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**UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION**

COUNCIL OF THE INTERNATIONAL BUREAU OF EDUCATION

Fifty-sixth session

Varembé Conference Centre,
9-11, rue de Varembé, Geneva
21 – 22 January 2008

REPORT OF THE ADMINISTRATIVE GROUP

1. The Administrative Group (AG) met on 21 and 22 January 2008. The following representatives were present:

Country	Name
Bulgaria	Mrs Elena B. DAMYANOVA
Switzerland	Mr Bernard WICHT
Rep. of Korea	Mr Suk-Koo CHUNG Mr Chon-Hong KIM
Benin	H.E.Mr Olabiyi YAI Mrs Françoise MEDEGAN

UNESCO's Education Sector was represented by Mr Alexandre SANNIKOV. The Office of the Comptroller of UNESCO was represented by Mr John HAIGH.

The IBE was represented by Mrs Clementina ACEDO in her capacity as Director of the IBE, Mr Mohamed BOUASSAMI, administrator of the IBE, and Mr Christian HARTMANN, Administrative Assistant.

The Group's work was chaired by H.E. Mr Olabiyi YAI, representative of BENIN and President of the Executive Board of UNESCO.

2. The Group approved the following **agenda**:

- Opening of the session
- Adoption of the agenda
- Election of the subsidiary bodies of the Council
- Report of the Director on activities conducted in 2007 and on the provisional accounts
- Draft programme and budget for 2008
- UNESCO's Strategy and the IBE's Strategy for 2008–2013
- Forty-eighth session of the ICE
- Any other business, including proposals concerning the use of the funds following the sale of the Polish stamps
- Report of the AG (UNESCO/BIE/C.56/Inf.3)

Report of the Director on activities conducted in 2007 and on the financial situation

3. The Director emphasized that 2007 had been a year of transition for the IBE, with her own entry into office in mid-February, the appointment of a new Secretary of the Council, and the coming to an end of the partnership agreements with the IBE's principal donors—Switzerland and Sweden. It had also been the year for the preparation of the IBE's new strategy for 2008–2013 and the last year in a biennium. For these reasons, efforts to mobilize resources had been necessary to carry out all of the activities approved and foreseen by the Council, and to launch activities for the forty-eighth ICE. The Director recalled the priorities that she had set herself at the beginning of her mandate. She then gave a detailed description of the outcomes achieved by all of the IBE's programmes, projects and activities during 2007, as well as of certain difficulties encountered, particularly connected with the shortage of staff and the freezing of four posts. This situation places considerable pressure on the

remaining staff, despite resorting to provisional measures to strengthen teams: research assistants and staff members provided by the Cantonal Office of Employment. She also presented financial data contained in document UNESCO/BIE/C.56/Inf. 2. The Director pointed out that, despite this difficult situation, the IBE had achieved a very high level of execution (92% compared with 88% in 2006).

4. The Administrator of the IBE stressed the increase in resources compared to the predictions adopted by the Council. This increase was particularly attributable to significant support from the Education Sector in the form of extra-budgetary resources in order to carry out the preparatory activities for the ICE. This support from the Education Sector had enabled the IBE not only to achieve a good level of execution, but also to release important reserves.
5. Mr Sannikov reminded those present that the new ADG had set up a working group on the Institutes, whose objective was to co-ordinate activities between the Sector and the Institutes in the framework of the reform of UNESCO and to find solutions to the problems encountered by the latter. He also stressed the efforts by the Sector to allocate additional resources to the IBE in 2007 with a view to the ICE. He furthermore confirmed the transfer in 2008 of US\$350,000 for the forty-eighth ICE. This brings the UNESCO contribution to US\$590,000 (compared with US\$140,000 for the forty-seventh ICE). In addition, he recalled the resolution presented by Switzerland and India and adopted by the General Conference, which requested that UNESCO's DG should present to the next session of the General Conference in 2009 his strategy for strengthening the IBE, both in terms of financial resources and in human resources, as a centre of excellence. For this purpose, the IBE should already include this activity in its programme for 2008 and perhaps make a report to the IBE Council at its fifty-seventh session.
6. During the discussion, the Administrative Group unanimously congratulated the Director for the efficient execution of the programme, which, despite the fact that 2007 had been a difficult year, had reached 92%. The Group also thanked the Director for the efficiency of the financial management throughout the year, given that she had succeeded in reinforcing the reserves while carrying out to the best of her ability the activities approved by the Council for 2007.
7. The Group therefore recommended that the IBE Council should approve the Director's report for 2007 and expressed its gratitude to her and all the staff of the IBE, both for the efficient execution of the programme and for its financial aspects. The Group also recommended to the Council to approve the revised resolution concerning the appropriation for 2007:

Revised appropriation resolution for 2007

The Council of the IBE,

Having examined the report of the Director of the IBE concerning the activities for 2007 contained in document UNESCO/IBE/C.56/2 and C.56/Inf.2,

Having taking note of the expenditure by credit line, particularly those concerning the programme, as well as the availability of supplementary resources,

Resolves that, for the financial period 1 January to 31 December 2007, the total appropriation should amount to US\$3'423'315 to be financed by resources estimated at US\$4'010'504, in the following way:

Appropriation lines:	US\$
EXPENDITURES (OBLIGATIONS)	
I. PROGRAMME ACTIVITIES	
Line 1: Capacity building for curriculum development	1'026'327
Line 2: Resource Bank/Observatory of trends	408'693
Line 3: Knowledge management	374'223
Line 4: 48th ICE	351'790
Line 5: Operational activities	233'382
TOTAL PROGRAMME ACTIVITIES	2'394'415
II. GOV. BOARD, GEN. ADMIN., INSTITUTIONAL DEVEL.	
Line 6: IBE Council	224'215
Line 7: General administration	507'350
Line 8: Institutional development	297'335
TOTAL GOV. BOARD, GE N. ADMIN., INSTIT. D EVEL	1'028'900
TOTAL EXPENDITURES	3'423'315
RESOURCES CREDITED IN THE IBE SPECIAL ACCOUNT	
I. INCOME	
UNESCO's financial allocation	2'295'500
Voluntary contributions	1'155'669
Other resources	232'556
Currency exchange adjustments and lost/gain on 2006 ULO's	29'279
Polish stamps product	297'500
TOTAL INCOME	4'010'504
II. OTHER RESOURCES	
Excess of income over expenditure	587'189
Reserves and Fund Balances, beginning of period	611'046
TOTAL RESERVES	1'198'235

Draft programme of activities for 2008 and financial contributions

8. The Director presented the draft programme of activities for 2008, stressing the fact that it represented a year of challenges for the IBE. Indeed, it is the year of the ICE, as well as the first year of the 2008–2009 biennium and the first year of the strategy for

2008–2013. The IBE will continue to consolidate the achievements of its programme and launch new projects in the framework of new partnerships and alliances.

9. During the discussion, the Group gave a very positive appreciation of the entire draft programme and stressed the importance of the ICE, which must unite efforts and means to ensure its success. The Group recalled the importance of South-South co-operation which must be reflected in the programme for 2008, as well as research in the fields of bilingual and bi-cultural education in Africa. The Group also drew attention to the fact that in the draft budget for 2008, UNESCO's financial allocation does not finance any basic programme activities since it barely suffices to cover the staff costs, the cost of the Council and a part of general administration, thus making the IBE vulnerable because it increasingly depends upon extra-budgetary resources. The Group recommended to the IBE, in the context of the amendment of the resolution on IBE presented by Switzerland and India and adopted by the most recent session of the General Conference, to start in 2008 the preparation of a strategy establishing the human and financial means necessary to perpetuate and consolidate its activities and to become a centre of excellence.
10. In conclusion the Group recommend to the Council the approval of the programme and budget for 2008 as prepared by the Director and, therefore, also to approve the Appropriation Resolution for 2008.

Appropriation Resolution N° 1/2008

The Council of the IBE,

Having examined the Proposals of the Director of the IBE concerning the activities for 2008 contained in document UNESCO/IBE/C.56/3 and its Addendum,

Resolves that,

(a) For the financial period 1 January to 31 December 2008, a total amount of US\$3'912'000 is hereby appropriated for the purpose indicated in the appropriation table as follows:

Appropriation lines:	US\$
EXPENDITURES (OBLIGATIONS) DEBITED	
I. PROGRAMME ACTIVITIES	
Line 1: Capacity development and training	575'455
Line 2: Resource Bank and Observatory of trends	339'255
Line 3: Knowledge management	356'489
Line 4: 48 th ICE	1'815'532
TOTAL PROGRAMME ACTIVITIES	3'086'820
II. GOV. BOARD, GEN. ADMIN., INSTITUTIONAL DEVEL.	
Line 6: IBE Council	157'991
Line 7: General administration	403'496

Line 8: Institutional development	263'693
TOTAL GOV. BOARD, GEN. ADMIN., INSTIT. DEVEL	825'180
GRAND TOTAL YEARLY EXPENDITURES	3'912'000

(b) The total appropriation voted in paragraph (a) above shall be financed by the funds allocated for the operation of the Bureau and which are or shall be paid into the Special Account set up by the Director-General of UNESCO in accordance with the relevant provisions of the Organization's Financial Regulations and with Article 3 of the Financial Regulations applicable to the Special Account for the International Bureau of Education which entered into force on 1 January 1994, as follows:

RESOURCES CREDITED IN THE IBE SPECIAL ACCOUNT	US\$
I. INCOME	
UNESCO financial allocation	2'295'500
Voluntary contributions	1'037'000
Income for services rendered	
Investment income	
Currency exchange adjustments	
Other	170'000
TOTAL INCOME	3'502'500
Excess/(Shortfall) of income over expenditure	-409'500
Reserves and Fund Balances, beginning of period (including Polish stamps product)	1'197'500
Reserves estimated end of period	788'000

(c) The Director is authorized to accept and add to the appropriation approved under paragraph (a) above voluntary contributions, contracts, fees, subventions, endowments, gifts, bequests and miscellaneous income, taking into account the provisions of Article 3.1 b of the Financial Regulations of the Special Account for the UNESCO International Bureau of Education (IBE). The Director shall provide the Council in writing, at the session following such action, information about the amounts accepted.

(d) The Director is authorized to incur obligations during the financial period 1 January – 31 December 2008 up to the amount appropriated under paragraph (a) above.

(e) The Director is authorized to make transfers between appropriation lines not exceeding 20 per cent of the total amount of the appropriation from which the funds are transferred.

(f) The Director is authorized to make transfers between appropriation lines in excess of the percentage indicated in (e) above with the prior approval of the Council or its Steering Committee.

(g) In urgent and special circumstances, when an immediate action becomes imperative, the Director may make transfers exceeding the percentage indicated in (e) above, but not exceeding the sum of US\$50 000, between appropriation lines, informing the Members of the

Council in writing, at the session following such action, of the details of the transfers and the reasons for them.

(h) The Director is authorized to receive funds or assistance in kind from governments, international, regional or national organizations, governmental or non-governmental institutions and other bodies as well as from individuals, for the implementation of programmes, projects or other activities consistent with the aims, policies and activities of the IBE and of UNESCO and to incur obligations for such activities in accordance with the Regulations of the Special Account of the IBE and/or the Regulations and Rules of UNESCO and the agreements made with the donors.

(i) The constitution and management by the Director of the IBE of a reserve will be done in line with Article 7, paragraph 7.1 of the financial rules applicable to the special account of the International Bureau of Education. This reserve could be credited by funds coming from different sources and could amount to 5–10% of the annual budget. The Director of the IBE will make use of these funds according to the programme needs and present a report to the Council at the session immediately following their utilization. The creation of such a reserve should not impact negatively on the implementation of the activities adopted by the Council.

(j) In accordance with the financial regulation of the special account of the IBE, Article 6, paragraph 6.1 and 6.2, the Director will invest according to the existing rules and regulations of the Organization any funds not utilized for programme implementation.

IBE Strategy for 2008–2013

11. The Director then presented the main features of the IBE's strategy for 2008–2013. In its discussion of this Strategy, the Group laid stress on South-South co-operation, which is one of UNESCO's strategic orientations and should therefore feature more strongly in the IBE's document. Similarly, the Group felt that the production of knowledge foreseen in the strategy would require supplementary human resources and greater financial means. In fact, four posts have still not been filled and are still frozen due to lack of resources. The result of this is that a very large overload of work falls on the staff of the IBE. The Group recommends that the Council undertakes all useful efforts with the Director-General for the renewal of these posts according to the following timetable: two posts filled between now and the end of 2008; and two posts filled between now and the end of 2009. Furthermore, the financial structure for funding the introduction of this strategy requires that new sources of finance should be explored, but also an effort by Headquarters to revise its financial allocation which at present is not sufficient to cover all the costs of the staff, the Council and the administrative outgoings. For this purpose, the Group recommends that, during this year, the IBE undertakes the preparation of a strategy identifying the most suitable structure for the human resources and financial means needed to make the IBE into a centre of excellence. This strategy should be presented to the next session of the Council.

Forty-eighth session of the ICE

12. During the joint session of the Working Group on the ICE and the Administrative Group, the Director presented the provisional budget for the forty-eighth ICE. The two groups estimated that the budget should be more ambitious. Specifically, they noted

that the budget does not include a specific amount for “Keynote speakers” and does not take into consideration the structure adopted by the Working Group on the ICE, particularly concerning the number and structure of the workshops, which is now being completed. Similarly, given the importance of participation by representatives from least-developed countries, the IBE should include a sufficient amount for this purpose and ensure its financing. Furthermore, the budget devoted to follow-up of the forty-eighth ICE in 2009 must be upwardly revised in order to ensure a greater impact and a more efficient follow-up. On this subject, the IBE should prepare a strategy for mobilizing resources involving new donors, particularly emerging countries and partners in the private sector. The Director will present to the Council a new version of the budget taking into account these remarks and the structure of the Conference that will be adopted by the Working Group on the ICE

Any other business

13. The Director informed the Administrative Group that the Polish stamps had been sold in conformity with the decision of the Council at its fifty-fifth session taken on the basis of the proposal that had been presented by the Director a.i. At the end of the summer, IOS had informed the IBE that an audit exercise would take place in November 2007 to examine the procedure followed for this sale. However, since IOS had been unable to identify and contract a philatelic expert to advise it in this audit task, the mission had been postponed. The Administrative Group felt that the audit mission as such and the identification of a proposed project that could be financed by the product of the sale of the Polish stamps are not connected. The Group recommends that the IBE should make without delay a concrete proposal to the Council at its present session and that it should concern South-South co-operation, Africa or research in the field of bicultural and bilingual education in Africa. The Group recommended that the Director, with the President of the Council, make contact with the Polish authorities in order to inform them for the use of these funds. The Group also recommended that the Council request the Director-General to carry out the audit mission as soon as possible.
14. Mr Haigh, of BOC, informed the Group of progress by the UNESCO team on new accounting standards (International Public Sector Accountant Standards) which will be adopted by the entire United Nations System, including UNESCO, from 2010. He drew attention to the fact that the IBE’s Administrative Assistant formed part of this team so as to better reflect the interests and considerations of the UNESCO Institutes.

Closing of the meeting

15. The President closed the Group’s meeting at 1 p.m., thanking all the members for their excellent work.