



United Nations
Educational, Scientific and
Cultural Organization

08/07/2009

Ref.: CL/3884

Subject: Invitation to the 35th session of the General Conference

Sir/Madam,

In accordance with Rule 6, paragraph 1, of the Rules of Procedure of the General Conference, I have the honour to inform you that the 35th session of the General Conference of the United Nations Educational, Scientific and Cultural Organization (UNESCO) will open at the Organization's Headquarters in Paris on Tuesday, 6 October 2009, at 10 a.m. It is expected to conclude its work on Friday, 23 October 2009.

Documents

You will find enclosed the provisional agenda for the session (35 C/1 Prov.), drawn up by the Executive Board at its 181st session, together with the following documents:

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| 35 C/2 | Organization of the work of the session |
| 35 C/5 | Draft Programme and Budget for 2010-2011 |
| 35 C/6 | Recommendations by the Executive Board on the Draft Programme and Budget for 2010-2011 |
| 35 C/INF.1 | Invitations to the 35th session of the General Conference |
| 35 C/NOM/1 | Election of the President and Vice-Presidents of the General Conference and of the chairpersons, vice-chairpersons and rapporteurs of the commissions and committees |

Your attention is kindly drawn to an important development concerning the Draft Programme and Budget for 2010-2011 (35 C/5), which was sent to you in April 2009. Following the examination of this document by the Executive Board at its 181st session, I was requested by the Board "... to reinforce priority programmes, in particular those relating to Africa, and to further rationalize expenditure linked to Parts I and III" (181 EX/Decision 18 – Part II para. 9).

At the conclusion of the Board's session I indicated that I would revise a certain number of the budget figures contained in the Draft Programme and Budget. This will imply issuing, towards the end of July 2009, a revised version of the entire draft document 35 C/5, including the proposed Appropriation Resolution and all other proposed resolutions relating to the Programme and Budget for 2010-2011. In this revised draft document 35 C/5, certain volume reductions will be made in Parts I and III (and, related thereto, possibly also some expected results stemming from such budgetary modifications). Furthermore, all budget figures will change as a consequence of revised inflation estimates. In any event, the strategic and programmatic elements of Volume I of draft document 35 C/5 will remain unchanged between the original draft document 35 C/5 and the forthcoming revised draft document 35 C/5. Thus, the basis for the submission by Member States of Draft Resolutions relating to the Draft Programme and Budget will remain unchanged (see below).

More documents will be dispatched by 11 September 2009 – the date by which, in accordance with Rule 11, paragraph 1, of the Rules of Procedure of the General Conference, Member States and Associate Members should, if possible, have received all the documentation required for consideration of the various items on the provisional agenda.

A copy of the General Conference Guide (35th session) will also be forwarded to you shortly.

Composition and credentials of delegations

I should like to remind you that Rule 21 of the Rules of Procedure of the General Conference, relating to the composition of delegations, reads as follows:

- "1. Each Member State and Associate Member shall appoint no more than five delegates, who shall be selected after consultation with the National Commission, if established, or with educational, scientific and cultural bodies.
2. Each delegation may also include not more than five alternate delegates and as many advisers and experts as each Member State and Associate Member deems necessary."

To be authorized to participate in the proceedings of the General Conference, members of delegations must be in possession of credentials in due form, in compliance with Rule 23 of the Rules of Procedure. In accordance with that rule, please communicate to me, by **28 September 2009** at the latest, the names and credentials of the members of your country's delegation. The envelope containing these documents should be marked "DELEGATES' CREDENTIALS" so as to expedite its delivery to the competent bodies of the Organization.

Inclusion of supplementary items on the agenda

In accordance with Rule 12 of the Rules of Procedure of the General Conference, any Member State or Associate Member may, at least six weeks before the date fixed for the opening of the session, request the inclusion of supplementary items on the agenda. Should your country wish to propose the inclusion of supplementary items on the agenda, its proposal must reach me **no later than 25 August 2009**.

Draft resolutions and amendments to the Draft Programme and Budget for 2010-2011 (35 C/5)

I should like to draw your attention to circular letter CL/3888 concerning draft resolutions proposing amendments to the Draft Programme and Budget for 2010-2011 (35 C/5), which includes important information on the procedures applicable to these drafts. Please note that the draft resolutions that may be subject to amendments are contained in Volume 1 of document 35 C/5 that you currently hold. They will equally be unchanged in the forthcoming revised draft document 35 C/5. Furthermore, to be admissible, these proposed amendments should reach the Secretariat **no later than 21 August 2009**.

Other matters

Additional information concerning practical issues, such as privileges and immunities, passports and visas, transport and accommodation is enclosed with this letter.

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The Secretariat will be happy to provide you with any further information you may desire. Your requests should be addressed to the Secretariat of the General Conference (io.gonzalez@unesco.org). Information is also available on the Internet at the following address:

(http://portal.unesco.org/en/ev.php-URL_ID=37843&URL_DO=DO_TOPIC&URL_SECTION=201.html)

I hope that this information will facilitate your country's participation in the next session of the General Conference.

Accept, Sir/Madam, the assurances of my highest consideration.

Koïchiro Matsuura
Director-General

Enclosures: 6

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

GENERAL INFORMATION

Privileges and immunities

The privileges and immunities enjoyed by the Organization, representatives of Member States and other persons participating in the work of the General Conference are set out in the Agreement between the Government of the French Republic and the United Nations Educational, Scientific and Cultural Organization regarding the Headquarters of UNESCO and the Privileges and Immunities of the Organization on French Territory, which came into force on 23 November 1955. This text is to be found in the *Basic Texts of the Organization* (2008 edition).

Entry and residence formalities

Travellers are advised to find out from the office of the diplomatic representative of France in their country of residence the formalities that they must follow to enter and stay in France, in accordance with the provisions of the Headquarters Agreement mentioned above.

Climate

The weather in Paris towards the beginning of autumn is usually unsettled. Average temperatures in Paris during this period vary between 5 degrees centigrade (41 degrees Fahrenheit - minimum daily average) and 14 degrees centigrade (57 degrees Fahrenheit - maximum daily average).

Travel and accommodation

Travel reservations

Participants may book their return journeys through the branch of UNESCO's accredited travel agency, **American Express** (see full address below). The office will be open at UNESCO Headquarters on all General Conference working days, during the following hours:

Monday to Friday: 10 a.m. to 6.30 p.m.

Saturday: 9 a.m. to 2 p.m.

Hotels

It is always difficult finding hotel rooms in Paris, whatever the time of year, and in particular at the time of the General Conference. Therefore, rooms should be booked as early as possible. UNESCO's accredited travel agency will book hotel rooms for participants upon request. Persons wishing to use its services are requested to complete the enclosed form and send it directly to the address indicated as soon as possible. **The Secretariat is not responsible for hotel bookings.**

**GENERAL CONFERENCE - 35th SESSION
Paris, 6-22 October 2009**

Request for hotel reservation and/or travel reservation

This form should be completed and returned to the following address as soon as possible:

<p style="text-align: center;">AMERICAN EXPRESS</p> <p style="text-align: center;">E-mail: france1.groupevents@aexp.fr</p> <p style="text-align: center;">Fax : (33 1) 71 06 98 29</p> <p style="text-align: center;"><u>Opening hours:</u></p> <p style="text-align: center;">Monday to Friday, 9 a.m. to 6 p.m.</p>

(Please use block capitals)

Accommodation required for:

User's surname(s) and first name(s):

Address:

Email:

Fax No.: _____ Credit card No.: _____ Expiry date: _____

I (we) require the following accommodation from _____

for _____ nights.

(Please fill in a separate form for each person if the dates of the accommodation required are not the same.)

Hotel category (approximate price in euros)	Single room	Double room
Deluxe (Single: 500-750 and more double 550-800+)		
**** A. Superior 1st class (Single: 200-450+; double: 250-500+)		
*** B. Ordinary 1st class (Single: 127-250; double: 185-300)		
** C. Superior 2nd class (Single: 130-160; double: 140-170)		

If you have a preference for a particular hotel, please give its name. Everything possible will be done to meet your request.

Name of hotel:

FLIGHT PRE-RESERVATION

Date	Class (Eco/ 1st /business,)	Departure From	Arrival At	Company ¹	Departure time
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PRE-RESERVATION TRAVEL BY TRAIN

Date	Class (1st /2nd class)	Departure From	Arrival At	Company ¹	Departure time
.....

DATE

SIGNATURE

¹ If no particular indication is provided, UNESCO policy will apply (the less expensive fare in the required category with a company agreed by UNESCO).