



United Nations  
Educational, Scientific and  
Cultural Organization

29/05/2017

Ref.: CL/4203

Subject: **Invitation to the 39th 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 39th 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 **Monday, 30 October 2017**, at 10 a.m. It is expected to conclude its work on **Tuesday, 14 November 2017**.

#### ***Documents***

You will find enclosed the provisional agenda for the session (39 C/1 Prov.), drawn up by the Executive Board at its 201st session, together with the following documents:

- |              |  |
|--------------|--|
| 39 C/2 Prov. | Organization of the work of the session  |
| 39 C/6       | Recommendations by the Executive Board on the Draft Programme and Budget for 2018-2021   |
| 39 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 |
| 39 C/INF.1   | Invitations to the 39th session of the General Conference  |

The Draft Programme and Budget for 2018-2021, document 39 C/5, was transmitted to you in April 2017. This document comprises two volumes: Volume 1: Draft Resolutions – First biennium 2018-2019 and Volume 2 – Draft Programme and Budget: First biennium 2018-2019, and separate addenda (1) Expenditure plans for document 39 C/5 based on the expected assessed contributions for 2018-2019 and (2) Technical Note and Annexes – First biennium 2018-2019.

#### **Provisional Agenda and Supplementary Items**

In accordance with Rule 9 of the Rules of Procedure of the General Conference, the attached provisional agenda was established by the Executive Board at its 201st session. Any Member State or Associate Member may, at least eight weeks before the date fixed for the opening of the session (i.e. 4 September 2017), request the inclusion of supplementary items on the agenda (Rule 12).

### **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 of the General Conference. In accordance with that Rule, I invite you to communicate to me, by **23 October 2017** 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 units within the Organization.

### **Other matters**

Additional information concerning practical issues, such as privileges and immunities, passports and visas, and accommodation is annexed to this letter.

Complete information also is available online at the following address:

<http://www.unesco.org/new/en/general-conference/>

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.

Irina Bokova  
Director-General

Enclosures: 5

cc: Permanent Delegations and Observers to UNESCO  
National Commissions for 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 Organization's *Basic Texts* (2016 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 variable. Average temperatures in Paris during this period vary between 5°C (41°F – minimum daily average) and 14°C (57°F – maximum daily average).

### Accommodation

#### Hotels

It is always difficult to find 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. **The Secretariat is not responsible for hotel bookings.**