



United Nations
Educational, Scientific and
Cultural Organization

07/03/2017

Ref.: CL/4193

Subject: **Invitation to the Sixth International Conference of Ministers and Senior Officials Responsible for Physical Education and Sport (MINEPS VI)**

Sir/Madam,

I am pleased to invite your Government to participate, with the right to vote, in the Sixth International Conference of Ministers and Senior Officials Responsible for Physical Education and Sport (MINEPS VI) that UNESCO will convene in Kazan from 13 to 15 July 2017. This Conference is being organized in pursuance of 199 EX/Decision 21, adopted by the Executive Board at its 199th session, and at the generous invitation of the Government of the Russian Federation.

In accordance with the decisions of UNESCO's Intergovernmental Committee for Physical Education and Sport (CIGEPS), the three main topics of MINEPS VI will be:

- (i) Developing a comprehensive vision of inclusive access for all;
- (ii) Maximizing the contributions of sport to sustainable development and peace; and
- (iii) Protecting the integrity of sport.

The Conference will open on 14 July 2017 and will be preceded, on 13 July 2017, by an Experts' Forum that will inform participants on the modalities and outcomes of the preparatory work on the Conference topics, and offer a further opportunity for government representatives to discuss topic-related issues with international experts.

Given the importance of the items on the provisional agenda for MINEPS VI, it would be desirable that Minister(s) of Physical Education and Sport take part in the Conference deliberations.

I enclose herewith the provisional agenda (Annex I) and programme for the meeting, as well as its provisional rules of procedure (Annex III), an invitation to the Conference exhibition (Annex IV), some practical information and registration modalities (Annex II). Please note that simultaneous interpretation into Arabic, Chinese, English, French, Russian and Spanish will be provided throughout the Conference. Likewise, all the main working documents for the Conference will be available in these languages and will be forwarded to you in due course. The Experts' Forum will be conducted in English, French, Russian and Spanish.

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www.unesco.org

To Ministers responsible for relations with UNESCO

Detailed information on the Conference can be found on the dedicated website (<http://en.unesco.org/mineps6>), which is updated regularly.

In accordance with the established practice for intergovernmental conferences of this nature, the travel and subsistence expenses of participants are borne by their government. The host country will cover the expenses of participation by one representative of each of the least- developed countries.

I should be grateful if you would send, by 30 March 2017, the name(s) and official title(s) of the person(s) who will represent your Government at the Conference to Mr Alexander Schischlik, Chief, Youth and Sport Section, Sector for Social and Human Sciences (UNESCO, 7, place de Fontenoy, F-75352 Paris 07 SP, France; tel: +33 1 45 68 38 52, e-mail: a.schischlik@unesco.org; with cc: p.muller-wirth@unesco.org).

Registration for the Conference should be done in line with the modalities presented in Annex II of this letter.

In the hope that a representative from your Government will be able to take part in these important discussions, I ask that you please accept, Sir/Madam, the assurances of my highest consideration.

Irina Bokova
Director-General

Encs: 4

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



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ANNEX I

SIXTH INTERNATIONAL CONFERENCE OF MINISTERS AND SENIOR OFFICIALS RESPONSIBLE FOR PHYSICAL EDUCATION AND SPORT (MINEPS VI)

Kazan (Russian Federation), 14 - 15 July 2017

PROVISIONAL AGENDA (*)

1. **Opening of the Conference**
2. **Adoption of the Rules of Procedure**
3. **Election of the President**
4. **Election of the Vice-Presidents and the Rapporteur** (Drafting Group, if required)
5. **Adoption of the Agenda**
6. **General Introduction**
7. **Keynote Addresses**
8. **Press Conference**
9. **Commission I** *“Developing a comprehensive vision of inclusive access for all”*
 - 9.1 Keynote Presentations
 - 9.2 Presentation by Working Group
 - 9.3 Contributions from Delegations
 - 9.4 Summary by President
10. **Commission II** *“Maximizing the contributions of sport to sustainable development and peace”*
 - 10.1 Keynote Presentations
 - 10.2 Presentation by Working Group
 - 10.3 Contributions from Delegations
 - 10.4 Summary by President

11. Commission III “*Protecting the integrity of sport*”

- 11.1 Keynote Presentations
- 11.2 Presentation by Working Group
- 11.3 Contributions from Delegations
- 11.4 Summary by President

12. Round table with non-sport ministers

13. Conclusion and Adoption of Final Documents

- 13.1 Presentation
- 13.2 Contributions from Delegations
- 13.3 Adoption of Recommendations
- 13.4 Summary by President

14. Press Conference

15. Closure of the Conference

(*) The Conference will be held on 14 and 15 July 2017.

The Experts’ Forum will be held on 13 July 2017 (See Provisional Programme).

**SIXTH INTERNATIONAL CONFERENCE OF
MINISTERS AND SENIOR OFFICIALS RESPONSIBLE FOR
PHYSICAL EDUCATION AND SPORT**

(MINEPS VI)

Kazan (Russian Federation), 13-15 July 2017

	Experts' Forum Thursday, 13 July 2017	Conference Day 1 Friday, 14 July 2017	Conference Day 2 Saturday, 15 July 2017
Morning Sessions	<i>Arrival, Registration & Check-in</i>	<i>Arrival, Registration & Check-in</i> 11:00 am – 13:00 pm Plenary – Opening of the Conference Welcoming Addresses Adoption of the Rules of Procedure Adoption of the Agenda Election of President Vice-Presidents, Rapporteur (& Drafting Group if required) General Introduction Keynote Addresses Press conference	9:30 am – 11:00 am Plenary Commission III “Protecting the Integrity of Sport” Keynote Presentation Presentation by Working Group Contributions from Delegations Summary by President 11:15 am -12:30 pm Plenary – Roundtable with non-sport ministers
Lunch			
Afternoon Sessions	14:30 pm – 18:30 pm Experts' Forum 14:30 pm Introduction 15:00 pm – 16:30 pm Two parallel breakout sessions: “Developing a comprehensive vision of inclusive access for all” and “Protecting the Integrity of Sport” Introduction; Debate; Conclusions Coffee Break 17:00 pm – 18:30 pm Breakout session: “Maximizing the contribution of sport to sustainable development and peace” Introduction; Debate; Conclusions	14:30 pm – 16:00 pm Plenary - Commission I “Developing a comprehensive vision of inclusive access for all” Keynote Presentation Presentation by Working Group Contributions from Delegations Summary by President Coffee Break 16:30 pm – 18:00 pm Plenary - Commission II “Maximizing the contributions of sport to sustainable development and peace” Keynote Presentation Presentation by Working Group Contributions from Delegations Summary by President	14:00 pm – 17:00 pm Plenary - Conclusion and Adoption of Final Documents Presentation Contributions from Delegations Adoption of Recommendations Summary by President Press conference
Evening	Dinner	Official Reception on behalf of the Host Country (RF)	Gala Dinner on behalf of the Republic of Tatarstan

PROVISIONAL PROGRAMME

ANNEX II

ADDITIONAL INFORMATION TO THE INVITATION TO MINEPS VI

Registration

To participate in the conference, you are kindly requested to register at <http://en.mineps2017.com/registration/>. In order to get a personal login and password to the registration system please fill out the preliminary registration form using the invitation code indicated below.

Invitation Code

– **chiefparticipant_mineps2017**

You are highly encouraged to undergo the preliminary registration and send an official reply to the UNESCO invitation by 30 March 2017.

As soon as your online preliminary registration form is confirmed, you will receive your personal login and password by email to complete the registration procedure in the system. While completing the registration procedure please do not forget to submit arrival and departure information.

The registration deadline is 1 June 2017.

The conference is private and only for invited participants. Participating in the conference is free of charge for invited participants.

Detailed information on the registration procedure is available at <http://en.mineps2017.com/registration/>.

If you have any further queries regarding the registration process or experience any technical issues while registering in the system, please contact the local Organizing Committee by sending your request to the following email address registration-minepsVI@dspkazan.com.

Visas

The host country will ensure a simplified procedure for obtaining Russian visas for the Conference participants. A single-entry humanitarian visa for the period of the Conference will be issued by the embassies (consulates) of the Russian Federation on the basis of a personal letter by the Russian authorities confirming the official invitation.

Temporary consular offices will be functioning in Kazan International Airport along with similar offices in Moscow airports (Vnukovo, Domodedovo and Sheremetyevo).

Getting to Kazan

The arrival and departure services will be provided to the Conference participants and guests in:

- Official Arrival and Departure Points in Kazan:
 - Kazan International Airport

- Kazan–1 Railway Station
- Kazan–2 Railway Station
- Transit Arrival and Departure Points in Moscow:
 - Sheremetyevo International Airport
 - Domodedovo Moscow Airport
 - Vnukovo International Airport

The welcoming and information desks will be located in the official transit arrival and departure points, which will operate 24 hours-a-day during the Conference period.

For participants in the 41st session of the World Heritage Committee (Kraków, Poland, 2-12 July 2017) who also wish to attend MINEPS VI, air travel will be organized from Kraków to Kazan on 12 July 2017 and back from Kazan to Paris, France, on 16 July 2017. For related inquiries, please contact the MINEPS VI Organizing Committee by e-mail:

a.lopatin@dspkazan.com before 19 May 2017.

Conference Venue and Accommodation

The conference venue is the Korston Hotel. It is located in the business centre of Kazan.

The participants have to bear the costs of accommodation.

Korston Hotel Kazan

1a, Ershova Street

420061, Kazan

Republic of Tatarstan

Russian Federation

<https://www.korston.ru/en/kazan/>

Transport

Return transfers from the official arrival and departure points to the accommodation facilities and Conference venue will be provided to all participants.

Guests and other participants of the Conference will be provided with the shuttle bus service from the accommodation facilities to the venues (including the Conference venue) in accordance with the established routes and schedule.

Hospitality

As a part of the hospitality programme of the morning of 16 July 2017 the MINEPS VI Organizing Committee offers to attend the colourful national Tatar festival of Sabantuy.



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ANNEX III

SIXTH INTERNATIONAL CONFERENCE OF MINISTERS AND SENIOR OFFICIALS RESPONSIBLE FOR PHYSICAL EDUCATION AND SPORT (MINEPS VI)

Kazan (Russian Federation), 14-15 July 2017

PROVISIONAL RULES OF PROCEDURE

(Drawn up in accordance with the "Regulations for the general classification of the various categories of meetings convened by UNESCO", adopted by the General Conference at its 14th session – 14 C/Resolution 23 – and amended at its 18th session)

I. PARTICIPATION

Rule 1 – Chief participants

Member States and Associate Members of UNESCO (hereinafter referred to as the "chief participants") may participate in the work of the Conference with the right to vote.

Rule 2 – Representatives and observers

- 2.1 States which are not Members of UNESCO, but are members of at least one organization of the United Nations system and are invited by decision of the Executive Board of UNESCO, such as Holy See and Liechtenstein, may be represented by observers.
- 2.2 The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements may send representatives to the Conference.
- 2.3 Organizations of the United Nations system with which UNESCO has not concluded mutual representation agreements and which are invited by decision of the Executive Board, such as the World Bank and the International Monetary Fund, may send representatives.
- 2.4 The intergovernmental and international non-governmental organizations and institutions, foundations and other international organizations invited by decision of the Executive Board may send observers.
- 2.5 The representatives and observers referred to in paragraphs 1, 2, 3 and 4 of this Rule may participate in the work of the Conference without the right to vote. They may speak with the consent of the President.

II. ORGANIZATION OF THE CONFERENCE

Rule 3 – Election of the Bureau

At the beginning of the session, the Conference shall elect a President, five Vice-Presidents and a Rapporteur, who shall constitute the Bureau of the Conference.

Rule 4 – Bodies of the Conference

- 4.1 The Conference shall establish a drafting group, working groups and other subsidiary bodies. Each subsidiary body may elect its Chairperson and its Rapporteur.
- 4.2 The provisions of these Rules of Procedure shall apply *mutatis mutandis* to the Chair and to the discussions of the subsidiary bodies, unless those bodies or the Meeting decide otherwise, when the Rules of Procedure so permit.

Rule 5 – Organization of work

- 5.1 The Conference shall conduct its work through commissions and plenary meetings open to all participants.
- 5.2 The Bureau of the Conference shall be responsible for coordinating the work of the Conference, setting the date, time and agenda of meetings and, more generally, assisting the President in carrying out his or her duties.

III. CONDUCT OF BUSINESS

Rule 6 – Duties of the President

- 6.1 In addition to the powers conferred upon him or her elsewhere by the present Rules, the President shall open and close each plenary meeting of the Conference. He or she shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He or she shall rule on points of order and, subject to the present Rules, control the proceedings and maintain order. He or she shall not vote, but may designate a member of his or her delegation to vote in his or her place.
- 6.2 If the President is absent during a meeting or any part thereof, he or she shall designate one of the Vice-Presidents to take his or her place. The Vice-President acting as President shall have the same powers and duties as the President.

Rule 7 – Conduct of meetings

The meetings of the Conference shall be held in public unless the Conference decides otherwise.

Rule 8 – Quorum

- 8.1 At meetings of the Conference, a quorum shall consist of a majority of the chief participants referred to in Rule 1 which are represented at the Conference.
- 8.2 If, after a five-minute suspension of the meeting, the quorum as defined above has still not been reached, the acting President may request the chief participants actually present to decide unanimously to waive temporarily the provisions of paragraph 1 of this Rule.

Rule 9 – Order and length of statements

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

9.2 The serving President may limit the time to be allowed to each speaker.

Rule 10 – Points of order

10.1 In the course of a debate, any chief participant may raise a point of order, and such point of order shall be immediately decided by the President.

10.2 An appeal may be made against the ruling of the President. It shall be put to the vote immediately and the President's decision shall stand unless overruled by a majority of the chief participants present and voting.

Rule 11 – Procedural motions

11.1 Any chief participant may at any time propose the adjournment or closure of the debate or the suspension or adjournment of the meeting.

11.2 Such a motion shall be put to the vote immediately. Subject to the provisions of Rule 10.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;
- (d) to close the debate on the item under discussion.

Rule 12 – Proposals and recommendations

12.1 The chief participants may submit proposals and draft recommendations in writing to the Secretariat of the Conference, which shall communicate them to the drafting group provided for in Rule 4.1.

12.2 As a general rule, no proposal or draft recommendation shall be discussed or put to the vote unless it has been examined by the drafting group, which shall submit synoptic proposals to the Bureau of the Conference in the working languages of the Conference.

Rule 13 – Working languages

13.1 Arabic, Chinese, English, French, Russian and Spanish shall be the working languages of the Conference.

13.2 Statements made in one of the working languages in meetings of the Conference shall be interpreted into the other working languages listed above. Statements made in one of these languages in the drafting group shall be interpreted into the other languages, as required.

13.3 However, speakers are free to speak in any other language, provided they make their own arrangements for the interpretation of their statements into one of the working languages of the Conference.

13.4 The main working and information documents of the Conference shall be issued in Arabic, Chinese, English, French, Russian and Spanish.

Rule 14 – Voting

14.1 Each chief participant shall have one vote at the Conference and in its subsidiary bodies.

- 14.2 Subject to the provisions of Rule 8.2 and Rule 18, decisions shall be taken by a simple majority of the chief participants present and voting.
- 14.3 For the purpose of these Rules of Procedure, the words “chief participants present and voting” shall mean chief participants casting an affirmative or negative vote. Chief participants abstaining from voting shall be considered as not voting.
- 14.4 Voting shall normally be by a show of hands.
- 14.5 When the result of a vote by a show of hands is in doubt, the acting President may take a second vote by roll-call. A vote by roll-call shall also be taken if it is requested by not less than two chief participants before voting takes place.
- 14.6 If an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Conference shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal, and then on the amendment deemed by the President to be the next furthest removed therefrom and so on, until all the amendments have been put to the vote.
- 14.7 If one or more amendments are adopted, the proposal as amended shall then be voted upon as a whole.
- 14.8 A motion is considered an amendment to a proposal if it merely adds to, deletes from or modifies part of that proposal.

Rule 15 – Reports

- 15.1 The results of the work of the Conference shall be communicated to the Conference in the form of an oral report and a written report (recommendations, outcome document).
- 15.2 Following the closure of the Conference, UNESCO shall publish a final report.

IV. SECRETARIAT OF THE CONFERENCE

Rule 16 – Secretariat

- 16.1 The Director-General of UNESCO or his or her representative shall participate in the work of the Conference without the right to vote. He or she may at any time make either oral or written statements to the Conference on any matter examined.
- 16.2 The Director-General of UNESCO shall appoint an official to carry out the duties of Secretary of the Conference, and other officials who shall together constitute the Secretariat of the Conference.
- 16.3 The Secretariat shall receive and distribute all official documents of the Conference. It shall help to draft the reports of the Conference and perform any other tasks necessary for the proper functioning of the Conference.

V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

Rule 17 – Adoption

The Conference shall adopt these Rules of Procedure by a decision taken in plenary meeting by a simple majority of the chief participants present and voting.

Rule 18 – Amendment

The Conference may amend these Rules of Procedure by a decision taken in plenary meeting by a simple majority of the chief participants present and voting.

Rule 19 – Suspension

Individual rules of these Rules of Procedure may be suspended by a decision of the Conference taken in plenary meeting by a simple majority of the chief participants present and voting.

ANNEX IV

INVITATION TO PARTICIPATE IN MINEPS VI POSTER EXHIBITION

About the Poster Exhibition

The Exhibition that will take place during MINEPS VI will provide an opportunity for participants to share and discuss their work in promoting activities and approaches related to the conference. Posters should specifically relate to at least one of the three main themes of MINEPS VI:

- Developing a comprehensive vision of inclusive access for all;
- Maximizing the contribution of sport to sustainable development and peace; and
- Protecting the integrity of sport.

Proposals for the MINEPS VI Poster Exhibition should be submitted in the form of abstracts of fewer than 200 words.

Guidance on Writing an Abstract for MINEPS VI

The abstract should be a clear and concise summary of a poster content related to one of the MINEPS VI themes. It can present a concrete project/programme, infographics for advocacy/promotion, and/or a scientific/methodological/pedagogical approach.

Since the MINEPS VI framework addresses linkages of sport with the Sustainable Development Goals (SDGs/Agenda 2030), the connection between the abstract theme and one or several SDGs should be highlighted. Posters may be in any of the UNESCO languages. However, most participants will speak English, and translations of content cannot be provided by the Conference organizers. The posters will be reproduced and sent by the applicants upon confirmation by the conference organizers.

Abstracts should include the following content (Items marked * are compulsory):

- *MINEPS VI theme(s) to which the abstract most closely relates (i.e. Developing a comprehensive vision ... ; Maximizing the contribution ...; or Protecting the integrity ...);
- *Linkages with at least one SDG
- *Title – please use words that clearly describe the project
- *Author(s), affiliation, and country
- Background – about the problem and its importance
- *Purpose and main target audience
- Project/programme, infographics and other design elements, methodology
- *Conclusions/recommendations – about how the project informs the wider interests of MINEPS VI/SDGs

How to Apply

To apply, submit an abstract in English to Iva Glibo (iglibo@icsspe.org) at the International Council of Sport Science and Physical Education (ICSSPE), which is assisting UNESCO and the host

country with the preparations for MINEPS VI. The deadline for submission of applications is 17 March 2017.

Further details are available at ICSSPE's website <https://www.icsspe.org/content/mineps-vi-2017>.