**ANNEX I**

**FORM FOR SUBMISSION OF A REQUEST**

**PARTICIPATION PROGRAMME for 2022-2023**

To be submitted no later than 28 February 2022

**The applicant should ensure that all of the information required below is accurately entered.**

1. Request submitted by:

Name of country:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or

Name of **NGO in official partnership with UNESCO** (full name and acronym)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Project title and place of implementation:

Project title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of implementation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commencement date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Priority number for Member States (from 1 to 7):

**Please note that the first approvals will not be granted before May 2022.**

3. Type of assistance requested:

Financial contribution

Implementation by UNESCO field offices

|  |  |
| --- | --- |
| **Type of assistance** (breakdown of expenditures)  *Indicate only the financial contribution requested of UNESCO* | In US$ |
| Conferences, meetings, translation and interpretation services, participants’ travel costs, consultants’ services and any other services deemed necessary by common accord (not including those of UNESCO staff members) |  |
| Seminars and training courses |  |
| Supplies and equipment |  |
| Study grants and fellowships |  |
| Specialists and consultants – not including staff costs |  |
| Publications, periodicals, documentation, translation, reproduction |  |
| **Total** |  |

4 (a) Description of the project:

Describe the project in detail indicating clearly the objectives and expected results

(minimum of 1 to 2 pages)

(b) Provide also the following information:

**Conferences/Meetings:**

Place (selection criteria): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed topics:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed roundtables:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Working language(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of participants: :

Participants’ travel cost:

Participants’ daily subsistence allowance:

Speakers (enclose curriculum vitae if possible):

Intended audience (men, women, students, girls/boys, panellists): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seminars and training courses:**

Proposed workshops:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of beneficiaries: :

Intended audience (women, men, students, girls/boys, others):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of the seminars/training:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Moderators (selection criteria):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Supplies and equipment:**

List of benchmarks (please refer particularly to the list of benchmarks annexed to the Participation Programme Circular Letter of the Director-General)

Description of the material:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of the supplier or manufacturer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For the material, please enclose without fail at least two (2) competitive offers (pro forma invoices) for the purchase of professional goods, work and services for an amount equal to or greater than $5,000.

**Study grants and fellowships:**

Discipline taught/offered:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of beneficiaries (men, women, young people):

Selection criteria of the fellows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Aims:

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**Specialists and consultants:**

Tasks and assignments of the specialists or consultants:

Names (enclose curriculum vitae without fail):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialists/consultants selection criteria:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honorariums (**honorariums should not exceed 30% of the total amount requested from UNESCO**):

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**Publications:**

Nature of publication and/or reproduction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated cost of the reproduction or translation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity, number of copies to be printed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the publisher, as well as the date foreseen for translation and/or publication:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. Description of **estimated budget**: the budget must be drawn up in United States dollars and clearly indicated in the main breakdown of expenditures (paragraph 3).

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(Continue on a separate page, if necessary)

**Nota bene: Administrative costs are not financed under the Participation Programme and should by no means be included in the estimated budget.**

6. 41 C/5 activity to which this project relates:

|  |  |
| --- | --- |
| 41 C/5 paragraph No. |  |

7. Contribution from the Member State or NGO in US$:\_\_\_\_\_\_\_\_\_\_\_\_

8. Geographical coverage of the project (tick the appropriate box):

|  |  |
| --- | --- |
| **National** (*up to $26,000*) |  |
| **Subregional** (*up to $28,000*)  Project must be supported by at least two Member States.  Please attach two support letters (see model letter of support in Annex II). |  |
| **Interregional** (*up to $28,000*)  Project must be supported by at least two Member States.  Please attach two support letters (see model letter of support in Annex II). |  |
| **Regional** (*up to $38,000*)  Project must be supported by at least three Member States.  Please attach three support letters (see model letter of support in Annex II).  Please note that activities of a regional character may be submitted only by Member States and are not included in the quota of seven requests. |  |

9. Name of the institution responsible for carrying out the project:

National Commission or NGO in an official partnership with UNESCO:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Beneficiary institution(s):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. In the case of financial contributions, please tick the appropriate box:

***Method of payment***

By bank transfer to the National Commission’s bank account or to that of the ministry responsible. **Payment to a third party is not authorized.**

Or ☐ Exceptionally, via field office upon UNESCO's approval. In this case, the approved projects will be implemented by the field office concerned.

☐ By bank transfer to the NGO in an official partnership with UNESCO

***Currency of payment***

US dollars  Euros Other \_\_\_\_\_\_\_\_

Communicate, by email, your bank details to the Participation Programme and Fellowships Section.

12. The applicant accepts the conditions set out in 41 C/Resolution 48 on the Participation Programme, adopted by the General Conference.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Name, stamp, signature, and title

(Secretary-General of the National Commission for UNESCO or of the recognized representative of the government(1) or of the non-governmental organization in an official partnership with UNESCO)

(1) In Member States where there is no National Commission

**ANNEX II**

**PARTICIPATION PROGRAMME 2022-2023**

**MODEL LETTER OF SUPPORT**

Such letters must be sent attached to the electronic form or, failing that, sent by e-mail to your respective focal point at the Participation Programme and Fellowships Section (Africa – [v.lopy@unesco.org](mailto:v.lopy@unesco.org); Asia and the Pacific – [y.negash@unesco.org](mailto:y.negash@unesco.org); Latin America and the Caribbean – [b.guibert@unesco.org](mailto:b.guibert@unesco.org); Europe – [a.slojneva@unesco.org](mailto:a.slojneva@unesco.org); Arab States and NGOs – [i.ibn-mokrane@unesco.org](mailto:i.ibn-mokrane@unesco.org))

I have the honour to inform you that the Government of:

*(name of the country offering its support)*

wishes to support the project:

*(title of the project)*

submitted by:

*(name of the country or NGO in an official partnership with UNESCO submitting the project)*

within the framework of the Participation Programme for the 2022-2023 biennium

for the following reasons:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Place and date | | | Name, signature and stamp |
|  |  |  | |
|  | | | (Secretary General of the National Commission) (Permanent Delegate or recognized representative of the Government) |

**Note:** **The fact that a Member State has given its support to a request submitted by another Member State has no implications for the seven requests submitted on its own behalf.**

**ANNEX III**

**PARTICIPATION PROGRAMME 2022-2023**

**FINANCIAL REPORT**

**Should be sent to your focal point at the Participation Programme and Fellowships Section on the completion of the project and not later than 31 January 2024**

(Africa – [v.lopy@unesco.org](mailto:v.lopy@unesco.org); Asia and the Pacific – [y.negash@unesco.org](mailto:y.negash@unesco.org); Latin America and the Caribbean – [b.guibert@unesco.org](mailto:b.guibert@unesco.org); Europe – [a.slojneva@unesco.org](mailto:a.slojneva@unesco.org); Arab States and NGOs – [i.ibn-mokrane@unesco.org](mailto:i.ibn-mokrane@unesco.org))

Country (or NGO)

**Number and title of the request**:

In pursuance of 41 C/Resolution 48 and 39 C/Resolution 61 adopted by the General Conference concerning the principles and conditions governing the Participation Programme:

1. I hereby certify that the financial contribution of **US $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ received from UNESCO for the above request has been fully/partially[[1]](#footnote-1)\* spent, in accordance with the purposes for which it was granted, as follows:

|  |  |
| --- | --- |
|  | US dollars |
| Conferences, meetings |  |
| Seminars and training courses |  |
| Supplies and equipment |  |
| Study grants and fellowships |  |
| Specialists and consultants – excluding staff costs |  |
| Publications, periodicals, documentation, translation, reproduction |  |
| Bank charges |  |
| **TOTAL** |  |
| Unspent balance to be returned to UNESCO |  |

2. I undertake to keep **all supporting documents (receipts, contracts, invoices, etc.)** relating to the use of this financial contribution for a period of five years following the end of the biennium concerned and to make them available to UNESCO upon its request or upon that of its external auditor. Otherwise, any unjustified amounts shall be repaid to UNESCO.

3. I enclose a bank statement indicating the receipt of funds in local currency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |  | **Name, stamp and signature** (\*\*) (of the financial officer) |  | **Name, stamp and signature** (\*\*)  (name of the Secretary-General of the National Commission or of the non-governmental organization in an official partnership with UNESCO) |

1. \* Delete as appropriate.

   \*\* Both signatures and stamps are required. [↑](#footnote-ref-1)