



11/12/2015

Ref.: CL/4142

Subject: **Programme of Participation in the activities of Member States for 2016-2017**

Sir/Madam,

As you well know, UNESCO's Participation Programme provides a means of supporting the national, subregional or regional activities of Member States that are in line with the Organization's Regular Programme priorities.

For the next biennium and in accordance with the Approved Programme and Budget for 2014-2017, I should like you, when preparing your projects, to take particular account of the two global priorities of the Organization (Africa and Gender equality) as well as the priorities identified in documents [37 C/5](#), [38 C/5](#) and [38 C/6](#) Approved.

I should like to remind you that the funds approved for the Participation Programme in 2016-2017 will be used essentially for the priority groups indicated in [37 C/Resolution 72](#) and [38 C/Resolutions 76](#), in particular, for least developed countries (LDCs), developing countries, post-conflict and post-disaster countries, small island developing states (SIDS), countries in transition and middle-income countries. Member States with high annual GDP *per capita*, as established by the World Bank, are invited to refrain from submitting requests.

You also may wish to note that, to the extent possible, your requests should be submitted in electronic form, it being understood that the Sector for External Relations and Public Information (ERI) will assist you throughout the electronic submission. The paper version of the form attached hereto (Annex I) may be used by National Commissions that are not, at this stage, in a position to submit their request online.

In conformity with the resolution on the Participation Programme, the **deadlines set for the submission of requests** are **28 February 2016** for African countries, least developed countries (LDCs) and small island developing states (SIDS), and **31 August 2016** for all other eligible countries and non-governmental organizations in official partnership with UNESCO. The Participation Programme Section stands ready to provide you with any further information you may require in this regard (tel.: +33 1 45 68 13 75).

Given the need for proper accountability, I should like to draw your attention to the fact that Member States and non-governmental organizations that received financial assistance under the Participation Programme in previous biennia (up to and including 2014-2015) undertook to forward the following to the Secretariat upon completion of each project:

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75352 Paris 07 SP, France  
Tél. : +33 (0)1 45 68 10 00  
Fax : +33 (0)1 45 68 55 55

To Ministers responsible for relations with UNESCO

- **a financial report** expressed in United States dollars and containing a detailed and accurate statement of expenditure, duly certifying that the funds allocated have been used for the implementation of the project, together with an annex in the currency used for the implementation of activities. (Note: the bank statement showing the receipt of funds in local currency should always be included). The financial report should use the same elements as those of the approved budget; and,
- **a project evaluation report**, which should describe in full the implementation of the project and the results obtained.

In concluding, I should like to recall that, as stipulated by the abovementioned Resolution, no further financial contributions will be forthcoming in 2016-2017 until the Secretariat has received, **by 30 March 2016 at the latest**, all the financial and evaluation reports on requests and emergency assistance paid before 31 December 2015. Any entity which has not provided the financial report before 30 March 2016 will also not be eligible for any other contract with UNESCO. Projects approved in the form of financial contributions for the next biennium must be implemented by **31 December 2017 at the latest**.

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

Irina Bokova  
Director-General

Enclosures: 6 annexes

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

**ANNEX I**

**FORM FOR SUBMISSION OF A REQUEST UNDER THE  
2016-2017 PARTICIPATION PROGRAMME**

to be filled in by African countries, least developed countries (LDCs) and small island developing states (SIDS) by 28 February 2016 at the latest and by 31 August 2016 at the latest for all other eligible countries and NGOs in official partnership with UNESCO

**The applicant should ensure that all of the information required below is accurately entered**

1. Request submitted by:

Name of country: \_\_\_\_\_

Name of NGO in official partnership with UNESCO (full name and acronym)

\_\_\_\_\_

2. Title of project and place of implementation:

Title of project: \_\_\_\_\_

Place of implementation: \_\_\_\_\_

Commencement date: \_\_\_\_\_

Termination date: \_\_\_\_\_

Priority number (from 1 to 7)

**Please take account of the fact that the first approvals will not be granted before May 2016 for Africa, LDCs and SIDS, and October 2016 for all other eligible countries, including NGOs in official partnership with UNESCO.**

3. Type of assistance requested:

Indicate only the financial contribution requested from UNESCO

Type of request

Financial contribution (implementation by the beneficiary)

Implementation by UNESCO field offices

Type of assistance	In US \$
Conferences, meetings, translation and interpretation services, participants' travel costs and any other services deemed necessary by common accord (not including those of UNESCO staff members)	
Seminars and training courses	
Supplies and equipment	
Study grants and fellowships	
Specialists and consultants – not including staff costs	
Publications, periodicals, documentation, translation, reproduction	
	Total:

4. (a) Describe the project in detail indicating clearly the objectives and expected (minimum of 1 to 2 pages)
- (b) Provide also the following elements of information

**Conferences/ meetings:**

Place (selection criteria): \_\_\_\_\_

Duration: \_\_\_\_\_

Conference agenda: \_\_\_\_\_

Proposed topics: \_\_\_\_\_

Proposed round tables: \_\_\_\_\_

Working language(s): \_\_\_\_\_

Number of participants:

Participants' travel cost:

Participants' daily subsistence allowance:

Speakers (enclose *curriculum vitae* if available)

Intended audience (men, women, young girls/boys, students, outstanding personalities, others)

Expected results:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continue on a separate page, if necessary)

**Seminars and training courses:**

Proposed workshops: \_\_\_\_\_

Number of beneficiaries:

Intended audience: \_\_\_\_\_

Proposed work plan: \_\_\_\_\_

Purpose of the seminars/training: \_\_\_\_\_

Moderators (selection criteria): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expected results:

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(continue on a separate page, if necessary)

**Proposed workshops:** \_\_\_\_\_

**Number of beneficiaries:**

**Intended audience:** \_\_\_\_\_

**Proposed work plan:** \_\_\_\_\_

**Purpose of the seminars/training:** \_\_\_\_\_

**Moderators (selection criteria):** \_\_\_\_\_

**Expected results:** \_\_\_\_\_

**Proposed workshops:** \_\_\_\_\_

**Number of beneficiaries:**

**Intended audience:** \_\_\_\_\_

**Proposed work plan:** \_\_\_\_\_

**Purpose of the seminars/training:** \_\_\_\_\_

**Moderators (selection criteria):** \_\_\_\_\_

**Expected results:**

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(continue on a separate page, if necessary)

**Supplies and equipment:**

Please refer particularly to the list of benchmarks annexed to the Participation Programme Circular Letter of the Director-General)

Description of the material: \_\_\_\_\_  
\_\_\_\_\_

Name of the supplier or manufacturer: \_\_\_\_\_  
\_\_\_\_\_

Submission of three competitive (proforma) invoices for the purchase of professional goods and services for an amount equal to or greater than US \$5,000

Pro forma invoice 1

Pro forma invoice 2

Pro forma invoice 3

(Se adjuntan las cotizaciones y descripciones técnicas de los equipos)

**Study grants and fellowships:**

Discipline taught/offered: \_\_\_\_\_

Date and duration: \_\_\_\_\_

Number of beneficiaries:

Selection criteria of the fellows (women, men, girls/boys, students):

\_\_\_\_\_

Study plan: \_\_\_\_\_

Name(s) of the selected candidates: \_\_\_\_\_

\_\_\_\_\_

**Specialists and consultants:**

Tasks and assignments of the specialists or consultants

Name (enclose *curriculum vitae* where possible): \_\_\_\_\_

Specialists/consultants selection criteria: \_\_\_\_\_

Duration of the mission: \_\_\_\_\_

Honorarium (honorarium should not exceed 30% from the total amount requested from UNESCO): \_\_\_\_\_

**Publications:**

Nature of publication and/or reproduction: \_\_\_\_\_

Estimated cost of the reproduction or translation: \_\_\_\_\_

Quantity, number of copies to be printed: \_\_\_\_\_

Name of the publisher, as well as the date foreseen for translation and /or publication:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(continue on a separate page, if necessary)

5. Detailed description of **estimated budget**: the budget must be drawn up in US\$ and clearly indicated in the main breakdown of expenditures (paragraph 3)

\_\_\_\_\_

\_\_\_\_\_

(continue on a separate page, if necessary)

6. 37 C/5\* activity to which this project relates:

37 C/5* paragraph No.	
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\* Please note that document 37 C/5 concerning a quadrennial period (2014-2017), you may refer to it in preparing your projects taking into account also the adjustments which were voted by the General Conference at its 38<sup>th</sup> session and which you will find in documents 38 C/5 and 38 C/6 and Addenda.

7. Contribution from the Member State or NGO in US\$: \_\_\_\_\_

8 Geographical coverage of the project (tick the appropriate box):

<b>National</b> (up to US \$26,000)	
<b>Subregional project</b> (maximum US \$35,000) Project must be supported by at least two other Member States. Please attach <u>two support letters</u> (link to the model of support in annex II)	
<b>Inter-regional project</b> (up to US \$35,000) Project must be supported by at least two other Member States. Please attach <u>two support letters</u> (link to the model letter of support in annex II)	
<b>Regional project</b> (up to US \$46,000) Project must be supported by at least three other Member States. Please attach <u>three support letters</u> (link to the model of support letter in annex III) Please note that activities of a regional character may be submitted only by Member States and are not included in the quota of 7 requests.	

9. Name of the institution responsible for carrying out the project:

NATCOM:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Designated Ministry

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name: \_\_\_\_\_



Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

10. Beneficiary institution(s):

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

11. In the case of financial contributions, please tick the appropriate box:

***Method of payment***

- by bank transfer to the National Commission's bank account or to the one of the ministry responsible (recommended for reasons of reliability and speed). **Payment to a third party is not authorized.**

***Currency of payment***

- US dollars       euro       other

- or  Exceptionally, via field office upon UNESCO HQ's approval.  
In this case the approved projects will be implemented by the field office concerned.

**Please inform the Participation Programme Section if any modification to your bank details occurred since the last transfer of funds**

12. The applicant accepts the conditions set out in 37 C/Resolution 72 and 38 C/Resolution 76 on the Participation Programme, adopted by the General Conference.

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Stamp and signature:*  
of the Secretary-General of the National  
Commission for UNESCO or of the recognized  
representative of the Government (1) or of the non-  
governmental organization  
in an official partnership with UNESCO

(1) In Member States where there is no National Commission.