



## **RULES OF PROCEDURE**

# **UNESCO CONFERENCE ON EDUCATION DATA AND STATISTICS**

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FEBRUARY 2024

**2024** CONFERENCE ON  
**EDUCATION DATA  
AND STATISTICS**

## INTRODUCTION

These Rules of Procedure are intended to assist participants in planning and conducting the work of meetings of the UNESCO Conference on Education Data and Statistics and to facilitate the adoption of a written report embodying such recommendations and decisions as may emerge from the deliberations.

### I. NATURE OF THE MEETING

#### **Rule 1. Classification of the meeting**

1. According to the « Regulations for the general classification of the various categories of meetings convened by UNESCO », adopted by the General Conference at its 14th session (14C/Resolution 23) and amended at its 18th, 25th and 33rd sessions (hereinafter called « the Regulations »), the meeting is designated to be a Category IV meeting, i.e. « International Congress ».

#### **Rule 2. Frequency of the meeting**

2. Meetings of the UNESCO Conference on Education Data and Statistics shall be held in principle every three years. The Director-General of UNESCO, acting through the Director of the UNESCO Institute for Statistics (UIS), and in coordination with the Assistant Director-General of Education, hereinafter collectively called « the Secretariat », and notably working through the Technical Coordination Group (TCG), shall determine the timing and convening of the meetings pursuant to the programme and budget adopted by the General Conference.

#### **Rule 3. Agenda**

3. A provisional agenda shall be prepared and submitted to the meeting for adoption. Subject to these Rules, the provisional agenda shall be prepared by the TCG in coordination with the Secretariat. It shall include items proposed by the UNESCO Conference on Education Data and Statistics at a previous meeting; items proposed by the TCG or the Secretariat, and items proposed by Member States and Associate Members of UNESCO, notably through preparatory regional meetings referred to in Rule 4 below. The first item on the provisional agenda shall be the adoption of the agenda.

## II. PARTICIPANTS

### **Rule 4. Chief participants**

4. These shall be:

a) either designated individually by the Director-General by an invitation to participate in the work of the meeting, notably including members of national statistical bodies and authorities working in the spheres of education statistics, learning assessment and national statistical offices.

b) or admitted by the Director-General on signifying their desire to participate in the work of the meeting through the governments of Member States.

The Secretariat may enter into consultations with government authorities in Member States or with National Commissions for UNESCO or request them to submit names of one or more persons wishing to participate. Invitees shall as a general rule be nationals of Member States or Associate Members of UNESCO or of States Members of the United Nations.

### **Rule 5. Representatives and observers**

5. Member States and Associate Members of UNESCO may send observers to the meeting. The United Nations and other organizations of the UN system with which UNESCO has concluded mutual representation agreements may send representatives to the meeting. Other invitations to attend as observers may be extended to organizations of the UN system with which UNESCO has not concluded mutual representation agreements; intergovernmental organizations, regional statistical bodies, and with international non-governmental organizations in accordance with the Directives concerning UNESCO's partnership with international non-governmental organizations.

## III. ORGANIZATION OF THE MEETING

### **Rule 6. Purpose**

6. The purpose of meetings of the UNESCO Conference on Education Data and Statistics is to reflect on progress and experience relating to the pursuit of international developments in education statistics; promote common understanding of recent methodological developments; achieve broad outreach and capture Member States' needs and demands; coordinate international cooperation in education statistics; provide an opportunity for the community of practice to meet; identify potential process improvements, and discuss future agenda.

### **Rule 7. Elections**

7.1 The meeting shall elect a Chairperson, two vice-Chairpersons and a Rapporteur. These Officers are to be elected among the TCG members of the Bureau of the UNESCO Conference on Education Data and Statistics. The bureau is constituted by seven members selected among representatives of the TCG, ensuring at least one representative from each UNESCO electoral group, with priority given to chairpersons of TCG working groups and the two co-chairs of the TCG.

7.2 Provisional arrangements concerning the inaugural meeting of the UNESCO Conference on Education Data and Statistics, a special procedure shall be adopted for the election of the meeting's chairperson. Accordingly, the Chairperson of the UIS Governing Board, after consultation with the UIS Director and the members of the TCG, would open the meeting, launch the Conference, and immediately put forward to the floor the launch of the conference and the adoption of the rules of procedures. Once the rules of procedure have been adopted the Chairperson of the UIS Governing Board shall immediately put forward to the floor the nomination for the position of Chairperson, whose name would be chosen from among the TCG members of the Bureau. Once approved by the plenary, it is proposed that she/he immediately assumes the chairpersonship and proceeds to the election of the other Conference officers and to the adoption of the draft agenda.

## IV. CONDUCT OF BUSINESS

### **Rule 8. Structure of the meeting**

8. The UNESCO Conference on Education Data and Statistics shall meet in plenary and in public.

### **Rule 9. Duties of the Chairperson**

9.1. The Chairperson shall open and close each session of the meeting. He/she shall direct the discussions, ensure observance of these Rules and accord or withdraw the right to speak. He shall rule on points of order and, subject to the present Rules, shall control proceedings and the maintenance of order. He may ascertain the sense of the meeting and shall, if necessary, put questions to the vote.

9.2 If the Chairperson is absent or unable to attend, he/she shall be replaced by one of the vice-Chairpersons who, acting in this capacity, shall have the same powers and duties as the Chairperson.

### **Rule 10. Quorum**

10.1. At the meeting a quorum shall consist of a majority of the chief participants referred to in Rule 4.

10.2. If, after five minutes' adjournment, there is still no quorum as above defined, the Chairperson may request the agreement of all chief participants actually present to temporarily waive paragraph 10.1 of this Rule.

### **Rule 11. Order and time-limit of interventions**

#### *11.1 Oral Interventions*

- The Chairperson opens the floor after the agenda item is presented.
- No one may address the Conference without having previously obtained the permission of the Chairperson.

- The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
- During the debate, the Chairperson may announce the list of speakers and declare the list closed.
- The Chairperson may limit the time allowed to each speaker to ensure that the total duration of a session does not exceed the time allotted in the agenda.

#### *11.2 Written comments*

- Delegates and interested parties are invited to submit written comments to voice their views on the agenda item that will be presented to the Chairperson up to a length of 400 words.
- If the Chairperson considers that there are points in the written comments that could be included in the decision points, the Chairperson, in consultation with the Secretariat, may ask delegates to present the oral intervention from the floor of the session so that it is on record.

#### *11.3 Summary of interventions*

After the list of interventions is exhausted, the Chairperson shall invite the Secretariat to summarize the points relevant to the agenda item.

### **Rule 12. Working languages**

12. The working languages of the meetings shall be English and French. Other working languages of the General Conference of UNESCO (Arabic, Chinese, Russian, Spanish) shall be foreseen according to circumstances and needs. Interpretation of the discussions and working documents will be provided in the designated languages.

### **Rule 13. Voting**

13. The work of Category IV meetings does not usually involve the exercise of the right to vote. However, when deemed necessary, the meeting shall vote on certain questions, at which each participant invited or admitted attending the work of the meeting shall have one vote.

13.1 The senior most chief participant from each Member State referred to in Rule 4 shall have one vote.

13.2 The Chairperson shall summarize the general import of the discussions. If one or more of the participants referred to in Rule 4 are not in agreement with the conclusions, their views and the grounds may, at their request, be summarized in the report of the meeting.

13.3 Decisions requiring a vote shall be adopted by a simple majority of the participants referred to in Rule 4 who are present and voting.

13.4 For the purpose of the present Rules, the expression « participants referred to in Rule 4 who are present and voting » shall mean those casting an affirmative or negative vote. Participants abstaining from voting shall be considered as non-voters.

13.5 When an amendment to a proposal is moved, the amendment shall be voted on first. When several amendments are moved, the meeting shall first vote on the amendment deemed by the presiding officer to be the furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote.

13.6 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

#### **Rule 14. Publicity of meetings**

14. As a rule, all plenary and subsidiary body meetings shall take place in public, unless otherwise determined by the UNESCO Conference on Education Data and Statistics on a proposal by its Bureau.

#### **Rule 15. Report of the meeting**

15. The conclusions reached by the meeting shall be embodied in a Report which shall be transmitted to the Director-General. Draft proposals/decisions shall first be considered by the Bureau of the Conference before being submitted for adoption to the plenary.

## V. DOCUMENTATION

### **Rule 16. Documentation**

16. Each item on the agenda shall in principle be supported by a relevant document concisely setting out the subject at hand and proposing avenues of action and elements of a possible decision by the meeting.

## VI. SECRETARIAT

### **Rule 17. Secretariat**

17. The Secretariat of the meeting shall be provided by UNESCO officials appointed for that purpose by the Director-General of UNESCO acting through the Director of the UIS.

### **Rule 18. Duties**

18. The Secretariat shall perform all the work necessary for the smooth functioning of the meeting. The Director of the UIS shall serve as Secretary of the meeting.

### **Rule 19. Statements by the Secretariat**

19. The Secretariat may at any time make to the meeting either oral or written statements concerning any question under consideration by it.

### **Rule 20. Report**

20. The Secretariat shall provide the necessary support for the preparation and adoption of the Report and ensure its timely and broad dissemination.