

ANNEX IV
PARTICIPATION PROGRAMME 2010-2011
MODEL LETTER OF SUPPORT
REGIONAL PROJECT

(Such letters may be sent to the ERC/RPO/PPF Section – Fax +33 (0)1 45 68 55 34
and should be attached to the request)

I have the honour to inform you that the Government of:

(name of the country offering its support)

wishes to support regional project No. 1, 2 or 3 of the region:

(title of the project)

submitted by:

(name of the country or group of countries submitting the project)

within the framework of the Participation Programme for the 2010-2011 biennium.

Place and date

Name, signature and stamp

*(Secretary-General of the National Commission)
(Permanent Delegate or recognized
representative of the government)*

Note: The fact that a Member State has given its support to a request submitted by another Member State has no implications for the 10 requests submitted on its own behalf.

ANNEX V

35 C/Resolution 67

52 Participation Programme¹

The General Conference

1. Authorizes the Director-General:

- (a) to implement the Programme of Participation in the activities of Member States, in accordance with the following principles and conditions;
- (b) to allocate for this purpose an amount of \$19,000,000 for direct programme costs;
- (c) to further allocate for this purpose an amount of \$50,000 for operating costs and an amount of \$930,200 for staff costs.

A. Principles

1. The Participation Programme is one of the means employed by the Organization to achieve its objectives, through participation in activities carried out by Member States or Associate Members, or by territories, organizations or institutions, in its fields of competence. This participation is designed to strengthen the partnership between UNESCO and its Member States and make that partnership more effective through a sharing of contributions.
2. Under the Participation Programme, priority will be given to proposals for the benefit of least developed countries (LDCs), developing countries and countries in transition.
3. Requests shall be submitted to the Director-General by the Member States through the National Commissions for UNESCO or, where there is no National Commission, through a designated government channel.
4. The projects or action plans submitted by the Member States under the Participation Programme must relate to the activities of the Organization, in particular to the major programmes, interdisciplinary projects, and activities to benefit Africa, the least developed countries, youth and women, and to the activities of the National Commissions for UNESCO. In the selection of Participation Programme projects, due account will be taken of the priorities defined by the governing bodies for UNESCO's regular programme.
5. Each Member State may submit 10 requests or projects, which must be numbered in order of priority from 1 to 10. Requests or projects from national non-governmental organizations will be included in the quota submitted by each Member State.
6. The order of priority laid down by the Member State may only be changed by the National Commission itself and before the start of the evaluation process.
7. The international non-governmental organizations maintaining formal or operational relations with UNESCO, of which the list is established by the Executive Board, may submit up to two requests under the Participation Programme for projects with subregional, regional or interregional impact, provided that their request is supported by at least the Member State

¹ Resolution adopted on the report of the PRX Commission at the 7th plenary meeting, on 17 October 2009.

where the project will be implemented and another Member State concerned by the request. In the absence of supporting letters, none of these requests may be considered.

8. The deadline for submission of requests has been set for 28 February 2010, except for requests for emergency assistance, which may be submitted at any time in the biennium.

9. The Secretariat shall advise Member States of the response by the Director-General to the requests within three months of the deadline of 28 February 2010.

10. *Beneficiaries.* Assistance under the Participation Programme may be accorded to:

- (a) Member States or Associate Members upon request through their National Commissions or, where there is no National Commission, through a designated government channel, to promote activities of a national character. For activities of a subregional or interregional character, requests are submitted by the National Commissions of the Member States or Associate Members on whose territory they take place; these requests must be supported by at least two other National Commissions of participating Member States or Associate Members. For activities of a regional character, requests are limited to three by region and must be submitted by one Member State or a group of Member States. These requests must be supported by at least three Member States (or Associate Members) concerned, and will not come within the quota of 10 requests submitted by each Member State; they will be evaluated and screened by the Secretariat in accordance with the procedure established for the processing of requests submitted under the Participation Programme;
- (b) a non-self-governing or trust territory, upon the request of the National Commission of the Member State responsible for the conduct of the territory's external relations;
- (c) international non-governmental organizations maintaining formal or operational relations with UNESCO as defined in paragraph 7 above;
- (d) the Permanent Observer of Palestine to UNESCO, where the participation requested relates to activities in UNESCO's fields of competence in the Palestinian Autonomous Territories.

11. *Forms of assistance.* The applicant chooses the form of assistance, and may request either:

- (i) a financial contribution or
- (ii) implementation by UNESCO at Headquarters or in the field. In both cases, assistance may take the following forms:
 - (a) the services of specialists and consultants, not including staff costs and administrative support;
 - (b) fellowships and study grants;
 - (c) publications, periodicals and documentation;
 - (d) equipment (other than vehicles);
 - (e) conferences, meetings, seminars and training courses; translation and interpretation services, participants' travel costs, the services of consultants,

and other services deemed necessary by all concerned (not including those of UNESCO staff members).

12. *Total amount of assistance.* Whichever of the above forms of assistance is requested, the total value of the assistance provided for each request shall not be in excess of **\$26,000 for a national project or activity, \$35,000 for a subregional or interregional project or activity and \$46,000 for a regional project or activity.** The financial provision made by the applicant must be sufficient to implement the activity satisfactorily. The activity must be executed and all funds disbursed in accordance with the Financial Regulations of the Organization. The expenditures must be made according to the distribution of the budget as approved by the Director-General and communicated to Member States in the letter of approval.

13. *Approval of requests.* When deciding upon a request, the Director-General shall take into account:

- (a) the total amount approved by the General Conference for this Programme;
- (b) the assessment of the request made by the relevant Sector(s);
- (c) the recommendation of the Intersectoral Screening Committee chaired by the Assistant Director-General for External Relations and Cooperation and responsible for screening the Participation Programme requests, which are to be in conformity with the well-established criteria, procedures and priorities;
- (d) the contribution that such participation can effectively make to the attainment of Member States' objectives in UNESCO's fields of competence, and within the framework of the major priorities of the Medium-Term Strategy (C/4) and the Programme and Budget (C/5) approved by the General Conference, with which participation must be closely linked;
- (e) the need to establish an equitable balance in the distribution of funds, by giving priority to the needs of developing countries and countries in transition, as well as of countries of Africa, least developed countries (LDCs), women and youth, which need to be mainstreamed throughout all programmes;
- (f) the need to ensure that funding for each approved project is, as far as possible, allocated no later than 30 days before the date set for the start of the implementation of the project concerned, and in accordance with the conditions laid down in paragraph B.15(a).

14. *Implementation:*

- (a) the Participation Programme will be implemented within the biennial programme of the Organization, of which it forms an integral part. The implementation of the activities set out in a request is the responsibility of the Member State or other applicant. The request submitted to the Director-General must show specific scheduled commencement and termination dates for the implementation of projects, cost estimates (in US dollars) and promised or expected funding from the Member States or private institutions;
- (b) the results of the Participation Programme will be made known with a view to the planning and implementation of the Organization's future activities. The activity reports and sexennial reports, submitted after completion of each project by Member States, will be used by the Secretariat to evaluate the Participation Programme's impact and results in Member States and its consistency with the