



Working Procedures of the NGO-UNESCO Liaison Committee

The NGO-UNESCO Liaison Committee (LC) was established by the Directives concerning UNESCO's partnership with non-governmental organizations of 2011 as the executive body for the International Conference of NGOs Official Partners to UNESCO (ICNGO).

Membership and purpose of the LC are described in the 2011 Directives. The LC operates under the chairmanship of its President elected by the ICNGO for a two-years mandate to implement the program that he or she presented at the ICNGO and for which he or she was elected.

SECTION I – MEETINGS

1. A minimum of three meetings per year are organized.
2. Motivated excuses for not attending meetings are presented to the members of the LC in the spirit of collaboration and respect. NGOs members of the LC are encouraged to have their alternate representative substitute the main representative in case of his/her unavailability to attend LC meetings.
3. Meetings are held in English and/or French. An effort is made to make the meetings productive and have the discussions focus on the points of the agenda, with a view to make fast, constructive and well-informed decisions.
4. Except in the need of emergency meetings to be decided by the President in consultation with the Vice-President, dates of meetings are arranged on the basis of an electronic consultation sent by the President or the Secretary to members at least two weeks before the first proposed date. Members then have a maximum of 72 hours to answer the consultation. The final date of the meeting is communicated to all members, by the Secretary, 24 hours thereafter based on the maximum preference identified in the consultation.
5. The President in consultation with the Vice-President prepares a draft agenda. The President of the LC sends the draft agenda at least a week before the meeting, including an "Other business" point. Members of the LC have 48 hours to add any point, by a communication sent to the President.

6. Working documents together with the final draft agenda are sent by the Secretary to all members at least 72 hours prior to the meeting.
7. Meetings are attended in person, and if not, as may be technically possible, by any shared means of telecommunication. In the latter case, notification of virtual attendance should reach the Secretary at least 24 hours prior to the meeting.
8. A representative of the UNESCO Secretariat is invited to attend all meetings. He/she assesses which points of the agenda of the meeting should be addressed by the LC internally.
9. The Vice-President serves as President in the absence of the President.
10. The quorum for transaction of business consists of a third of the members.
11. Regarding the decision-making process, a consensus should be sought as often as possible. Otherwise, a majority vote of those voting in person is necessary to transact any business brought before the LC with a deciding vote by the President in the case of a tie.

SECTION II – MINUTES OF THE MEETINGS

1. Minutes of the meetings are taken by the Secretary or, in absence of the Secretary, by any other person appointed by the President. After consultation with the President, draft minutes of the meeting are sent by the Secretary to the members within two weeks after the meeting. Members having attended the meeting have a maximum of a week to approve or amend the minutes. The President then, within a week, circulates an amended version of the minutes with observations made by the members who attended the meeting.
2. The minutes are finally submitted to a vote by the members present who attended the previous meeting, as point 1 of the agenda of the next meeting. Any observation on this point of the agenda which may not have been approved are stated in-extenso in the minutes of that next meeting.
3. Once approved, an extract of the decisions taken at the meeting is posted on the LC website.
4. The Secretary is responsible for assuring that LC records are maintained.

SECTION III – COMMUNICATION - REPRESENTATION

1. LC members should be consulted on important documents to be communicated externally such as important correspondence, intervention before UNESCO governing bodies, contacts with outside institutions, etc. In between LC meetings, outside emergency situations when the President should then consult the Vice-President, consultation should be organized through the President in the following manner: 72 hours maximum delay is given to members to react. If changes are to be made, a final version is circulated for information to the members within 48 hours. In case no consensus is reached, final approval on the on-line consultation requires a majority vote of the members, with a quorum of a third of the members, with a deciding vote by the President in the case of a tie.

2. Throughout the year, the LC is responsible to oversee communication around collective activities of the NGOs through, amongst other means, the newsletter, website, social media tools and any other platform available to the LC.
3. The President is in charge of communication to third parties and representation of the LC. She/he may delegate, in consultation with the Vice President, on an ad-hoc basis some communication or representation to other members. The President or his/her delegate reports to the LC at its next meeting all communication made, or all participation to events she/he attended since the last meeting.

SECTION IV – FINANCES

1. The Treasurer is in charge of accounting and reports at each meeting on the financial situation of the LC.
2. All decisions with financial implications of the LC are made by the members, either during the meetings or by consultation by the President. In the latter case, answers should be sent back in a maximum of 48 hours.
3. These decisions can delegate to the President some financial decisions for a specific need, within a certain time frame, and within a specified budget.

SECTION V – WORKING GROUPS

1. The LC decides on the creation and termination of Working groups on thematic decided by the ICNGO or by him.
2. The coordinators of the Groups whether they are or not members of the LC reports regularly on the advances of the work of their group. They keep the LC informed of all contacts made with the UNESCO Secretariat or with persons, institutions or NGOs not in official partnership with UNESCO who may contribute to the activities of the Group on an exceptional basis.
3. All communication by the Group to others than its members should go through the LC.

Adopted by the International Conference of NGOs Official Partners to UNESCO on December 16, 2020