

## **Minutes of decisions of the Liaison Committee Meeting #2 – 16 January 2019**

### **Present**

Marie-Claude Machon-Honoré, President  
Philippe Beaussant, CIOFF  
Abdelbasset Ben Hassen, IADH  
Andrew Cheshev, V.I. VERNADSKY ECOLOGICAL FOUNDATION  
Diego Gradis, Traditions pour Demain  
Marie-Christine Gries, Soroptimist International  
Fatima Lahnait, Maison de Sagesse  
Cyril Noirtin, Rotary International

### **Virtually present**

Richard Francis Apeh, JECI  
Ratna Wagh, ABSS  
Daves Guzha, Arterial Network (from point 6 on)

### **Observers**

Sabina Colombo, UNESCO, NGO Desk (from point 4 on)

### **1. Approval of the minutes of meeting #1 and validation of the agenda of meeting #2**

Approved

### **2. Appointment of a secretary for the meeting**

Diego Gradis will take the minutes, only of decisions, as should also be for all further meetings

### **3. Nomination of the Bureau and tasks**

Vice-President: Philippe Beaussant  
Executive secretary: Richard Francis Apeh  
Treasurer: Marie-Christiane Gries

The document describing tasks (ANNEX 1) is approved.

### **4. Distribution of other tasks**

- External Relations: the President in coordination with the Vice-President
- Youth: Richard
- Forums and International Days: Philip with Ratna, Abdel and Fatima
- Relation with NGO partners and NGO collective work (thematic groups/commissions):  
Diego
- Communication: internal (incl. Committee Newsletter) and external, also in charge of minutes of decisions, of the Liaison Committee, defining perimeter of communication and proposing a communication strategy to be presented: Cyril, together with Marie-Christine by meeting #3, and focus person to be designated later on
- Watch of UNESCO's work, conferences and events (Headquarters and Field Offices) to be communicated to Committee members: Fatima at global level on the UNESCO website, with Abdel, Andrey, Ratna for their respective regions

- Regional focal points to facilitate relations with Member States, National Commissions, UNESCO Offices and Chairs : Andrey as focal point with Daves, Ratna, Abdel as regional members of the Committee [Sabina, to help prepare with the Secretariat contacts to be taken with Natcoms)
- Representative of the Committee at the CCNGO: the President, with the idea of coaching another member possibly interested in the topic for later on.

Daves, who for technical reasons joined the meeting very late, shall later communicate to the President his choice of task.

### **5. Adoption of the Recommendations of the ICNGO (Paris, December 2018)**

The Recommendations are approved (see ANNEX 2). The text has not vocation to be distributed to others than NGOs.

But the President together with the Vice-President and the Secretary will draft a more comprehensive documents of the Recommendations to be sent to the DG and other high-ranking functionaries at the Headquarters, together with the main elements of the roadmap (see point 6 below).

### **6. Liaison Committee 2019-2020 roadmap**

The roadmap is approved (see ANNEX 3) and stands for the operating strategy of the Committee of the next biennium.

In view of the setting up of working groups amongst the NGOs, Diego will extract from the Recommendations of the ICNGO some crosscutting topics.

Current Forum guidelines will be circulated to all Committee members.

Topics for Forum that shall not have been selected will be treated under alternative work structures such as working groups.

Forums to be organized in the biennium with options of venues (very approximative) working titles:

*Global citizenship education, Greece, 2020*

*Role of volunteers in the safeguarding of tangible and intangible cultural heritage, India, 2019*

*Challenging inequalities, UNESCO headquarters, 2019*

*Entrepreneurship, Science, Technology and Innovation to fight poverty, Ethiopia/South Africa 2020*

### **7. Working procedures of the Committee**

Finances:

- Members of the outcoming Committee confirm that any unspent funds coming from the grant of the Misk Foundation, can be used for any activity or running costs of the Committee
- A grant request of approx. 5'000 euros, should be sent to the UNESCO Secretariat, although no UNESCO funding is anymore earmarked for the Committee
- The current positive balance of the Committees account is of about 48'000 euros.
- The expected contribution of NGOs to the activity of the Committee is estimated to 23'000 euros.
- Expenses budgeted for 2019:
  - general overheads: 10'000 USD
  - event to be organized during the UNESCO General Conference: 5'000 euros
  - costs connected with the Committee's participation to the CCNGO: 4'000 euros
  - follow-up of the Tunis Forum: 3'000 euros

Internship for the Committee:

Contact will be taken with the Permanent Delegation of China who in November 2018 has expressed the possibility of making a trainee available for 6 months. Otherwise, it should be sought a trainee who beyond 2 months of presence has to be paid 500 to 700 euros. It is expressed that a half-time trainee position could be sufficient.

Meetings of the Liaison Committee:

Meetings of the President with the Vice-president, the Treasurer and the Secretary will be

organized internally, and a doodle survey will be sent by Cyril for a Board meeting between March 11 and 22 2019

Information and planning meeting for NGO representatives present: February 15, 2019, 2.30 pm UNESCO Headquarters, followed by a drink.

Sabina Colombo asks the President to send requests for meetings rooms at the latest on the 15<sup>th</sup> day of the month prior to the month during which the meetings will be held.

## **8. Other matters**

The ICNGO appeal on the International Year of Indigenous languages will be put on the Committee website and distributed internally (Permanent delegations, Natcoms and Sectors perhaps).

## **ANNEX 1**

### **NGO-UNESCO Liaison Committee 2019-2020** **Board Position Guidelines**

#### **The President**

- Represents the interests of the Committee and of all partner NGOs vis-à-vis UNESCO,
- Ensures, the proper functioning and effectiveness of the partnership between the community of NGO partners and UNESCO,
- Is charged with the relations with UNESCO and the Secretariat, and in particular Africa Priority and External Relations as well as with the relations with the Member States (Delegations, National Commissions, ...) and the Executive Board (Presidency and NGP Committee),
- Prepares with the Committee a strategy-roadmap for the mandate,
- Validates the agenda of meetings in consultation with the Vice-President and the Executive Secretary,
- Oversees the work of each committee member to ensure the smooth functioning of the committee and may appoint ex-officio members under her responsibility for a specific task, with the approval of the Committee,
- Ensures with the Vice-President that the preparatory work for forums and international Days and other Committee's projects are in accordance with the ICNGO's resolutions and UNESCO's programs and objectives,
- Performs jointly with the treasurer the various banking operations,
- In coordination with the Liaison Committee prepares the Liaison Committee activity report in consultation with the Liaison Committee to be presented by the Executive Secretary at the CIONG

#### **The Vice-President**

- Contributes to the preparation of the agenda of the meetings of the Committee together with the Secretary and the President,
- Participates in meetings with the UNESCO Secretariat, including Africa Priority and ERI,
- At the president's request, may represent the President and/ or the Liaison Committee, at meetings, symposia and seminars organized by UNESCO or NGOs, at the Headquarters or in Field Offices,
- Ensures with the President that the preparatory work for forums and international Days and other Committee's projects are in accordance with the ICNGO's resolutions and UNESCO's programs and objectives,
- The Vice President may, at the request of the president, replace her if absent and for a fixed period of time.
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#### **The Executive Secretary**

- Prepares the agenda of the Liaison Committee meetings with the President and the Vice-President, as well as the organization and working documents of any other meeting, both in French and English,

- May participate in meetings with the UNESCO Secretariat, including Africa Priority and ERI and other meetings at the request of the President,
- Prepares in coordination with the President, the Vice-President the activity report of of the Committee and presents it at the ICNGO,
- Is in charge of the mail and e-mail management and response after the President's approval, if necessary,
- Manages the calendar of NGOs' meetings and coordinates with the Secretariat for rooms,
- Ensures archiving (file classification.) and office maintenance,
- Contributes to the supervision of a trainee/intern/volunteer if necessary,
- Ensures all important communication is available in French and English.

### **The Treasurer**

- Provides banking and administrative monitoring for income from voluntary contributions, grants and other kinds of income, and for expenditure,
- Incurs the various expenses on the instructions of the President,
- Assesses on the basis of the budget and its implementation whether expenditure is reasonable and communicate his/her opinion to the Committee,
- Jointly carries out, on the basis of a power of attorney granted by the President, and concurrently with her the various banking operations on the Committee's bank account, with the prior consent of the President,
- Provides a provisional budget at the start of the financial year to be validated by the Committee and finally a financial report is to be issued at the end of the financial,
- Keeps accounts that are simple but rigorous with a clear idea on the budget and a regularly updated provisional,
- Should be consulted on all financial issues,
- Ensures the elaboration of a Treasurer's report to the CIONG for approval.

### **5. Tasks of the Liaison Committee members**

- External Relations by the President in coordination with the Vice-President,
- Youth
- Forums and International Days ,
- Relation with NGO partners and NGO collective work ( thematic groups/commissions)
- Communication: internal (incl. Committee Newsletter) and external, in charge of minutes of the Liaison Committee,
- Watch /Monitoring of UNESCO's work, conferences and events (Headquarters and Field Offices),
- Regional focal points to facilitate relations with Member States, National Commissions, UNESCO Offices, ASPNET and Chairs

## **ANNEX 2**

### ***INTERNATIONAL CONFERENCE OF NGOS 2018***

*UNESCO Headquarters, 17-19 December 2018*

## **RECOMMENDATIONS**

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The 2018 International Conference of NGOs in official partnership with UNESCO was held at the UNESCO Headquarters Paris from 17 – 19 December, 2018 under the theme "*Promoting and Enhancing the Commitment and Contribution of UNESCO's NGO partners*" After two and half days of intense and very productive work, the conference ended with the following recommendations;  
Preamble:

- *The 2018 ICNGO Recalls* the adoption of the 2030 Agenda for Sustainable Development which, in its 17th Objective (SDG 17), calls for a strengthened partnership with civil society, affirms its commitment to include our future activities in the context of the 2030 Agenda, its 17 Objectives and 169 targets, and calls on NGOs to consolidate their role in the implementation of the Agenda,
- *reiterates the importance of promoting dialogue between Member States, UNESCO and the*

- *reaffirms* the importance of promoting dialogue between member States, UNESCO and the NGOs for the development of fruitful cooperation and *invites* the NGO-UNESCO Liaison Committee to contribute to the creation of new opportunities for interaction and dialogue in order to further strengthen cooperation with the Member States, and UNESCO.
- *reaffirms* the importance of forums organized in consultation with UNESCO in different parts of the world and *invites* the Liaison Committee to continue its efforts in this regard in order to take into account the cultural and geographical diversity of civil society,
- *recalls* the central role of NGOs in the organization of a follow-up to the forums and international days, and invites UNESCO to assist them in this process,
- *requests* the Liaison Committee to improve its communication and to reflect on new ways of collective cooperation of NGOs by using new Information and Communication Technologies (ICTs),
- also requests the Liaison Committee to promote the visibility of the actions and good practices of UNESCO's official partner NGO network, to the extent of available resources,
- recognizing the role of youth among NGOs, invites the Liaison Committee to encourage greater participation of young people and youth organizations in the events it organizes, and to further collaborate with the youth program in UNESCO in the framework of the organization of the next youth Forum (to be held at UNESCO Headquarters on the margins of the 40th session of the General Conference in 2019 tbc).
- reaffirms the importance of women and gender equality in all actions to be undertaken by the Liaison Committee.

#### RESOLUTIONS:

##### Preparation of future forums and events: the 2018 ICNGO recommends

- to give an important space to NGO speakers in the forum programs, to increase the time available for discussion and to involve UNESCO networks more,
- to facilitate and encourage the participation of NGOs in the preparation of the Youth Forum of the next session of the General Conference in 2019, in accordance with point 9 of the 2016 ICNGO conclusion, and requests that the information concerning the Youth Forum be relayed to NGOs,
- to improve the information given to the projects and events of NGOs so that other NGOs can get involved, collaborate and join the project,
- to ensure that the collective work undertaken under the mandate of the liaison committee be continued by the successive liaison committee, taking into account the extent possible including provisions for funding,
- to ensure that the Liaison Committee regularly informs the NGOs on the status of the consultation with UNESCO, the sectors and the member States in the preparation of forums.

##### For the topics of future forums and other events, the 2018 ICNGO recommends

- 1 *"For the Safeguarding of Tangible and Intangible Cultural Heritage: the Role of Volunteers"* and the integration of documentary heritage (H2) and world memory
- 2 *"Education for Global Citizenship"* – target 4.7 of the 2030 Agenda SDGs and which is of interest to the section of global citizenship in the Education sector
- 3 *"Nonviolence and Peace Education"* on the basis of SDG target 4.7 and the 2016 statement of the Human Rights Council in Geneva on the right to peace
- 4 Celebrate the *"International Year of Indigenous Languages"* according to the appeal of the ICNGO
- 5 *"Which Inclusive and Equitable Education for All throughout Life?"*
- 6 Propose a campaign on climate change on the model of the campaign of the abolition of nuclear weapons which resulted in a treaty at the UN
- 7 Create a *"Festival for Peace"* for young people,
- 8 *"Entrepreneurship, Science, Technology and Innovation to fight poverty and achieve the SDGs"*
- 9 *"Energy and its Impact on Civil Society"* following SDG target 7 in relation to the scientific and academic community.

##### The 2018 ICNGO expects that:

- the follow-up of the forums is envisaged from the beginning of the collective work undertaken by the NGOs,
- strategic planning with indicators for common actions is adopted,
- the necessary platform for the follow-up of the Tunis forum is funded,
- the follow-up of the forum "Science" is organized in cooperation with Member states, taking into account new issues such as "scientific diplomacy",

- the conclusions of each forum be posted on the Committee's website to allow dissemination by NGOs and such document to also be transmitted to Member States.

The 2018 ICNGO invites the Liaison Committee to:

- improve the communication between NGOs by providing on the Committee's website access to the list of NGOs with indication of their field of activities and taking into account the necessary legal framework on data privacy and protection,
- publish meeting reports on the website and send email alerts to all NGO partners,
- engage in collective reflection:
  - to promote the collective action of NGOs,
  - to appropriately review the NGO work process foreseen in the 2011 guidelines (for example, the duration of the mandate of the president of the Liaison Committee),
  - to review the functioning of the ICNGO and simplify the election process,
  - to review the organization and funding of the next forums
- strengthen contacts with NGOs from regions other than Europe to involve them in the collective work and organize forums in the different regions, and to improve the relationship between Liaison Committee Members and local NGOs with a focus on the South America region
- organize one or two annual meetings for NGOs in addition to the existing informational newsletter
- arrange to participate in National Commission meetings that take place at UNESCO headquarters in order to foster Member States' cooperation with NGOs.

The 2018 ICNGO recommends to NGOs:

- to involve young people in the preparation of the forums and international days so that the voice of young people is better taken into account,
- to entrust young people and students with missions for the organization of international days,
- to develop joint actions with UNESCO sectors to achieve the objectives of the 2030 Agenda,
- to inform the Liaison Committee of their capacities to finance joint projects,
- to solicit Member States to respect their commitments to mitigate climate change and take the necessary steps to keep carbon emission below 1.5°C,
- to take the initiative of a conference under the auspices of the scientific and academic community to invite NGOs to debate on this theme.

The 2018 ICNGO asks UNESCO:

- To provide a room for NGOs for their collective work that can be reliably booked.

*All these requests from the 2018 ICNGO will have to be taken into account by the Liaison Committee subject to the availability of human and financial resources.*

## **ANNEX 3**

### **Roadmap of the Liaison Committee (2019-2020)**

#### **1. General topics**

- Enhancement of the permanent collective work of NGOs by setting up thematic groups and commissions, thematic seminars, youth cafes etc.
- Organisation of two international forums in 2019 and two international forums in 2020
- Review of the ICNGO rules, election process and evaluate guidelines
- Organisation of NGO events to celebrate International days
- Definition of a strategy to strengthen external relations (incl. ASPNET, UNESCO Chairs, Universities)
- Youth: how to strengthen their role? What policy towards youth NGOs? Which specific role/space for youth NGOs in the collective work? How to connect them with academia, ASPNET, UNESCO Chairs etc.
- Youth participation in the UNESCO Youth forum (NGOs): circulation of the recommendations addressed to the Committee by participants in the last UNESCO Youth Forum

#### **2 Communication**

#### **2. Communication**

- Revamping of the website ( Facebook, Newsletter, etc.)
- E-addresses and access
- Minutes and Reports of the Committee's or other meetings to be regularly posted and communicated
- The Liaison Committee Newsletter

#### **3. An overall revisited working approach**

- Closer dialogue and cooperation with Member States, Executive Board (NGP), National Commissions, regional offices, sectors and focal points etc.
- New internal governance Committee/NGOs and improved communication and interaction with NGOs
- Working with the regions through the regional members of the Liaison Committee
- Liaising with the alternates of the Liaison Committee members