

**ADMISSIBILITY CRITERIA, GUIDELINES AND RULES OF PROCEDURES FOR THE
PREPARATION AND CONSIDERATION OF DRAFT RESOLUTIONS AT THE
INTERGOVERNMENTAL COUNCIL (IGC) OF IHP**
[Revised version – 21 April 2008]

1. COMPETENCE TO SUBMIT A DRAFT RESOLUTION (DR)

Draft Resolutions (DRs) are elaborated in view of the deliberations of the Intergovernmental Council (IGC) by the Resolution Drafting Committee (RDC), elected by the IGC. The terms of reference of the RDC are available in IHP/IC-XIV/3 Annex V.

DRs are to be submitted to the RDC two weeks prior to the beginning of the IHP IGC session in question, by a member, or a group of members, of the IGC, for their assessment and revision on behalf of the IGC.

When the RDC has finished assembling and revising all the DRs, its Chairperson will submit them to the plenary session of the IGC for their adoption.

When it is adopted by the plenary session of the IGC (by consensus or through a vote), a DR becomes an IHP Intergovernmental Council Resolution.

2. RECOMMENDED CRITERIA FOR EVALUATING DRS

In order to be accepted by the Resolution Drafting Committee and submitted to the plenary session of the IGC for its approval a DR should follow the criteria below:

2.1. Self-standing and structured in a manner that replies to three questions:

- 2.1.1 Why does such a decision need to be taken?
- 2.1.2 What is the decision? *and*,
- 2.1.3 How will the decision be implemented?

2.2 A DR should be drafted in two main parts:

- 2.2.1. A preamble (replying to question 1 under 2.1 above: Why does such a decision need to be taken?)
- 2.2.2. An operative part (replying responding to questions 2 and 3 under 2.1 above: What is the decision? How will the decision be implemented?)

2.3. A DR should be prepared only when necessary to reflect:

- 2.3.1 Major policy decisions related to the overall direction of IHP and/or its general strategy;
- 2.3.2 Important structural decisions;
- 2.3.3 Substantive matters concerning the programme and/or its budget;
- 2.3.4 Major decisions related to the delivery and implementation mechanisms of IHP.

2.4 A DR should deal with matters that are placed before the Session of the IGC in question and discussed at that Session under an agenda item;

2.5 A DR should accurately reflect the conclusions of the plenary session;

2.6 A DR should be addressed to one or more of the following entities:

- 2.6.1 The Member States of UNESCO or a relevant subset
- 2.6.2 The IHP National Committees or their relevant sub-set
- 2.6.3 The General Conference of UNESCO
- 2.6.4 The Executive Board of UNESCO
- 2.6.5 The Director -General of UNESCO
- 2.6.6 The IHP Bureau
- 2.6.7 The IHP Secretariat
- 2.6.8 Subsidiary bodies of the IHP Council
- 2.6.9 Others

2.7 Drafting style

- 2.7.1 The wording should meet the criteria of being “necessary and sufficient”;
- 2.7.2 Extraneous and duplicative material should be avoided;
- 2.7.3 Preamble material should be kept to a minimum, and each preamble paragraph should be clearly related to one or more operative paragraphs and vice-versa.

2.8 Format of the DR

Examples of the format (punctuation, font, font size etc.) in which the DRs should be submitted to the Secretariat of the Resolution Drafting Committee can be found on: <http://unesdoc.unesco.org/images/0013/001375/137591e.pdf> Annex IV. For hard copy see the example in document IHP/IC-XVI/3, Annex IV.

3. RULES OF PROCEDURE

- 3.1 Members of the IHP IGC, are encouraged to submit DRs, via the Internet, [via e-mail to the Secretariat of IHP at ihp@unesco.org], to the Secretariat of the RDC two weeks before the beginning of the IHP IGC session in question, indicating which particular agenda item the proposed DR falls under;
- 3.2 The Secretariat of the RDC is provided by the IHP Secretariat;
- 3.3 DRs will be numbered as they come in to the Secretariat, and will be sent through the Internet [e-mail] in their original form one week prior to the beginning of the IGC session, to all members of the IGC for their information;
- 3.4 The deadline for the submission of the DRs is communicated to all members of the IGC and IHP/NCs along with these Guidelines;
- 3.5 The Resolution Drafting Committee (RDC), elected by the IGC, reviews and processes the DRs according to the criteria mentioned above in accordance with the terms of reference of the RDC, available in IHP/IC-XIV/3 Annex V.