The UNESCO Institute for Statistics

In the series of consultations undertaken since the extensive review made in 1995 by the Board of International Comparative Studies in Education (BICSE) it became clear that UNESCO needed to substantially reorient and upgrade its statistical services by developing higher professional standards and closer interaction with the Member States and partner agencies.

It was considered that a UNESCO Institute for Statistics would be an appropriate mechanism to ensure quick responses to demands, better efficiency of operations, and the ability to mobilize new partnerships and extrabudgetary support. These were the concerns that led to the initial proposals made to the General Conference at its 29th session in 1997.

The UNESCO Institute for Statistics (UIS) was established in November 1999. It aims to meet the growing requirements of UNESCO Member States and the international community for a wider range of policy-relevant, timely and reliable statistics in the fields of education, science and technology, culture and communication.

The Institute’s functional autonomy, together with the maintenance of high professional standards and intellectual independence, enables it to respond effectively to these needs.
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All the terms used in this collection of texts to designate the person discharging duties or functions are to be interpreted as implying men and women are equally eligible to fill any post or seat associated with the discharge of these duties and functions.
A - Resolutions of the General Conference
UNESCO Institute for Statistics
Resolution 43 adopted by the 30th session of the UNESCO General Conference, November 1999

The General Conference,
Taking note of the Director-General's report on the establishment of the UNESCO Institute for Statistics (30 C/22),
1. Approves the creation of the UNESCO Institute for Statistics (UIS);
2. Invites the Governing Board of UIS to focus the Institute's programme on the following priorities:
   (a) to define and establish the types of statistical data and indicators which will be needed at the international level during the coming years, taking advantage of the high-profile consultative mechanisms to be set up by the UNESCO Institute for Statistics;
   (b) to collect and disseminate statistical information on education, science, culture and communication in response to the increasing demands emanating from Member States and the international community, and monitor the achievements of policy goals defined, in particular, by major international conferences, working in partnership to promote the use of these data in policy research;
   (c) to improve statistical capacity in Member States through advocacy and mobilization of political will and commitments, and by disseminating technical manuals and providing training and advisory services;
3. Authorizes the Director-General to support the UNESCO Institute for Statistics by providing a financial allocation of $6,820,000;
4. Invites Member States, international organizations, development and donor agencies, foundations and the private sector to contribute financially or by other appropriate means to the implementation and expansion of the activities of the UNESCO Institute for Statistics.
Statutes of the UNESCO Institute for Statistics
Resolution 44 adopted by the 30th session of the UNESCO General Conference,
November 1999

The General Conference,
Recalling 29 C/Resolution 50 concerning the strategic plan for the
strengthening of UNESCO’s statistical programmes and services and
the establishment of the UNESCO Institute for Statistics,
1. Takes note of 156 EX/Decision 6.6 recommending the approval of the
Statutes of the UNESCO Institute for Statistics;
2. Approves the Statutes of the UNESCO Institute for Statistics annexed to
this resolution;
3. Authorizes the Executive Board to decide on the permanent location of the
Institute in accordance with the procedures laid down in
157 EX/Decision 3.1(III);
4. Invites the Director-General to proceed with the appointment of the first
six members of the Institute’s Board, bearing in mind the qualifications,
gender and nationality of the six members elected by the General
Conference.

Annex Statutes of the UNESCO Institute for Statistics

Article 1 - Definitions

Unless otherwise stated in the text:
Board means the Governing Board of the Institute
Chairperson means the Chairperson of the Board
Committee means the Policy and Planning Committee provided for in Article VI of the
Statutes
Director means the Director of the Institute
Director-General means the Director-General of UNESCO
General Conference means the General Conference of UNESCO
Institute means the UNESCO Institute for Statistics
Personnel means the personnel of the Institute
Statutes means the Statutes of the UNESCO Institute for Statistics
UNESCO means the United Nations Educational, Scientific and Cultural Organization.
Article II - Legal status of the Institute

1. A UNESCO Institute for Statistics is hereby established within the framework of UNESCO, of which it shall be an integral part. Within that framework the Institute shall enjoy the functional autonomy necessary to achieve its objectives.

2. All the activities carried out in exercise of the autonomy enjoyed by the Institute shall be in conformity with the Statutes as well as the relevant decisions of the General Conference and the Executive Board.

Article III - Mission, objectives and functions

1. Within UNESCO's broad mandate to contribute to the advancement and sharing of knowledge and the free flow of ideas, the mission of the Institute shall be to provide statistical information on education, science, culture and communication which helps decision-making in Member States and facilitates democratic debate in UNESCO's areas of competence, employing to that end the highest professional standards and intellectual independence in data collection and analysis.

2. To that end, the Institute shall focus on the following objectives:

(a) to foster the development of international statistics in its fields of competence which reflect the changing policy contexts in those fields and which are reliable, of worldwide comparability, robust and feasible to collect;

(b) to arrange for the collection, production, analysis and timely dissemination of policy-relevant statistics, indicators and related documentation based on the development work in subparagraph (a) above;

(c) to support the development of the statistical and analytical capacities of Member States not only for their own purposes, but also as a contribution to the achievement of the objective set in subparagraph (b) above; and

(d) to provide analysis services within the context of the Institute's mission, taking into account the needs of the Member States.

3. The Institute shall perform the following functions:

(a) a development function comprising, as main tasks, the identification of future needs and the development of appropriate responsive and flexible data and indicators, paying attention to the appropriate quality standards;

(b) a collection and dissemination function; and

(c) a capacity-building function.
4. The prime objective of the Institute shall be to serve the needs of Member States through its core-work programme. In addition, it shall be responsive, depending on additional finances, to other needs or demands emanating from other parts of UNESCO and other users in Member States and international organizations.

Article IV - Governing Board

1. The Board shall be composed of 12 members chosen for a term of four years and sitting in a personal capacity. The members shall be elected or designated in the following way:

(a) six members shall be elected by the General Conference, one for each electoral group of UNESCO; and

(b) six members shall be designated by the Director-General, after consultation with partner agencies, organizations and institutions, which are co-sponsors of the programmes of the Institute.

2. The elected members shall not be eligible for re-election for a second consecutive term.

3. The Board may invite observers as it considers appropriate.

4. The Board shall elect its Chairperson, from among its members, for a two-year term of office.

Article V - Functions of the Governing Board

1. The functions of the Board shall be:

(a) to approve the general policy and the nature of the Institute's activities, within the framework decided by the General Conference, including the Approved Programme and Budget and with due regard to the obligations resulting from the fact that the Institute is an integral part of UNESCO;

(b) to set guidelines for the development of the programme, including an indication of the overall budget and of the balance of priorities within the programme;

(c) in accordance with the provisions of Articles VII, VIII and IX, to examine and approve the yearly programme and budget prepared by the Director, on the understanding that the budget ceiling shall not exceed the total sum to be available during the financial year, including contributions and subventions to be paid, or provided in kind, to the Institute;
(d) to examine the annual and other reports on the activities and yearly expenditures of the Institute prepared by the Director and to advise the latter on the execution, evaluation and follow-up of the Institute’s programme and on any matters he/she may bring to its attention;

(e) to submit their annual report on the Institute’s activities to the Executive Board and to the General Conference;

(f) to make recommendations to the Director-General on the appointment of the Director.

2. The Board shall be consulted by the Director on the appointment of the senior officials of the Institute.

Article VI - Operation of the Board

1. The Board shall meet in ordinary session once a year. It may be convened in extraordinary session by the Chairperson, either on his/her initiative or at the request of four of its members, or of the Director.

2. The Chairperson and the members of the Board shall receive no compensation for their services; the Institute shall cover the costs of their travel and daily subsistence allowance, when they are on official travel on the Institute’s business.

3. During their terms of office, the Chairperson and the members of the Board shall not be entitled to any fee or honorarium for any work carried out on the Institute’s behalf.

4. The Board shall adopt its own Rules of Procedure.

5. The Board may deliberate and take decisions when at least six of its members are present.

6. The Board shall establish a Policy and Planning Committee, which shall be convened by its Chairperson, or by the Board, and shall meet as often as required by the needs of the programme. Its Chairperson shall be the Chairperson of the Board and it shall consist of four other members, in addition to its Chairperson, chosen by the Board from among its members. The Committee shall perform the function of providing the initial input and guidance for the planning and budgeting process of the Institute and any other functions as decided by the Board, either in its Rules of Procedure or during an ordinary session.

7. The Board may set up such other committees from among its members as may be required. Each such committee shall adopt its rules of procedure.
8. The working languages of the Board shall be English and French.

Article VII - The Director and the personnel

1. The Director of the Institute, who shall be a staff member of UNESCO, shall be appointed by the Director-General, upon the recommendation of the Board.

2. The Director shall be the chief executive officer of the Institute. In this capacity, the Director shall, by due delegation of authority by the Director-General:
   (a) administer the Institute;
   (b) prepare its draft programme of work and budget estimates and submit them to the Board for approval;
   (c) subject to the Board’s approval, draw up detailed plans for the implementation of the approved programme, and direct their execution;
   (d) appoint, in accordance with UNESCO’s Staff Regulations and Staff Rules, the staff members of the Institute and, in conformity with the applicable administrative and legal provisions, other members of the Institute’s personnel such as consultants and persons on secondment or under other contractual arrangements;
   (e) make payments in accordance with the financial regulations of the special account as provided in Article IX;
   (f) establish, without prejudice to the financial regulations of the special account for the Institute, financial rules and procedures in order to ensure effective financial administration and economy.

3. The Director and staff members of the Institute are subject to UNESCO’s Staff Regulations and Staff Rules.

Article VIII - Technical advisory panels

1. The Board may establish technical advisory panels, composed of high-level experts in the fields of statistics and policy analysis in order to:
   (a) advise the Institute on setting up and implementing standards and on validating procedures;
   (b) send to the Board recommendations on the programme of work prepared by the Director for the Board’s approval;
(c) offer any other advice in matters of policy and programmes as requested by the Board, or the Director, and in particular for any medium-term plan that the Institute may adopt.

2. One of the technical advisory panels should deal with issues relating to the use of statistics such as statistical and indicator needs for policy-makers, and another with issues connected with the supply of statistics such as the validity of collection methods and the reliability of data.

3. The members of the panels shall be appointed by the Chairperson of the Board, on the basis of proposals prepared by the Director. Their Chairperson shall be chosen from among the Board’s members. The panels shall adopt their own rules of procedure.

4. Unless on a special consultancy, the members of the technical advisory panels shall receive no compensation for their services; the Institute shall cover the costs of their travel and daily subsistence allowance, when they are on official travel on the Institute’s business.

Article IX - Finance

1. The income of the Institute shall consist of:

(a) a financial allocation determined by the General Conference to cover staff costs, as well as direct and indirect programme costs;

(b) voluntary contributions from States, international agencies and organizations, as well as other entities allocated to it for purposes consistent with the policies, programmes and activities of UNESCO and the Institute;

(c) such subventions, endowments, gifts and bequests as are allocated to it for purposes consistent with the policies, programmes and activities of UNESCO and the Institute;

(d) fees collected in respect of the execution of projects entrusted to the Institute, from the sale of publications, or from other particular activities; and

(e) miscellaneous income.

2. The income of the Institute shall be paid into a special account to be set up by the Director-General, in accordance with the relevant provisions of UNESCO’s Financial Regulations. This special account shall be operated and the Institute’s budget administered in accordance with the above-mentioned provisions and the financial regulations of the special account.
3. In the event of a decision by the General Conference to close down the Institute its assets shall be vested in, and its liabilities taken over by, UNESCO.

_Article X - Amendments_

These Statutes may be amended by a decision of the General Conference taken by a simple majority of Member States present and voting.

_Article XI - Transitional provisions_

1. The Director-General shall make all necessary arrangements for the Institute's entry into operation. For this purpose, pending the adoption of the Institute's first annual budget by the Board, the Director-General shall incur the necessary expenditure from funds voted by the General Conference, which shall be transferred to a special account established and administered in accordance with the Financial Regulations of UNESCO.

2. The General Conference of UNESCO shall elect at its 30th session the first six elected members of the Board. Their period of service shall be as follows:

   (a) three members to be decided by drawing lots until 31 December 2003;

   (b) three members until 31 December 2001.

3. Three of the members designated by the Director-General shall serve until 31 December 2003 and the other three until 31 December 2001.
B – Executive Board Decisions
The Executive Board,

1. Having examined the report by the Director-General on the creation of the UNESCO Institute for Statistics (156 EX/24),

2. Acknowledging the valuable contribution of the Interim Steering Committee set up by the Director-General to advise him during the transitional period 1998-1999,

3. Takes note of the additional measures taken so far to ensure the transition from the present Division of Statistics to the UNESCO Institute for Statistics;

4. Takes note also of the establishment as of 1 July 1999 of the Special Account for the UNESCO Institute for Statistics and of its special Financial Regulations as set out in Annex II to this decision;

5. Recommends to the General Conference that it approve at its 30th session the draft Statutes set out in Annex I to this decision.
157 EX/DECISION 3.1 (III)

Report by the Director-General on the execution of the programme adopted by the General Conference, November 1999

The Executive Board,

1. Recalling 29 C/Resolution 49 and 156 EX/Decision 6.6,

2. Welcoming the offers to host the UNESCO Institute for Statistics which have been made by Canada, France and the United Kingdom,

3. Wishing to inform all Member States of the offers already received and the conditions and specifications required for the premises and functioning of the Institute,

4. Conscious of the need to appraise the offers on the basis of all relevant considerations,

5. Requests the Director-General to invite Member States that would like to host the Institute to transmit their proposals to the Secretariat by 29 February 2000;

6. Requests the Governing Board of the Institute to study and appraise the various offers which have, or will have, been made;

7. Invites the Director-General, taking account of the views expressed by the Governing Board of the Institute, to make a recommendation on the location of the Institute for consideration and decision by the Executive Board at its 159th session.
8.2 Report by the Director-General on the choice of the location of the UNESCO Institute for Statistics (159 EX/36 and 159 EX/45), May 2000

The Executive Board,

1. Recalling 157 EX/Decision 3.1(III) and 30 C/Resolution 44,

2. Having examined document 159 EX/36 concerning the report of the Director-General on the choice of the location of the UNESCO Institute for Statistics (UIS),

3. Considering that the bidding process was conducted in an open and transparent manner by the Secretariat,

4. Congratulates the Governing Board of UIS and its ad hoc Committee for the rigour of the procedure that they established to conduct the bidding process, the quality of the report submitted and the timeliness of the recommendation;

5. Expresses the Organization's sincere and deepest gratitude to Canada, France, Netherlands and the United Kingdom for the quality of the bids and the strong commitment shown to the mission and the development of UIS;

6. Decides that UIS, wherever located, should function mainly as a centre for active and close networking with leading national and international statistical institutions, particularly those in developing countries; and may at the same time continue, wherever necessary, its functional relationship with entities engaged in relevant data collection and analysis;

7. Decides also that UIS should be located in Montreal (Canada), provided that the Director-General determines that the agreement negotiated with Canada is based on the assumptions underlying the evaluation;

8. Invites the Director-General to proceed with the negotiation for an appropriate agreement with Canada, taking into account the assumptions underlying the evaluation and the views expressed by the Governing Board of the Institute in its recommendation to the Director-General;

9. Also invites the Director-General to report to it on this subject at its 160th session.
C - Financial Regulations
Financial Regulations of the Special Account for the UNESCO Institute for Statistics

Article 1 - Creation of a Special Account of UNESCO

1.1 In accordance with Article 6, paragraph 6, of the Financial Regulations of UNESCO, there is hereby created a Special Account for the UNESCO Institute for Statistics, hereafter referred to as the "Institute".

1.2 The following regulations shall govern the operation of this Special 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 As provided for in its Statutes, the income of the Institute shall consist of:

(i) a financial allocation approved by the General Conference to cover staff and other personnel costs, as well as direct and indirect programme costs;

(ii) voluntary contributions from Member States, international agencies and organizations, as well as other entities allocated to it consistent with the policies, programme, or activities of the Institute;

(iii) such subventions, endowments, gifts and bequests as are secured by it consistent with the policies, programme, or activities of the Institute;

(iv) fees collected for the execution of projects entrusted to the Institute, or for other special purposes;

(v) miscellaneous income, including reimbursement of services, sales of publications, investment income and exchange adjustments.

3.2 The Director may accept income as set forth in Article 3.1 on behalf of the Institute, provided that, in any case which would involve the Institute in an additional financial liability, the Director shall obtain the prior approval of the Institute's Governing Board (hereafter referred to as "the Board") and the consent of the Executive Board of UNESCO.
3.3 The Director shall report to the Board on any subventions, contributions, grants, gifts or bequests accepted.

**Article 4 - Budget**

4.1 The Director shall prepare, in a form, to be determined from time to time by the Board, an annual programme and budget and shall submit it to the Board for approval.

4.2 The appropriations voted in the budget shall constitute an authorization to the Director to incur obligations and to make expenditures for the purposes for which the appropriations are voted and up to the amounts so voted.

4.3 The Director is authorized to transfer funds between activities under the same appropriation line. The Director may be authorized by the Board to transfer funds, when necessary, between appropriation lines within the limits established by the Appropriation Resolution voted by the Board and shall report to the Board on all such transfers.

4.4 The Director is required to maintain obligations and expenditures within the level of the actual resources that become available to the General Account mentioned in Article 5.1 below.

4.5 Appropriations shall remain available for obligation during the financial period to which they relate.

4.6 The Director shall make allotments and any modifications thereto, within the limits of the Appropriation Resolution, which shall be communicated, in writing, to the officials authorized to incur obligations and make payments.

4.7 Appropriations shall remain available for 12 months following the end of the financial period to which they relate to the extent that they are required to discharge obligations for goods supplied and services rendered in the financial period and to liquidate any other outstanding legal obligations of the financial period.

4.8 At the end of the 12-month period provided for in Article 4.7 above, the then remaining unspent balance of obligations retained shall revert to the General Account mentioned in Article 5.1 below.
Article 5 - The General Account

5.1 There shall be established a General Account, to which shall be credited the income of the Institute as described in Article 3 above and which will be used to finance the approved budget of the Institute.

5.2 The balance remaining in this General Account shall be carried forward from one financial period to the next.

5.3 The uses to which this balance may be put shall be determined by the Board.

Article 6 - Trust Funds, Reserves and Subsidiary Special Accounts

6.1 The Director shall establish a Reserve Fund to cover, *inter alia*, the working capital and end-of-service indemnities and other related liabilities, including currency fluctuations and inflation costs, which shall be reviewed annually by the Board at the time of the yearly budget approval.

6.2 Trust Funds, Subsidiary Special Accounts and any other Reserve Accounts may be established by the Director, who shall report thereon to the Board.

6.3 The Director may, when necessary, in connection with the purpose of a Trust Fund, Reserve or Subsidiary Special Account, prepare special financial regulations to govern the operations of these funds or accounts and shall report thereon to the Board. Unless otherwise provided these funds and accounts shall be administered in accordance with these Financial Regulations.

Article 7 - The accounts

7.1 The UNESCO Comptroller shall maintain such accounting records as are necessary and shall prepare, for submission to the Board by the Director, 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;

(iii) the amounts charged against these appropriations;

(c) the assets and liabilities of the Institute.
7.2 The Director shall also give such other information as may be appropriate to indicate the current financial position of the Institute.

7.3 The annual accounts of the Institute 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.

7.4 Appropriate separate accounts shall be maintained for all Trust Funds, Reserve and Subsidiary Special Accounts.

Article 8 - External audit

8.1 The audited accounts of the Institute, 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 Institute, shall be submitted to the Board for approval. However, as the accounts of UNESCO are not audited on an annual basis, the Board may ask for the annual accounts of the Institute to be submitted for examination to the External Auditor of UNESCO.

Article 9 - General provision

9.1 Unless otherwise provided in these Regulations this Special Account shall be administered in accordance with the Financial Regulations of UNESCO.