Second virtual meeting of the Bureau of the Executive Board
Tuesday 28 April 2020

Summary of key recommendations

**Item 1. Report by the Director-General, as per request of the Bureau, regarding:**

a. Analysis of the provisional agenda (209th session) indicating the items that would need most urgent attention
b. Technical and legal analysis vis à vis the respect of the existing Rules of Procedures and
c. Best practices by other UN agencies on the conducting of virtual meetings of their governing bodies

Reply by the Director General on
a) Items that require urgent attention: none
b) Items that could be considered without debate:
   i. Item 5.I.E UNESCO Global Geoparks,
   ii. Item 10 Part I King Sejon Literacy Prize,
   iii. Item 10.II Carlos J Finlay Prize for Microbiology,
   iv. Item 14 Parts I-VI Category 2 Centers and Institutes

c) Items that could be considered for debate should a scaled back Executive Board meeting be held:
   Item 4 Part I.B Strategy Results Report,
   Item 4 Part II Financial management report for 2018-2019 (39 C/5) as at 31 December 2019,
   Item 5 Part III.A Human Resources Management Strategy 2017-2022

The Legal Advisor recalled the Rules of Procedure of the Executive Board concerning the holding of a Special Session and stated that other UN Governing Bodies have adopted business continuity measures. He also explained the situation in which the Executive Board may recourse to Rule 60 - consultation by correspondence. Moreover, he informed the Bureau of the experience of governing body meetings in other UN agencies

**Item 2. Special virtual meeting of the Executive Board and the 209th session:**
- Reactions received from Executive Board members and legal aspects

The Chairperson, after listening to all interventions, concluded as follows:

1. In conformity with the prevailing Rules of Procedure, he will confirm the decision to call for the Special session of the Executive Board on 28 and 29 May 2020 in order to deliberate and decide upon the working methods under the present unprecedented circumstances resulting from the devastating consequences of the COVID-19. He will send an official letter to all Executive Board members with respect to the application of rule 60 of the Rules of Procedure of the Executive Board.
2. The Secretariat should send the requested written documentation to the Chairperson by Wednesday 6 May 2020. Upon receipt of the written explanations on the legal and technical issues raised, the Chair will then invite Bureau members to the third virtual meeting.
3. The third virtual meeting of the Bureau will concentrate its deliberations on the items that could also be reviewed during the Special session on 28-29 May 2020.
4. While commending the Secretariat for the explanations provided on the technical concerns raised by Bureau members, he observed that most comments concentrated on difficulties. He requested that the next report be more positive as solutions have been found in other agencies on the aspects that concern Bureau members such as interpretation, participation of representatives not based in Paris, etc.