ที่ ปน ๐๐๒๓.๓/ว ๓๐๙

ถึง สำนักงานส่งเสริมการปกครองท้องถิ่นอำเภอ ทุกอำเภอ องค์การบริหารส่วนจังหวัดปัตตานี
เทศบาลเมืองปัตตานี และเทศบาลเมืองตะลุบัน

ด้วยกรมส่งเสริมการปกครองท้องถิ่นแจ้งว่าได้รับแจ้งจากสำนักงานปลัดกระทรวงศึกษาธิการ ว่าองค์การยูเนสโกเชิญประเทศสมาชิกเสนอโครงการเพื่อขอรับการสนับสนุนภายใต้โครงการความร่วมมือจากประเทศสมาชิก (Participation Programme) สำหรับปี ค.ศ. ๒๐๒๔ – ๒๐๒๕ ซึ่งการจัดทำข้อเสนอโครงการฯ จะเป็นประโยชน์ต่อการดำเนินงานภายใต้กรอบยูเนสโก และเป็นช่องทางหนึ่งสำหรับหน่วยงานที่เกี่ยวข้องในการได้รับงบประมาณสนับสนุนเพิ่มเติม ทั้งนี้ ผู้สนใจสามารถจัดส่งข้อเสนอโครงการฯ ไปยังสำนักงานความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ และส่งสำเนาเอกสารที่เกี่ยวข้องทางไปรษณีย์อิเล็กทรอนิกส์ dsiripak@gmail.com ภายในวันที่ ๑๕ กุมภาพันธ์ ๒๕๖๗ รายละเอียดปรากฏตามสำเนาหนังสือกรมส่งเสริมการปกครองท้องถิ่น ด่วนที่สุด ที่ มท ๐๘๑๖.๑/ว ๓๕๐ ลงวันที่ ๒๓ มกราคม ๒๕๖๗ สามารถดาวน์โหลดได้ที่เว็บไซต์สำนักงานส่งเสริมการปกครองท้องถิ่นจังหวัดปัตตานี www.pattanilocal.go.th หัวข้อ “หนังสือราชการ”

จึงเรียนมาเพื่อพิจารณาดำเนินการต่อไป สำหรับสำนักงานส่งเสริมการปกครองท้องถิ่นอำเภอให้แจ้งองค์กรปกครองส่วนท้องถิ่นในพื้นที่ทราบด้วย

สำนักงานเสริมการปกครองท้องถิ่นจังหวัด
กลุ่มงานส่งเสริมและพัฒนาท้องถิ่น
โทร. ๐ ๗๓๓๓ ๖๐๔๔ ต่อ ๑๑๕
โทรสาร ๐ ๗๓๓๓ ๖๕๘๑

☐ ฝ.บห.
☐ กง.บถ.
☑ กง.สส.
☐ กง.กม.
☐ กง.กง.
☐ กง.บป.

สถจ. ปัตตานี
รับที่ 666
วันที่ ๒๔ มค. ๒๕๖๗
เวลา ๙.๐๗

ด่วนที่สุด
ที่ มท ๐๘๑๖.๑/ว ๓๕๐

ถึง สำนักงานส่งเสริมการปกครองท้องถิ่นจังหวัด ทุกจังหวัด

ด้วยกรมส่งเสริมการปกครองท้องถิ่นได้รับแจ้งจากสำนักงานปลัดกระทรวงศึกษาธิการว่าองค์การยูเนสโกเชิญประเทศสมาชิกเสนอโครงการเพื่อขอรับการสนับสนุนภายใต้โครงการความร่วมมือจากประเทศสมาชิก (Participation Programme) สำหรับปี ค.ศ. ๒๐๒๔ – ๒๐๒๕ ซึ่งการจัดทำข้อเสนอโครงการฯ จะเป็นประโยชน์ต่อการดำเนินงานภายใต้กรอบยูเนสโก และเป็นช่องทางหนึ่งสำหรับหน่วยงานที่เกี่ยวข้องในการได้รับงบประมาณสนับสนุนเพิ่มเติม จึงขอความร่วมมือในการประชาสัมพันธ์โครงการดังกล่าว

กรมส่งเสริมการปกครองท้องถิ่น ขอความร่วมมือสำนักงานส่งเสริมการปกครองท้องถิ่นจังหวัดแจ้งองค์กรปกครองส่วนท้องถิ่นเพื่อประชาสัมพันธ์โครงการดังกล่าว ทั้งนี้ ผู้สนใจสามารถจัดส่งข้อเสนอโครงการฯ ไปยังสำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ และส่งสำเนาเอกสารที่เกี่ยวข้องทางไปรษณีย์อิเล็กทรอนิกส์ dsiripak@gmail.com ภายในวันที่ ๑๕ กุมภาพันธ์ ๒๕๖๗

กรมส่งเสริมการปกครองท้องถิ่น
๒๓ มกราคม ๒๕๖๗

รายละเอียดเพิ่มเติม

กองส่งเสริมและพัฒนาการจัดการศึกษาท้องถิ่น
ฝ่ายบริหารทั่วไป
โทรศัพท์ ๐ ๒๒๔๑ ๙๐๐๐ ต่อ ๕๓๐๓, ๕๓๐๕ และ ๕๓๐๘
ไปรษณีย์อิเล็กทรอนิกส์ saraban@dla.go.th
ผู้ประสานงาน นางสาวศุครินทร์ แซะอาหลี โทร. ๐๘ ๙๗๓๕ ๔๓๘๖

สำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ
กระทรวงศึกษาธิการ ถนนราชดำเนินนอก เขตดุสิต กรุงเทพฯ ๑๐๓๐๐
Bureau of International Cooperation, Office of the Permanent Secretary, Ministry of Education,
Ratchadamnoen Nok Avenue, Dusit, Bangkok 10300 THAILAND
Tel: (662) 628 5646,8-9 Ext. 114-116 Fax: (662) 281 0953 Website: www.bi
unesco
Thai National Commission

ด่วนที่สุด

ที่ ๐๒๐๕/ ว ๕๑๑

๑๕ มกราคม ๒๕๖๗

กรมส่งเสริมการปกครองท้องถิ่น
เลขรับ 2786
วันที่ 19 ม.ค. 2567
เวลา.....

เรื่อง การขอรับการสนับสนุนภายใต้ Participation Programme สำหรับปี ค.ศ. ๒๐๒๔ - ๒๐๒๕

เรียน อธิบดีกรมส่งเสริมการปกครองท้องถิ่น กระทรวงมหาดไทย

สิ่งที่ส่งมาด้วย เอกสารที่เกี่ยวข้อง จำนวน ๑ ชุด

ด้วยองค์การยูเนสโกมีหนังสือเชิญชวนประเทศสมาชิกเสนอโครงการเพื่อขอรับการสนับสนุนภายใต้โครงการความร่วมมือจากประเทศสมาชิก (Participation Programme) สำหรับปี ค.ศ. ๒๐๒๔ - ๒๐๒๕ โดยมีรายละเอียดดังนี้

๑. โครงการที่ขอรับการสนับสนุนจะต้องมีวัตถุประสงค์เพื่อส่งเสริมการดำเนินงานภายใต้แผนงาน/กิจกรรมของยูเนสโกในสาขาต่าง ๆ ระหว่างปี ค.ศ. ๒๐๒๔ – ๒๐๒๕ (เอกสาร C/๕) โดยเฉพาะประเด็นเรื่องแอฟริกา ความเสมอภาคทางเพศ และเยาวชน โดยยูเนสโกจะสนับสนุนงบประมาณสำหรับโครงการที่ดำเนินการระดับประเทศ (National) ไม่เกิน ๒๖,๐๐๐ เหรียญสหรัฐฯ โครงการระดับอนุภูมิภาค (Subregional) และระหว่างภูมิภาค (Interregional) ไม่เกิน ๒๘,๐๐๐ เหรียญสหรัฐฯ และโครงการระดับภูมิภาค (Regional) ไม่เกิน ๓๘,๐๐๐ เหรียญสหรัฐฯ

๒. การขอรับการสนับสนุนโครงการระดับอนุภูมิภาคและระหว่างภูมิภาค จะต้องมีหนังสือสนับสนุนจากประเทศสมาชิกอย่างน้อย ๒ ประเทศ และโครงการระดับภูมิภาคจะต้องมีหนังสือสนับสนุนจากประเทศสมาชิกอย่างน้อย ๓ ประเทศ โดยเป็นโครงการที่มีระยะเวลาดำเนินการระหว่างปี ค.ศ. ๒๐๒๔ – ๒๐๒๕ และเสร็จสิ้นภายในวันที่ ๓๑ ธันวาคม ๒๕๖๘ มีกำหนดส่งรายงานทางการเงิน (Financial Report) และสรุปผลการดำเนินโครงการ ภายในวันที่ ๓๑ มกราคม ๒๕๖๙

ในการนี้ สำนักงานปลัดกระทรวงศึกษาธิการ ในฐานะสำนักเลขาธิการคณะกรรมการแห่งชาติว่าด้วยการศึกษา วิทยาศาสตร์ และวัฒนธรรมแห่งสหประชาชาติ (ยูเนสโก) พิจารณาเห็นว่าการจัดทำข้อเสนอโครงการฯ จะเป็นประโยชน์ต่อการดำเนินงานภายใต้กรอบยูเนสโก และเป็นช่องทางหนึ่งสำหรับหน่วยงานที่เกี่ยวข้องในการได้รับงบประมาณสนับสนุนเพิ่มเติม จึงขอความร่วมมือจากหน่วยงานของท่านในการพิจารณาประชาสัมพันธ์โครงการดังกล่าวไปยังหน่วยงานในสังกัด ทั้งนี้ ผู้สนใจสามารถจัดส่งข้อเสนอโครงการฯ ไปยังสำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ และสำเนาเอกสารที่เกี่ยวข้องไปที่ไปรษณีย์อิเล็กทรอนิกส์ dsiripak@gmail.com **ภายในวันที่ ๑๕ กุมภาพันธ์ ๒๕๖๗** เพื่อดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณาให้ความร่วมมือในเรื่องดังกล่าวด้วย จะขอบคุณยิ่ง

ขอแสดงความนับถือ

(นายพิเชฐ โพธิ์ภักดี)
รองปลัดกระทรวงศึกษาธิการ
ในฐานะเลขาธิการคณะกรรมการแห่งชาติ
ว่าด้วยการศึกษา วิทยาศาสตร์ และวัฒนธรรมแห่งสหประชาชาติ

กองส่งเสริมและพัฒนาการจัดการศึกษาท้องถิ่น
เลขรับ 377
วันที่ 22 ม.ค. 2567
เวลา 10.14 น.

สำนักความสัมพันธ์ต่างประเทศ
เลขที่ 3893
วันที่ 19 ธ.ค. 2566
เวลา 16.39

unesco

12 December 2023

Ref.: CL/4460

Subject: **Participation Programme in the activities of Member States for 2024-2025**

Sir/Madam,

It is my pleasure to invite your country to submit requests for UNESCO's Participation Programme, which supports the national, subregional or regional activities of Member States that are in line with the Organization's programme priorities.

For the next biennium, these priorities include the Organization's two global priorities, Africa and gender equality, as well as of the priorities identified in UNESCO's Programme for 2024-2025.

The funds approved for the Participation Programme in 2024-2025 will be used essentially for least developed countries, developing countries, post-conflict and post-disaster countries, small island developing States, middle-income countries and non-governmental organizations in an official partnership with UNESCO.

Requests must be submitted online by **29 February 2024** through the following link: https://www.unesco.org/pp. Projects approved in the form of financial contributions for the 2024-2025 biennium must be implemented by 31 December 2025 at the latest. Member States with high annual GDP *per capita*, as established by the World Bank, are invited to refrain from submitting requests.

Please note that financial contributions for the 2024-2025 period cannot be approved until the Secretariat has received all the financial and evaluation reports on requests and emergency assistance paid in 2022-2023 and earlier.

The Participation Programme and Emergency Assistance Unit (please see the email addresses of the regional focal points in the annexes) stand ready to provide you with any information you may need.

Please accept, Sir/Madam, the assurances of my highest consideration.

Audrey Azoulay

Enc.: 5 annexes

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

7, place de Fontenoy
75352 Paris 07 SP, France
Tel. : +33 (0)1 45 68 10 00
www.unesco.org

To Ministers responsible for relations with UNESCO

20 ก.ค. 66
ธ. ธรรมเพชร

ANNEX I

FORM FOR SUBMISSION OF A REQUEST

PARTICIPATION PROGRAMME for 2024-2025

To be submitted no later than 29 February 2024

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

1. Request submitted by:

Name of **country**:

_____

or

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

_____

2. Project title and place of implementation:

Project title:

_____

Place of implementation:

_____

Commencement date:

_____

Completion date:

_____

Priority number for Member States (from 1 to 7): ☐

Nota bene

- **Please note that the first approvals will not be granted before May 2024.**
- **Member States must include at least one gender-equality project among their first four priorities.**

3. Type of assistance requested:

☐ Financial contribution
☐ Implementation by UNESCO field offices

Type of assistance (breakdown of expenditures) *Indicate only the financial contribution requested of UNESCO*	In US$
Conferences, meetings, translation and interpretation services, participants' travel costs, consultants' services 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) Summary of the project

Provide a succinct summary, indicating key messages of the project (maximum of 100 words)

(b) Description of the project:

Describe the project in detail indicating clearly the objectives and expected results (minimum of 1 to 2 pages)

(c) Provide also the following information:

Conferences/Meetings:

Place (selection criteria): _____

Duration: _____

Programme: _____

Proposed topics:

_____

Proposed roundtables:

_____

Working language(s):

_____

Approximate number of participants: ☐

Participants' travel cost: ☐

Participants' daily subsistence allowance: ☐

Speakers (enclose curriculum vitae if possible):

Intended audience (men, women, students, girls/boys, panellists):

_____

Seminars and training courses:

Proposed workshops:

_____

Approximate number of beneficiaries: ☐

Intended audience (women, men, students, girls/boys, others):

_____

Programme:

_____

Purpose of the seminars/training:

_____
_____
_____

Moderators (selection criteria):

_____
_____
_____

Supplies and equipment:

List of benchmarks (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:

_____
_____

For the material, please enclose without fail at least two (2) competitive offers (**pro forma invoices**) for the purchase of professional goods, work and services for an amount equal to or greater than **$5,000**.

Study grants and fellowships:

Discipline taught/offered:

_____

Date and duration: _____

Number of beneficiaries (men, women, young people):

Selection criteria of the fellows:

Aims:

Specialists and consultants:

Tasks and assignments of the specialists or consultants:

Names (enclose curriculum vitae without fail):

Specialists/consultants selection criteria:

Duration:

Honorariums (**honorariums should not exceed 30% of 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:

5. Description of **estimated budget**: the budget must be drawn up in United States dollars and clearly indicated in the main breakdown of expenditures (paragraph 3).

(Continue on a separate page, if necessary)

Nota bene:

- **Administrative costs are not financed under the Participation Programme and should by no means be included in the estimated budget.**
- **Refreshments should not exceed 10% of the total amount requested from UNESCO.**

6. 42 C/5 activity to which this project relates:

42 C/5 paragraph No.	

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

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

National (*up to $26,000*)	
Subregional (*up to $28,000*) Project must be supported by at least two Member States. Please attach two support letters (see model letter of support in Annex II).	
Interregional (*up to $28,000*) Project must be supported by **at least two** Member States. Please attach two support letters (see model letter of support in Annex II).	
Regional (*up to $38,000*) Project must be supported by **at least three** Member States. Please attach three support letters (see model letter of support in Annex II). Please note that activities of a regional character may be submitted only by Member States and are not included in the quota of seven requests.	

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

National Commission or NGO in an official partnership with UNESCO:
Name:_____
Mailing address:_____
Phone number: _____
Email address:_____

10. Beneficiary institution(s):
Name: _____
Mailing address:_____
Phone number : _____
Email 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 that of the ministry responsible. **Payment to a third party is not authorized.**

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

☐ By bank transfer to the NGO in an official partnership with UNESCO

Currency of payment

☐ US dollars ☐ Euros ☐Other _____

Communicate, by email, your bank details to the Participation Programme and Emergency Assistance Unit.

12. The applicant accepts the conditions set out in 42 C/Resolution 47 on the Participation Programme, adopted by the General Conference.

_____	_____
Date	Name, stamp, signature, and title (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

ANNEX II

PARTICIPATION PROGRAMME 2024-2025

MODEL LETTER OF SUPPORT

Such letters must be sent attached to the electronic form or, failing that, sent by e-mail to your respective focal point at the Participation Programme and Emergency Assistance Unit (**Africa** – mh.tran@unesco.org and v.lopy@unesco.org; **Asia and the Pacific** – y.negash@unesco.org; **Latin America and the Caribbean** – a.slojneva@unesco.org; **Europe** – im.ghouonzengnigni@unesco.org; **Arab States and NGOs** – i.ibn-mokrane@unesco.org)

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

_____

(name of the country offering its support)

wishes to support the project:

_____

(title of the project)

submitted by:

_____

(name of the country or NGO in an official partnership with UNESCO submitting the project)

within the framework of the Participation Programme for the 2024-2025 biennium

for the following reasons:

_____
_____
_____
_____
_____

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 seven requests submitted on its own behalf.

ANNEX III

PARTICIPATION PROGRAMME 2024-2025

FINANCIAL REPORT

Should be sent to your focal point at the Participation Programme and Emergency Assistance Unit on the completion of the project and not later than 31 January 2026

(**Africa** – mh.tran@unesco.org; **Asia and the Pacific** – y.negash@unesco.org; **Latin America and the Caribbean** – a.slojneva@unesco.org; **Europe** – im.ghouonzengnigni@unesco.org; **Arab States and NGOs** – l.ibn-mokrane@unesco.org)

Country (or NGO in an official partnership with UNESCO) _____

Number and title of the request:

_____

In pursuance of 42 C/Resolution 47 and 39 C/Resolution 61 adopted by the General Conference concerning the principles and conditions governing the Participation Programme:

1. I hereby certify that the financial contribution of **US $**_____ received from UNESCO for the above request has been fully/partially* spent, in accordance with the purposes for which it was granted, as follows:

	US dollars
Conferences, meetings	
Seminars and training courses	
Supplies and equipment	
Study grants and fellowships	
Specialists and consultants – excluding staff costs	
Publications, periodicals, documentation, translation, reproduction	
Bank charges	
TOTAL	
Unspent balance to be returned to UNESCO	

2. I undertake to keep **all supporting documents (receipts, contracts, invoices, etc.)** relating to the use of this financial contribution for a period of five years following the end of the biennium concerned and to make them available to UNESCO upon its request or upon that of its external auditor. Otherwise, any unjustified amounts shall be repaid to UNESCO.

3. I enclose **a bank statement** indicating the receipt of funds in local currency.

Date	**Name, stamp and signature** (**) (of the financial officer)	**Name, stamp and signature** (**) (name of the Secretary-General of the National Commission or of the non-governmental organization in an official partnership with UNESCO)

* Delete as appropriate.
** Both signatures and stamps are required.

ANNEX IV

42 C/Resolution 47

The General Conference,

A. Participation Programme

1. *Authorizes* the Director-General to continue implementing, during the period 2024-2025, the Programme of Participation in the activities of Member States, in accordance with the principles and conditions approved by the General Conference at its 41st session;

2. *Invites* the Director-General:

   (a) to communicate without delay, in order to enhance the presentation, follow-up to and evaluation of the projects submitted under the Participation Programme, to the National Commissions for UNESCO or, where there is no National Commission, through the designated government channel, the reasons for modifying or denying the requested amounts;

   (b) to inform the National Commissions for UNESCO, or where there is no National Commission, the designated government channel, of all projects and activities undertaken by international non-governmental organizations in their respective countries with support from the Participation Programme;

   (c) to submit a biennial report on the implementation of the Participation Programme and emergency assistance as part of the statutory report (EX/4) on the execution of the programme adopted by the General Conference to the Executive Board at its session directly preceding the General Conference session;

   (d) to ensure that the percentage of the Participation Programme funds for emergency assistance, international non-governmental organizations and regional activities does not exceed 7%, 5% and 3% respectively of the allocated amount for the Participation Programme for a given biennium;

   (e) to seek extrabudgetary funds to supplement the emergency assistance programme for 2024-2025 as needed;

   (f) to identify ways and means of strengthening the Participation Programme in the forthcoming biennium for the benefit of the least developed countries (LDCs), developing countries, post-conflict and post- disaster countries, small island developing States (SIDS) and countries in transition;

3. *Requests* the Director-General to report periodically to the governing bodies, in the statutory reports, on the execution of the programme adopted by the General Conference and the achievement of the following outcome and output:

   Enabling Outcome 10 – Reinforced partnerships, outreach and advocacy in support of UNESCO's action

   Output 10.PPF1 Participation Programme management significantly improved allowing greater transparency, timely coordination among sectors and responsiveness, and an increase in the number of projects approved for gender equality and countries in need, particularly in Africa, developing countries, least developed countries (LDCs), and small island developing States (SIDS);

B. Fellowships Programme

1. *Authorizes* the Director-General to continue implementing, during the period 2024-2025, the plan of action for the Fellowships Programme in order to:
   (a) contribute to the enhancement of human resources and national capacity building in areas that are closely aligned to UNESCO's strategic objectives and programme priorities, in particular Africa and gender equality, through the award and administration of fellowships;

   (b) negotiate cost-sharing arrangements either in cash or in kind with interested donors to fund fellowships through co-sponsored fellowship programmes;

   (c) explore possibilities of strengthening the Fellowships Programme through partnerships with civil society and non-governmental organizations;

2. *Requests* the Director-General to report periodically to the governing bodies in the statutory reports on the execution of the programme adopted by the General Conference and the achievement of the following outcome and output:

   Enabling Outcome 10 – Reinforced partnerships, outreach and advocacy in support of UNESCO's action

   Output 10.PPF2 Fellowships Programme management enhanced to align thematic areas with the Organization's strategic objectives;

C. Appropriation for the Participation Programme and Fellowships Programme

Authorizes the Director-General:

(a) to allocate for the period 2024-2025 for the Participation Programme the integrated budget amount under the regular programme budget of $12,247,763;

(b) to allocate also for the period 2024-2025 for the Fellowships Programme in order to honour UNESCO obligations under cost-sharing arrangements with donors in the framework of the co-sponsored fellowships programmes the integrated budget amount under the regular programme budget of $1,116,676;

(c) to allocate further for the period 2024-2025 for staff and operating costs of the Participation Programme and Fellowships Programme unit the integrated budget amount under the regular programme budget of $1,484,661.

39 C/Resolution 61

I. Participation Programme: Principles and conditions

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 submitted by least developed countries (LDCs), developing countries, post-conflict and post-disaster countries, small island developing States (SIDS), countries in transition and middle-income countries.

3. Member States with high annual GDP per capita as established by the World Bank are invited to refrain from submitting requests.

4. Requests shall be submitted online by the Member States through the National Commissions for UNESCO or, where there is no National Commission, through a designated government channel.

5. The projects or action plans submitted by the beneficiaries under the Participation Programme must relate to the priorities of the Organization, in particular to the major programmes, interdisciplinary projects, and activities to benefit Africa, youth and gender equality, as well as activities of the National Commissions for UNESCO with a specific reference to the paragraph of the C/5 document corresponding to the activity. It is understood that no financing will be provided for supplies and equipment which are not directly linked to operational works within the framework of these projects or for the recurrent costs of the beneficiary organizations.

6. Each Member State may submit seven requests or projects, which must be numbered in an indicative order of priority from one to seven. Requests or projects from national non-governmental organizations will be included in the quota submitted by each Member State.

7. The indicative order of priority laid down by the Member State may only be changed by the Secretariat following consultation with the National Commission itself based on the evaluations of the programme sectors. Member States must include at least one gender-equality project among their first four priorities.

8. Non-governmental organizations in an official partnership with UNESCO 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 where the project is to be implemented and another Member State concerned by the request. In the absence of supporting letters, no such requests may be considered.

9. *Submissions:*

   (a) requests should be submitted by the following deadlines: the last working day of February of the first year of the biennium for Africa, small island developing States (SIDS) and least developed countries (LDCs), and the last working day of August of the first year of the biennium for all other eligible countries[1], except for requests for emergency assistance, which may be submitted at any time in the biennium;

[1] Since the 2022-2023 biennium, the deadline of the last working day of February of the first year of the biennium has been applied to all eligible countries to submit ordinary requests.

(b) requests should, wherever possible, be submitted online, with a view to moving to exclusively online submissions in due course.

10. Following submission of requests online using the electronic form, acknowledgement of receipt is automatic. The Secretariat shall inform Member States of the response by the Director-General to the requests as soon as possible.

11. *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 are to 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 two per region and must be submitted by one Member State or a group of Member States. Such requests must be supported by at least three Member States (or Associate Members) concerned, and will not come within the quota of seven 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) non-governmental organizations in an official partnership with UNESCO.

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

(a) a financial contribution; or

(b) implementation by UNESCO at Headquarters or in the field. In both cases, assistance may take the following forms:

(i) the services of specialists and consultants, not including staff costs and administrative support;

(ii) fellowships and study grants;

(iii) publications, periodicals and documentation;

(iv) equipment, material, supplies (for operational programme purposes in accordance with the list of benchmarks annexed to the Participation Programme circular letter of the Director-General sent at the beginning of each biennial budget cycle);

(v) 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).

13. *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, $28,000 for a subregional or interregional project or activity, and $38,000 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.

14. *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 the Participation Programme;

(b) the assessment of the request made by the relevant sector(s);

(c) the recommendation of the Intersectoral Committee on the Participation Programme chaired by the Assistant Director-General for External Relations and Public Information (ADG/ERI)[2] 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 Africa, least developed countries (LDCs), gender equality and youth as well as developing countries and countries in transition and small island developing States (SIDS), which need to be mainstreamed throughout all programmes. In this regard, an appropriate selection criterion such as annual GDP per capita, established by the World Bank and/or the scale of assessment of Member States' contributions to UNESCO, is to be considered by the Secretariat since, in general, the funds requested by Member States by far exceed those available. In addition, the Secretariat will establish the relevant financial ceilings, to be communicated to Member States, based on their status as LDCs, SIDS, developing countries or middle-income countries. Member States with high annual GDP per capita, as established by the World Bank, are invited to refrain from submitting requests;

(f) the need to ensure that funding for each project approved 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 15(a).

15. *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 must show specific scheduled commencement and termination dates for the implementation of projects, cost estimates (in United States 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 the 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 objectives and priorities set by UNESCO. An evaluation by the Secretariat may also be undertaken while the project is being carried out; the list of beneficiaries submitting reports late will be transmitted to the governing bodies;

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[2] Assistant Director-General for Priority Africa and External Relations (ADG/PAX)

(c) the use of UNESCO's name and logo for the activities approved under the Participation Programme, in accordance with the directives approved by the governing bodies, will give this programme a higher profile when it is carried out at the national, subregional, regional or interregional levels, and the beneficiaries will report on the results recorded in this way.

B. Conditions

16. Assistance under the Participation Programme will be provided only if the applicant, when sending in the written requests to the Director-General, accepts the following conditions. The applicant shall:

(a) assume full financial and administrative responsibility for implementing the plans and programmes for which participation is provided; in the case of a financial contribution, submit to the Director-General, at the close of the project, an itemized statement accounting for the activities executed (financial report in United States dollars) and certifying that the funds allocated have been used for the implementation of the project, and return to UNESCO any balance not used for project purposes. This financial report must be submitted by the last working day of March following the end of each biennium at the latest. It is understood that no new financial contribution will be paid until the applicant has submitted all the requisite financial reports or returned the contributions paid out. The financial reports shall be signed by the competent authority and certified by the Secretary-General of the National Commission. Also, given the need for proper accountability, all the additional supporting documents necessary shall be kept by the applicant for a period of five years after the end of the biennium concerned and provided to UNESCO or the auditor upon written request.

(b) undertake to provide on a compulsory basis, together with the financial report mentioned in subparagraph (a) above, a detailed activity report on the results of the projects financed and their usefulness for the Member State or States and UNESCO; in addition, a sexennial report on the impact of the Participation Programme shall be prepared by each beneficiary on a cycle aligned with the Medium-Term Strategy (C/4);

(c) pay, where participation is accorded in the form of study grants, the cost of the grant-holders' passports, visas, medical examinations and salaries while they are abroad, if they are in receipt of a salary; help them to find suitable employment when they return to their countries of origin in accordance with national regulations;

(d) maintain and insure against all risks any property supplied by UNESCO, from the time of its arrival at the point of delivery;

(e) undertake to cover UNESCO against any claim or liability resulting from the activities provided for in this resolution, except where it is agreed by UNESCO and the National Commission of the Member State concerned that such claim or liability arises from gross negligence or wilful misconduct;

(f) grant to UNESCO, with regard to activities to be carried out in connection with the Participation Programme, the privileges and immunities set out in the 1947 Convention on the Privileges and Immunities of the Specialized Agencies.

C. Emergency assistance

17. *Criteria for according emergency assistance by UNESCO:*

(a) Emergency assistance may be accorded by UNESCO when:

(i) there are insurmountable circumstances nationwide (earthquakes, storms, cyclones, hurricanes, tornadoes, typhoons, landslides, volcanic eruptions, fires, droughts, floods or wars, etc.), which have catastrophic consequences for the Member State in the fields of education, science, culture or communication and which it cannot overcome on its own;

(ii) multilateral emergency assistance efforts are being undertaken by the international community or the United Nations system;

(iii) the Member State requests UNESCO to provide emergency assistance, in accordance with (i) and (ii) above, in the fields of its competence, through its National Commission or an established government channel;

(iv) the Member State is prepared to accept the Organization's recommendations in the light of the present criteria;

(b) UNESCO emergency assistance should be restricted to the Organization's fields of competence and should only begin once the threat to life has been overcome and the physical priorities have been met (food, clothing, shelter and medical assistance); it shall also take account of the policy followed in support of countries in post-conflict and post-disaster situations;

(c) UNESCO emergency assistance should be concentrated on:

(i) assessing the situation and the basic requirements;

(ii) providing expertise and formulating recommendations on resolving the situation in its fields of competence;

(iii) helping to identify outside funding sources and extrabudgetary funds;

(iv) the urgent needs as identified by the Member States in the case of emergency assistance in cash or kind;

(d) no administrative support or personnel costs shall be financed through emergency assistance;

(e) the total budget for any emergency assistance project shall not exceed $50,000; it may be supplemented by extrabudgetary funds identified for this purpose or other sources of funding;

(f) emergency assistance shall not be provided if the Member State's request may be met within the ordinary Participation Programme;

(g) emergency assistance shall be provided in coordination with other United Nations agencies.

18. *Procedures to be followed when providing emergency assistance:*

(a) faced with an emergency situation, a Member State, through its National Commission or the designated government channel, will identify, as appropriate, its needs and the type of assistance it requires from UNESCO, within UNESCO's fields of competence; the form for the submission of requests may be used for this type of request; a provisional budget as well as pro forma invoices in case of equipment should be provided;

(b) the Director-General shall then inform the Member State, through the National Commission or established channel, of his or her decision.

(c) when appropriate, and in agreement with the Member State, a technical assessment mission will be sent to appraise the situation and report to the Director-General.

(d) the Secretariat shall report to the Member State on the assistance and the amounts it envisages providing and the follow-up, if any, which could be considered; the total value of the assistance provided shall not be in excess of $50,000;

(e) in the case of goods or services to be supplied by UNESCO, there shall be no international competitive bidding if the situation requires urgent action;

(f) an evaluation report and a financial report shall be submitted by the Member State after completion of the project.