

Information Session: C2C Procedures and Administrative Issues

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Educational, Scientific
and Cultural Organization

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Category 2 institutes and centres under the auspices of UNESCO (C2Cs) are institutions proposed by Member States to contribute to the achievement of UNESCO's Approved Programme and Budget, including global strategies and action plans as well as sectoral programmes and priorities.

23 in Basic Sciences,
Engineering, STEM and Space
Sciences

64 in Natural Sciences Sector
129 in UNESCO

9 in Earth Sciences, Disaster
Risk Reduction, and Biosphere
Reserves

3 in Science Policy

29 in Water Sciences and Fresh
Water

**International and regional cooperation, research, knowledge production
Policy advice, capacity enhancement.**

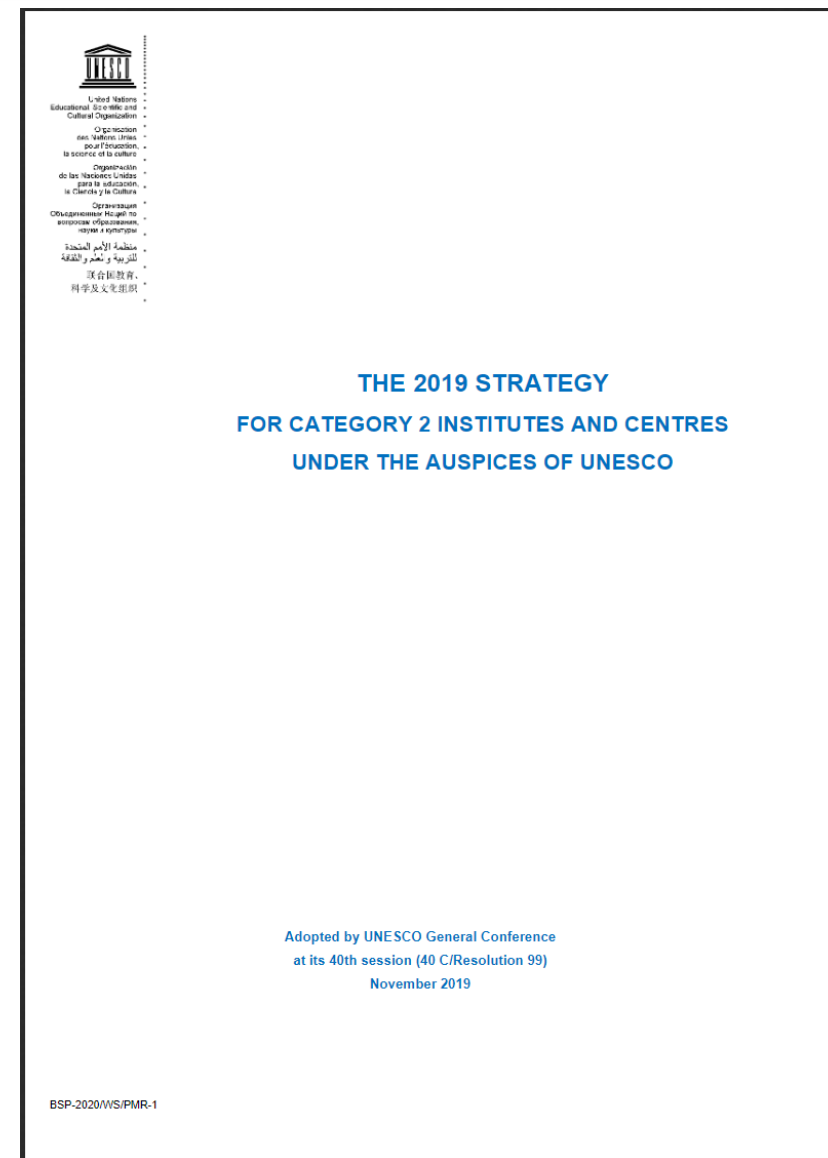
Adopted by UNESCO General Conference at its 40th session in November 2019

Replaces 2013 “Integrated comprehensive strategy for category 2 institutes and centres” and its associated model agreements

The Strategy was adopted following considerable consultations, discussion and debate and approval by the 207th Session of the Executive Board.

The Strategy is as decided on and approved by the Member States

Available in Arabic, Chinese, English, French, Russian and Spanish:
<https://unesdoc.unesco.org/ark:/48223/pf0000373390>

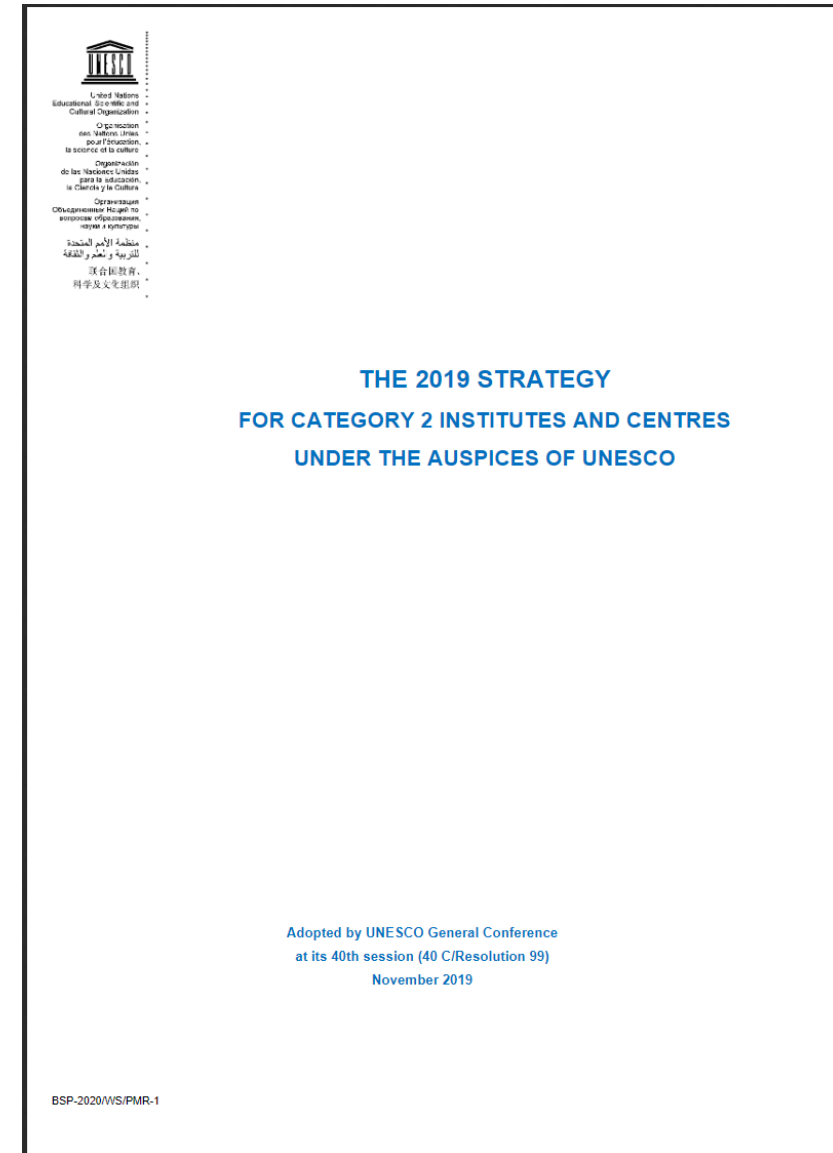


C2Cs enjoy legal autonomy.

C2Cs are associated with UNESCO through formal arrangements approved by the General Conference and/or the Executive Board.

UNESCO is not legally responsible for C2Cs and it shall bear neither responsibility nor liabilities of any kind, be it managerial, financial or otherwise.

C2Cs are privileged partners of the Organization with access to UNESCO's logo, international and intergovernmental bodies and networks, and may leverage UNESCO's international reach and convening powers.



Step 1: Starting the Renewal Procedure: Who should do what and when?

- **Who?**

UNESCO

- **What?**

UNESCO reminds the Member State and the C2C in writing of the impending expiration of the agreement(s) and status under the auspices of UNESCO.

- **When?**

Approximately **36 months** prior to the expiration of the existing agreement.



XXX

Cc
Permanent Delegation of
Member States Concerned
National Commission of the
Member States Concerned

XXXX

The Assistant Director-General
for Natural Sciences

Ref: SC/PBS/RIE/24/xxxx

Dear Minister,

On behalf of the Director-General, I would like to draw your attention to the upcoming expiration of the agreement and status of [redacted] as a Category 2 Centre under the auspices of UNESCO.

[redacted] functions as an integral part of the Organization's Basic Sciences programme [redacted] was approved by the 38th session of the General Conference of UNESCO in November 2015. The agreement establishing the Centre entered into force on 20 May 2019. The current agreement is in force until 19 May 2025.

As indicated in Section E.2 of the 2019 *Strategy for Category 2 Institutes and Centres under the auspices of UNESCO* (<https://unesdoc.unesco.org/ark:/48223/pf0000373390> and enclosed) should you wish to renew the designation of [redacted] as a Category 2 Centre under the auspices of UNESCO, a request of renewal of the agreement is required. The specified timeline for this is twenty-four to thirty-six months prior to the expiration of the agreement, that is, between August 2022 and August 2023. We sincerely apologise for sending this delayed reminder due to an oversight on our behalf. We would like to assure you that, despite not receiving the request for renewal within the requisite timeline, we are still able to initiate the renewal process.

The renewal process will proceed according to the terms of the *Strategy* upon receipt of your request.

The focal point for [redacted] Ms Jing Zhao in the Basic Sciences, Research, Innovation and Engineering Section (e-mail: j.zhao@unesco.org), remains available for any further inquiries.

Yours sincerely,

Lidia Brito

Step 2: Sending an Official Request of Renewal:

- **Who?**

The Member State ONLY

(e.g. Delegation, National Commission, Ministries....

NOT the Centre)

- **What?**

Submit a request for renewal of the agreement to UNESCO

- **When?**

Twenty-four to thirty-six months prior to the expiration of the agreement

Director General

To the Deputy Director-General
Att: Acting Assistant Director-General; Mr. Xing Qu

Dear Mr. Xing Qu

26 May 2023

I hereby confirm the support from the Ministry of Higher Education and Science regarding a renewal of the present contract between UNESCO and [redacted] concerning future operations of the [redacted] as a Category 2 Centre under the auspices of UNESCO.

Globally, there is a need for educating engineers and scientists who can participate in the development of sustainable innovations. Meeting this need will, require new solutions and new ways of teaching and educating engineers and scientists who can participate in the development of sustainable innovations.

[redacted] provides an important link between research and practical application in Engineering and Science education by integrating sustainable knowledge and re-thinking teaching and learning methodologies.

I look forward to following the ongoing development of the [redacted]

Yours sincerely

Step 3: Identification of Consultants:

- **Who?**

UNESCO (Identify and contract)
Member States and Centre can suggest

- **What?**

The Sector should begin working with the Member State(s) and C2C to obtain an appropriation (funding) for recruiting a team of independent, gender-balanced experts in the field of competence of the work of the C2C, to conduct a renewal evaluation.

- **When?**

Further to receipt of official communication from the Member State(s) informing of the desire to renew the C2C status

Evaluation team

- ◆ It is recommended that the evaluation team be comprised of both international and national experts.
- ◆ The independent experts shall have had no prior affiliation with the institute or centre.
- ◆ The team is to be gender balanced

Step 3. Funding for the evaluation process:

- **Who?**

UNESCO (Receive funding)

Member States or Centres (Providing Funding)

- **What?**

The Sector will prepare a **Standard Contribution Letter** for Donation equal to or less than US\$50,000

The letter will be sent to the centre or the ministry/national commission, depending on which entity will make the contribution to UNESCO. The Member States or the Centres shall specify the recipient of the letter and the currency that will be paid (EUR or USD). The Member States or the Centres shall transfer the funding. UNESCO will make contract with the consultants

- **When?**

After identifying the international and national consultants in the evaluation team since the amount of contribution depends on the transportation, DSA, and level of consultant rates. (normally the cost will be around 10 to 15K US\$)

Model letter sent to Member State for the Additional Contribution to cover the cost of the renewal evaluation

Standard Additional Contribution Letter for Donations

equal to or less than US\$50,000

(to UNESCO's programme and budget)

XX/09/2023

To:

H.E. xxx
Minister of xxx
Government of xxx
Address

From:

Assistant Director-General
Programme Sector/IOC
United Nations Educational, Scientific and Cultural Organization
Address

Ref.: Renewal of the [Name], [Country], as a category 2 institute/centre under the auspices of UNESCO

Dear Minister,

On behalf of the Director-General, I would like to thank you for notifying UNESCO (reference of letter and date) of your country's interest in renewing the above-mentioned institution as a category 2 centre/institute under the auspices of UNESCO. I also take this opportunity to thank you in advance for your generous contribution of US \$ amount to cover the cost of the following activities in the renewal process:

A. Renewal evaluation of the [name of C2C], in conformity with the "Strategy for category 2 institutes and centres under the auspices of UNESCO", also known as "The 2019 Strategy" (40 C/79), including an assessment of the activities of the Centre and of its contribution to UNESCO's strategic programme objectives, global strategies and action plans;

B. Preparation of an evaluation report for submission to the UNESCO Executive Board, including the presentation of the results of the evaluation, recommendation on whether the Centre's designation as a category 2 institute or centre under the auspices of UNESCO shall be maintained, terminated or not renewed, and – in the event that renewal is recommended – preparation of the draft tripartite agreement between the Centre, UNESCO and the Government of [Country].

I hereby would like to recall the conditions that will apply to this contribution:

1. The Financial Contribution will be considered as an additional contribution to UNESCO's Programme and Budget (C/5) which is subject to UNESCO's internal and external audit procedure

Step 4. Conducting the Evaluation

- **Who?**

UNESCO (Contract)

Consultants

Centres

- **What?**

Upon receiving the contribution, UNESCO will make a contract with the consultants to conduct the evaluation. Usually, the consultants will work for approximately 1 month to conduct the evaluation.

The international consultant will pay a visit on-site to the Centre, while the national consultant complete most of the desk research.

Centres shall prepare the documents/data/any other relevant information requested by the consultants for evaluation.

- **When?**

After receiving the Standard Additional Contribution and contract with the consultants.

Scope

The renewal evaluation shall consider, but is not limited to, examining the type and scope of the

- **C2Cs activities and their impact;**
- **its governance;**
- **human resources;**
- **organizational capacity;**
- **financial sustainability;**
- **cooperation and partnerships;**
- **the level of autonomy**

Step 5. Evaluation Feedback, Draft agreement

- **Who?**

UNESCO Sector (Draft agreement)

Centres (Governing Board)

Member States (Negotiation on the draft agreement)

- **What?**

1) The evaluation outcomes must be shared with the Member State(s) and the C2C and published on the Sector's portal of the UNESCO website.

2) With the evaluation results and the C2C management's response to the recommendations, the Sector should begin the process of finalizing the draft tripartite renewal agreement

- **When**

Shall be completed two months prior to the examination by the **Intersectoral Review Committee** (IRC) review.

No tripartite agreement?

UNESCO and the Member State shall enter into a bipartite agreement.

UNESCO will also enter into an agreement with the C2C in the forms of MOU or exchange of letters.

Step 5. IRC Review

- **Who?**

UNESCO Sector

UNESCO Intersectoral Review Committee (IRC)

The C2C governing board

- **What?**

- 1) The evaluation report will be submitted by the Sector to the Intersectoral Review Committee (IRC) for review. The C2C governing board can prepare a management response to this review.
- 2) During the IRC meeting, the Sector Focal Point will present briefly the results of the renewal evaluation and its recommendations, including proposed deviations from the model draft renewal agreement.
- 3) Depending on the evaluation results and the C2C management's response to the recommendations, the Sector should begin the process of finalising the draft tripartite renewal agreement
- 4) Based on this examination, the IRC shall submit an assessment on the renewal of the C2C to the Director-General, via the Sector.

Important Dates!

- IRC meeting in Spring for submission of recommendations to the EXB in autumn
- IRC meeting in Autumn for submission of recommendations to the EXB in Spring

Step 5 (cont). IRC Review:**Other circumstances?**

- If IRC does not recommend a renewal of C2C status, this information as well as the explanations provided by the IRC should be communicated in writing to the Member State(s) and C2C via the relevant Programme Sector ADG or the DDG
- An extension of the existing agreement may be recommended for a limited duration, during which time the C2C would be invited to demonstrate that it is able to implement the recommendations of the evaluation report in an effective manner
- The IRC may also invite the Member State and C2C to renounce C2C status and pursue another modality of cooperation with UNESCO.

Step 6. Examination and approval by the Executive Board

- **Who?**

UNESCO Sector
Member States
Executive Board

- **What?**

- 1) Following the IRC meeting, the Sector will finalise the draft renewal agreement and prepare the Executive Board document for approval
- 2) The Executive Board shall examine all renewal requests submitted to it and the UNESCO Director-General recommendations included in the EXB document.
- 3) Should the Executive Board decide to renew the designation of the institution as a C2C, it will authorise the Director-General to sign the corresponding agreement.

Important Date!

Renewal should be submitted to the EXB when the current agreement is **still** valid.

Directors of all category 2 institutes and centres shall submit to UNESCO an annual report on the contribution of the institute or centre to UNESCO's prevailing Approved Programme and Budget (C/5)

- (i) The contribution of the institute or centre to sectoral programme priorities;
- (ii) Funding sources;
- (iii) Partnerships and collaboration with UNESCO field offices, category 1 Institutes and centre, National Commissions for UNESCO, as well as other category 2 institutes and centres;
- (iv) The annual report, which shall be prepared using the standard reporting form and drafted in English or French, shall be submitted to UNESCO by 31 December.



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Reference Material

A Immersive Reader

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Category 2 Centres and Institutes - Annual reporting

Centres et Instituts Catégorie 2 - Rapport annuel

[Instructions : how to access and use the reporting template / Instructions : comment accéder et utiliser le modèle de rapport](#)

[Complete a Report for 2023](#) (only to start a new report)

[Compléter un rapport pour 2023](#) (seulement pour commencer un nouveau rapport)

- [My Report](#) (click here to continue completing your saved unsubmitted report)
- [Mon rapport](#) (cliquer ici pour continuer à compléter votre rapport sauvegardé non soumis)

According to the [2017 IOS Audit of the UNESCO's Management Framework for Category 2 Institutes/Centres](#), staff time spent discussing proposals, preparing feasibility and evaluation studies, reporting to Governing Bodies, negotiating agreements, coordinating activities for **the C2C partnership modality cost 2.7m USD in 2016/2017**, due to the increasing attractiveness of this partnership modality.

Section D of the [2019 Strategy for UNESCO Category 2 Institutes and Centres](#) reinforced existing and **introduced new financial obligations** on Member States and C2Cs regarding their participation in this partnership modality. **All costs associated with feasibility and evaluation studies, UNESCO's participation in C2C events and meetings must be paid for by the Member State(s) and or C2C.**

Additionally, **all newly designated C2Cs, or existing C2Cs upon the renewal of their status under the 2019 Strategy, or Member State** are liable to contribute [at least 1,000 USD per annum](#) to their host Programme Sector or the IOC to help cover costs associated with administering, monitoring, reporting and coordinating C2Cs. C2Cs located in [Least Developed Countries](#) (LDC) are exempt from this obligation.



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New Logo



New Logo Block for Centres!



ISTIC

INTERNATIONAL SCIENCE, TECHNOLOGY AND
INNOVATION CENTRE FOR SOUTH-SOUTH
COOPERATION UNDER THE AUSPICES OF UNESCO

Available at: <https://www.unesco.org/en/logo-patronage>

Thank you!

After the session today, we are available for individual questions

