



Rules of procedures UNESCO Chair Global Health & Education

# Rules of procedures UNESCO Chair Global Health & Education

Version January 2020

## 1. Preamble

These Rules of procedures apply for the UNESCO Chair Global Health & Education, which involves the UNESCO Chair Secretariat, the Operational Team, the Steering Committee, the Scientific & Ethical Committee and the Community of the Chair.

*A UNESCO Chair is: 'a project and a team at a university or a higher education or research institution that partners with UNESCO in order to advance knowledge and practice in an area that is a priority for both the institution and UNESCO. The partnership is formalized by means of an agreement signed between the Director-General of UNESCO and the head of the institution hosting the UNESCO Chair (Rector, President, Vice-Chancellor)<sup>1</sup>.*

The UNESCO Chair, which operates at the interface between education and health, is unique since it is linked to a WHO Collaborating Centre. So the Chair is linking UNESCO and WHO in this field through their similar workplan. The UNESCO Chair as well as the WHO Collaborating Centre are hosted by the University Clermont Auvergne and led by the Chair holder.

The overall vision for the UNESCO Chair Global Health & Education and the WHO Collaborating Centre is to create the conditions for children and young people to take charge of their lives and develop as individuals, as members of their community and as global citizens for all matters related to health. To reach this vision, the Chair acts as a catalyst to improve health, well-being and education of children and young people through contributing to policy and practice change at a global scale. Knowledge production and sharing within the framework of the United Nations is at the very core of the Chair's activities.

The Chair encourages a strategy of social change by introducing an innovative way of practicing health promotion, prevention and health education. It combines the knowledge of health determinants with socio-cultural practices. This leads to a balanced approach between environmental changes and capacity building. The Framework of the UNESCO Chair defines the framework within which the activities of the UNESCO Chair are carried out, see Annex A.

Due to the fact that the UNESCO Chair is operating globally, the Chair needs to be rooted in various cultural contexts. The aim of this project is to contribute to support the creation of other UNESCO Chairs Global Health & Education in different parts of the world whenever it fits with the UNESCO strategy (see section 3).

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<sup>1</sup> The UNITWIN/UNESCO Chairs Programme: guidelines and procedures (2017)



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## 2. Organisation of the Chair

First of all the Chair is a community of people involved in knowledge production and sharing at a global level. The governance is under the responsibility of a Steering Committee and involves a Scientific and Ethical Committee, an Operational Team and a Secretariat.

### 2.1. UNESCO Chair community

The strength of the UNESCO Chair Global Health & Education lies in the skills and knowledge of its community members. They share the overall vision of the UNESCO Chair.

The UNESCO Chair operates as an open community. Organisations and people from different backgrounds, countries, cultures who have a common interest in health & education are actively involved in different activities at a global level. Community members range from individuals (academics, students, administrators, practitioners, consultants and others) to universities and organisations (cities, regions, NGO's, unions, public and private companies and networks). Among the core partners of the UNESCO Chair there are two founding organizations: MGEN and Groupe Vyv.

For more information about the open community, see Annex B.

### 2.2. Governance

#### 2.2.1. Steering Committee

The Steering Committee oversees the activities of the Chair, sets orientation within the framework of the agreement between the Chair and UNESCO, approves the workplan, the budget and the annual report. The terms of reference of the UNESCO Chair Global Health & Education's Steering Committee are included as Annex C.

#### 2.2.2. Scientific & Ethical Committee

The Scientific & Ethical Committee oversees all scientific and ethical issues and works according to their terms of reference included in Annex D.

#### 2.2.3. Operational team

The operational team at the University that hosts the Chair, supports the work of the UNESCO Chair secretariat and plays an active role in the implementation of the activities described in the workplan. The operational team is supervised by the University that hosts the Chair.



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#### 2.2.4. Chair secretariat

The UNESCO Chair secretariat supports the daily management of the UNESCO Chair. It coordinates and supports all activities based on dialogue, including scientific and research support. The secretariat is hosted by Mutuelle Générale de l'Éducation Nationale (MGEN) Foundation and the University Clermont Auvergne (UCA) Foundation.

The secretariat consists of the Chair holder, the Chair manager, two project officers and a project assistant.

The Chair secretariat writes a yearly work plan based on the agreement with UNESCO. This workplan is approved by the Steering Committee. The Operational team, the MGEN Foundation together with the Chair secretariat are responsible for the implementation of the workplan.

### 2.3. Management

#### 2.3.1. Human resources

The project officers have an employment contract, under the French law, with the MGEN Foundation, to be reviewed by 30 September 2022. The project assistant has an employment contract under the French law with the UCA. The Chair manager has a sub-contractor status. The Chair holder as well as the members of the operational team are civil servants working for the UCA.

The UNESCO Chair secretariat can subcontract specific tasks to independent consultants and organisations.

#### 2.3.2. Global Health & Education Consultancy

Global Health & Education Consultancy is an independent consultancy partnership which supports the activities of the UNESCO Chair Global Health & Education. The activities of GHE Consultancy are commissioned by the management of the Chair.

#### 2.3.3. Finances

The French Chair has three financial sources: MGEN Foundation, UCA Foundation and Global Health & Education Consultancy. The budget of the activities of the Chair for each calendar year is approved by the Steering Committee.

##### *MGEN Foundation budget*

The secretariat operates following the MGEN Foundation financial procedures. Secretariat spending needs to be authorized by the Chair holder or Chair manager and the treasurer of the MGEN Foundation. Every 3 months the expenditures of the secretariat within the budget of the MGEN foundation will be checked by the treasurer of the MGEN Foundation. For each calendar year a financial



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report will be made that needs approval by the MGEN Foundation.

#### *UCA Foundation budget*

The secretariat operates following the UCA Foundation financial procedures. Secretariat spending needs to be authorized by the Chair holder or Chair manager and the President of the UCA Foundation.

#### *Global Health & Education Consultancy budget*

Secretariat spending's need to be authorized by the Chair holder or Chair manager.

### 2.3.4. Travel and subsistence

For reimbursement of travel and subsistence costs secretariat staff needs to complete the MGEN reimbursement travel and subsistence form.

For members of the two committees, the operational team and community members traveling for an activity related to the Chair, the UNESCO Chair secretariat makes the travel arrangements. They travel under the responsibility of their own organization (and need to have an authorization), or under their own responsibility, in case they do not belong to an organisation and participate as individuals.

Flights are booked in economy class (or in premium economy in specific cases), train journeys are booked in second class (or in first class in specific cases). Every exception has to approved by the Chair Secretariat.

### 2.3.5. Logistics

The operational team and project assistant hold their office at the UCA. For the secretariat, one office room (including WIFI) is available in Paris at the MGEN office, as well as the use of 5 meeting rooms per month. Community members of the UNESCO Chair can book these facilities for free via the secretariat. If more meetings rooms are required, MGEN should be notified in advance.



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### Work plan of the UNESCO Chair Global Health & Education 2018-2022



The UNESCO Chair and WHO Collaborating Centre “Global Health & Education” aim to contribute to shape the future field of prevention.



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### 3. The Global Health & Education UNITWIN network

Education and health are deeply rooted in cultures and socioeconomic contexts. To contribute to social change by introducing innovative ways of practicing prevention, health education and health promotion in different regions, knowledge from various sources (individuals, communities and scientific and administrative institutions) has to be taken into account, valued and articulated in a coherent way. The activities of the Chair have to be carefully operationalized according to various geographic, cultural and religious contexts. Therefore, there is need to support the creation of other UNESCO Chairs Global Health & Education in different parts of the world whenever it corresponds to the UNESCO strategy. To make a difference such chairs have to be connected in a network.

This network of chairs, universities and other institutions will apply to be recognized as a UNITWIN Cooperation Programme. *“A UNITWIN Cooperation Programme is a partnership between UNESCO and a network of universities, other higher education or research institutions (from 3 to 10 institutions) in different countries that join forces and collectively sign an agreement with UNESCO”.*<sup>2</sup>

At the time there are two UNESCO Chairs Global Health & Education, one is hosted by the University of Clermont Auvergne in Europe and one by Osaka University in Japan. More universities are expected to host a UNESCO Chair Global Health & Education in the future.

In order to create a coherent dynamic, the framework and activities are the same but the workplan is tailored to the contexts and cultures. Each UNESCO Chair has its own Steering Committee (SC) which oversees the activities of the Chair. The Steering Committee Terms of Reference apply for each Chair, and there may be regional additions/adaptations. There is only one global Scientific and Ethical Committee (SEC) operating for all UNESCO Chairs Global Health & Education.

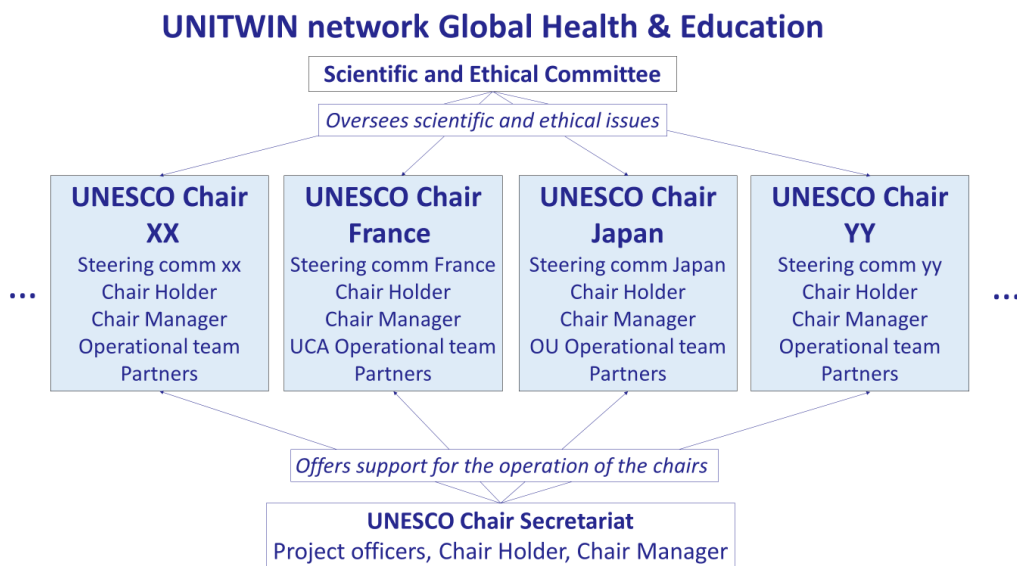
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<sup>2</sup> The UNITWIN/UNESCO Chairs Programme: guidelines and procedures (2017)



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The UNITWIN network Global Health & Education is structured as follows:



These *Rules of Procedures* will be reviewed at least every four years. Changes shall be approved by the Steering Committee of the UNESCO Chair.



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Annex A Framework UNESCO Chair and WHO Collaborating Centre Global Health & Education

Annex B An Open Community

Annex C Terms of reference Steering Committee UNESCO Chair Global Health & Education

Annex D Terms of reference Scientific and Ethical Committee UNESCO Chair Global Health & Education