



United Nations
Educational, Scientific and
Cultural Organization

24/07/2017

Ref.: CL/4204

Subject: **Amendments to the Draft Programme and Budget
for 2018-2021 (39 C/5)**

Sir/Madam,

In anticipation of the 39th session of the UNESCO General Conference, which will be held from 30 October to 14 November 2017, it is appropriate to recall the procedures to be followed by Member States in proposing amendments to the Draft Programme and Budget for 2018-2021 (39 C/5).

Allow me to draw your attention to the fact that document 39 C/5, the Draft Programme and Budget for 2018-2021, which was sent to you in April 2017, was based on quadrennial programming in accordance with 36 C/Resolution 105, in which the General Conference decided to extend the C/5 programme cycle from two to four years, and to maintain the biennial cycle for the appropriation of the budget of the C/5 document. It covers the second and final quadrennium of the Organization's Medium-Term Strategy for 2014-2021 (document 37 C/4).

By its decision 200 EX/Decision 13.II paras. 10 and 11, the Executive Board requested me to prepare document 39 C/5 based on possible expenditure of \$667 million or \$653 million, and income of \$653 million in assessed contributions, together with the maximum possible additional appropriations. In the same decision, the Executive Board also requested me to ensure that any additional resources over and above \$653 million be directed to the major programmes.

In accordance with the aforementioned decisions, I presented to the Executive Board for its consideration at its 201st session, the Draft 39 C/5 (2018-2021), for which the 2018-2019 budget included two scenarios for the regular budget ceiling of: **\$667 million** (with its expenditure plan of \$518 million) and **\$653 million** (with an expenditure plan of \$507 million). In addition, as per 200 EX/Decision 13.II.11 and 200 EX/Decision 13.IV.5, the additional resources over and above \$653 million (over and above \$507 million in the case of expenditure plans) were directed only to the Major Programmes, the Intergovernmental Oceanographic Commission (IOC) and the UNESCO Institute for Statistics (UIS).

Document 39 C/5 Draft consists of four parts:

- Volume 1, which contains proposed Resolutions for the first biennium 2018-2019;
- Volume 2, which presents the Draft Programme and Budget for the first biennium 2018-2019;
- Addendum, which presents the Expenditure Plans for document 39 C/5 Draft, based on the expected assessed contributions for 2018-2019; and

- Addendum 2 to 39 C/5 Draft, which contains the technical note; and, annexes for the first biennium 2018-2019.

Document 39 C/6 containing the Executive Board's recommendations on document 39 C/5 Draft (2018-2021) was sent to Member States, together with the letter of invitation to the 39th session of the General Conference (CL/4203 dated 29 May 2017).

Draft amendments to Volume 1 of document 39 C/5 are subject to the admissibility criteria and the procedures set forth in Rules 79 and 80 of the Rules of Procedure of the General Conference.

Submission Timetable

In the framework of these rules, I consider it useful to draw your attention to the following points:

1. Draft amendments to the Draft Programme and Budget (39 C/5) should reach the Director-General at least 6 weeks before the opening of the session, i.e. by **18 September 2017** at the latest; draft amendments received after that date will not be processed.¹
2. The letters by which the Director-General makes known whether the draft amendments received are considered admissible or not must reach the sponsors at least 20 days before the opening of the session, i.e. by **10 October 2017** at the latest. Any draft amendment for which a response is not received by that date will be considered admissible. Draft amendments considered inadmissible by the Director-General will not be distributed.
3. Nevertheless, any sponsor of a draft amendment considered inadmissible by the Director-General may appeal against her conclusion no later than five days before the opening of the session, or **25 October 2017**. Any appeal not meeting the deadline or not reasoned will be rejected. Draft amendments that the Legal Committee recommends to the General Conference as admissible will be published as soon as possible.

Admissibility criteria

The admissibility criteria are set forth in Rule 79 as follows:

1. *Draft resolutions proposing the adoption by the General Conference of amendments to the Draft Programme and Budget may only relate to those parts of the Draft Programme and Budget which are concerned with the policies and the main lines of work of the Organization and which require decisions of the General Conference, namely the proposed resolutions in the Draft Programme and Budget. Specific criteria may be elaborated by the Executive Board, subject to approval by the General Conference.*

¹ It is to be noted that this deadline applies to all draft amendments related to the Draft Programme and Budget (C/5), irrespective of their having budgetary implications or not.

2. *Draft resolutions covered by paragraph 1 of this rule shall be submitted in writing and shall reach the Director-General at least six weeks before the opening of the session of the General Conference; the Director-General shall communicate them, with such notes as he may deem appropriate, to Member States and Associate Members at least twenty days before the opening of the session.*
3. *Draft resolutions with financial implications for the Organization's regular budget should clearly identify the main line of action (MLA) of the Draft Programme and Budget from which the resources should come. The budget implications, regardless of the proposed source of funding, shall be higher than the ceiling set for requests for assistance under the Participation Programme for projects or activities with a regional impact.²*
4. *Draft resolutions which do not satisfy the requirements laid down in paragraphs 1, 2 and 3 of this rule, and those proposing activities which are purely national in scope or could be financed under the Participation Programme, shall not be admissible.*

Therefore, irrespective of the Part of the budget concerned, Member States proposing draft amendments to document 39 C/5 (Volume 1) are invited to indicate clearly the amount and, in all cases, the source of funding envisaged, the **programme activity shown in document 39 C/5 Draft that would be curtailed or abolished for the purpose of releasing appropriate funds, or an attempt to find extrabudgetary resources**. Otherwise it will not be possible for the Director-General to release resources to take action during the execution of the Programme.

Draft Resolutions involving Several Parts of the Programme

Some draft resolutions propose amendments (with budgetary implications), which refer to two or more resolutions contained in Volume 1 of the Draft Programme and Budget for 2018-2021, the examination of which is entrusted to two or more Commissions of the General Conference. These draft resolutions will be examined by the Joint Meeting of Commissions, scheduled towards the end of the session. If necessary, the Bureau of the Conference may propose other arrangements for the examination of this kind of draft resolution.

Submission of Draft Resolutions

According to the admissibility criteria mentioned above, draft resolutions are to be drafted as amendments (modification, deletion or addition) to the texts of the existing resolutions contained in Volume 1 of document 39 C/5. Member States wishing to do so may add a note of up to 20 lines to explain the aims and objectives of the amendment proposed. The attached form (see Annex) must be used for this purpose. No other additional text will be published.

² The ceiling proposed for requests for assistance under the Participation Programme for 2018-2019 amounts to \$46,000.

CL/4204 – page 4

Once completed, the form should be sent to the Secretariat of the General Conference (e-mail: e.ong@unesco.org).

When communicating to the Secretariat the draft resolutions that they wish to submit to the General Conference, Member States are invited to include an e-mail address for any future communication.

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

Irina Bokova
Director-General

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

ANNEX

**FORM FOR THE SUBMISSION OF DRAFT RESOLUTIONS
PROPOSING THE ADOPTION OF AMENDMENTS
TO THE DRAFT PROGRAMME AND BUDGET FOR 2018-2021
CONCERNING THE 2018-2019 FINANCIAL PERIOD**

39th SESSION OF THE GENERAL CONFERENCE

Draft resolution proposing the adoption of amendments to the Draft Programme and Budget for 2018-2021 (39 C/5, Volume 1) concerning the 2018-2019 financial period

**Submitted by:
State(s)**

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Referring to:

Volume 1 of document 39 C/5

Number of draft resolution:¹

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**Proposed modification, deletion or addition
(specify paragraph):**

State the amount of budgetary implications of the proposed amendment:

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Indicate the proposed source of funding (budget proposed for other parts of document 39 C/5 or extrabudgetary resources):

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¹ Paragraph number of the box containing each draft resolution.

Explanatory note (no more than 20 lines)

Please provide an email address for subsequent correspondence:

.....

Name:.....

Date:.....

Signature(s) for each sponsoring State

FORM TO BE SENT BY E-MAIL:

E-MAIL: e.ong@unesco.org