



CONFINTEA VII



Distribution: limited

CONFINTEA VII/INF3
Hamburg, 1 June 2022
Original: English

Guidelines for Organizing the Work of the Conference

SEVENTH INTERNATIONAL CONFERENCE ON ADULT EDUCATION (CONFINTEA VII)

GUIDELINES FOR ORGANIZING THE WORK OF THE CONFERENCE

Introduction

1. This document is intended to assist participants in planning and conducting the work of the Conference and to facilitate the adoption of the *Marrakech Framework for Action* – embodying such conclusions and recommendations as may emerge from the Conference.

Nature of the Conference

2. In accordance with the “Regulations for the general classification of the various categories of meetings convened by UNESCO”, adopted by the General Conference at its 14th session (14 C/Resolution 23) and amended at its 18th, 25th and 33rd sessions (hereafter referred to as “the Regulations”), the Conference belongs to Category II, i.e. “intergovernmental meetings other than international conferences of States”.

3. Conferences in Category II are meetings “at which the chief participants represent their governments” (Article 18 of the Regulations). They generally lead to the adoption of an outcome document summarising their deliberations and embodying their results in the form of conclusions, declarations and recommendations.

Conference Documents

4. The draft list of Conference documents is attached in the *Annex*. The main working documents are the *Annotated Agenda* (CONFINTEA VII/3) and the *Preliminary Draft Marrakech Framework for Action* (CONFINTEA VII/4).

Working Languages of the Conference

5. In conformity with the Regulations, the working languages of the Conference will be Arabic, Chinese, English, French, Russian and Spanish. Simultaneous interpretation will be provided in these six languages for plenary sessions.

Terms of Reference, Provisional Agenda and the Rules of Procedure

6. The Conference is convened in accordance with 34 C/Resolution 3 and 34 C/Resolution 6 adopted by UNESCO’s General Conference at its 34th session.

7. A comprehensive preparatory process has generated significant support for CONFINTEA VII through 159 national responses to the *Fifth Global Report on Adult Learning and Education* (GRALE 5) survey on the state and development of adult learning and education, and through five regional preparatory conferences. The regional conferences have discussed and validated their respective regional reports (based on the national reports), identified the key issues on adult learning and education in each region, and suggested strategies and recommendations for adult learning and education. These have been summarized in a synthesis of the outcomes of the regional preparatory conferences, which, together with the main findings of GRALE 5, formed the basis for preparing the *Preliminary Draft Marrakech Framework for Action* (CONFINTEA VII/4).

8. The three major objectives of the Conference are to:

(i) promote the recognition of adult learning and education as an important element of and conducive factor in lifelong learning, of which literacy is the foundation;

(ii) highlight the crucial role of adult learning and education in the realisation of the UN 2030 Agenda on Sustainable Development in general and the Education 2030 Framework for Action in particular; and

(iii) renew political momentum, strengthen commitment and develop the tools needed to implement forward with the international agendas mentioned above.

9. A *Revised Provisional Agenda* (CONFINTEA VII/1) drawn up by the Director-General (Article 25 (1) of the Regulations) in accordance with these terms of reference will be submitted to the Conference for adoption. The Conference may amend the *Revised Provisional Agenda* but it “may not, however, alter its term of reference as defined by the competent organ of UNESCO” (Article 25 (2) of the Regulations).

10. The *Rules of Procedure* were drawn up by the Director-General (Article 26 (1) of the Regulations) and were adopted by the 5th International Conference on Adult Education. Revisions were suggested by the Director-General and adopted by the 6th Conference (CONFINTEA VI/2 prov.). These *Rules of Procedure* stipulate how the Conference will be run and convey, at the same time, detailed information regarding: 1) participation; 2) the organization of the Conference; 3) the conduct of business; and 4) the Conference Secretariat.

Purpose and Scope of Texts Adopted by the Conference

11. The outcomes of the Conference’s deliberations will be summarised in the oral report as well as in the *Marrakech Framework for Action*.

12. After CONFINTEA VII, the Secretariat of UNESCO will issue the *Final Report* (CONFINTEA VII/5) in Arabic, Chinese, English, French, Spanish and Russian.

Participation

13. The governments of UNESCO’s Member States and Associate Members have been invited to the Conference by the Director-General of UNESCO, in accordance with decision 42 adopted by the Executive Board of UNESCO at its 212th session. Participation is possible in person as well as online. UNESCO Member States and Associate Members are entitled to participate in the Conference and have the right to vote. Non-Member States and United Nations organizations with whom UNESCO has concluded mutual representation agreements and which have been invited in accordance with decision 42 adopted by the Executive Board of UNESCO at its 212th session may attend the Conference without the right to vote. The same applies to intergovernmental organizations, international non-governmental organizations, institutions and foundations as well as resource persons and experts commissioned by the *Conference Secretariat*.

Programming the Work of the Conference

14. The Conference shall, on its first day, in accordance with its amended *Rules of Procedure* (CONFINTEA VII/2), elect the President, the five Vice-Presidents and the Rapporteur-General. The Conference may establish subsidiary bodies.

15. The Conference will set up a Drafting Committee to revise the *Preliminary Draft Marrakech Framework for Action* (CONFINTEA VII/4) in the light of the debates of the Conference and taking into consideration agreed amendments proposed by Member States. The Drafting Committee will include one representative from each of the UNESCO Regional Electoral Groups. It will also include, as observers, one civil society representative and one representative from United Nations agencies. The Conference Secretariat will, based on suggestions from the UNESCO Electoral

Groups, present the Conference with a list of names for adoption on its first day. Consideration will be given to geographical and gender balance during the composition of this list. The Chair of the Drafting Committee will be proposed by the Governing Board of the UNESCO Institute of Lifelong Learning (UIL). The Drafting Committee shall elect two Vice-Chairs from its members and organize its own work and schedule.

16. The work of the Conference will follow the *Revised Provisional Agenda* (CONFINTEA VII/1). After the official opening ceremony, *GRALE 5* will be launched and discussed and the outcomes of the three pre-conference forums (a Civil Society Organizations Forum, a Youth Forum and a Private Sector Forum) will be presented.

17. The subsequent work (panels, parallel workshops and the final plenary discussion) will take place in accordance with the structure laid down in the *Timetable* (CONFINTEA VII/INF2), which also shows the working hours of the Conference.

18. Before the official closing ceremony, the Rapporteur-General will present an oral report summarizing the work of the Conference (major debates and conclusions). The Chair of the Drafting Committee will present the revised *Marrakech Framework for Action* reflecting the deliberations of the Conference. The document will be made available to all Conference delegates in English and French. Member States will then be called upon to adopt the *Marrakech Framework for Action*.

Working Methods

19. There will be six *panels* focusing on key issues in adult learning and education: *Launch of the Fifth Global Report on Adult Learning and Education: From Belém to Marrakech*; *Adult learning and education within the new social contract for education: Towards a right to lifelong learning*; *Literacy – the foundation for lifelong learning*; *Preparing adults for the future of work*; *Adult learning and education in digital environments*; and *Adult learning and education for climate action*. All *panels* will be interactive, including brief interventions from the audience, and facilitated by a moderator who will raise several series of questions to be debated by the panellists. Ministers of Member States will be asked to reflect on these questions from the perspective of policies and practices that have been established in their respective countries, and to respond to the issues raised in the discussion. The *Annotated Agenda* (CONFINTEA VII/3) introduces and highlights the key issues to be conveyed in the panels; furthermore, it lists relevant issues for discussion and anticipated outcomes for each panel.

20. For all Plenary meetings, delegates and observers who wish to take the floor should register on a *Speakers' List* 15 minutes before the beginning of the session. This should be done at the Secretariat located in the meeting room for onsite participants or addressed to confintea@unesco.org for online participants. It should however be noted that not all registered speakers might be able to intervene during a given session, due to time constraints.

21. Apart from these statutory thematic elements of the Conference, 20 *workshops*, organized by partners, will highlight achievements and innovations in various dimensions of adult learning and education, facilitate the exchange of effective practice, debate strategies and develop recommendations to the *Drafting Committee* that may be embedded into the *Revised Draft Marrakech Framework for Action*.

22. The *Conference Secretariat* will be responsible for the smooth running of the Conference. It will have the task of producing all necessary documents before and during the Conference, as well as that of briefing and supporting participants, presenters and panellists. Heads of Member State Delegations are thus requested to submit, in print copy and electronically, their principal statements and proposed amendments to the Preliminary Draft Marrakech Framework for Action (CONFINTEA VII/4) – in English or French – to the Conference Secretariat by 2pm on 16 June 2022.

23. The *Steering Committee* will be responsible for coordinating the work of the Conference, for fixing the dates, hours and order of business of meetings, and providing general assistance to the Conference. It will consist of the President of the Conference, the five Vice-Presidents of the Conference, and the Rapporteur-General of the Conference. After it has been constituted, the *Steering Committee* will meet regularly to organize its work.

ANNEX

Distribution: limited

CONFINTEA VII/INF4
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Revised provisional list of documents for CONFINTEA VII:

I. Working Documents:

CONFINTEA VII/1:
Revised Provisional Agenda

CONFINTEA VII/2 prov.:
Rules of Procedure of the International Conference on Adult Education

CONFINTEA VII/3:
Annotated Agenda

CONFINTEA VII/4:
Preliminary Draft Marrakech Framework for Action

CONFINTEA VII/5:
Final report (document issued after CONFINTEA VII)

II. Information Documents:

CONFINTEA VII/INF1:
General Information Note (online only)

CONFINTEA VII/INF2:
Timetable

CONFINTEA VII/INF3:
Guidelines for Organizing the Work of the Conference

CONFINTEA VII/INF4
Revised Provisional list of documents for CONFINTEA VII