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United Nations
Educational, Scientific
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Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Executive Board
Conseil exécutif
Consejo Ejecutivo
Исполнительный совет
المجلس التنفيذي
執行局

The Chairperson

To the Vice-Chairpersons of
the Executive Board

Ref.: GBS/SCX/2023/011

15 December 2023

Dear colleagues,

By 218 EX/Decision 13, it is foreseen that the **Preparatory Group**, which is open to all UNESCO Member States, will meet on **Wednesday 21 and Thursday 22 February 2024**.

It is to be recalled that in accordance with paragraph 6, III (3) of 207 EX/Decision 20, *“the Group shall be led by a Chairperson and Vice-Chairperson and these should be Members of the Executive Board and should not hold any chairperson positions in subsidiary bodies of the Executive Board nor be a member of the Bureau of the Executive Board. The Group shall elect at its first meeting, for the whole biennium, the Chairperson and Vice-Chairperson from among its members, taking into account rotation between the electoral groups and on the understanding that the Chairperson and the Vice-Chairperson must come from different electoral groups”*.

In order to facilitate the elections to these offices on 21 February 2024, I wish to hereby invite proposals for nomination for either role taking into account criteria outlined in the aforementioned paragraph, and to inform me accordingly, in writing, by **19 January 2024** at the latest.

For information purposes, please find attached herewith a list of former Chairpersons of the Preparatory Group.

Please note that in my capacity as Chairperson of the Executive Board, I will open the first meeting on 21 February, before handing over to the newly elected Chairperson of the Preparatory Group. I remain at your disposal for any further consultations or clarifications that you may require.

Please accept, dear colleagues, the assurances of my highest consideration.

Vera El Khoury Lacoueilhe

cc:All members of the Executive Board of UNESCO

Former Chairpersons of the Preparatory Group

Ms Muriel Berset Kohen, Switzerland

Mr Pablo Medina Jiménez, Dominican Republic

Mr José Antonio Rodríguez, Dominican Republic

Ms Denise Houphouët-Boigny, Cote d'Ivoire

Ms Marie Hortense Ossakedjombo-Ngoua Memiaghe, Gabon

Ms Vera El Khoury Lacoueilhe, Saint Lucia