideration.

René Maheu

## **IV. Rules of Procedure of the Council of the International Bureau of Education<sup>6</sup>**

### **Section I. Composition**

#### *Rule 1*

1. The Council of the International Bureau of Education (hereinafter called ‘the Council’) shall comprise twenty-eight Member States of UNESCO designated by the General Conference as provided in Article III of the Statutes of the International Bureau of Education (hereinafter called ‘the Bureau’).
2. Each Member State of the Council shall communicate to the Director of the Bureau the name of its representative on the Council and the names of its alternate representative and its advisers and experts.

### **Section II. Representatives and Observers**

#### *Rule 2*

1. Representatives of Member States and Associate Members of UNESCO which are not members of the Council may take part in the sessions of the Council without the right to vote.
2. Representatives of the United Nations and of other organizations of the United Nations family with which UNESCO has concluded an agreement providing for reciprocal representation may take part in the sessions of the Council without the right to vote.

### **Section III. Sessions**

#### *Rule 3*

1. Sessions of the Council shall be convened by the Director-General of UNESCO, in accordance with such indications as the Council may have given and after consultation with the President.
2. Extraordinary sessions of the Council shall be convened by the Director-General of UNESCO either on his own initiative or at the request of fifteen members of the Council.

### **Section IV. Agenda**

#### *Rule 4*

1. The provisional agenda for sessions shall be drawn up by the Director of the Bureau in consultation with the members of the Steering Committee of the Council and the Director-General of UNESCO.
2. The provisional agenda shall be communicated to the members of the Council not less than two months before the opening of each session.
3. The provisional agenda of a session of the Council shall include:

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<sup>6</sup> The Rules of Procedure were adopted by the Council at its first session (June 1969), and were subsequently amended at its eighth (January 1973, Rules 5 and 6), fourteenth (January 1977, Rules 1, 3, 5 and 8\*), forty-fourth (January 1998, Rules 1, 3, 5 and 8\*) and forty-sixth sessions (January 2000, a new Rule 7).

\* = former numbering; with the new Rule 7 (January 2000) former Rules 7 to 23 have now become Rules 8 to 24.

- (a) items which the Council has decided, at a previous session, to include in the agenda;
  - (b) items proposed by Member States of the Council;
  - (c) items proposed by the Director-General of UNESCO.
4. At the beginning of each session the Council shall adopt the agenda.
  5. After the adoption of the agenda, the Council may, in the course of a session, alter the order of the agenda items or add or delete items. A two-thirds majority of the members present and voting shall be required for the addition or deletion of an item in the course of a session.

## **Section V. President and Vice-Presidents**

### *Rule 5*

1. At the beginning of its first session, which shall follow each ordinary session of the General Conference, the Council shall elect a President and five Vice-Presidents who shall be nationals of the six regional groups, and who constitute the Steering Committee of the Council.
2. The Steering Committee of the Council shall be responsible for assisting the President in his duties and performing such other duties as the Council may assign to it.
3. The members of the Steering Committee shall be eligible for re-election.
4. The Steering Committee shall remain in office until the election of the new Steering Committee.

### *Rule 6*

1. In addition to exercising the powers which are conferred upon him elsewhere by these rules, the functions of the President shall be the following: to declare the opening and closing of meetings, to direct the discussions, to ensure observance of these rules, to accord the right to speak, to put questions to the vote and announce decisions. He shall rule on points of order and, subject to the provisions of the present rules, shall control the proceedings and maintain order. He shall be entitled to take part in the discussions and votes but shall have no casting vote.
2. If the President is absent during a session, his functions shall be exercised by one of the Vice-Presidents, following the alphabetical order of their names.
3. If the President ceases to represent a Member State of the Council or becomes incapacitated for the discharge of his functions, one of the Vice-Presidents shall be elected by the Council as President for the balance of the term of office and another Vice-President elected in his place.

### *Rule 7*

1. If a Vice-President is no longer able to continue participating in the work of the Council's Steering Committee, another Vice-President will be elected in his/her place on the proposal of the respective regional group during the next ordinary session of the Council.
2. If a meeting of the Steering Committee is convened before the next ordinary session of the Council, while a Vice-President has already become unable to participate in its work, the appropriate authorities in the country concerned will

designate, for the meeting in question, another person to take the place of the absent Vice-President until the election by the Council of a new Vice-President.

3. The appropriate authorities in the countries whose nationals serve as Vice-Presidents on the IBE Council will inform, as soon as possible, the President of the Council, via the Director of the IBE, about the inability of a particular Vice-President to carry out his/her functions.

## **Section VI. Secretariat**

### *Rule 8*

1. The Director-General of UNESCO or, in his absence, his appointed representative and the Director of the Bureau shall take part, without the right to vote, in the meetings of the Council. They shall also take part in meetings of the Steering Committee of the Council.
2. The Director of the Bureau or a staff member appointed by him shall be the Secretary of the Council. The Secretary shall be present at all meetings of the Council and its Steering Committee.
3. The Director-General of UNESCO shall provide the Council with the other staff and facilities necessary for its proceedings.
4. The Director-General of UNESCO or his representative, the Director of the Bureau and the Secretary of the Council may submit oral or written observations to the Council or its Steering Committee regarding any matter under consideration.

## **Section VII. Languages**

### *Rule 9*

1. The working languages of the Council shall be the same as the working languages of the General Conference.
2. Any speaker may use a language other than the working languages of the Council on condition that he provides for interpretation of his remarks into one of the working languages.

## **Section VIII. Meetings**

### *Rule 10*

1. A simple majority of the Member States of the Council shall constitute a quorum.
2. If, however, after ten minutes' adjournment, there be still no quorum as above defined, the President may request the agreement of all Member States actually present temporarily to waive the above paragraph.
3. Unless the Council decides otherwise, all meetings of the Council shall be public.

## **Section IX. Conduct of proceedings**

### *Rule 11*

Oral or written statements may be made to the Council by the alternates, advisers and experts referred to in Rule 1, paragraph 2 of these Rules, if so requested by the representative whom they are accompanying, and by the representatives referred to in Rule 2.

*Rule 12*

The President shall call upon speakers in the order in which they signify that they wish to speak.

*Rule 13*

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

*Rule 14*

During the discussion of any item, any member of the Council may at any time raise a point of order, and such point of order shall be immediately decided by the President. An appeal may be made against the ruling of the President. It shall be put to the vote immediately, and the President's ruling shall stand unless over-ruled by a majority of the members present and voting.

*Rule 15*

A member of the Council may at any time move the suspension, adjournment or closure of a meeting or of a discussion. Any such motion shall be put to the vote immediately. The following order of precedence shall apply to such motions: (a) to suspend the meeting; (b) to adjourn the meeting; (c) to adjourn the debate on the item under discussion; (d) for the closure of the debate on the item under discussion.

**Section X. Voting**

*Rule 16*

Each Member State of the Council shall have one vote.

*Rule 17*

1. No resolution, motion or amendment shall be put to the vote unless it has been seconded.
2. Save as otherwise provided by these rules, and subject to the provisions of Rule 9, paragraphs 1 and 2, decisions shall be taken by majority vote of the members present and voting.
3. For the purpose of these rules, only members casting an affirmative or negative vote shall be regarded as 'present and voting'; members who abstain from voting shall be considered as 'non-voters'.

*Rule 18*

1. Voting shall normally be by a show of hands unless the Council otherwise decides, but a vote by roll-call shall be taken if it is requested by not less than two members. The vote or abstention of each member participating in a vote by roll-call shall be recorded in the Decisions of the Council.
2. When the result of a vote by a show of hands is in doubt, the President may take a second vote, by roll-call.

*Rule 19*

1. When an amendment to a proposal is moved, the amendment shall be voted on first.

2. When two or more amendments to a proposal are moved, the Council shall first vote on the amendment which is furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote.
3. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendment is adopted, the proposal shall be put to the vote in its original form.
4. A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.

#### *Rule 20*

All elections and decisions relating to individuals shall be voted on by secret ballot whenever two or more members shall so request or if the President so decides.

#### *Rule 21*

1. If a vote is equally divided, in voting not concerned with elections, a second vote shall be taken, after a suspension of the meeting. If the proposal fails to obtain a majority in the second vote, it shall be considered to have been rejected.
2. If a vote is equally divided in the case of elections and decisions relating to individuals, there shall be further ballots until a majority is obtained.

### **Section XI. Decisions and reports**

#### *Rule 22*

1. The Council shall approve at each session the text of the decisions adopted during that session.
2. The text shall be published during the month following the end of the session.
3. The Council shall submit to the General Conference at each of its ordinary sessions a report on the activities of the Bureau.

### **Section XII. Special procedures**

#### *Rule 23*

When, during an interval between sessions of the Council, the latter's approval is required for measures of exceptional urgency and importance, the President may, through the Director of the Bureau, consult the members in writing. To be adopted, the measure proposed must receive the agreement of two-thirds of the members.

### **Section XIII. Amendments and suspension**

#### *Rule 24*

1. These Rules of Procedure, except where they incorporate provisions of the Statutes of the Bureau, may be amended by decision of the Council taken by a simple majority of the members present and voting, provided that the proposed amendment has been previously included in the agenda.
2. The application of any of these rules may be suspended by decision of a two-thirds majority of the members present and voting.

## V. Revised Rules of Procedure of the International Conference on Education<sup>7</sup>

(Established in accordance with the 'Regulations for the general classification of the various categories of meetings convened by UNESCO', adopted by the General Conference at its fourteenth session: 14 C/Resolutions, 23.)

### *Rule 1*

1. Participation in the work of the Conference, with the right to vote, is open to the governments of Member States and Associate Members of UNESCO invited to the session in question by decision of the Executive Board of UNESCO.
2. Each government referred to in paragraph 1 above may appoint one or more delegates, one of whom shall be the head of the delegation.
3. In selecting the delegates, the subjects included in the provisional agenda of the session should, as far as possible, be taken into account.

### *Rule 2*

1. Non-Member States may send observers to any session to which they have been invited by decision of the Executive Board of UNESCO.
2. The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements may send representatives to the Conference.
3. The African liberation movements recognized by the Organization of African Unity (OAU) and Palestine may send observers to any session to which they have been invited by decision of the Executive Board of UNESCO.
4. Intergovernmental organizations and international non-governmental organizations may also send observers to any session to which they have been invited by decision of the Executive Board of UNESCO.
5. Subject to the provisions of Rule 9, paragraph 3, representatives and observers may take part in the discussions of the Conference, but without the right to vote.

### *Rule 3*

At the opening of each session, the head of the delegation from which the Chairman of the previous session was selected shall preside until the Conference has elected the Chairman for the session. If that delegation is not present, the head of the delegation at the beginning of the alphabetical list of delegations from which the Vice-Chairmen of the previous session were selected shall preside.

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<sup>7</sup> Adopted by the International Conference on Education at its thirty-second session (July 1970), amended by the International Conference on Education at its thirty-seventh session (July 1979), to take into account resolutions 18.1 and 18.2 adopted by the General Conference at its eighteenth session; also amended by the International Conference on Education at its forty-second session (September 1990), to take into account 25 C/Resolution 29.5 adopted by the General Conference at its twenty-fifth session.

#### *Rule 4*

1. At the beginning of each session, the Conference shall elect a Chairman, eight Vice-Chairmen and a Rapporteur. The Chairman, Vice-Chairmen and Rapporteur of the Conference shall constitute the Bureau of the Conference, together with the Chairmen of the Commissions or other subsidiary bodies that the Conference might create.
2. If the Chairman finds it necessary to be absent during a meeting or any part thereof, he shall be replaced by one of the Vice-Chairmen, each in turn, to take his place.

#### *Rule 5*

1. In addition to the powers conferred upon him elsewhere in the present Rules, the Chairman shall also preside at each plenary meeting of the Conference. He shall lead the discussions, ensure that the present Rules are observed, give the floor, put questions to the vote and announce the results. He shall decide upon points of order and, within the limits of the present Rules, shall ensure that order is kept.
2. A Vice-Chairman shall have the same powers and the same responsibilities as the Chairman when acting in the capacity of Chairman.
3. The Chairman, or a Vice-Chairman acting in the capacity of Chairman, shall not take part in voting but may request another member of his delegation to vote on his behalf.

#### *Rule 6*

1. The Conference may set up such commissions or other subsidiary bodies as it deems expedient to examine items on its agenda and to draw up and adopt recommendations.
2. The commissions shall normally consist of one member from each of the delegations present at the Conference.
3. For each of its commissions and other subsidiary bodies, the Conference shall appoint a Chairman and, where appropriate, a Rapporteur.
4. The present rules shall be applicable *mutatis mutandis* to the work of committees and other subsidiary bodies.

#### *Rule 7*

Unless the Conference decides otherwise, all its plenary meetings and the meetings of its committees and other subsidiary bodies shall be held in public.

#### *Rule 8*

1. The quorum shall be constituted by the majority of the delegations present at the Conference.
2. If, however, the quorum defined above is not reached after an adjournment of ten minutes, the Chairman may on his own initiative—and shall if so requested by a delegation—ask the members present at the meeting to unanimously decide to waive the foregoing paragraph temporarily, unless a majority of the delegations present at the Conference deliberately absent themselves from the meeting after declaring their intention to do so or unless the number of delegations present at the meeting is less than one-third of the total number of delegations present at the Conference.

#### *Rule 9*

1. The Chairman shall give the floor to speakers in the order in which they have asked to speak.
2. The Conference may limit the time to be allowed to each speaker.
3. The representatives and observers referred to in Rule 2 may take the floor, with the prior consent of the Chairman.

#### *Rule 10*

1. In the course of discussions, any member of a delegation may raise a point of order, on which the Chairman shall take an immediate decision.
2. A motion is considered as a point of order when it deals with procedure and not fundamentally with the question being examined, and it is for the Chairman to draw the distinction in this respect.
3. The Chairman's decisions are open to appeal. The appeal shall immediately be put to the vote and the Chairman's decision upheld if it is not rejected by the majority of delegations present and voting.

#### *Rule 11*

A proposal may be withdrawn by its proposer before being voted upon, whether a draft amendment to it has been submitted or not. Any proposal thus withdrawn may be reintroduced by another delegation.

#### *Rule 12*

Each of the delegations referred to in Rule 1 of the present Rules of Procedure shall have one vote in plenary meetings and one vote in meetings of committees and other subsidiary bodies.

#### *Rule 13*

1. Decisions shall be taken by a simple majority of the delegations present and voting.
2. If a vote is equally divided, a second vote shall be taken after a suspension of the meeting. If there is still no majority in favour of the proposal, it shall be considered as rejected.
3. For the purposes of the present Rules, the expression 'delegations present and voting' shall mean delegations casting an affirmative or negative vote; those which abstain shall be considered as not voting.

#### *Rule 14*

Voting shall normally be by show of hands, but a vote by roll-call shall be taken when the Chairman so decides or when two delegations so request. In this case, the vote or abstention of each delegation shall be recorded in the archives of the Bureau.

#### *Rule 15*

1. When a draft amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Conference shall first vote on the amendment which, in the opinion of the Chairman, is furthest removed in substance from the original proposal and then, if necessary, on the amendment next furthest removed therefrom, and so on until all the amendments

have been put to the vote. If one or more amendments are adopted, the Conference shall then vote on the entire proposal thus amended. If no amendment is adopted, the proposal shall be put to the vote in its original form.

2. A proposal is considered as an amendment to another proposal if it adds to, deletes from, or revises part of that proposal.

#### *Rule 16*

1. Parts of a proposal shall be voted on separately if a delegation requests that the proposal be divided. After the vote on the different parts of a proposal, those that have been adopted separately shall be voted upon collectively in order to be adopted finally. If all the operative parts of the proposal have been rejected, the proposal as a whole shall be considered as having been rejected.
2. If two or more proposals other than amendments deal with the same question, the Conference, unless it decides otherwise, shall vote on these proposals in the order in which they have been made.

#### *Rule 17*

The Secretariat of the Conference shall be composed of members of the staff of the International Bureau of Education and any other UNESCO staff member designated by the Director-General.

#### *Rule 18*

The Director-General of UNESCO, or his representative, and the Director of the International Bureau of Education, shall take part, without the right to vote, in all the meetings of the Conference and its subsidiary bodies. They may make proposals concerning measures to be taken and may present oral or written comments, during the discussions, on all questions under consideration.

#### *Rule 19*

1. The present Rules shall take effect as soon as they are adopted by the thirty-second session of the Conference and shall remain in force for all its subsequent sessions.
2. The Conference may amend these Rules by a decision taken by a majority of the delegations present and voting, provided, however, that notice of the proposed amendment has been received by the Director-General of UNESCO at least six weeks before the opening of the session, so that it can be communicated beforehand to the governments invited to the session.

## **VI. Financial Regulations applicable to the Special Account for the International Bureau of Education<sup>8</sup>**

### *Article 1. Creation of a Special Account*

- 1.1 In accordance with Article 6, paragraph 6, of the Financial Regulations of UNESCO, there is hereby created a Special Account for the International Bureau of Education, hereafter referred to as 'the Bureau'. The following Regulations shall govern the operation of this account.

### *Article 2. Financial period*

- 2.1 The financial period shall begin on the first day of January and end on the thirty-first day of December each year.

### *Article 3. Income*

- 3.1 The income of the Bureau shall consist of:
  - (a) the financial allocations voted by the General Conference of UNESCO;
  - (b) contributions, endowments, gifts and bequests allocated or offered by institutions of the United Nations, governments, public and private bodies, associations, foundations and individuals, provided that the purposes for which they are made are consistent with the policies, aims and activities of the Bureau;
  - (c) fees collected for special purposes;
  - (d) miscellaneous revenue.
- 3.2 The Director of the Bureau, hereafter referred to as 'the Director', acting under the authority of the Director-General of UNESCO, may accept on behalf of the Bureau the income defined in Article 3.1, subject to the prior approval of the Council of the Bureau, hereafter referred to as 'the Council', in any case which would entail additional obligations for the Bureau.
- 3.3 The Director shall report to the Council on the subventions, contributions, endowments, gifts and bequests accepted.

### *Article 4. Budget*

- 4.1 The Director shall prepare, in a form to be determined by the Council, an annual budget and shall submit it to the Council for approval.
- 4.2 The budget appropriations voted shall constitute an authorization to incur obligations and make expenditures for the purposes for which the appropriations were voted and up to the amounts available for each source of financing.
- 4.3 The appropriations shall remain available for obligation during the financial period to which they relate.
- 4.4 The appropriations shall remain available for one year following the end of the financial period to which they relate to the extent that they are required to discharge obligations in respect of goods supplied and services rendered in the financial period and to liquidate any other outstanding legal obligations of the financial period.

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<sup>8</sup> Entered into force on 1 January 1994.

- 4.5 The balance of the appropriations remaining unobligated at the close of a financial period shall be credited to the General Account of the Bureau.
- 4.6 At the end of the one-year period provided for in Article 4, paragraph 4, the then remaining unspent balance of appropriations shall be credited to the General Account of the Bureau in conformity with UNESCO's Financial Regulations.

*Article 5. General Account*

- 5.1 There shall be established a General Account to which shall be credited the income of the Bureau as described in Article 3 of these Regulations, and which shall be used to finance the approved budget of the Bureau.
- 5.2 The balance remaining of this General Account shall be carried forward from one financial period to the next.
- 5.3 The use to which the funds in this General Account may be put shall be determined by the Council.

*Article 6. Custody and investment of funds*

- 6.1 All the funds of the Bureau shall be deposited without delay with banks or other depositories selected by the Director or by an officer of the Bureau to whom such power is delegated by the Director.
- 6.2 The Director may make such investments of moneys not needed for immediate requirements as he or she considers necessary, within the framework of the policy implemented by the Comptroller with respect to the investments of the Organization.
- 6.3 The income earned on such investments shall be credited under the miscellaneous revenue of the Bureau.

*Article 7. Trust Funds, Reserves and Special Accounts*

- 7.1 The Director shall establish Reserves to finance the Working Capital Fund, end-of-service indemnities and other obligations of the Bureau. A review of these Reserves shall be conducted annually at the time when the budget is approved.
- 7.2 Trust Funds, Reserves and Special Accounts may be established by the Director and shall be reported to the Council.
- 7.3 The Director may, when necessary in connection with the purpose of a Trust Fund, Reserve or Special Account, prepare special financial regulations to govern the operations of these funds or accounts and shall report thereon to the Council. Unless otherwise provided, these funds and accounts shall be administered in accordance with these Regulations.

*Article 8. Internal Control*

- 8.1 The Director shall:
  - (a) Establish for approval by the Council detailed financial rules and procedures in order to ensure effective financial administration and economy.
  - (b) Cause all payments to be made on the basis of supporting vouchers and other documents that ensure that the services or goods have been received, and that payment has not previously been made.
  - (c) Designate the officers who may receive moneys, incur obligations and make payments on behalf of the Bureau.

- (d) Maintain an internal financial control that shall provide for an effective current examination and for review of financial transactions in order to ensure:
    - (i) the regularity of the receipt, custody and disposal of all funds and other financial resources of the Bureau;
    - (ii) the conformity of obligations and expenditures which may be determined from time to time by the Council, or with the purposes and rules relating to Trust Funds and Special Accounts;
    - (iii) the economic use of the resources of the Bureau.
  - (e) Ensure that the obligations incurred do not exceed the moneys actually received and available to cover those obligations.
- 8.2 No obligations shall be incurred until allotments or other appropriate authorizations have been made in writing under the authority of the Director.
- 8.3 The Director may, after full investigation, authorize the writing-off of losses of cash, stores and other assets, provided that a statement of all such amounts written off shall be submitted to UNESCO's External Auditor for examination with the accounts.

*Article 9. The Accounts*

- 9.1 The Director shall maintain such accounting records as are necessary and shall submit to the Council annual accounts showing, for the financial period to which they relate:
- (a) the income and expenditure of all funds;
  - (b) the budgetary situation including:
    - (i) original appropriations;
  - (ii) the appropriations as modified by any transfers or additional appropriations as approved by the Council;
    - (iii) the amounts charged against these appropriations;
  - (c) the assets and liabilities of the Bureau.
- He or she shall also give such other information as may be appropriate to indicate the current financial position of the Bureau.
- 9.2 The annual accounts of the Bureau shall be presented in dollars of the United States of America. Accounting records may, however, be kept in such currency or currencies as the Director may deem necessary.
- 9.3 Appropriate separate accounts shall be maintained for all Trust Funds, Reserves and Special Accounts.

*Article 10. External Audit*

- 10.1 The audited accounts of the Bureau, which constitute an integral part of the statement of the financial position of UNESCO, and the report of the External Auditor of UNESCO on the Bureau, shall be submitted to the Council for approval. However, as the accounts of UNESCO are not audited on an annual basis, the Council may ask for the annual accounts of the IBE to be submitted for examination to the External Auditor of UNESCO.

## **VII. Financial Rules applicable to the Special Account for the International Bureau of Education<sup>1</sup>**

### *Article 1. Scope and Application*

- 1.1 *Purpose:* The Financial Rules establish the conditions for implementing the Financial Regulations applicable to UNESCO's Special Account for the International Bureau of Education, hereafter 'the Bureau', and define the financial procedures for the Bureau.
- 1.2 *Applicability:* The Financial Rules are applicable to all units and all financial transactions of the Bureau.
- 1.3 *Effective date:* The Financial Rules become effective as from 1 January 1994. Any changes made by the Director of the International Bureau of Education, hereafter 'the Director', become effective from the date of their issue.
- 1.4 *Interpretation:* In the case of doubt about the meaning of any of the articles, the Director shall rule thereon.

### *Article 2. Responsibility and Authority*

- 2.1 *Responsibility:* By virtue of the authority vested in him/her as the chief administrative officer of the Bureau, the Director is responsible to the Council of the International Bureau of Education, hereafter 'the Council', for the implementation of the Financial Rules.
- 2.2 *Delegation of Authority:* The Director may delegate, together with authorization for their redelegation, such of his/her powers as he/she deems necessary to secure the effective implementation of these Rules.

### *Article 3. Appropriations*

- 3.1 The appropriations voted by the Council represent an authorization for the Director to issue allotments up to the amount of the approved appropriation, and within the limits of the actual amounts credited and available to cover these allotments.

### *Article 4. Allotment of Funds*

- 4.1 The Director makes allotments according to the approved programme, within the limits of the amounts available to him/her according to the allocations voted by the Council, and within the limits of the actual amounts credited and available. These allotments will be indicated in writing to the officials authorized to implement payments.
- 4.2 The Director may make any modifications to these allotments within the limits of each appropriation.
- 4.3 The Director may undertake transfers of amounts within a budget, within the limits established by the resolution concerning appropriations.

### *Article 5. Obligations*

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<sup>1</sup> Entered into force on 1 January 1994.

- 5.1 Only those officials designated in writing by the Director are authorized to incur obligations for purposes specified in the allotments and within the limit of credited and available funds. Any person incurring an obligation is responsible to the Director for the obligation incurred.
- 5.2 The obligations may only be incurred if they comply with the Financial Regulations and Financial Rules, and with any other relevant rules, and if they are certified as being in accordance with the approved programme.
- 5.3 Except as provided in the following paragraphs 5.4, 5.5, 5.6 and 5.9, all proposed obligations shall be submitted for prior approval by the Director.
- 5.4 The Director may delegate to officers designated for this purpose authority to examine and approve obligations within the limits approved from time to time by the Director.
- 5.5 The Director or officials designated for this purpose shall be responsible for examining proposed obligations in order to ensure that:
- (a) they are certified to be in accordance with the approved programme;
  - (b) funds are available under that particular budget code;
  - (c) the terms of payment and the currency to be used are acceptable;
  - (d) this expenditure is in accordance with the Financial Regulations and Financial Rules, as well as with UNESCO's Staff Regulations and Staff Rules as applied to the Bureau;
  - (e) they conform to existing policies and procedures;
  - (f) the amount to be paid is reasonable;
  - (g) the contract is drawn up in such a manner as to form a sound financial transaction;
  - (h) the interests of the Bureau have been fully protected;
  - (i) the amount received may effectively be engaged.
- 5.6 The Director, or the official designated for this purpose, after examining each obligation proposal, shall indicate his/her approval in writing on each obligation document. Should the Director feel for any reason that approval of a proposed obligation should be withheld, he/she shall, in writing, direct the action to be taken. Revisions to an obligation shall require the same procedure as the original obligation.
- 5.7 The appropriate internal procedures applicable to each category of obligation shall be followed in every case.
- 5.8 Any official authorizing or contracting an obligation shall be personally responsible for actions or decisions taken in disregard of these rules, as well as for the application of any irregular procedures.
- 5.9 For obligations or expenditures incurred by the engagement of staff members, control shall be exercised by the Director according to conditions laid down by the Director-General of UNESCO. The Director of UNESCO's Bureau of Personnel will notify the Financial Comptroller of UNESCO (hereafter 'the Comptroller') of numerical increases or decreases and the authorized annual salaries in order that the Comptroller may take these changes into account in establishing the payroll.

#### *Article 6. Control of Expenditure*

- 6.1 Except where otherwise provided for in these rules, payment shall only be made for services rendered and goods supplied.
- 6.2 No payment shall be effected unless the request and supporting documents give the accounts code to be charged and are certified by the appropriate officers to the effect that:
  - (a) the goods have been supplied or the services have been rendered in accordance with the terms of the contract;
  - (b) the amount to be paid is correct and in accordance with the terms of payment;
  - (c) the payment has not previously been made.
- 6.3 The Director, or the official designated for this purpose, shall be responsible for ensuring that all proposed payments are properly chargeable against the accounts code indicated and, when applicable, against the approved obligation document.
- 6.4 If a designated official considers that, for any reason, a payment should be withheld, the matter will be referred to the Director who shall, in writing, direct the action to be taken.
- 6.5 Payment vouchers and all supporting documents shall be retained in the appropriate files as an integral part of the official accounts of the Bureau.

#### *Article 7. Imprest cash*

- 7.1 Imprest cash advances, for amounts to fixed in each case, may be approved when necessary to officials designated by the Director.
- 7.2 Officials who have received an imprest cash advance shall be responsible for this advance and must at any time be in a position to account for it.
- 7.3 Imprest cash advances may be replenished at the request of the official concerned on presentation of expenditure statements and supporting vouchers. These statements and vouchers shall be drawn up in accordance with the rules prescribed by the Director.

#### *Article 8. Advances*

- 8.1 Travel expense advances may be made to officials to whom travel authorizations have been issued. Such advances are to be used in accordance with the relevant provisions of the Financial Regulations and Financial Rules, and must be accounted for when the travel has been completed.
- 8.2 Salary advances may be made to staff members under the circumstances foreseen in UNESCO's Staff Regulations and Staff Rules.

#### *Article 9. Management of Funds*

- 9.1 The Director is responsible for the management, receipt and disbursement of all of the Bureau's funds.
- 9.2 Subject to the provision of Article 6.1 of the Financial Regulations, the Bureau's funds shall be deposited in banks or institutions designated by the Director.
- 9.3 At the Director's request, the Comptroller may open imprest bank accounts for direct use by the Bureau. Cheques drawn on such accounts shall be signed in

accordance with the instructions issued by the Comptroller, one signature being sufficient if deemed adequate by the Comptroller.

- 9.4 The Comptroller shall administer all the Bureau's bank accounts, including those opened for Trust accounts or other special funds, maintaining separate accounts for each account in each bank where all receipts and payments shall be entered in chronological order. Receipts and payments will be supported by either receipts or payment vouchers drawn up beforehand by the official of the Bureau designated for this purpose or by the Comptroller.
- 9.5 Except for the special cases mentioned in paragraph 9.3 above, cheques drawn on bank accounts and payment instructions shall be signed by two persons designated by the Comptroller and selected from the lists of authorized signatories.

#### *Article 10. Accounts*

- 10.1 The Comptroller is responsible for establishing and maintaining all official accounting records of the Bureau, with the exception of records of budget appropriations and allotments maintained by the Bureau in accordance with Article 10.7 below.
- 10.2 (a) Apart from the employment of staff authorized by the Director and consequent commitments under UNESCO's Staff Regulations and Staff Rules applicable to the Bureau, no obligation shall be incurred exceeding an amount determined by the Director from time to time unless credits have been reserved in the accounts to cover such obligations.
- (b) At the end of each financial period, the accounts shall be adjusted to take into account all unliquidated commitments for which credits have not been previously reserved.
- 10.3 Obligations shall be recorded in the accounts for the financial period in which they were incurred. Receipts shall be credited to the account of the financial period to which they relate.
- 10.4 Expenditure shall be charged to the account of the financial period to which they relate, subject to the provisions of Financial Regulation 4.4.
- 10.5 The accounting records shall comprise:
- (a) subventions, contributions, grants, fees, honoraria, gifts or bequests, both received and unpaid;
  - (b) general accounts, including all subsidiary records;
  - (c) budget accounts showing allotments, obligations and expenditures in accordance with Financial Rule 10.8;
  - (d) treasury accounts showing all receipts and disbursements and records of investments;
  - (e) such other accounts as are necessary to prepare periodic statements showing the financial situation of the Bureau;
  - (f) accounts relating to the Trust Funds, Reserves and Special Accounts.
- 10.6 All accounting records shall be supported by documentation to be retained in appropriate files.
- 10.7 Budget accounts: the Director shall maintain records showing:
- (a) the appropriations voted by the Council and the adjustments made subsequently to them;

- (b) the total amount of allotments made against such credits;
  - (c) the unallotted balance of the appropriations.
- 10.8 The Comptroller shall maintain allotment accounts showing:
- (a) the original allotments and any adjustments;
  - (b) the total amount of obligations incurred and obligations liquidated;
  - (c) the amount of expenditures or of receipts;
  - (d) the unallocated balance of allotments or receipts.
- 10.9 Obligations and expenditure shall be recorded in the accounts in accordance with the system of allotments established by UNESCO in consultation with the Director.
- 10.10 The Comptroller shall furnish:
- (a) monthly statements showing the budgetary situation on all allotment codes;
  - (b) such other periodic financial statements required by the Financial Regulations;
  - (c) the financial statements requested by the Director or the Council;
  - (d) the annual statement of account of all funds.
- 10.11 The annual statements of accounts shall be approved by the Director and submitted to UNESCO's External Auditors not later than 31 March of the following year.

#### *Article 11. Property*

- 11.1 The cost of all property acquired, other than real property, shall be charged as an expenditure out of the budget for the year in which the obligation for its acquisition is incurred.
- 11.2 Surplus of such property shall be sold for the best possible return to the Bureau, except when the exchange of such surplus property in partial payment for the new articles will afford an advantage to the Bureau over the sale of surplus property and separate purchase of new articles.
- 11.3 The proceeds from the sale of such property shall be taken into account as miscellaneous income except that, when items are sold for replacement, the proceeds may be credited against the purchase price of the new article as a reduction of the expenditure if the purchase and sale are effected in the same financial period.
- 11.4 The Director shall maintain a detailed record of all real property, furniture and equipment, however acquired and from whatever source.
- 11.5 A statement as at 31 December shall be handed to the Comptroller showing all the Bureau's real property, furniture and equipment.
- 11.6 Separate detailed inventories shall be maintained of all real property, furniture and equipment loaned to the Bureau.

#### *Article 12. External Audit*

- 12.1 The Director and the Comptroller shall arrange for UNESCO's External Auditors, as well as UNESCO's Inspector-General, to have access at all convenient times during the year to all accounting records and information relevant thereto which they may require. Requests for information classified as confidential shall be made to the Director and, in making their report, direct quotations from such documents shall be avoided by the External Auditors.

## **VIII. General Framework for the Delegation of Authority Granted to the Director of the IBE concerning the Management of Posts and Staff<sup>9</sup>**

### **1. Management of Posts**

Concerning the management of posts, the Director of the IBE is empowered to propose to the Director-General the creation or suppression of any post corresponding to a decision of the General Conference and to decide on the freezing or thawing of any post at the IBE within the limitations of programmes and budgets approved by the Council. For any unclassified post equivalent to D-1 or above, only the Director-General is empowered to take a final decision on the proposal of the Director and after seeking the opinion of the IBE Council. The delegation of authority to the Director for any other post shall be carried out in consultation with the Bureau of Personnel, particularly concerning the application of classification standards on which any post description is based, in conformity with the presentation of all posts in the UNESCO Secretariat.

### **2. Management of Staff**

Concerning the management of staff, the delegation of authority to the Director of the IBE will take place according to the following criteria, it being understood that the measures that the latter is permitted to take should in every respect correspond to UNESCO's general policy concerning staff:

- (a) for the general service staff and related categories, the Director is authorized to take all decisions concerning their appointment, the extension of their fixed-term contracts, their promotion, their transfer within the Bureau with or without compensation for their functions within the limits of two higher grades, the granting at their request of leave with or without pay, and the termination of their appointment.
- (b) The appointment and the promotion of P-1, P-2 and P-3 professional staff will be submitted for the opinion of the Staff Consultative Committee on the recommendation of the Director of the IBE. In the event of a difference of opinion between this committee and the Director, a decision will be taken by the Director in agreement with the Assistant Director-General, on behalf of the Director-General. The Director is authorized to take decisions concerning special indemnities for work up to a limit of two higher grades, transfer within the Bureau, the granting of leave with or without pay, and the termination of an appointment.
- (c) The awarding of indefinite contracts and, when necessary, the cancellation of the appointment of staff indicated in paragraphs (a) and (b) above, with or without notice, should follow, on the Director's initiative, the same procedure as that for any staff member of UNESCO. Every year, the Director must inform the

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<sup>9</sup> Entered into force on 1 January 1994.

Director-General of any personnel actions taken according to paragraphs (a) and (b) above.

- (d) For the appointment of persons of professional grade P-4 and above, the selected candidate will be chosen from among those appearing on a shortlist put forward by the Director, after a preliminary selection process and having obtained the opinion of the Staff Consultative Committee. Decisions concerning these staff members will be taken, for grade P-4, by the Assistant Director-General on behalf of the Director-General, and for grade P-5 by the Director-General. The Director is authorized only to take decisions concerning the function they will fulfil within the Bureau and the granting of their leave with or without pay. Any other action concerning these staff members should conform to the rules in force at UNESCO. The Director shall be consulted on any decision concerning staff at these grades.
- (e) The appointment of staff of Director category shall correspond to UNESCO's regular procedure for the appointment of Directors, once the Director-General has been informed of the opinion of the Director and Council of the IBE. The Director is authorized only to take decisions concerning the functions they fulfil within the Bureau and their leave with or without pay. The Director shall be consulted on any decision concerning staff at these grades.
- (f) For any post open for recruitment, the principle of geographic distribution will apply. The announcement procedure will correspond to that foreseen within UNESCO for the General Service, Professional or Director categories.
- (g) The recruitment of consultants and supernumeraries and the establishment of fee contracts will be subject to the normal procedures, particularly concerning geographical and cultural diversity.
- (h) Letters of appointment and all forms concerning decisions affecting the entire staff will be signed by the Director of the IBE and will correspond to the same criteria as those required of the Bureau of Personnel. On the basis of information communicated to it by the Director of the IBE, the Bureau of Personnel will complete and distribute the notices of personnel action.
- (i) The professional notes of IBE staff members will be prepared in conformity with the rules in force at the UNESCO Secretariat.