

## ORGANIZATION OF THE CONFERENCE

The General Conference, meeting in biennial session, has the responsibility for adopting a programme and budget for the next two-year period. It must also review and initiate the policies of the organization. Between sessions of the conference an Executive Board representing 24 member states supervises the execution of the programme. The conference works through commissions, committees, working parties and in plenary sessions.

Since the conference is made up of delegations from member states who speak and vote on behalf of their governments they must be clothed with the proper authority to do so, and this authority must be recognized by the conference. Before any business can be done, therefore, the Credentials Committee must examine the credentials of the delegations present to determine if they have the proper authority to participate. With the naming of the accredited delegations, the conference has power to act.

The Nominations Committee, which consists of the heads of all delegations, nominates for consideration by plenary session the officers of the conference. These include the President and Vice-Presidents of the conference and the Chairmen, Vice-Chairmen and Rapporteurs of the various subsidiary bodies. When these nominations have been accepted the General Committee comes into being. Consisting of the President and Vice-Presidents of the conference and the Chairmen of the Commissions and Committees, the function of the General Committee is to plan the timetable, co-ordinate the work of the session and consider the admission of new items to the agenda. The Standing Committees of the conference, whose members are elected at the end of each session and hold office until the end of the following session, are the Headquarters Committee, the Legal Committee and the Reports Committee.

The two main bodies of the conference are the Administrative Commission and the Programme Commission. The former deals with budget, staff, administration and other housekeeping matters while the latter considers projects in the fields of education, the sciences, cultural activities and mass communications. They report to the conference in plenary session. Both are commissions of the whole, and with all delegations represented on them they are more subject to the stresses and the strains of divergent opinion and political overtones than are the subsidiary committees and working parties, which are smaller groups of perhaps 15 to 25 persons working in a limited field.

With the subsidiary bodies established, plenary sessions take place to hear the Director-General's report on the activities of the organization. This is supplemented by a report from the Chairman of the Executive Board and summaries of reports from member states. The discussion on these reports constitutes the "General Debate" and it provides heads of delegation with an opportunity to comment on the reports, reaffirm their own country's allegiance to Unesco, and perhaps make statements of policy regarding certain items on the agenda.

At all meetings there are one or more representatives of the Director-General present to provide information about action taken on existing projects,