Dear Sir, Dear Madam,

As you know, at the forthcoming International Conference of NGOs (Paris, France, 15-17 December 2014), NGO official partners of the Organization will be called upon to elect a new Chairperson for the Conference, as well as a new NGO-UNESCO Liaison Committee.

In accordance with the Directives concerning UNESCO’s partnership with non-governmental organizations and the Rules of Procedure of the Conference, the Chairperson is elected in his/her personal capacity for a non-renewable term of office of two years, whilst Members of the Committee are elected for a term of office of two years only renewable once consecutively. In addition, the composition of the Liaison Committee ensures a better geographical representation of its members.

The elected members and the Chairperson will be in charge of organizing the forums provided by the above-mentioned Directives, as well as other events planned in the strategy adopted by the Committee at the beginning of its term. This is a genuine commitment on the part of NGOs that will propose a candidate.

With a view to these elections, please find enclosed detailed notes concerning the functions of chairperson of the Conference and of member of the Liaison Committee, as well as concerning the procedure for nominations. Kindly complete and return the attached forms to the Liaison Committee before 15 November 2014.

In addition, we draw your attention to the fact that – in accordance with the Rules of Procedure of the Conference - NGOs which will not be able to participate in the Conference will have the opportunity to authorize another organization to vote by proxy on their behalf. You will find enclosed a form prepared for this purpose, which, once completed, should be sent to the Liaison Committee to the indicated address at least three (3) working days before the date of the elections.

We take this opportunity to emphasize the importance that all NGOs in official partnership with UNESCO be involved in this mechanism of collective cooperation. The Liaison Committee is a unique tool that allows NGOs to participate actively and collectively in UNESCO’s day-to-day action and to better contribute to the definition of its objectives and priorities.

We look forward to meeting you at the conference.

Yours sincerely,

[Signatures]

Eric Falt
UNESCO Assistant Director-General
for External Relations and Public Information

Patrick Gallaud
Chairperson
of the International Conference of NGOs

Encl. 3 forms, 2 notes