



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture



Canadian
Commission
for UNESCO

Commission
canadienne
pour l'UNESCO

Guidelines for the UNESCO Chairs Programme in Canada

January 28, 2016

Dates to remember :

September 30: Presentation of the letter of Intent to CCU

January 31: Submission of the proposal to CCU

April 30: Submission of the proposal to UNESCO Paris

TABLE OF CONTENTS

Guidelines for the UNESCO Chairs Programme In Canada	3
Annex: UNESCO Chairs Programme	9
Frequently Asked Questions and Answers	13
Monitoring and Evaluating the Activities of UNESCO Chairs in Canada	14

GUIDELINES FOR THE UNESCO CHAIRS PROGRAMME IN CANADA

The Guidelines and Procedures for the UNESCO Chairs Programme were adopted in 1992 and revised in 2005. They constitute a set of basic guidelines to be followed to maximize the benefits of the Programme. The purpose of these guidelines is to define and clarify the criteria and procedures governing the establishment and functioning of a UNESCO Chair in Canada.

The UNESCO Chairs Programme

The UNESCO Chairs Programme was launched in 1992 in accordance with a resolution adopted by the General Conference of UNESCO at its 26th session (1991). The Programme covers training, research and international exchanges of academics and offers a platform for information sharing in all major fields within the mandate of UNESCO.

Please note that UNESCO Headquarters and the Canadian Commission for UNESCO (CCU) do not provide financial assistance to Chairs in developed countries.

Objectives of the Programme

The objectives of the UNESCO Chairs Programme are as follows:

- Serve as a prime means of capacity building through the exchange of knowledge and information sharing in a spirit of international solidarity in the field of UNESCO.
- Promote North-South and South-South cooperation as a strategy to enrich institutions, such as universities and research institutions, in partnership with higher education NGOs, foundations, and public and private sector organizations.
- Provide opportunities for networking and collaboration on issues of interest to Canada and UNESCO in higher education.
- Mobilize the higher education community to join forces with UNESCO to achieve the objectives of the global agenda, such as the Millennium Development Goals.
- Contribute to identifying solutions to critical problems in the field of higher education by harnessing the experience and knowledge of experts in the field.
- Establish new teaching programmes, generate new ideas through research and reflection and facilitate the enrichment of existing university programmes through the integration of cultural diversity and international cooperation.
- Build a strong, effective and exemplary network of UNESCO Chairs in Canada.

Joining the Programme

Any of the following institutions and organizations can join the Programme:

- Universities and other institutions of higher education and research that are recognized as bona fide institutions that are members of, or affiliated with one of Canada's national or regional post-secondary education bodies and accepted by UNESCO;
- NGOs working in the field of higher education and research;
- Other academic associations, inter-university and other academic networks that wish to establish a link between their own activities and the Chairs Programme;
- National public or private institutions;
- Agencies that currently have or intend to develop cooperative links and arrangements with UNESCO in the field of higher education.

First step: Send a letter of Intent to the Canadian Commission for UNESCO (CCU)

Applicants wishing to submit a proposal for a UNESCO Chair must first submit a Letter of Intent no later than September 30.

The Letter of Intent must be on the letterhead of host organization, dated, and signed and must include the following information:

- Title of the proposed Chair;
- Name and curriculum vitae of the proposed Chair-holder;
- Description of the objectives of the proposed Chair;
- Relevance of the proposal to UNESCO's current programme priorities (see C/5);
- Names of partner institutions in the South;
- Letter of support from the President or Director of the host organization.

Establishing a Chair

A Chair can be established as a new teaching and/or research unit at a university or other institution of higher education and/or research for an initial period of up to four years. Such a unit should include:

- A Chair-holder as its academic head;
- A number of lecturers and researchers from the host institution and from other institutions, both in the country concerned and from abroad (particularly developing countries and those in transition) who are associated with the activities of the Chair;
- A number of students and researchers pursuing postgraduate studies or high-level training and research under the Chair.
- A Chair may be developed within a university department by reinforcing an existing teaching/research programme in a particular field and giving it an international dimension.

In considering a proposal, due regard will be given to balance and equity in geographical representation, gender and Canada's two official languages. **Proposals must reflect the programme priorities of the current Programme and Budget (C/5) of UNESCO.** The proposal must demonstrate that the project:

- Contributes to improving higher education through inter-institutions cooperation;
- Emphasizes the sharing of knowledge between institutions;
- Enhances capacity-building through North-South and/or South-South cooperation;
- Contributes to UNESCO priority areas such as Education for All, Millennium Development Goals and Education for Sustainable Development;
- Has secured funding and has the ability to mobilize and attract further resources.

Since UNESCO Chairs are joint undertakings in which UNESCO joins forces with interested institutions, associations and organizations as well as with potential donors, the Chairs could have a joint designation: UNESCO/IGO Chairs; UNESCO/NGO Chairs; UNESCO/Foundations, Banks, Agencies Chairs; UNESCO/consortium of universities Chair(s); UNESCO/Industry Chairs, etc.

UNESCO Chairs and Networks are not usually named after individuals, except when they are intended to commemorate an outstanding and universally acknowledged contribution made to the field of study concerned by a person.

Criteria for selecting a Chair-holder

The host institution and/or a funding organization may make individual proposals for a Chair-holder. The appointment of a Chair-holder does not necessarily entail the creation of a specific post within the host institution and does not always constitute an employment opportunity. All appointments will be subject to approval by the competent academic bodies of the institution hosting a UNESCO Chair.

Criteria for the selection of a Chair-holder are as follows:

- Academic reputation: he or she should be a renowned specialist in the domain(s) to be covered.
- Have the capacity and experience to promote cooperation at national, regional and international levels.
- Be willing and able to mobilize resources from the private and public sectors.

Appointments to a UNESCO Chair may also be made on a rotating basis among the institutions/organizations participating in its programme. The most common practice is to select the candidate for a UNESCO Chair-holder position from among academics working in the same institution.

In order to strengthen the international dimension of the Programme, UNESCO may accept a proposal for joint leadership in cases where one of the professors is a national candidate and the other is from an institution in another country.

Visiting professorships may be established at various higher education institutions within the framework of UNESCO Chairs Programme. They may also teach at several institutions in a sub-region that wish to benefit from the Programme's activities.

Role of the Chair-holder

The performance of the project depends largely on the quality of the coordination function. The Chair-holder is responsible for the programming, organization, fund-raising and promotion of activities.

Effective coordination will ensure better cross-border involvement in the project and ultimately improve its impact. The Chair-holder must be able to build new relations or consolidate existing relations with Southern partners. Activities undertaken in the framework of the Programme vary according to the objectives and available resources. They may include:

- Programme development in non-traditional areas at undergraduate and post graduate levels;
- Exchange of lecturers;
- Lectures on topics relevant to the field covered by the Chair;
- Research;
- Study abroad;
- Workshops, seminars, national, regional and international meetings/conferences
- Publications.

Whatever the types and forms of activities, they should complement the relevant UNESCO programmes and actions approved by its Member States at the General Conference. Close cooperation with on-going UNESCO activities and programmes is of utmost importance.

Types of project proposals that can be submitted

Successful projects are well defined, developed in cooperation with relevant programme sectors at UNESCO Headquarters in Paris and its Field offices, Institutes and Centres, and in consultation with the Canadian Commission for UNESCO.

Relevance and effectiveness, at the national, regional and global levels are among the prime goals of the Programme. The UNESCO Chairs projects have proven useful in establishing new teaching programmes, generating new ideas through research and reflection and facilitating enrichment of existing university programmes through integration of cultural diversity. Because of the flexibility of the UNESCO Chairs Programme, universities can respond more readily and with greater autonomy to the demands for new learning.

National Commissions play an important role in helping to promote quality, monitoring and follow up. The Canadian Commission for UNESCO is designated as the coordinator of the Chairs Programme in Canada.

Submitting a proposal

UNESCO encourages a bilateral relationship in the preparation of the proposal for a UNESCO Chair. At the national level the institution proposing the Chair and the Canadian Commission for UNESCO must be involved in the preparation of the proposal. The proposal must be submitted to the Commission, which will convene a peer review process to evaluate the proposal and receive appropriate recommendations. The Commission strongly encourages applicants to submit proposals as early as possible before the deadline date for submission.

In accordance with the project application form and guidelines, a detailed project proposal should be submitted to the attention of the Secretary-General, Canadian Commission for UNESCO. A proposal must include a covering letter of support addressed to the Director-General of UNESCO, under the signature of the executive head of the institution. It is important to note that a UNESCO Chair project is established between UNESCO and the institution, **and not with the individual Chair-holder**.

In the case of an NGO, the project proposal is submitted by its President and/or the executive head of the secretariat of the NGO.

Documents to be submitted

All proposals must be received by the Canadian Commission for UNESCO by **January 31** of the current year and include:

- Project proposal including objectives clearly defined (see form in annex) ;
- Covering letter of support signed by the head of the host institution e.g., rector, president, chancellor;
- Signed letters of support from Southern partners with verifiable coordinates. The original letter requesting support from Southern partners should also be submitted;
- Biography of proposed Chair-holder;
- Detailed budget;
- Evidence of secured funding/resources for the initial three year period of the Chair, and estimates for anticipated sources of funding.

Assessment of Applications

Proposals will be assessed by three peer assessors chosen by the Canadian Commission for UNESCO, using the assessment criteria of the Commission as described below. Following recommendations by assessors, the Commission will submit successful proposals to UNESCO headquarters by the prescribed deadline of **April 30th** of the current year.

Assessment is a two-step process. In the first step of the review and evaluation process, the proposals for establishing a Chair are subject to an initial assessment by peer reviewers who are selected by the Commission from the communities working within UNESCO's fields of competence. These three experts from the various disciplines will be chosen to ensure fair and balanced representation of gender, regional and cultural diversity and Canada's two official languages.

The assessors may ask for complementary information and will then make a recommendation for approval or non-approval based on the assessment criteria listed below. Recommendations will be examined by the Commission, and will be the basis of the support and presentation of the proposal to UNESCO.

Once this initial review is complete, and a positive recommendation is made, the process enters its second stage, where the proposal will be transmitted to UNESCO headquarters by the Secretary-General for its review, evaluation and final decision.

Assessment Criteria

Proposals will be assessed using the following criteria:

- Contribute to improving inter-university cooperation and the sharing of knowledge.
- Enhance of North-South and South-South collaboration, as well as South-South capacity-building.
- Contribute to UNESCO's current priorities as reflected in the most recent Programme and Budget (C/5).
- Demonstrate that it has secured funds for the duration of the UNESCO Chair Agreement, and that it has the ability to mobilize further resources and support from its university and Southern partners.

Note that applications for Chairs will be reviewed to ensure broad representation from different regions and institutions across Canada.

Tenure of Chair

The duration of an Agreement for a UNESCO Chair is for a maximum of **four years** as determined by the UNESCO Secretariat in Paris. An Agreement can be renewed pending an assessment of the performance of the Chair.

Evaluation of Chairs

The Chair will submit an annual report of activities to the Canadian Commission for UNESCO for review and transmission to UNESCO headquarters in Paris. This report will provide an opportunity to evaluate the activities of the Chair on a regular basis.

Use of the UNESCO Logo

The new chair will sign an agreement with UNESCO before adopting a logo. This logo will conform to the requirements of the *Directives concerning the use of the name, acronym, logos and Internet domain names of UNESCO*, adopted by the 34th Session of the General Conference (2007).

Additional information

You are invited to consult the following websites to learn more about the Programme.

CCU Website - <http://unesco.ca/home-accueil/chairs-chaieres>

UNESCO - [UNESCO Chairs - General Information](#)

Proposals should be mailed to:

Sébastien Goupil
Secretary-General
Canadian Commission for UNESCO
150, Elgin Street, P.O. Box 1047
Ottawa, Ontario K1P 5V8

For more information please contact:

Pauline Dugré
Programme Officer, Communication and Information
Canadian Commission for UNESCO
150, Elgin Street, P.O. Box 1047
Ottawa, Ontario K1P 5V8
Tel.: 613.566.4414 or 1.800.263.5588, ext. 5567
Fax: 613.566.4405
Pauline.dugre@unesco.ca

Please check for updates the CCU website: www.unesco.ca

**ANNEX
UNESCO CHAIRS PROGRAMME**

Abstract of UNESCO Guidelines:

<http://unesdoc.unesco.org/images/0014/001439/143918e.pdf>

PROJECT PROPOSALS

This project outline indicates the information which is required in order for UNESCO to evaluate your proposal. Details are requested in order to analyze the importance of the project in the context in which it is proposed.

The proposal excluding annexes, should not exceed 10 pages and be presented in a separate document and not on this form.

A. INSTITUTIONAL DATA

1. Project title:
2. Expected starting date:
3. Duration:
4. Domain(s) or discipline(s) concerned:
5. Name and full address of host institution(s):
6. Faculty(ies)/Department(s) concerned:
7. Executing institution:
 - Project leader/contact person (name, curriculum vitae):
 - Full address/telephone/fax/e-mail/website:
8. Partners (name and address of participating institutions):
9. Total project budget (US \$):
10. Funding sources – organizations, bodies, and amount
 - In cash
 - In kind

B. PROJECT DESCRIPTION

1. Domain(s) or discipline(s)

a. Projects corresponding to UNESCO's priorities to the *Approved Programme and Budget 2014–2017 (37 C/5)*

<http://unesdoc.unesco.org/images/0022/002266/226695e.pdf>

b. Projects corresponding to the *Medium-Term Strategy for 2008-2013*

<http://unesdoc.unesco.org/images/0014/001499/149999e.pdf>

- c. Projects corresponding to the Millennium Development Goals
<http://www.un.org/millenniumgoals/>

Please indicate how the domain or discipline chosen is directly related to one or more of UNESCO's priorities and the Millennium Development Goals:

- (i) national development
- (ii) regional development

2. Summary of the project (150 words)

Context and justification (300 words)

Analyse trends and issues surrounding the theme of the proposal. What difference will the project make in terms of capacity-building, transfer of knowledge, and strengthening links between universities/other higher education institutions and development bodies?

3. Objectives

Development objective (long term) – contribution to overall development goals taking into consideration social, economic and cultural development.

Specific objectives - not exceeding 4 (short term) – short-term needs to be satisfied by the Proposal.

4. Type of activity (several types of activities can be mentioned)

Postgraduate teaching programme []

Short-term training []

Research []

Visiting professorships []

Scholarships []

Institutional development []

(Including strengthening of information/library services, laboratories and so on)

5. Target beneficiaries

Students []

Academics []

Professionals []

Other (specify) []

6. Visibility and expected results at the national, regional and international level

Quantitative and qualitative results clearly identified.

Please indicate how the visibility of the project activities will be ensured, for example, through publications, brochures and websites.

7. Implementation strategy – How the project will be implemented?

1. Management

2. Capacity-building

3. Sustainability

¾ linkages with other relevant activities at institutional, national, regional and international levels

¾ How will benefits be sustained?

4. Transfer of knowledge

8. Proposed schedule of major activities

There should be a clear link between the activities and the objectives to be achieved. The schedule should show activities, timing and expected outcomes.

C. PARTNERSHIPS/NETWORKING

The UNESCO Chairs Programme encourages partnerships (North-South-South) among institutions of higher education, NGOs, foundations, agencies, and public and private sector organizations or businesses.

Please attach one or more letters of support from the head of the institution(s) concerned, explaining their willingness to cooperate and interest in doing so.

1. Participating partner institutions (name and address of each)

Confirmed:

Proposed:

2. Other inter-university networks for partnership (name and address of each)

Please attach copies of the letters sent by the institution to partners soliciting their support.

D. FUNDING OF THE PROJECT

Please attach the supporting documents for each type of financing, for example, exchange of letters.

1. Total project budget – full details – categories of expenditure, etc.

2. Contribution of your institution

¾ Budgetary provision (in US \$)

¾ In-kind services (in US \$)

3. Extra budgetary resources to be mobilized

¾ Please refer to the total project budget under D.1 and indicate items for which you will mobilize extra budgetary resources.

¾ Indicate donor funding source, purpose and amounts (US \$) – contributions proposed or approved by donors.

¾ Potential funding sources (for example, UNDP, regional development banks, foundations, NGOs, national/bilateral donors, the public or private sector). Indicate those funding sources which your institutions/associations or the national authorities in

E. SUPPORT

Institutional support

Please note that the project must be presented by the Vice-Chancellors, Rectors or Presidents of the participating institutions.

UNESCO support

Involvement of UNESCO Field Offices, Institutes and Centres in your region is important for the processing of the project proposal. Contact with the relevant programme sector at UNESCO Headquarters can also help in defining the project. This is mandatory for the establishment of a UNESCO Chair.

Support by the National Commission for UNESCO in the country concerned

The UNESCO National Commission plays a vital role in the UNITWIN/UNESCO Chairs Programme and should be a partner in the national discussions on the proposal for a UNESCO Chair or UNITWIN Network.

Other support

Please specify.

F. COMPLEMENTARY PRECISIONS

Please add any information relevant to the proposal which has not been covered by the above points.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

How will I be informed that my proposal has been received by the Commission?

The Commission will send you a notice of acknowledgement of receipt by mail. This notice will be sent to you by e-mail approximately one week after your proposal is received, and thereafter, about two weeks by mail.

How will I know whether my proposal has been approved for submission to UNESCO Headquarters?

The Commission will inform you by mail when the peer review assessment is complete, and a decision has been made regarding the approval or non-approval of your proposal. You will have one week to submit complementary information that may be requested.

Does UNESCO or the Commission provide financial assistance for projects?

No, they do not.

What happens once a proposal has been submitted to UNESCO headquarters in Paris?

Once the Commission transmits the proposal to UNESCO headquarters, and UNESCO receives the proposal, a process of review and analysis is undertaken to:

- Determine compliance with the guidelines and its relevance to UNESCO's mandate and its plans as set out in the approved Programme and Budget and the Medium-Term Strategy;
- Identify the potential to make a difference within the context of UNESCO's priorities
- Identify access to human and financial resources of the institution(s) submitting the proposal;
- Assess the sustainability of the project giving attention to its ability to mobilize and attract resources and the likelihood that the results of the proposal will be integrated into the work of the higher education institutions;
- Assess its complementarity with UNESCO's Chairs Network.

When the project proposal has completed its cycle for evaluation, the Higher Education Division of UNESCO informs the Commission of the results. If UNESCO accepts the proposal, then a relevant Agreement is prepared and signed by the Director-General of UNESCO. The Agreement is then transmitted through the Commission to the executive head of the host institution for co-signing. The signed Agreement is then returned to UNESCO by the Commission. In all instances, correspondence and communication is routed through the Commission.

That process of review, analysis and approval by UNESCO can take up to twelve months.

What is the Deadline for submission to the Commission?

Applications must be received by the Commission by January 31. If the date falls on a weekend, the deadline moves to the next business day. Submissions and supporting documents must be mailed and postmarked on or before the deadline. The Commission will not accept proposals postmarked after the deadline date, incomplete proposals, or those submitted by fax or e-mail. Please provide at least three paper copies of your proposal. Proposals can be submitted in either English or French.

MONITORING AND EVALUATION OF THE ACTIVITIES OF UNESCO CHAIRS IN CANADA

It is the responsibility of the Canadian Commission for UNESCO to contribute to the monitoring and evaluation of the ongoing activities of UNESCO Chairs in Canada as follows:

1. The Canadian Commission for UNESCO serves as the coordinator for the UNESCO Chairs Programme in Canada. The Programme Officer, Education acts as the focal point within the Commission. The Programme Officer, Education works in consultation with other officers in the relevant fields of competence of UNESCO as appropriate. The Chair and the Commission will regularly inform each other about relevant issues concerning the UNESCO Chairs Programme and its implementation.
2. The Commission and the Chair will maintain regular contact and will collaborate by sharing information and knowledge with each other. In order to facilitate this exchange, the Commission may invite the holder of the Chair to relevant meetings and events of the Commission, and if mutually agreed, the Commission may send representatives to meetings or events organized by the Chair. The Commission will share information via its web site, newsletters, publications and other means of communication with the holder of the Chair.
3. The Chair will ensure the visibility of UNESCO and the Chairs Programme by disseminating information about UNESCO in its communications, such as its publications, website, and information sharing with students and visitors. This includes making adequate references to UNESCO on its web site and providing links to the UNESCO Chairs Programme and the Commission.
4. The Chair will endeavour to intensify and broaden its existing international cooperation schemes with other academic and research institutions, in particular other members of the UNESCO Chairs Programme. This can be facilitated by linking web sites and using other means of communication and knowledge sharing.
5. The Chair will provide its expertise to the Commission in its field of expertise in order to promote knowledge transfer and increase cooperation and collaboration. It can offer academic courses within UNESCO's mandated areas, such as regular courses within the academic schedule of the Chair each year. It can also organize various activities and events, if possible and as appropriate in consultation with the Commission.
6. In accordance with the Agreement between the University or appropriate institution and UNESCO, the Chair must submit an annual report of activities undertaken. The report should be submitted to the Commission, for review and onward transmission to UNESCO.
7. The report will serve as a tool for monitoring the progress of the performance of the Chair, as required by UNESCO and will ensure that the objectives of the Chairs Programme are being met.
8. Chairs may seek an extension to the initial Agreement. In such cases, the requesting institution should contact the Commission prior to the expiration of the Agreement. The Commission will evaluate the performance of the Chair and make a recommendation to UNESCO regarding the continuation or cancellation of the Agreement between the University and UNESCO, without affecting UNESCO's rights of permanent evaluation and extension or cancellation of the Agreement. The evaluation by the Commission will be based on the present guidelines.
9. The Chair can make use of UNESCO's logo in accordance with the agreement signed by the Chair and UNESCO, respecting UNESCO guidelines.