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Convocatoria Nacional para el PROGRAMA DE PARTICIPACIÓN DE LA UNESCO PARA EL BIENIO 2024-2025

1) INFORMACIÓN GENERAL

El **Programa de Participación** fue concebido para prestar asistencia directa a las iniciativas emprendidas por los Estados Miembros en las esferas de competencia de la UNESCO. El Programa tiene por objeto promover las actividades que correspondan a las orientaciones programáticas de la UNESCO y también fortalecer la cooperación con las Comisiones Nacionales.

La Argentina podrá presentar 7 (siete) solicitudes en el orden de prioridad establecido por el Comité de Evaluación de la Convocatoria Nacional, a cargo de la Comisión Nacional Argentina de Cooperación con la UNESCO (CONAPLU). Las solicitudes o proyectos presentados por las organizaciones no gubernamentales nacionales se integrarán a la cuota presentada por Argentina. Los proyectos están sujetos a la aprobación de la Secretaría de la UNESCO.

La Comisión Nacional Argentina de Cooperación con la UNESCO (CONAPLU) organiza la Convocatoria de solicitudes o proyectos que Argentina presentará a la UNESCO. Cabe señalar que la implementación del Programa de Participación –es decir, la recepción de fondos para el desarrollo de los proyectos presentados por la CONAPLU y luego seleccionados y aprobados por el Secretariado de la UNESCO– está sujeta a la articulación de mecanismos financieros de la UNESCO que posibiliten su ejecución.

La fecha límite para la presentación de solicitudes es el **9 de febrero de 2024**¹.

2) REQUISITOS PARA PARTICIPAR EN LA CONVOCATORIA

- Los proyectos presentados deberán relacionarse con las prioridades de la UNESCO, en particular con sus Grandes Programas (Educación, Ciencias naturales y exactas, Ciencias sociales y humanas, Cultura y Comunicación e Información), sus proyectos interdisciplinarios, actividades en beneficio de África, juventud e igualdad de género con particular atención a la participación de niñas y mujeres, y actividades de la Comisión Nacional. La vinculación con el Programa y Presupuesto 2024-2025 (42 C/5) deberá ser clara y se deberá especificar el párrafo que expresa la relación².

¹ Ver el cronograma detallado en el ítem 6 de esta Convocatoria.

² 42 C/5 disponible en <https://unesdoc.unesco.org/ark:/48223/pf0000385118>.



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- Los proyectos podrán ser de carácter **nacional, subregional, interregional**³o **regional**⁴. Las solicitudes no podrán superar los siguientes montos:
 - Máximo de una petición nacional: U\$S 26.000.
 - Máximo de una petición subregional o interregional: U\$S 28.000.
 - Máximo de una actividad regional: U\$S 38.000.

- Las **instituciones peticionantes** podrán ser:
 - Organismos gubernamentales (nacionales, provinciales, municipales)
 - Organizaciones internacionales no gubernamentales que mantienen relaciones oficiales u operativas con la UNESCO, cuya lista es establecida por el Consejo Ejecutivo⁵.
 - Organizaciones no gubernamentales nacionales.

- Las solicitudes deberán contemplar las siguientes pautas:
 - a) Inserción del proyecto en las políticas generales del país y adecuación del mismo a las prioridades del Programa y Presupuesto de la UNESCO (42 C/5) y su Estrategia a Plazo Medio (41 C/4)⁶.
 - b) Fomento de la creación y/o consolidación de equipos y formación de recursos humanos en el marco de las demandas nacionales y regionales.
 - c) Sustentabilidad del proyecto.
 - d) Calidad técnica en la formulación, fundamentación y ejecución del proyecto.
 - e) Antecedentes del organismo ejecutor del proyecto.
 - f) Presencia de mecanismos de evaluación y generalización de los resultados del proyecto.
 - g) Producto final del proyecto: informe, publicación, experiencia transferible, etc.

³ Los proyectos subregionales e interregionales deberán contar con el apoyo de al menos dos (2) de las Comisiones Nacionales de los países que participan del proyecto. Para que un proyecto subregional o interregional sea presentado por Argentina, éste deberá desarrollarse en el territorio de nuestro país.

⁴ Los proyectos regionales no se integrarán a la cuota de siete (7) proyectos por Estado Miembro. Deberán contar con el apoyo de al menos tres (3) Estados Miembros participantes del proyecto. Cada región podrá presentar un máximo de tres (3) proyectos. La modalidad regional está reservada para la presentación de la propia Comisión Nacional.

⁵ Las organizaciones internacionales no gubernamentales podrán presentar un máximo de dos proyectos dentro de la cuota nacional de siete (7) proyectos. Éstos deberán tener impacto subregional, regional o interregional. La solicitud deberá contar con el apoyo de al menos dos Estados Miembros donde el proyecto sería implementado y de un tercero involucrado en su desarrollo.

⁶ 41 C/4 disponible en: https://unesdoc.unesco.org/ark:/48223/pf0000378083_spa.locale=es



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- **No serán aceptados:**
 - Los proyectos cuya ejecución sean parte integrante del propio Programa y Presupuesto de la UNESCO.
 - Los proyectos presentados a título personal ante la UNESCO. La presentación se realiza por intermedio de la Comisión Nacional Argentina de Cooperación con la UNESCO.
 - Los proyectos que soliciten financiamiento para equipos e insumos destinados a los usos operativos de la organización solicitante y no guarden vinculación directa con las actividades del proyecto presentado a la presente Convocatoria⁷.

3) DOCUMENTACIÓN y MODALIDAD DE PRESENTACIÓN

- Las solicitudes deberán contener:
 - a) Material electrónico en WORD del formulario oficial en español con letra Arial 11, debidamente firmado, y del material anexo que se considere pertinente. Cada ejemplar (formulario y material anexo) debe ser presentado en hoja tamaño A4 y deberá incluir una carátula donde se consigne título del proyecto, organismo/organización solicitante y área de competencia (educación, ciencias exactas y naturales, ciencias sociales y humanas, cultura o comunicación e información). La versión electrónica del formulario en Word es sin firmas.
 - b) Material electrónico en formato PDF⁸ de la versión electrónica del formulario que contenga la firma escaneada del responsable del proyecto (inicialadas todas las hojas y firma y sello en la última del formulario oficial en español).
 - c) Las solicitudes deberán ser presentadas a la Comisión Nacional Argentina de Cooperación con la UNESCO (CONAPLU), **antes del 9 de febrero de 2024** en versión electrónica a: conaplu@educacion.gob.ar y convocatorias.conaplu@gmail.com.

⁷ Los ítems NO autorizados incluyen:

- Mobiliario (por ejemplo, mesas, sillas, estanterías)
- Equipos y accesorios de televisión y vídeo (por ejemplo, pantallas LCD o de plasma, reproductores/grabadores de DVD, videocámaras, equipos de música)
- Equipos informáticos (como programas, computadoras o tabletas táctiles)
- Electrodomésticos (por ejemplo, aspiradoras, aparatos de aire acondicionado, frigoríficos, hornos microondas)
- Dispositivos periféricos (disco duro, llave USB, impresora)
- Insumos de oficina (como toner, papel o cartuchos de impresión).

⁸ Se destaca que la UNESCO recibe las solicitudes por su plataforma online. La CONAPLU enviará/cargará las solicitudes aprobadas a nivel nacional en la plataforma correspondiente.



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- **Aclaraciones importantes:**
 - a) No se considerará válida una solicitud que haya sido enviada en forma impresa.
 - b) Las solicitudes no pueden ser presentadas ante la UNESCO a título personal. La presentación se realiza por intermedio de la Comisión Nacional Argentina de Cooperación con la UNESCO.
 - c) **Se resalta que la fecha de presentación de solicitudes es el 9 de febrero de 2024.** La fecha difundida en el formulario y en el sitio web de la UNESCO corresponde a la presentación internacional de solicitudes previamente seleccionadas y avaladas por los organismos nacionales pertinentes en cada Estado Miembro.
 - d) Si bien se permite el envío de material y documentación complementaria en anexos al formulario oficial de presentación, el cuerpo central de una solicitud está constituido por el contenido vertido en dicho formulario. Se sugiere completar todos los campos consignados y utilizar el material anexo sólo para el caso que sea indispensable complementar la información consignada en el formulario.
 - e) Transferencia de los fondos para la ejecución de los Proyectos:
 - Los montos correspondientes a los proyectos que resulten aprobados, serán transferidos por la UNESCO a cuentas del Estado Nacional a favor de la Comisión Nacional Argentina de Cooperación con la UNESCO (CONAPLU), para su posterior asignación a los organismos ejecutores de los proyectos.
 - Por medio de una resolución se autorizará la transferencia del importe aprobado para la ejecución del proyecto, a cada institución beneficiaria.

4) ORIENTACIONES PARA COMPLETAR EL FORMULARIO

A continuación, se realizan algunas consideraciones para completar el formulario⁹. Cada ítem se corresponde al número indicado en el formulario:

1. Completar con el **país**, y en caso de que corresponda, con el nombre completo de la **organización internacional no gubernamental**.
2. Citar el **título** con el cual será denominada en adelante la solicitud, el **lugar** de ejecución del proyecto, la **fecha de comienzo** del proyecto y su **fecha de finalización**. En función de las estimadas fechas en que estarían disponibles los fondos, se sugiere Considerar la implementación del proyecto entre el **31 de octubre de 2024 y el 31 de octubre de 2025**.

⁹ El formulario es el Anexo I de esta convocatoria. Si bien la UNESCO presenta el formulario en inglés, el mismo puede ser completado en español.



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El **Orden de Prioridad** (de 1 a 7) lo establece el Comité de Selección luego de evaluar todos los proyectos presentados, por tal motivo, **este ítem debe dejarse en blanco**.

3. El **tipo de solicitud** plausible de ser solicitada en esta Convocatoria es *“Financial contribution”* (asistencia financiera implementada por la institución beneficiaria). Asimismo, se debe completar el **tipo de asistencia**, es decir, en qué rubros se utilizarán los fondos solicitados a la UNESCO. Los rubros se detallan en el cuadro (conferencias/reuniones/servicios de interpretación y traducción/costos de viajes de participantes; seminarios/cursos de formación; equipamiento e insumos; becas; especialistas/consultores; publicaciones/ periódicos/ traducciones/ reproducciones). Se deberán indicar las sumas según los rubros y el total de lo solicitado en dólares estadounidenses. Este cuadro no constituye el presupuesto total del proyecto sino de lo solicitado al Programa de Participación de la UNESCO.

A continuación, completar la información solicitada por cada rubro según corresponda y en referencia al cuadro de tipo de asistencia.

4.

(a) **Realizar un resumen del proyecto con una extensión máxima de 100 palabras.**

(b) **Realizar una descripción del proyecto con una extensión máxima de 2000 palabras.**

Señalaremos a continuación algunas pautas para tener en cuenta al momento de diseñar el proyecto. Un proyecto bien planeado, con un conjunto preciso de objetivos (metas y propósitos) que se plasmen de modo adecuado en actividades significativas y proporcionen productos (resultados) mensurables con indicadores cualitativos y cuantitativos, y con un marco cronológico realista, reúne probabilidades de ser un buen proyecto y tener éxito. Una buena preparación del proyecto facilitará su ejecución y gestión y permitirá que otras personas evalúen la viabilidad de este y determinen los progresos y el éxito de las actividades. De esta manera, un proyecto deberá responder a las siguientes preguntas:

- **Meta:** ¿cuál es la meta general, la aspiración con relación a un problema definido? (¿Por qué quiero llevar adelante este proyecto?)
- **Propósito:** ¿Cuál va a ser la contribución al logro de la meta? (¿Para qué?)
- **Productos, resultados, componentes:** ¿Cuáles serán los resultados finales mensurables? (¿Qué voy a hacer?)
- **Actividades:** ¿Cuáles son las acciones que me permitirán alcanzar los resultados? (¿Cómo lo voy a hacer?)
- **Supuestos y riesgos:** Considerar los factores externos al proyecto, pero que son necesarios para sostenerlo a largo plazo.
- **Indicadores verificables objetivamente:** se definen en términos de cantidad, calidad y tiempo. Estos indicadores servirán para saber si el proyecto es pertinente con el



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problema que se quiere resolver.

(c) **Desagregar las actividades del proyecto descrito con la mayor precisión posible.** Prestar particular atención a las limitaciones y requerimientos detallados en el formulario tanto para este punto como para la presentación del presupuesto completo en el punto 5.

5. Las posibilidades de obtener financiación son mucho mayores si la propuesta del proyecto se ha preparado de un modo preciso, lógico y convincente, y con un **presupuesto** detallado que corresponda claramente a los insumos y las actividades del proyecto. **El solicitante deberá aportar fondos suficientes** para llevar a buen término la actividad prevista. Por lo tanto, se debe adjuntar el presupuesto del proyecto en el que se detalle la contraparte a cargo del Organismo u Organización. El presupuesto debe ser realizado en dólares estadounidenses.

Los “proforma invoice” requeridos en el caso de insumos y equipamiento son “presupuestos”. Se deberán incluir al menos dos presupuestos por cada ítem de insumo/equipamiento superior a 5 mil dólares estadounidenses.

A modo de ejemplo, se presenta un modelo de presupuesto desagregado:

BUDGET		
	Budget summary	
	Total funding requested	USD
	Total co/self-funding income:	USD
	Total project cost:	USD
	Budget breakdown	



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Expenditure	Activity Number	Unit	# of units	Cost (in USD)	Amount funded by UNESCO	Amount co/self-funded
1.						
1.1						
1.2						
1.3						
Subtotal 1.						
2.						
2.1						
2.2						
2.3						
2.4						
Subtotal 2.						
3.						
3.1						
3.2						
3.3						
3.4						
Subtotal 3.						
4.						
4.1						
4.2						
4.3						
Subtotal 4.						
Total					USD	USD
Grand Total					USD	

6. Este ítem deberá ser completado con referencia al **42 C/5** que se encuentra disponible en <https://unesdoc.unesco.org/ark:/48223/pf0000385118.locale=es>.

A través de la selección del párrafo se deberá expresar la estrecha relación entre los objetivos del proyecto presentado y las líneas programáticas de la UNESCO.

7. Contribución de la institución solicitante al proyecto, en dólares.



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8. Indicar el **alcance geográfico del proyecto**. Recuerde que se deben adjuntar las cartas de aval requeridas según el alcance geográfico.
9. Indicar todos los **datos de contacto del organismo** beneficiario del Programa.
10. La **modalidad de pago** es por transferencia bancaria a la Comisión Nacional y la **moneda** es dólares estadounidenses.

5) CRITERIOS DE EVALUACIÓN

Se conformará un Comité de Selección, integrado por representantes de la Comisión Nacional Argentina de Cooperación con la UNESCO.

- El Comité tomará en consideración los siguientes **criterios**:
 - a) No serán considerados aquellos proyectos que excedan los montos estipulados por la UNESCO para las solicitudes de ayuda financiera o que no cumplan con cualquier otro requisito establecido para la presente convocatoria.
 - b) Se considerará la calidad, pertinencia y viabilidad de los proyectos presentados.
 - c) Tendrán prioridad aquellas solicitudes que no hayan recibido asistencia financiera durante el bienio anterior.
 - d) Los proyectos que puedan ser financiados por otro Programa de la UNESCO, serán excluidos.
 - e) La presente convocatoria priorizará los proyectos que contribuyan a garantizar los aprendizajes básicos como elemento clave para la transformación de la educación. En este sentido, los aprendizajes básicos se refieren a alfabetización y a habilidades transferibles, incluyendo las habilidades socioemocionales. Los aprendizajes básicos proporcionan los cimientos sobre los cuales se construyen todos los otros aprendizajes, conocimientos y competencias de orden superior que los niños y jóvenes necesitan lograr a través de la educación.
 - f) Se atenderá a establecer una distribución representativa de proyectos presentados por organismos gubernamentales y no gubernamentales.
 - g) Se atenderá a una distribución equitativa y federal de solicitudes por área (educación, ciencias naturales y exactas, ciencias sociales y humanas, cultura y comunicación e información).
 - h) Se atenderá a seleccionar proyectos que respondan a las necesidades de cada región geográfica del país.
 - i) Se atenderá al cumplimiento de la Resolución 42 C/46 (ver más abajo).
 - j) Se atenderá a la inclusión de un proyecto de igualdad de género entre las primeras cuatro prioridades presentadas por Argentina.



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- El Comité establece **el orden de prioridad requerido** por la UNESCO a los efectos de su consideración por parte de la Secretaría de la Organización.

6) PROCEDIMIENTO DE SELECCIÓN Y EVALUACIÓN. CRONOGRAMA DE ACTIVIDADES

9 de febrero de 2024	Fecha límite para el envío de la versión electrónica a la Comisión Nacional Argentina de Cooperación con la UNESCO (CONAPLU): conaplu@educacion.gob.ar y convocatorias.conaplu@gmail.com
9 al 20 de febrero de 2024	Conformación del Comité de Selección y Evaluación de solicitudes.
23 de febrero de 2024	Reunión del Comité de Selección.
29 de febrero de 2024	Notificación de los proyectos seleccionados a nivel nacional. Fecha límite para la presentación de los proyectos seleccionados por parte de la Comisión Nacional ante la Secretaría de la UNESCO.
A confirmar	Notificación por parte de la UNESCO de las solicitudes aprobadas.
31 de octubre de 2024 al 31 de octubre de 2025	Ejecución de proyectos aprobados.
5 de diciembre de 2025	Rendición financiera y de evaluación de proyectos aprobados ante la Comisión Nacional.
31 de enero de 2026	Rendición financiera y de evaluación de todos los proyectos aprobados ante la UNESCO, por parte de la Comisión Nacional.

ANNEX IV

42 C/Resolution 46

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 countries¹, 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;

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.

ANNEX V

PARTICIPATION PROGRAMME 2024-2025

LIST OF BENCHMARKS

The purpose of these benchmarks is to guide Member States, Associate Members and NGOs in an official partnership with UNESCO in their project formulations for the Participation Programme.

A. The project must:

1. be related to UNESCO's mandate and fields of competence
2. support, in this connection, UNESCO's Regular Programme priority activities (document [42 C/5](#));
3. preferably take account of UNESCO's two global priorities: Africa and gender equality;
4. pay particular attention to the participation of girls and women;
5. especially benefit, in a sustainable manner, African countries, least developed countries (LDCs), developing countries, post-conflict and post-disaster countries, small island developing States (SIDS) and middle-income countries;
6. contribute to intercultural and inter-ethnic dialogue and reconciliation in an impartial manner and without favouring specific political or religious groups;
7. contribute to promoting UNESCO's visibility in the Member State; and
8. conform to the Organization's ethical standards and not present a conflict of interest in the case of candidatures (study grants).

B. The information provided on the project must also clearly show:

9. an explicit title (for example, "National Workshop on the Impact of Climate Change on Cultural Heritage in X: Case of Y");
10. classification in the order of priority given to the requests;
11. the project's aim and main objectives;
12. a reference to the paragraph of document 42 C/5 corresponding to the activity;
13. the name and status of the institution responsible for implementing the project's activities, and of the beneficiary institution(s);
14. a succinct summary, indicating key messages of the project (maximum of 100 words);
15. a description of the project, giving specific details of the activities proposed to meet the objectives and the dates of implementation;
16. a precise location for the implementation of the project (name of the province, institution, town or district, if in a large city);
17. the beneficiary group targeted (youth, women, students, artists, etc.);

18. the partner institutions or groups (private and/or public);
19. a detailed description of the estimated budget, in United States dollars, and a well-defined breakdown for each item of expenditure;
20. the financial participation in the project by the Member State or any other agency/institution;
21. a detailed work plan, list of participants, programme of the workshops/conferences, objectives, publications (language(s), distribution/quantity).

C. We invite you to ensure that:

22. the project is submitted via the online request form for 2024-2025 (hyperlink to the online form - www.unesco.org/pp);
23. the order of priority takes into account the implementation date of the projects;
24. at least two (2) competitive offers (pro forma invoices) for the purchase of professional goods, work and services in the amount of \$5,000 or above are attached to the request form;
25. for ephemeral activities (such as conferences, meetings, festivals, training and so forth), the alternative of renting the necessary equipment is explored and, if the option to buy remains the best solution, that the final destination of the equipment after the event is indicated;
26. the administration costs and the purchase of means of transport are not covered by UNESCO's financial participation in the projected budget;
27. refreshments should not exceed 10% of the total amount requested from UNESCO;
28. the necessary letters of support are attached to the request form for a subregional (two), interregional (two) or regional (three) project;
29. the NGOs in an official partnership with UNESCO submit the two (2) obligatory letters of support (otherwise, the projects shall not be submitted to the Intersectoral Committee);
30. the maximum amount requested corresponds to the geographical scope of the project, which is \$26,000 for a national request, \$28,000 for a subregional or interregional request and \$38,000 for a regional request;
31. the name and title of the person who signs the request form and the stamp are clearly shown;
32. the expected results and impact of the project are clearly indicated in the request form.

Equipment and supplies for which funding is not authorized under the Participation Programme

In 39 C/Resolution 61 on the Participation Programme, Part A – Principles, paragraph 5, it is stipulated that no financing will be provided for supplies and equipment that are not directly linked to operational works within the framework of projects submitted. Unauthorized items include:

- furniture (e.g. tables, chairs, bookcases)
- TV-video equipment and accessories (e.g. home cinemas, LCD or plasma screens, DVD players/recorders, camcorders, stereos)
- IT equipment such as software and touchscreen tablet computers
- appliances (e.g. vacuum cleaners, air conditioners, refrigerators, microwave ovens)
- peripheral devices (hard disk, USB key, printer)
- office supplies (ink cartridges, toner, paper)

ANNEX II
PARTICIPATION PROGRAMME 2024-2025
MODEL LETTER OF SUPPORT

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: **ARGENTINA**

(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.