

Guide

General Conference
32nd session

Paris 2003



WELCOME

to the 32nd session of UNESCO's General Conference

This guide contains information which we hope you will find useful: information on the structure and work of the General Conference, and practical information.

The maps of the buildings where meetings are held are on the inside covers.

We have prepared a schedule of the meetings, starting on page 22, which includes part of the programme for the session. The Delegates' Information Office will be at your entire disposal to answer any further questions on the organization of the Conference.

On-line information

All information concerning the course of the session and the accompanying events will be accessible on-line on the Internet. Delegates are strongly encouraged to check the General Conference site every day:

<http://www.unesco.org/confgen/en/indexfr.htm>

The General Conference Secretariat
wishes you a good session

All the terms used in this guide to designate persons are to be interpreted as referring to men and women alike.

Summary

What you need to know on arrival	3
Registration	3
Credentials	4
Information	4
Documents	4
Working languages	5
General policy debate	5
Seating arrangements for delegates	6
Recommended reading	6
General Conference	7
How the system works	8
<i>Plenary</i>	8
<i>Commissions and committees</i>	8
<i>Taking the floor</i>	10
<i>Draft resolutions</i>	11
<i>Voting procedures</i>	12
<i>Elections</i>	13
Stages of the General Conference	14
General Conference documents	17
Diary	22
UNESCO: Practical guide	32
Paris: Practical guide	42
Locations	46

What you need to know on arrival

The 32nd session of the General Conference is being held in Paris, at UNESCO Headquarters, from 10 a.m. on Monday, 29 September 2003 to Friday, 17 October 2003.

We recommend that you arrive in Paris on the eve of the session in order to complete a number of formalities without rushing.

REGISTRATION

Registration will take place at the *Delegates' Reception* in the foyer opposite Room I of the Conference Building, on the Fontenoy site. You will be given your *badge* which must be shown at the entrances of all buildings and at security checks.

The same service also registers persons accompanying delegates and provides them with a *badge* which allows them access to buildings throughout the General Conference.

Observers from intergovernmental and non-governmental organizations and foundations are requested to register at the IGO/NGO Reception (Fontenoy Building, Room III).

CREDENTIALS

Credentials must be sent one week before the opening date of the session (Rule 23 of the Rules of Procedure of the General Conference).

Delegations whose credentials have not yet been presented to the Director-General are requested to hand them directly to the Secretariat of the **Credentials Committee**, which is responsible for checking the credentials of all the delegations (Ms Ndédi, Miró Hall, MR.01, tel.: 85192).

INFORMATION

To find out all you want to know about the schedule, content and workings of the General Conference, contact the **Delegates' Information Office** (Ms S. Coudray, Hall of Ceremonies, tel.: 85188).

The daily schedule of meetings will be displayed in the hall of the Conference Building and on the closed-circuit television screens; it will also be announced in the **Mini Journal of the General Conference**.

Detailed information on the General Conference and its workings, in particular the Constitution and Rules of Procedure, can be found in the **Manuel of the General Conference**, which is available in meeting rooms.

DOCUMENTS

To indicate which documents your delegation would like to receive during the

General Conference, in what language and how many copies, all you need do is fill in G.C. form 18 which can be obtained from the **Documents Distribution** Service, in the basement of the Conference Building (see map 2). You will find your documents every day in your pigeon-hole at the Documents Distribution Service.

In each meeting room, delegates will find at their place a complete set of the documents needed for the work of the body which is using the room. It is recommended that that set of documents should remain in the room so that it can be updated.

All UNESCO's General Conference documents are accessible on the Internet.

WORKING LANGUAGES

The working languages are Arabic, Chinese, English, French, Russian and Spanish. Simultaneous interpretation is provided in these six languages; all documents which require a decision by the General Conference are also published in these languages.

Information documents (32 C/INF) and the Journal of the General Conference are available in English and French only.

GENERAL POLICY DEBATE

Delegations are invited to address any question related to the general policy debate to Mrs. Patricia Menendez (*office S.383*
Tel: 80752).

SEATING ARRANGEMENTS FOR DELEGATES

In the plenary meeting rooms and in the commissions, Member States have one place which is allocated to them in French alphabetical order, starting with *Spain*, whose name has been drawn by lot. The number of seats per delegation varies according to the room. Places will be set aside for observers.

RECOMMENDED READING

Two documents must be read - documents 32 C/1 (Agenda) and 32 C/2 (Organization of the work of the session) - so that you can decide which commissions and meetings you will attend; the same applies to the *Mini Journal of the General Conference*, which is issued every day, starting on the first day of the session.

General Conference

The General Conference meets every two years. The participants are all the Member States and Associate Members; non-Member States, intergovernmental organizations and non-governmental organizations and movements are invited as observers.

The General Conference decides on the main lines of emphasis and general approach to the implementation of UNESCO's work by:

- ▶ discussing all the issues concerning the general policy of the Organization, and occasionally by focusing on certain major themes;
- ▶ adopting for the next two years a programme and budget, the draft of which is submitted to the General Conference and is the outcome of a consultation process between the Member States and the Secretariat;
- ▶ electing the Members of the Executive Board
- ▶ appointing, every six years, the Director-General;
- ▶ adopting the (six-year) Medium-Term Strategy of the Organization.

How the system works

The General Conference carries out its work in several organs - plenary, commissions and various committees and working groups - which sometimes meet simultaneously.

Plenary

The heads of delegation attend the plenary and take part in the general policy debate. All decisions of the General Conference are taken in plenary.

Commissions and committees

The General Conference may set up at each session the commissions and committees it deems necessary. In practice, there are five programme commissions and an Administrative Commission.

In each commission, the elected bureau is made up of a chairperson, four vice-chairpersons and a rapporteur; it is assisted by a secretariat composed of staff members specially seconded to the commission for the duration of the session.

The agendas of the commissions are organized around one of the main themes of UNESCO's programme and, at this session, each of the programme commission will also examine the part relating to its terms of reference of the cross-cutting themes:

Eradication of poverty,

especially extreme poverty and The contribution of information and communication technologies to the development of education, science and culture and the construction of a knowledge society.

The themes for the commissions at this session are:

COMMISSION I: General questions and programme support (including the Participation Programme) (Room XI);

COMMISSION II: Education (Room II);

COMMISSION III: Natural sciences and Social and Human sciences (Room XII);

COMMISSION IV: Culture (Room II);

COMMISSION V: Communication (Room II);

ADMINISTRATIVE COMMISSION: administrative and financial issues (Room XI).

In each debate, a delegation takes the floor once only. Delegates who have a draft resolution (**DR**) to present should, if possible, do so during their statement. Nevertheless, each commission can also decide that its bureau will present DRs at a set moment at the end of the debate.

Commission II and the Administrative Commission will start work on Tuesday 30 September, followed by other commissions.

There are also three statutory committees: the **Credentials Committee** (Room VIII) is made up of nine members elected at the first plenary meeting of the General Conference on the proposal of the Temporary

President; it checks the credentials of participants;

the **Legal Committee** (Room VI) consists of 21 members elected at the previous session; it is responsible for considering draft amendments to the Constitution or Rules of Procedure of the General Conference, and legal matters which are submitted to it;

the **Nominations Committee** (Room IV) consists of the heads of all the delegations with voting rights at the General Conference; it examines and submits to the General Conference proposals concerning the composition of commissions and committees and other bodies whose members must be elected by the General Conference (Rules 34 and 35 of the Rules of Procedure).

The **General Committee** (Room X [apart exceptions]) steers the work of the General Conference and coordinates the work of commissions and committees; it is made up of the President and Vice-Presidents of the General Conference and the chairpersons of the subsidiary organs. It sets the agenda of the plenary meetings, approves the list of speakers in the general policy debate and examines requests for the inclusion of new items in the agenda. Each commission and committee chairperson reports regularly to it on the progress of the work.

Taking the floor

During the general policy debate, **speakers must**

limit their statements to 8 minutes (which most speakers take to read a four-page double-spaced text).

Delegations are requested to send, in advance, to Mrs Patricia Menendez (*office S.383 tel.: 80752*), six copies of their statement which will be given to the interpreters, the transcription service and the press. A photocopying service is available to delegations in front of the sound archives in the basement of the Conference Building (*office S.371*).

In the commissions, the time limit on speeches is set by the chairperson. In order to take the floor in commission, please contact the secretariat of the commission before or during the meeting, but in any event before the list of speakers is closed.

To be sure of accurate interpretation and a reliable report, it is useful to hand a copy of your text in advance to the secretary and to the rapporteur of the commission, even if it is not typed. The conference officers are at speakers' disposal to make photocopies.

Normally, speakers speak from their seats; however, during the general policy debate in Room I, heads of delegation speak from the platform.

Draft resolutions

A ***draft resolution***, or ***DR***, is a proposal submitted by one or more delegations with a view to having it adopted as a decision of the General Conference. Most DRs aim to

modify guidelines laid down in the draft programme and budget and are examined initially in commission; some go directly to the plenary when they concern agenda items examined only in plenary.

In each commission, the bureau undertakes an initial analysis of the DRs and prepares the decisions to which they may give rise on the Commission's behalf. For that purpose, account is taken in particular of the rules governing their admissibility (Rules 80 and 81 of the Rules of Procedure).

Voting procedures

Each Member State has one vote, unless its credentials have not been accepted as fully valid by the Credentials Committee or it has not satisfied the provisions of paragraph 2 of Rule 83 of the Rules of Procedure concerning arrears in contributions.

There are several ways of voting: by show of hands (the most common), by secret ballot (for elections) or by roll-call (in exceptional cases). To vote by show of hands, raise your country's nameplate.

Decisions are taken by a simple majority of members present and voting except in cases where a two-thirds majority is required, for instance for the admission of new members (Rules 84 and 85 of the Rules of Procedure).

Often, when there is general agreement, decisions are taken without a vote by consensus.

Elections

Many elections, organized by the Nominations Committee, take place during the General Conference:

- ▶ election of the General Committee of the General Conference, which takes place, on the proposal of the Executive Board, at the beginning of the plenary;
- ▶ election of the Members of the Executive Board, which takes place in accordance with the distribution of Member States by electoral group (Group I: 9 seats, Group II: 7 seats, Group III: 10 seats, Group IV: 12 seats, Group V: 20 seats); candidacies must be communicated to the Director-General if possible at least six weeks before the session and in any event at least 48 hours before the election;
- ▶ elections of the bureaux of the commissions and committees of the General Conference;
- ▶ elections of the intergovernmental committees and councils associated with UNESCO's programme.

The timetable of work and the *Mini Journal of the General Conference* give the dates of the elections.

For the election of the Members of the Executive Board, a **voting bureau** is set up in Room V on the days of the election; delegates may vote there at their convenience without any break in the discussions (see document 32 C/2).

Stages of the General Conference

THE FIRST THREE PLENARY MEETINGS

Monday, 29 September, 10 a.m.

The General Conference begins with an opening ceremony in *plenary*, temporarily presided over by the head of the delegation whose country was President at the previous session.

The *Temporary President* proposes to the General Conference the choice of the nine members of the *Credentials Committee*, which meets on the same day.

The General Conference then *approves its agenda*, prepared by the Executive Board.

Monday, 29 September, 3 p.m.

The General Conference elects its President and Vice-Presidents, on the proposal of the *Nominations Committee*; the latter, consisting of all the heads of delegation, will have met that morning to consider the Executive Board's recommendations on the issue.

The Credentials Committee then submits its first report to plenary.

Tuesday, 30 September, 10 a.m.

The third plenary meeting will begin with consideration of the General Committee's recommendations on the organization of work (document 32 C/2).

Then, the Chairperson of the Executive Board will introduce the *report by the Executive Board* on its activity in 2002 and 2003 (document 32 C/9).

Next, the Director-General introduces the general policy debate by presenting the draft programme and budget. On that occasion he reviews UNESCO's actions since the last session of the General Conference (document 32 C/INF.1). The general policy debate concludes with the Director-General's reply.

The plenary will sit until 8 October, at the same time as the commissions and committees (see timetable of work, Annex VII of document 32 C/2).

THE LAST THREE DAYS OF THE SESSION:

During the last three days of the session, the Plenary resumes its work in order to consider and adopt the reports of the Commissions (presented by their Chairpersons) and the budget. Once approved in the Plenary, the drafts prepared by the Commissions become decisions (called Resolutions) of the General Conference.

OTHER EVENTS OF THE SESSION

Alongside the formal proceedings of the General Conference, several meetings are to be held, in particular :

- ▶ Round Table of Ministers of Education on the theme: *Promoting the quality of education* (3-4 October)
- ▶ Meeting of States Parties to the Protocol of 10 December 1962 to the Convention of 14 December 1960 concerning: *the Conciliation and Good Offices Commission responsible for seeking the settlement of any disputes that may arise between States Parties to the Convention against Discrimination in Education* (7-8 October)
- ▶ Round Table of Ministers of Information and Communication on the theme: *From the information society to the knowledge society* (9-10 October)
- ▶ Meeting of States Parties to the 1970 Convention on: *the Means of Prohibiting and Preventing the Illicit import, Export and Transfer of Ownership of Cultural Property*
- ▶ 14th General Assembly of States Parties to the World Heritage Convention (1972) (14-16 October)
- ▶ Youth Forum (26-28 September)

General Conference documents

There are plenty of these: some of them are bound and can be recognized by the colour of their cover. Old General Conference hands often refer to them by their number, or symbol.

All the documents bear the symbol **32 C** because they correspond to the 32nd session of the General Conference.

Documents 32 C/(number)

These are documents requiring a decision by the General Conference; they constitute the *main series* of documents.

32 C/1 *Prov. Rev.*: Revised provisional agenda for the session

32 C/2: Organization of work

32 C/3: Report by the Director-General (2000-2001)

32 C/5: Draft Programme and Budget for 2004-2005

32 C/6: Recommendations by the Executive Board on the Draft Programme and Budget for 2004-2005

32 C/INF

These documents bring information to the attention of the General Conference but do not require a decision.

32 C/INF. 1: Invitations to the 32nd session

32 C/INF. 2: Opening of the general policy debate by the Director-General

32 C/REP

This series is used for reports to the General Conference by the intergovernmental committees and councils, for example and for reports of international or regional conferences organized by UNESCO.

32 C/NOM

These documents contain information on the elections to be held by the General Conference (names of outgoing countries, number of seats to be filled, etc.).

32 C/DR

This series comprises draft resolutions submitted by Member States

Journal of the General Conference

Published in English and French, the Journal is available every morning (except on Sunday) in two versions:

- ▶ the “paper” version (*Mini Journal*): its summary contains issues discussed the previous day, the day’s schedule and an

announcement of the following day's meetings (from 9. a.m. at the Documents Distribution)

- ▶ the “electronic” version (Webzine), which contains additional information and official statements relating to the Conference, is accessible on-line on the Internet

(<http://www.unesco.org/confgen/en/indexen.htm>).

Records

Provisional records of plenary meetings, or **VRs** (*verbatim records*) are in the working language used by the speaker and available every day at Documents Distribution. Any **corrections** must be handed, in writing, preferably within 48 hours, to Documents Reception, office S.388.

Regarding meetings of commissions and committees, sound recordings only are made; the recordings are kept in the Organization's archives, where they may be consulted.

List of participants

A provisional list of delegates, representatives and observers is available on the website of the General Conference:

(<http://www.unesco.org/confgen>).

It is regularly updated as and when relevant information is provided by the delegations to the Secretariat (*Mrs. Patricia Menendez - Office S.383 - Tel.: 80752*).

Various activities organized during the General Conference

Secretariat activities

During this session a multimedia exhibition is being hosted in the Ségur Hall and Rooms 1 and 2 of the Miro Hall under the title of ***Building Knowledge Societies***. The objective of this exhibition is to demonstrate the capacity of Information and Communication Technologies to create, share, transmit and preserve knowledge and to present those activities that illustrate the transition from the information society to knowledge societies.

Crossroads Africa:

The Africa Department will provide a reception service for delegates to respond to all requests for information and documentation on UNESCO's activities for Africa.

(Salle des Pas Perdus)

Other activities

- ◆ Coordination meetings of electoral groups
- ◆ Information meetings organized by programme sectors
- ◆ regional meetings with representatives of National Commissions organized by the Secretariat
- ◆ Guided tours, organized by the French delegation and the UNESCO Community Association
(Salle des Pas Perdus)

Receptions:

If you wish to hold a reception or a dinner, contact Mrs Patricia Menendez (office S.383 tel.: 80752) to select a date.

Monday 29 September

9 h

14 h

10 h

*Opening of
the Session*

15 h

11 h

16 h

notes

Tuesday 30 September

9 h

14 h

10 h

*General policy
debate starts*

15 h

11 h

16 h

notes

Wednesday 1 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Thursday 2 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Friday 3 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Saturday 4 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Sunday 5 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Monday 6 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Tuesday 7 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Wednesday 8 October

9 h

14 h

10 h

*Director-General's
reply to the
General policy debate*

15 h

11 h

16 h

notes

Thursday 9 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Friday 10 October

9 h

14 h

10 h

*Election of Members
of the Executive Board*

15 h

11 h

16 h

notes

Saturday 11 October

9 h

14 h

10 h

*Election of Members
of the Executive Board
(2nd round if necessary)*

15 h

11 h

16 h

notes

Sunday 12 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Monday 13 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Tuesday 14 October

9 h

14 h

10 h

15 h

11 h

16 h

notes

Wednesday 15 October

9 h

14 h

10 h

15 h

*Adoption of the
commission reports
in plenary*

11 h

16 h

notes

Thursday 16 October

9 h

14 h

10 h

*Adoption of the
commission reports
in plenary (continued)*

15 h

11 h

16 h

notes

Friday 17 October

9 h

14 h

10 h

*Adoption of the
commission reports
in plenary (continued)*

15 h

11 h

16 h

notes

UNESCO

practical guide

Archives Here you will find the archives of the International Institute of Intellectual Cooperation, of the Preparatory Commission of UNESCO, every session of the General Conference and Executive Board, all UNESCO documents and publications and the Secretariat's records. The Micrography Unit holds all UNESCO texts since 1972 on microfiche; in some cases, since 1945. The Unit allows access through the INTERNET to full texts of UNESCO documents from the end of 1995, and for the decisions of the Executive Board and resolutions of the General Conference from 1946. The reading room is in the basement of the Fontenoy building (access through office C.021).

Opening hours: Monday to Friday,
9 a.m. to 12.30 p.m., 2 p.m. to 6 p.m.; Saturday, 9 a.m. to 1 p.m.,
tel.: 81950, 81955.

Bank You can carry out all banking operations in the two branches of the *Société Générale*, one located opposite the lifts on

- ◆ the first floor of the Fontenoy Building,
Tel.: 01.53.69.55.60, 81640
- ◆ the other in the hall of the Miollis
Building,
Tel.: 82827

Opening hours: Monday to Friday: 9.30 a.m.
to 12.15 p.m. and
from 1.30 p.m. to 5 p.m.
Saturday: 10 a.m. to 12 p.m.

Cash dispensers are at your disposal 24 hours a day in Fontenoy in the Hall Miró and in Miollis next to the bank.

Bookshop is located at the entrance of the Fontenoy Building and sells UNESCO publications, CDs, CD-ROMs, and certain United Nations publications. You will also find trademarked UNESCO gifts, as well as numismatic and philatelic items.

Delegates are entitled to a reduction on presentation of their badge. Monday to Saturday, 9 a.m. to 6 p.m., tel.: 82222, 80370

Cafeteria serving lunch:

- ◆ Seventh floor of the Fontenoy Building;
Opening hours: Monday to Saturday: 11.30
a.m. to 2.30 p.m.
- ◆ Basement of the Miollis Building;
Opening hours: Monday to Friday: 11.30
a.m. to 2.30 p.m.

Cloakrooms Cloakrooms are available near Room I.

Commissary As a delegate you have access, on presentation of your badge, to the UNESCO Commissary, which offers a wide range of articles (luxury foods, perfumes, gifts, etc.). The Commissary is situated in the first basement of the Bonvin Building.

Opening hours: Monday to Friday,

11.45 a.m. to 2.30 p.m.

and 4 p.m. to 6.30 p.m.;

Saturday 10.30 a.m. to 1.30 p.m.

Delegates are also entitled to a special allowance of duty-free cigarettes, cigars, tobacco and alcohol. A branch of the Commissary, specializing in gifts and essential items, is located in the basement of the Conference Building.

Opening hours: Monday to Friday

10.45 a.m. to 5.45 p.m.;

Saturday 10.45 a.m. to 1.30 p.m.

Conference bar Serves coffee, tea, drinks, cakes and sandwiches all day, with hot and cold meals for lunch and dinner. This bar is located in the basement of the Conference Building, Fontenoy. Open 8.30 a.m. to 9 p.m., Monday to Saturday.

Emergencies Inside UNESCO, call the Central Guard Service in the Fontenoy building, tel.: 81637 and 81617; in the Miollis Building, 82580. Outside UNESCO, call “Police secours”, tel.: 17.

Fire Inside UNESCO, for all buildings, tel.: 18.

Outside UNESCO, call the Paris fire brigade, tel.: 18.

Hotels You may call upon *Carlson Wagonlit Travel agency* located in UNESCO (see page 40). It is to be noted that no hotel booking will be taken into consideration unless a credit card number + expiry date is provided. Credit cards are indeed indispensable for booking purposes.

Internet Personal computers installed in the basement of the Conference Building (in the hall in front of Room XI) give access to the network. To request an electronic mailbox, contact the Bureau of Document-ation, Informatics and Tele-communications (DIT), office F.019, tel. : 82253. All information on UNESCO's General Conference is accessible on the Internet: <http://www.unesco.org>.

Library Direct access to a selection of daily newspapers and magazines; dictionaries, encyclopaedias, yearbooks, guidebooks, etc. Consult UNESBIB, the online library catalogue, for references of UNESCO documents/publications since 1972, and UNESDOC, the full-text database. Photocopying/printing facilities, information services at your disposal. Location: Ground floor, Fontenoy Building (R.004).

Opening hours: Monday to Friday,
9.30 a.m. to 6 p.m.,
Saturdays 9.30 a.m.
to 1 p.m.

Tel.: 80356/60;

e-mail: library@unesco.org

<http://www.unesco.org/general/fre/infoserv/doc/library.shtml>

Lost and found If you have lost or found something, please contact the Delegates' Reception or the Guard Service, tel.: 81637.

Mail You may ask for mail to be sent to you in your name, mentioning also the name of your delegation, to the UNESCO address:

UNESCO

7, place de Fontenoy

F-75352 Paris 07-SP France

Telephone: (33 1) 45 68 10 00

Telex: 204 461/270602 Paris

Fax: (33 1) 45 67 16 90

You will find mail addressed to you at your permanent delegation's office or, if your delegation has no office, at the Delegates' Reception, in the Conference foyer. Observers from IGOs, NGOs and Foundations should contact their Reception in Room III.

Medical emergencies

► During the General Conference, a medical unit of the Paris SAMU (*Service d'aide médicale d'urgence* – Emergency medical assistance) is permanently on duty in the Miró Hall, Conference Building, tel.: 80588.

For a serious emergency outside UNESCO, call the SAMU directly, tel.: 15.

Irrespective of place or time, if you

need a doctor, telephone SOS Médecins on 01 43 37 77 77.

You can also call the emergency service of St. Joseph's Hospital, 185, rue Raymond Losserand, 14th arrondissement, tel.: 01 44 12 34 58, saying that you are from UNESCO.

► *Medical service* and infirmary, located on the third floor of the Fontenoy building, offices 3.067 to 3.069.

Opening hours: Monday to Friday, 9 a.m. to 6.30 p.m.,
Saturday, 9 a.m. to 1.30 p.m.

On duty during night meetings and Saturday afternoon, tel.: 80867. In the Miollis building, the infirmary is on the ground floor, office 28, tel.: 83231, open from Monday to Saturday, 9 a.m. to 4.30 p.m.

Meditation area designed by Tadao Ando (see Map 1).

Meeting room reservations To book a meeting room, please contact the Meeting Room Reservation Service, which will endeavour to meet the requests of groups of delegations according to availability (office S.385, tel.: 85024).

Newspapers Two newsagents in the halls of the Fontenoy and Miollis buildings stock daily newspapers, magazines and books.

Parking Parking space is reserved on the avenue

de Suffren and avenue de Ségur, bordering the UNESCO perimeter, for cars displaying the special parking sticker on their windscreen. The stickers may be obtained from Delegates' Reception.

Photocopies In the basement of the Conference Building, in front of the Sound Archives Unit (S.371), there is a photocopying service at your disposal. In meeting rooms, ask the conference room officers.

Photographs You may make arrangements with the two Conference photographers, whom you will find at their counter in the hall outside Room I, for photographs to be taken.

Postal services A post office is open for the duration of the General Conference in the basement of the Conference Building. Opening hours: 9 a.m. to 7 p.m.; Saturday from 9 a.m. to 12.30 p.m., tel.: 85082. There are mail boxes near the Place de Fontenoy entrance, behind the lifts and in the hall of the Miollis building. In an emergency, you will find a post office open all night, at 52 rue du Louvre, in the first arrondissement.

Press The Press Room is on the ground floor of the Fontenoy Building (*Ms E. Salas C. Rossenbach, Miró Hall 3, tel.: 81743*).

Receptions The catering services are at your

disposal for receptions you may wish to organize at UNESCO Headquarters. Please consult Mrs Patricia Menendez office S.383 tel.: 80752.

Recordings If you would like an audio cassette of a statement made in plenary or in commission, you may obtain one from Mr Galleron in the Sound Archives Unit (*office S.371, tel.: 80062, 80105*) for 60 francs.

Restaurant The Lowendal restaurant is open for lunch from Monday to Saturday on the seventh floor of the Fontenoy building. from 12 noon to 2.30 p.m. Reservations, tel.: 81600.

Shuttle A regular shuttle service runs between the Fontenoy and Miollis buildings (see Map 1).

Speaking clock To find out the time at any moment of the day or night: tel.: 0 36 99.

Telephone UNESCO's telephone number for a call made in France is 01 45 68 10 00; for a call made from abroad it is (33 1) 45 68 10 00. If you receive a call, it will be redirected by the switchboard to your permanent delegation. If your delegation does not have a permanent office, the calls will be redirected to the "telephone centre" in the Fontenoy building (see Map 1). If you are expecting a call at a specific time, stay near the "telephone centre", or tell the switchboard operator

where you will be. You might usefully advise your correspondent to ask for a “person-to-person” call, which is billed from the moment the requested correspondent comes on the line. To call an extension in UNESCO, dial the five figures directly. To reach a number in Paris, dial 0 and then the 10 digit number of your correspondent. You can call outside Paris and outside France directly from the office of your permanent delegation, which will receive the bill later, or from the switchboard in the Conference Building; in the latter case, you pay immediately.

Temporary secretarial staff The Bureau of Human Resources Management (Ms A.M. Bastide, office E.174, tel.: 82485) can help find temporary secretarial staff, at your own expense. UNESCO’s permanent staff cannot be made available to delegates.

Travel You may book your return or any other journey in France or abroad at the travel agency Carlson Wagonlit Travel located:

- ◆ opposite the lifts on the first floor of the Fontenoy Building, tel. 80380, 80381, 80377
- ◆ in the hall of the Miollis Building, tel.:83018, 83019

Opening hours: Monday 10 a.m. to 6 p.m.

Tuesday to Friday

9 a.m. to 6 p.m.

Saturday 9 a.m. to 1 p.m. on

4th and 11th October 2003

(Fontenoy only, the

Miollis Office is closed on Saturday mornings).

For information concerning flight times, you can make direct calls to Orly airport, 01 49 75 15 15, or to Charles de Gaulle-Roissy airport, 01 48 62 22 80.

Visas If you need a visa for your return journey, you may contact the Visa Service from 9.30 a.m. to 12.30 p.m. and from 4 p.m. to 6 p.m., Monday to Friday; Saturday 9.30 a.m. to 12.30 p.m., tel.: 81771, 81860.

Weather At the time of the General Conference, the weather in Paris is changeable with some sunshine but with mornings and evenings rather cool. A coat and an umbrella are advisable. The average daily temperatures vary between 5° and 15° centigrade.

PARIS

practical guide

Cultural activities in Paris

The French Ministry of Foreign Affairs proposes meetings for delegates with individuals active in the fields of culture, science and education and with specialized departments of the French Government. Contact the *Host Country Reception Office* (*Salle des Pas Perdus*, tel.: 85189). The UNESCO Community Association has designed special programmes for persons accompanying participants: information can be obtained from the Association's stand in the basement (tel.: 85190).

Department stores

Bon Marché (métro: Sèvres-Babylone) is the nearest. Buses 80 and 28 will take you to Saint Lazare train station, which is only a few minutes' walk from *Printemps* and *Galleries Lafayette*, both on Boulevard Haussmann.

Exchange rates

(July 2003) (local currency is now Euro)

US \$1 = 1,15 €

£1 = 1,44 €

Museums

All national museums, such as the Louvre, are closed on Tuesdays; Paris City museums are closed on Mondays.

Parking

There are many public fee-paying parking spaces in Paris, indicated by a sign with a white **P** on a blue background.

Restaurants near UNESCO

Would you like to lunch or dine outside UNESCO? A list of restaurants can be obtained from Delegates' Reception.

Theatres, concerts, cinemas and *Paris by night*

The host Country Reception Office provides programmes of cultural events in Paris during the session and enables you to book concert and theatre seats.

There are two weekly publications on cultural events: *Pariscope* (with a section in English in the middle) and the *Officiel des spectacles*, which can both be bought at all news-stands.

Transport in Paris

Individual car hire

All the major car hire firms are represented in Paris. The travel agency at UNESCO can reserve a car from any firm.

Taxis

You can find taxis at the taxi ranks shown on the map on the back of this guide; it is more reliable to telephone one of the following numbers: 01 45 66 00 00, 01 49 36 10 10, or 01 47 34 00 00. Give the address of the building where you are (see the inside cover of this guide) and UNESCO's telephone number (01 45 68 10 00). On arrival, the meter will already show a certain amount. That amount, which corresponds to the price of the journey made to pick you up, is charged to you. There are three rates, according to the time and distance from the city centre: rate A - in Paris from 7 a.m. to 7 p.m.; rate B - in the outer suburbs and in Paris after 7 p.m., on Sundays and public holidays; rate C — the outer suburbs at night.

Public transport

Metro: One ticket is valid for one trip regardless of the distance travelled. It is cheaper to buy 10 tickets at a time, asking for a "carnet".

Stations close to UNESCO: *Ségur,*
Cambronne, Sèvres-Lecourbe,
Ecole Militaire.

If you intend to move

about frequently, we recommend that you buy the *carte orange* (season ticket), available in all stations. To obtain one, you will need a passport photograph. A coupon hebdomadaire (for one week) or a coupon mensuel (for one month) allows for an unlimited number of trips.

Bus: Use the same tickets, coupons and cards as for the métro, one ticket per trip. You must punch the tickets but not the coupons or cards. Buses which pass near UNESCO are the *28, 80, 82, 87* and *92*.

Bus stops and métro stations are shown on the map on the back of this guide.

For further information on travel in Paris and the Paris region, you may consult the RATP (Paris Transport) website :

<http://www.ratp.fr/Eng/index.htm>

LOCATIONS

Buildings

7, place de Fontenoy

Main building (Building I)

Conference Building (Building II)

Saxe Building (Building III)

Patios (Building IV)

Miollis Building (Building V)

1, rue Miollis

Bonvin Building (Building VI)

31, rue François Bonvin

(access possible through the Miollis Building)

Location of meeting rooms

Room I: Map 1

Room II: Map 1

Room III: Map 1

Room IV: Map 1

Room V: Map 1

Room VI: Map 2

Room VII: Map 2

Room VIII: Map 2

Room IX: Map 2

Room X: Map 2

Room XI: Map 2

Room XII: Map 2

Hall of Ceremonie: *Map 1*
Rooms XIII, XIV, XV: *Bonvin Building*
Room XVI: *Miollis Building*

Other

Information Office

Hall of Ceremonies, Map 1

Voting Bureau

Room V, Map 1

Credentials Committee (secretariat)

Hall Miró (MR.01) Map 1

Documents Distribution

Map 2

Speakers' list and list of participants

S.383, Map 2

Delegates' Reception

Map 1

IGO/NGO Reception

Room III, Map 1

Documents Reception

S.388, Map 2

Press Room

Hall Miró 3, Map 1

Notes