



**STATUTES OF THE
UNESCO INSTITUTE FOR INFORMATION TECHNOLOGIES IN EDUCATION (IITE)
29 C/Resolution 6 (1997)**

As amended by 37 C/Resolution 14 (2013)

Article I - Establishment of the Institute

1. An Institute for Information Technologies in Education (IITE) (hereinafter called 'the Institute') is hereby established within the framework of the United Nations Educational, Scientific and Cultural Organization (UNESCO).
2. The Institute shall be located in Moscow (Russian Federation).

Article II - Aims and functions

1. The Institute shall contribute to the design and implementation of the programme of the Organization in regard to the application of information and communication technologies (ICTs) in education.
2. To that end, its functions shall be:
 - (a) to promote the collection, analysis, dissemination and exchange of information on the use of information and communication technologies in education;
 - (b) to provide at the request of Member States advisory services and promote studies in Member States on the application of information and communication technologies in education;
 - (c) to offer technical assistance based on research findings in the design of curricula and courses on the use of information and communication technologies in education;
 - (d) to organize pre- and in-service training, including open and distance education, for educational personnel on the use of information and communication technologies in education, giving priority to developing countries and countries in transition;
 - (e) to foster the development of UNESCO's programmes on the application of information and communication technologies in education in all Member States.

Article III - Governing Board – Membership

1. The Institute shall be administered by a Governing Board (hereinafter called 'the Board') consisting of 11 members, appointed by the Director-General of UNESCO with regard to gender balance and on a geographical distribution basis that is as equitable and as wide as possible. One of the members shall be a national of the Russian Federation. Members shall be chosen for their eminence in the field and shall sit in a personal capacity.
2. The members shall be appointed for four years. They shall be eligible for a further term but shall not serve for more than two consecutive terms.
3. If any member resigns or is prevented from carrying out his/her duties, the Director-General of UNESCO shall appoint a new member to hold office for the remainder of the term of the person he/she replaces.
4. The Director-General or his/her appointed representative shall attend all meetings of the Board. He/she may at any time make oral or written statements to the Board concerning any questions under consideration by them.
5. Members shall not receive salaries in respect of their duties, but the expenses incurred on behalf of the Institute should be reimbursed to them.

Article IV - Functions

The functions of the Board shall be:

- (a) to determine the general policy and the nature of the Institute's activities within the framework of the general policy of UNESCO, with due regard to the obligations resulting from the fact that the Institute has been established within the framework of UNESCO;
- (b) to decide how the funds available for the operation of the Institute are to be used, in accordance with the provisions of Article VIII, and to approve the annual budget of the Institute on the basis of estimated resources;
- (c) to approve the acceptance of voluntary contributions and contractual revenues from sales of services or fees for special purposes as stated in Article VIII, paragraph 2;
- (d) to request the prior approval of the Director-General and the Executive Board of UNESCO, should the acceptance of contributions, gifts or bequests involve additional liabilities for the Institute;
- (e) to adopt and address to the Director-General of UNESCO an annual report on activities and to review progress in the work of the Institute with a view to achieving the aims of the Institute;
- (f) to examine the financial statement of account after it has been submitted by the Director-General of UNESCO for audit to the External Auditor of UNESCO;
- (g) to assist the Director-General of UNESCO in his/her nomination of a Director of the Institute by submitting a list of three names from which his/her choice will be made;
- (h) to report, through its Chairperson, to the General Conference on the activities of the Institute.

Article V - Procedure

1. The Board shall elect its Chairperson and Vice-Chairperson.
2. The Board shall meet at least once a year and whenever necessary in the interest of the Institute or for the requirements of its business. It shall be convened by the Chairperson, who shall draw up the agenda, at least four weeks before the date of the meeting. The Chairperson must call a meeting if the Director or at least five members of the Board request it.
3. Decisions shall be taken by a simple majority. Each member of the Board shall have one vote.
4. Six members of the Board shall constitute a quorum.
5. The Director of the Institute shall act as Secretary to its meetings.
6. Minutes of meetings shall be taken which shall record the resolutions passed and shall be signed by the Chairperson and Secretary.
7. The Chairperson shall represent the Board between meetings and supervise work together with the representative of the Director-General to the extent to which authority is delegated to him/her by the Board; he/she shall report to the Board on the actions taken.
8. The Board shall adopt its own Rules of Procedure.

Article VI - The Director

1. The Director of the Institute shall be appointed by the Director-General of UNESCO, in consultation with the Board, for a term of office of maximum six (6) years.

Transitional provision

1. *bis*. The current Director shall remain in the post until the expiry of his/her contract. After the entry into force of the amended Statutes, the appointment of the Director shall be governed by the relevant provisions thereof, which shall also apply to the current Director, if re-appointed. [This transitional provision shall be automatically deleted after its implementation has been completed].
2. The Director, within the lines laid down by the Board, shall conduct the business of the Institute.
3. In particular, the Director shall prepare the programme and budget of the Institute in keeping with the general policy of UNESCO, the resolutions of the General Conference, the policy orientations and the main lines of emphasis of the education programme of UNESCO and the annual reports of activities.
4. The Director of the Institute, on behalf of the Director-General, shall appoint and manage Staff Members of the Institute in accordance with the delegation of authority in force under the legal administrative framework governing personnel matters at UNESCO.

Article VII - The staff

1. The Director and the international professional staff of the Institute shall be regarded as officials of UNESCO within the meaning of Article VI, Section 18, of the Convention on the Privileges and Immunities of the Specialized Agencies.
2. Members of the Institute's specialized staff may be authorized, under conditions laid down by the Director, to take part in research or in surveys organized by other international institutions or by governments on questions falling within the Institute's field of competence. In no case, however, may the loan of services of a staff member of the Institute entail interruption or serious delay in the accomplishment of the day-to-day activities of the Institute.

Article VIII - Finance

1. The financial year of the Institute shall begin on 1 January and end on 31 December in each year.
2. The funds set aside for the operation of the Institute shall consist of the financial allocations determined by the General Conference of UNESCO and contributions made by the Russian Federation, in addition to subventions, gifts and bequests made to it by other United Nations agencies, governments, public or private organizations, associations or individuals and fees collected for special purposes.
3. Funds received for the operation of the Institute shall be paid into a Special Account to be set up by the Director-General of UNESCO, in accordance with the relevant provisions of the Organization's Financial Regulations. This Special Account shall be operated and the Institute's budget administered in keeping with the above-mentioned provisions.

Article IX

1. The present Statutes may be amended only by a decision of the General Conference, provided that the Governing Board has been consulted at least 60 days prior to the opening of the session of the General Conference.
2. Any amendment of Article II shall require the approval of the Government of the Russian Federation and the Director-General of UNESCO.