

ADOPTED BY
Government of the Republic of Lithuania
Order No. 772 of 17 June 2003

REGULATIONS OF THE LITHUANIAN NATIONAL COMMISSION FOR UNESCO

Recognising the merits of the United Nations Educational, Scientific and Cultural Organisation (UNESCO) in the fields of education, science and culture, its influence over cooperation between states aimed at strengthening peace and security and creation of human well-being, and seeking active participation of the Republic of Lithuania in these activities;

Being concerned about active participation of educational, scientific, study, cultural, environment, information and communication establishments and institutions, including the public at large, in the UNESCO activities;

Having regard to the fact that on 7 October 1991 the Republic of Lithuania was accepted to the United Nations Educational, Scientific and Cultural Organisation (UNESCO);

Pursuant to Article 7 of the UNESCO Constitution, which says that "for the purpose of associating its principal bodies interested in educational, scientific and cultural matters with the work of the Organisation, each Member State shall act independently, usually by the formation of a National Commission broadly representative of the government and such bodies",

The Government of the Republic of Lithuania has set up the Lithuanian National Commission for UNESCO (hereinafter – the National Commission).

I. GENERAL PROVISIONS

1. The National Commission is a commissions set up by the Government of the Republic of Lithuania, whose primary task is to ensure active participation of the Republic of Lithuania in UNESCO activities, in drafting, evaluating and implementing Programmes in compliance with the UNESCO mission.

2. When performing its activities the National Commission shall adhere to the Constitution of the Republic of Lithuania, legislation of the Republic of Lithuania, international treaties concluded by the Republic of Lithuania, orders of the Government of the Republic of Lithuania and other legal acts, as well as the Charter of National Commissions for UNESCO and these Regulations.

3. The National Commission shall be assisted by Secretariat of the National Commission which is a budgetary institution, having a bank account and seal bearing its title of Secretariat of the Lithuanian National Commission for UNESCO.

4. Secretariat of the National Commission shall have its office at 11 Šv. Jono Str., Vilnius, Republic of Lithuania.

II. FUNCTIONS OF THE NATIONAL COMMISSION

5. The National Commission shall perform the following functions:

5.1. inform the Government of the Republic of Lithuania, other state and municipal institutions and agencies, scientific and study establishments, educational institutions, associations, non-governmental organisations which are interested in areas of education, science, culture, environment protection, development of communication and information, and the Lithuanian public about decisions and activity Programmes of UNESCO and its bodies;

5.2. promote the UNESCO mission, associate intelligentsia and scientific research fellows to draft and implement UNESCO Programmes, and provide them with information on these Programmes;

5.3. by building on experience and financial support of UNESCO, shall ensure furthering of interests of the Republic of Lithuania when drafting, planning and implementing Programmes and projects important for the development of country's education, science, culture, environment protection, communication and information;

5.4. associate efforts of state and municipal institutions and agencies, scientific and non-governmental organisations of the Republic of Lithuania during implementation of Programmes and projects important for the development of country's education, science, culture, environment protection, communication and information within the UNESCO purview;

5.5. cooperate with the Government of the Republic of Lithuania, ministries of the Republic of Lithuania, other institutions and agencies in the areas of education, science, studies, culture, environment protection, communication and information, UNESCO Headquarters in Paris and the Permanent Delegation of Lithuania to UNESCO;

5.6. cooperate with delegations of the Republic of Lithuania taking part in UNESCO Conference sessions and other inter-governmental events organised by UNESCO, sessions of UNESCO Executive Board, submit to them information analyses and speaking points;

5.7. develop cooperation with National Commissions of foreign states, elaborate and implement joint Programmes;

5.8. on the website or, if it is impossible, in a newsletter of the National Commission and means of mass media announce information about launched study and scientific research fellowships, activities of the National Commission and UNESCO, as well as job vacancies in the UNESCO Headquarters in Paris;

5.9. promote any other activity furthering the performance of the mission of the National Commission.

III. RIGHTS OF THE NATIONAL COMMISSION

6. The National Commission shall have the following rights:

6.1. hear presentations made during its meetings by representatives of ministries, other state and municipal institutions and agencies on issues of education, science, studies, culture, environment protection, communication and information, as well as on any other additional issue within the Commission's purview;

6.2. within its purview, obtain information from the Ministry of Education and Science, Ministry of Culture, Ministry of Foreign Affairs, Ministry of Environment, other state and municipal institutions and agencies, as well as from Permanent Delegation of Lithuania to UNESCO;

6.3. submit to ministries and other state and municipal institutions and agencies proposals related to UNESCO activities, and seek that these are given due consideration;

6.4. avail of legally obtained funds.

IV. COMPOSITION OF THE NATIONAL COMMISSION

7. The composition of the National Commission shall be approved for a period of 4 years by the Minister of Culture of the Republic of Lithuania.

8. The National Commission shall be made up of 25 members, including:

8.1. two members delegated by the Seimas Committee on Education, Science and Culture of the Republic of Lithuania;

8.2. one member delegated by Ministry of Education and Science, Ministry of Culture, Ministry of Foreign Affairs, Ministry of Environment and Ministry of the Interior;

8.3. six members delegated by governmental agencies and agencies established under ministries, taking into consideration the Programmes run by UNESCO;

8.4. two members shall be proposed by common accord of divisions of schools of higher education and non-governmental organisations directly cooperating with UNESCO;

8.5. ten members shall be delegated by non-governmental organisations engaged in areas of education, science, culture, environment protection, mass media, communication and information.

9. Chairman of the National Commission shall be elected from the members of the National Commission by the Conference of the National Commission.

10. Members of the National Commission may be appointed for a maximum of two terms in office.

11. Members of the National Commission shall receive no remuneration for their work.

12. If a representative proposed by an institution to the National Commission discontinues his or her working relations with the institution concerned, develops sickness, has not been elected to the Seimas of the Republic of Lithuania, does not participate in the Commission's meetings, etc., such an institution shall be entitled to apply to the Minister of Culture and propose another representative for the remainder of the term.

V. CONFERENCE OF THE NATIONAL COMMISSION

13. The supreme governing body of the National Commission shall be the Conference convened at least twice a year. In case of need extraordinary sessions of the Conference may be summoned. The Conference shall be entitled to convene on a more frequent basis upon initiative of the Chairman of the National Commission, upon request of the Executive Board of the National Commission and approval of the Chairman of the National Commission, or upon request of at least one third of members of the National Commission. The Conference shall be chaired by the Chairman of the National Commission. In his absence the Conference shall by a simple majority of votes elect an ad-hoc chairman from the members of the National Commission present. Secretary General of the Secretariat of the National Commission shall also act as Secretary of the Conference.

14. Conference of the National Commission shall:

14.1. consider and approve annual activity plans for the National Commission;

14.2. approve committees and compositions thereof of the National Commission;

14.3. approve National Commission reports, evaluate performance of the National Commission committees;

14.4. in an established procedure submit to the Government of the Republic of Lithuania proposals on amendments to the Regulations of the National Commission;

14.5. elect Chairman of the National Commission;

14.6. solve other issues within the purview of the National Commission.

15. Sessions of the Conference of the National Commission shall be legal if at least two thirds of members of the National Commission are present. Decisions shall be adopted by a simple majority.

VI. COMMITTEES

16. After the Conference has approved committees, members of the National Commission shall choose committees in whose activities they wish to participate. A member of the National Commission may sit on one committee only. Composition of committees shall be approved by the Conference.

Chairmen of committees shall be elected from the members of the committee concerned.

17. A committee shall be made up of at least three members of the National Commission. A committee shall follow its rules of procedure which it has approved and shall convene to meetings at least once every quarter. A committee may invite to participate in its activities specialists of a particular field of competence who shall have the right of an advisory vote.

18. When furthering the mission of the National Commission, committees shall:

18.1. make analyses of documents drafted by UNESCO, and draft documents within UNESCO purview, if need be;

18.2. draft reports, reviews on UNESCO Conferences and meetings, as well as about Lithuania's participation in implementation of UNESCO Programmes;

18.3. submit to the Executive Board of the National Commission recommendations on project elaboration, evaluation and implementation;

18.4. in case of need, associate state and municipal institutions and agencies, non-governmental organisations, and specialists within their respective areas of competence to implement projects of the National Commission;

18.5. submit reports to Secretary General of the Secretariat of the National Commission and account to the Conference for the work done.

VII. AD-HOC COMMITTEES

19. Executive Board of the National Commission shall be authorised to set up ad hoc committees of the National Commission to further certain objectives. Ad hoc committees shall operate until the completion of their task.

VIII. CHAIRMAN OF THE NATIONAL COMMISSION

20. Chairman of the National Commission shall:

20.1. in collaboration with Secretary General of the Secretariat of the National Commission organise activities of the National Commission and chair its Executive Board;

20.2. see to implementation of decisions adopted by the Conference of the National Commission and Executive Board;

20.3. represent the National Commission in cooperation with UNESCO and National Commissions of other UNESCO member states, including state agencies and non-governmental organisations of these member states;

20.4. submit proposals to competent state and municipal institutions and agencies with regard to their participation in inter-governmental events organised by UNESCO.

IX. EXECUTIVE BOARD

21. Executive Board of the National Commission shall be made up of the Chairman of the National Commission, chairmen of committees and Secretary General of the Secretariat of the National Commission. Executive Board shall convene in case of need, but not less than once every month.

22. Executive Board of the National Commission shall adopt its decisions by a simple majority of votes cast by the Committee members present. In case of a tie, the Chairman of the National Commission shall have the decisive vote.

23. When implementing the mission of the National Commission, the Executive Board of the National Commission shall:

23.1. during a period in between sessions of the Conference, coordinate and organise implementation of projects approved by the National Commission;

23.2. in furthering international and regional Programmes of extreme importance to Lithuania supported by UNESCO, submit to the Government of the Republic of Lithuania, other state and municipal institutions and agencies, and non-governmental organisations proposals with regard to implementation of such Programmes;

23.3. submit proposals to state and municipal institutions and agencies, and non-governmental organisations with regard to implementation of resolutions adopted during UNESCO Conferences and meetings;

23.4. in an established procedure, submit to the Government of the Republic of Lithuania proposals with regard to the composition of the delegation of the Republic of Lithuania to be sent to participate in UNESCO Conferences;

23.5. see to the implementation of decisions of the Conference of the National Commission;

23.6. on the basis of committee proposals, elaborate draft annual activity plans and submit them for consideration to the Conference;

23.7. recommend the Conference approve projects in line with various fields of activity of the National Commission;

23.8. elaborate draft amendments to these Regulations;

23.9. elaborate or make arrangements that committees or the Secretariat of the National Commission shall elaborate draft documents to be submitted to the UNESCO Headquarters in Paris, control the elaboration process and submit them for approval to the Conference, if need be.

X. SECRETARIAT OF THE NATIONAL COMMISSION

24. Regulations of the Secretariat of the National Commission shall be approved by the Minister of Culture of the Republic of Lithuania.

25. Secretariat of the National Commission shall be chaired by Secretary General who shall be appointed and dismissed by the Minister of Culture of the Republic of Lithuania in accordance with the procedure laid down in the Labour Code of the Republic of Lithuania (*official gazette*, 2002, No. 64-2569).

26. Staff of the Secretariat shall be employed and dismissed by Secretary General of the National Commission in accordance with the procedure laid down in the Labour Code of the Republic of Lithuania.
