# Executive Board
**Two hundred and sixth session**

# 206 EX/5.III.A Add.2

PARIS, 10 April 2019
Original: French

<u>Item **5** of the agenda</u>

**FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY
THE EXECUTIVE BOARD AND THE GENERAL CONFERENCE
AT THEIR PREVIOUS SESSIONS**

**PART III**

**HUMAN RESOURCES ISSUES**

**ADDENDUM 2**

**COMMENTS BY THE INTERNATIONAL STAFF ASSOCIATION OF UNESCO (ISAU)**

> Pursuant to Item 9.2.7 of the UNESCO Human Resources Manual, the International Staff Association of UNESCO (ISAU) submits its comments on human resources issues (document 206 EX/5.III.A).

**A.    Report on geographical distribution and gender balance of the staff of the Secretariat, and progress on the implementation of the measures taken to redress any imbalance**
(Follow-up to 204 EX/Decision 5.III.A)

**Geographical distribution**

We welcome the increasingly detailed information provided in document 206 EX/5.III.A. It continues, however, to be regrettable that the report still does not provide information on the **distribution by regional groups in all professional classes in the Secretariat**, which would give **comprehensive readability of the geographical distribution of staff in the Organization**. ISAU would like in the future to see an analysis including PA posts (although recorded as staff members) as well as all extrabudgetary posts, as has been done for gender balance. This would reflect more realistically the geographical distribution within our Organization. In this regard, we recall the lack of transparency in the recruitment of PA posts, left solely to the sectors. We are thus in a situation where the recruitment for more than 400 posts escapes the control of the Bureau of Human Resources Management (HRM) and the Staff Associations, since they are not subject to Appointment Review Boards (ARBs). It should be noted that these issues have been the subject of recurring requests from ISAU, which leads us to question the reasons why HRM has not responded to our requests.

While ISAU acknowledges the efforts made by the Administration through the recruitment of young professionals, which is certainly a good way of balancing geographical distribution, it regrets that the recruitment of nationals from over-represented countries continues to increase (+5 from January 2017 to December 2018) while under-represented countries have declined (-9) over the same period. It should be noted in particular that Group I has seen an increase of 11 posts, representing 38 per cent of increases. How can we justify the fact that some countries far exceed their maximum quota? In 2018, France had 50 posts while the maximum was 20, and Italy had 25 posts for a maximum quota of 16. ISAU requests that **concrete and immediate measures** be taken to definitively resolve this problem of geographical distribution. For example, why not **temporarily suspend the recruitment of nationals from significantly over-represented countries in order to favour those from non- or under-represented countries**?

**Gender balance**

ISAU welcomes efforts to ensure gender balance in the Organization but regrets, nonetheless, that the situation at the P-5 level has deteriorated further. ISAU requests that HRM take concrete measures to rectify this anomaly. In addition to the recruitment of women at this level, ISAU recommends that internal promotions be encouraged.

Item **5** of the provisional agenda

# FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY THE EXECUTIVE BOARD AND THE GENERAL CONFERENCE AT THEIR PREVIOUS SESSIONS

## PART III

## HUMAN RESOURCES ISSUES

**SUMMARY**

A.  **Report on the geographical distribution and gender balance of the staff of the Secretariat and progress on the implementation of the measures taken to redress any imbalance**

The present document contains information on the situation concerning the geographical distribution and gender balance of the staff of the Secretariat, and progress on implementation of the measures taken to redress any imbalance, further to 204 EX/Decision 5.III.A.

Action expected of the Executive Board: Proposed decision in paragraph 28.

Job: 201901275

**A. Report on geographical distribution and gender balance of the staff of the Secretariat, and progress on the implementation of the measures taken to redress any imbalance**
(Follow-up to 204 EX/Decision 5.III.A)

**INTRODUCTION**

1.     1.     This document is submitted pursuant to 204 EX/Decision 5.III.A, inviting the Director-General to submit to the Executive Board, at its 206th session, a report on the geographical distribution of the staff of the Secretariat and on the achievement of gender parity at the senior level. **Part I** of the report covers **the geographical distribution of staff** and **Part II** covers **the gender balance**, with an update on progress, including trends and statistical data as of December 2018.

**PART I – GEOGRAPHICAL DISTRIBUTION OF THE STAFF**

**Methodology for the calculation of geographical quotas**

2.     Geographical distribution applies to international professional staff occupying geographical posts, i.e. established posts financed from UNESCO's Regular Programme. The methodology for the calculation of the geographical quotas, adopted by the General Conference in 2003[1] is set out in Annex I.

**Overall situation and progress against the 85% target of Member States represented – Evolution between January 2017 and January 2019**

3.     Between January 2017 and December 2018, limited progress was made in reaching the 85% target. Throughout 2018, as a result of the entry into force of 65 years as the age of retirement for all staff members, job vacancies were limited. The recruitment of young professionals in early 2019 will improve geographic representation, particularly through the hiring of four young professionals from non-represented States.

4.     From January 2017 to December 2018, the number of Member States represented dropped from 160 (82%) to 153 (78%) (Table 1). Although two countries (Haiti, Mauritania) became represented, six countries became non-represented following the departure of staff members mainly through retirement (Andorra, Dominican Republic, Guatemala, Luxembourg, Panama and Somalia). Three other countries became non-represented following the internal appointment of staff who encumbered the geographical posts on posts not subject to geographical distribution (Rwanda, Bahamas and Barbados) (Annex V). These three movements alone resulted in a decrease of the representation by 2 percentage points; should they not be counted, the representation rate, as at December 2018, would be at 80%, and not 78%.

5.     As at December 2018, out of the 195 Member States, 69 (35%) Member States were normally represented, 23 (12%) were over-represented, 61 (31%) were under-represented, and 42 (22%) were non-represented (Table 2). Detailed information by Member States and by representation status is included in Annexes III, IV and V.

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[1]     In 32 C/Resolution 71, Report by the Director-General on the situation concerning the geographical distribution of staff.

**Table 1: Evolution of the geographical distribution situation
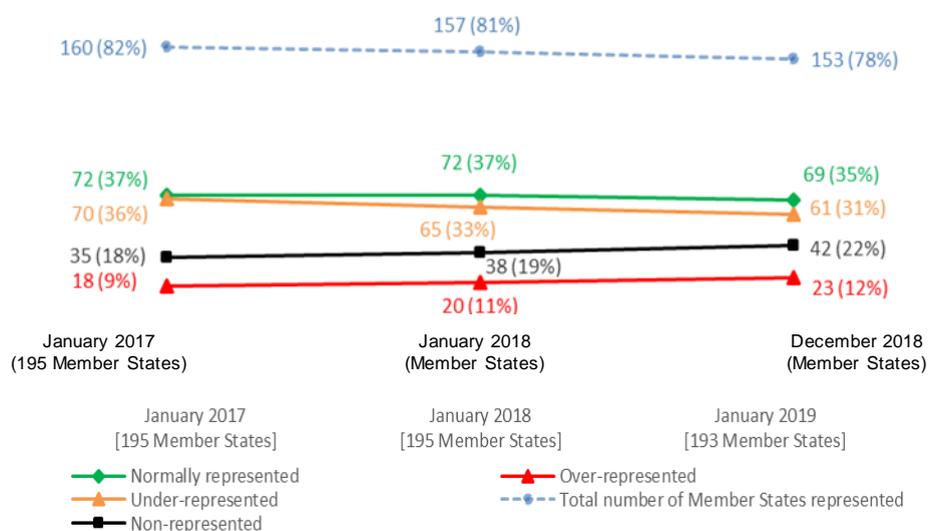(January 2017-January 2018-December 2018)**



**Table 2: Evolution of the geographical distribution situation
(January 2017 and December 2018)**

| Status of representation | Number of Member States | | Variation of the number of Member States Jan. 2017-Dec. 2018 |
|---|---|---|---|
| | Jan. 2017 | Dec. 2018 | |
| Normally represented | 72 (37%) | 69 (35%) | -3 |
| Over-represented | 18 (9%) | 23 (12%) | +5 |
| Under-represented | 70 (36%) | 61(31%) | - 9 |
| Total number of Member States represented | 160 (82%) | 153 (78%) | -7 |
| Non-represented | 35 (18%) | 42 (22%) | +7 |
| Total number of Member States | 195 | 195 | - |

**Measures to improve the geographical distribution**

6.    The Action Plan for the Improvement of Geographical Distribution was approved in 2017, as part of the Human Resource Strategy for 2017-2022 (Annex VI). Several initiatives, including the Young Professional Programme and the new outreach strategy, have been implemented over the reporting period, and are set out below.

7.    The Young Professionals Programme (YPP) is one of the most effective mechanisms to improve the geographical representation of Member States. The Programme was launched in April 2018 and closed in February 2019. A total of 12 geographical posts at P-1/P-2 level have been reserved for the appointment of candidates from non-represented and under-represented Member States. Following a call for applications to National Commissions for UNESCO and a selection process led by the Bureau of Human Resources Management with the receiving sectors/bureaux, 12 candidates were selected for the Programme, of whom 4 from non-represented countries and 8 from under-represented countries. Out of the 12 candidates, 10 are women and 2 men. The Young Professionals will be assigned in majority to the Programme Sectors. The hiring of young professionals from non-represented Member States will have a positive impact on the geographical representation of Member States, bringing the representation rate from 78% to 80% (see paragraph 15).

8.    A new outreach strategy was launched in November 2018 with a view to expanding a pool of qualified candidates, particularly from non-represented and under-represented member states. It places emphasis on collaboration with Member States: to identify sources of quality candidates; to promote the work of UNESCO and identify suitable mechanisms to do so; and to jointly conduct outreach activities. As the first step, information briefings were conducted with targeted National Commissions and Permanent Delegations. HRM has also reached out to all Permanent Delegations in the form of a survey to identify Member States priority areas for outreach activities and investments. The input provided will be taken into account in the design and implementation of further activities in support of improved geographical representation. The new outreach strategy also calls for more coordination with Programme Sectors so as to identify and reach quality candidates in their respective areas.

9.    As part of the outreach efforts, outreach missions and job/career fairs as well as virtual career events for specific geographical regions and occupational groups have been undertaken. The advertisement of UNESCO's vacancies on UN Jobfinder, one of the most visited websites for candidates' job searches in international organizations, has also continued, while advertisements through Terra Firma and Impactpool, international recruitment advertising specialist firms, have also been conducted on an ad hoc basis, in order to attract qualified candidates as wide as possible. Other initiatives included sponsored trainee schemes (with, notably, the People's Republic of China and Singapore), which will contribute to expanding the pool of qualified candidates in the future.

**Geographical distribution by regional group**

10.    The principle of individual quotas for each Member State is the sole official criterion of the Organization. The presentation of the situation by Regional Group is a usual practice in this report but is for indicative purposes only. The index for regional groups is calculated by adding the value of the minimum and maximum ranges for each Member State belonging to the regional group.

**Evolution since January 2017**

11.    As shown in Table 3, the number of staff members from Regional Groups remained stable overall, with increases from 2 to 3 for Groups II, III, and IV. Groups V(a) and V(b) increased by 5 and 6 nationals respectively, while Group I increased by 11 nationals. The index remains unchanged between 2017 and 2018. Groups I, V(a) and V(b) are within the index. Groups II, III, and IV are below the minimum index.

**Table 3: Evolution of the geographical distribution by regional group
(January 2017-December 2018)**

| Regional groups* | Index January 2018 | | Jan. 2017 | Dec. 2018 | Difference between January 2017 and December 2018 | Status as at December 2018 |
|---|---|---|---|---|---|---|
| | Min. | Max. | | | | |
| Group I | 170 | 284 | 226 | 237 | +11 | Within index |
| Group II | 62 | 113 | 56 | 58 | +2 | Below minimum index |
| Group III | 83 | 157 | 65 | 68 | +3 | Below minimum index |
| Group IV | 156 | 277 | 119 | 121 | +2 | Below minimum index |
| *Group V(a) | 97 | 191 | 100 | 105 | + 5 | Within index |
| Group V(b) | 46 | 82 | 44 | 50 | +6 | Within index |

* Group I: Europe and North America; Group II: Eastern Europe; Group III: GRULAC; Group IV: ASPAC; Group V(a): Africa; Group V(b): Arab States

12.    Table 4 shows that non- and under-represented countries are present in all regional groups, including those that are within the index. While Group IV has the highest percentage of non-represented and under-represented Member States (68%), Group V(b) and Group III follow closely (58% and 55, respectively). Group II and Group V(a) have 48% and 49% of non-represented and

under-represented countries, respectively. Group I has the lowest percentage of non-represented and under-represented countries (33%).

**Table 4: Number of non- and under-represented Member States within each regional group as at December 2018**

| Regional groups* | Total number of Member States | Number and % of non-represented and under-represented Member States |
|---|---|---|
| Group I | 27 | 9 (33%) |
| Group II | 25 | 12 (48%) |
| Group III | 33 | 18 (55%) |
| Group IV | 44 | 30 (68%) |
| Group V(a) | 47 | 23 (49%) |
| Group V(b) | 19 | 11 (58%) |
| **Total** | **195** | **103 (53%)** |

## Representation at Director level and above by regional group

13.    The number of Directors on geographical posts increased from 59 to 66 (+7) between January 2017 and December 2018. Over that period, as shown in Table 5 below, the number of Directors increased by 4 in Groups I and V(b), and by 2 in Group II. Group V(a) remained stable, while Groups III and IV decreased by 1 and 2, respectively.

**Table 5. Geographical representation by regional group* of staff at Director level and above Variation between January 2018 and December 2018**

| | Directors and above level | | Difference between January 2017 and December 2018 |
|---|---|---|---|
| Regional groups* | Jan. 2017 | Dec. 2018 | |
| Group I | 23 (39%) | 27 (41%) | +4 |
| Group II | 2 (3%) | 4 (6,5%) | +2 |
| Group III | 9 (15%) | 8 (12%) | -1 |
| Group IV | 11 (19%) | 9 (13,5%) | -2 |
| Group V(a) | 9 (15%) | 9 (13,5%) | - |
| Group V(b) | 5 (9%) | 9 (13,5%) | +4 |
| **Total** | **59** | **66** | **+7** |

* Electoral groups: Group I: Europe and North America; Group II: Eastern Europe; Group III: GRULAC; Group IV: ASPAC; Group V (a): Africa and Group V(b): Arab States.

## Situation as at January 2019

14.    In January 2019, the geographical quotas we re-calculated, following two events: the withdrawal from UNESCO of the United States of America and Israel; and the adoption by the General Conference at its 39th session[2] of the revised scale of assessed contributions based on the revised scale of assessments adopted by the United Nations General Assembly at its 73th session. The quotas of 37 Member States were adjusted, and the Member States affected were duly informed (list of those Member States in Annex II). Of the 37 Member States, only three had a change in their respective representation status: the United Kingdom (previously over-represented) became

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2        39 C/Resolution 68

normally represented; Hungary and Switzerland (previously normally represented) became under-represented (see Annex II).

15.     As at January 2019, UNESCO counted 193 Member States, as compared with 195 as at 31 December 2018. Of these 193 Member States, 150, or 78%, are represented. The hiring of 12 young professionals in early 2019 will have a positive impact on geographical representation: the hiring of 4 young professionals who are nationals of non-represented Member States will bring the representation rate to 80%. Four Member States will become normally represented through the recruitment of young professionals from under-represented States. Finally, the Member States of which the other 4 young professionals are nationals will see their status improve, although they will remain under-represented.

## PART II – GENDER BALANCE OF STAFF

16.     This part of the report presents an update on the gender balance in the Secretariat, and a progress report on the Action Plan for Gender Parity for 2017-2022 (Annex VII), which aims at achieving gender parity at all levels, including at the Director level and above, by 2020.

17.     The population covered by this report is larger than in the geographical distribution report, since the gender data covers all staff on fixed-term contracts irrespective of the source of funding of their posts (geographical and non-geographical). While geographical distribution data is restricted to staff on geographical posts, as per the approved methodology.[3]

### Progress report: Gender balance at Director level and above

18.     As at December 2018, at the Director and above levels, women are a majority (51%) by a slight margin (see Table 6). From January 2017 to December 2018, the percentage of women Directors increased by 4%, going from 47% to 51%.

**Table 6. Senior personnel gender balance, by grade,
regular programme and extra-budgetary funds (January 2017 - January 2018)**

|  | Jan. 2017 | | | | | Dec. 2018 | | | | | Difference |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  | F | %F | M | %M | Total | F | %F | M | %M | Total | %F |
| DDG | - | - | 1 | 100% | 1 | - | - | 1 | 100% | 1 | - |
| ADG | 2 | 25% | 6 | 75% | 8 | 3 | 33% | 6 | 67% | 9 | +8% |
| D-2 | 11 | 73% | 4 | 27% | 15 | 11 | 55% | 9 | 45% | 20 | -18% |
| D-1 | 20 | 43% | 26 | 57% | 46 | 26 | 54% | 22 | 46% | 48 | +11% |
| **Total D** | **33** | **47%** | **37** | **53%** | **70** | **40** | **51%** | **38** | **49%** | **78** | **+4%** |
| P-5 | 46 | 34% | 88 | 66% | 134 | 38 | 30% | 89 | 70% | 127 | -4% |
| P-4 | 108 | 47% | 122 | 53% | 230 | 122 | 48% | 133 | 52% | 255 | +1% |
| P-3 | 166 | 52% | 152 | 48% | 318 | 177 | 54% | 148 | 46% | 325 | +2% |
| P-2/P-1 | 142 | 61% | 89 | 39% | 231 | 154 | 60% | 101 | 40% | 255 | -1% |
| **Total P** | **462** | **51%** | **451** | **49%** | **913** | **491** | **51%** | **471** | **49%** | **962** | **0%** |
| **Total D/P** | **495** | **50%** | **488** | **50%** | **983** | **531** | **51%** | **509** | **49%** | **1 040** | **1%** |
| **Total NO** | **74** | **50%** | **75** | **50%** | **149** | **93** | **53%** | **81** | **47%** | **174** | **3%** |
| **Total GS** | **569** | **60%** | **379** | **40%** | **948** | **583** | **60%** | **386** | **40%** | **969** | **0%** |
| **Total UNESCO** | **1138** | **55%** | **942** | **45%** | **2080** | **1207** | **55%** | **976** | **45%** | **2 183** | **0%** |

**Gender balance overall**

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[3]     In 32 C/Resolution 71, Report by the Director-General on the situation concerning the geographical distribution of staff.

19.    Women are a majority in the Secretariat (55%); in the General Service they represent 60%, and 53% in the National Professional Officer category. In the Professional category, women represent a slight majority (51%) as at December 2018.

20. UNESCO is among the highest-ranking agencies in this respect, while the average representation of women in the United Nations system is 44%.[4] At the junior levels, with 60% at P-1/P-2 level and 54% at P-3 level, women are the majority among UNESCO staff. Gender parity is near achievement at P-4 level (48%).

21.    However, more efforts need to be made at P-5 level, as the percentage of women is at 30%, having decreased by 4 percentage points since January 2017. This decrease is also the result of the promotion of women in P-5 posts to Director posts.

22.    Those levels that have not achieved the gender parity will be given focus in the implementation of the new outreach strategy.

23.    It should, however, be noted that the higher representation of women at the P-1/P-2 (60%) and P-3 (54%) levels, may help to increase the pool of qualified women at a later career stage, possibly reducing the imbalance at the P-5 level. To realise such a scenario, adequate career support should be given to women whose careers can be affected by a 'motherhood tax' (career breaks and slower progression for child birth and parenting reasons).

24.    As at December 2018, women represent the majority of Professional and above staff in the programme sectors taken as a whole (52%). The Education Sector (ED) has the largest percentage of women on board (62%), followed by the Culture Sector (CLT) (56%) and the Social and Human Sciences Sector (SHS) (55%). Progress has been made in the International Oceanographic Commission (IOC) (23%, increase by 7%), while the representation of women in the Communication and Information Sector (CI) decreased by 5 points (37%) and in the Natural Science Sector (SC) by 1 point (43%). Efforts need to continue to reach gender parity in these sectors.

**Table 7**
**Gender parity at Professional and Director level (P/D) in programme sectors***
**regular programme and extrabudgetary funds (January 2017– December 2018)**



*Excluding category 1 institutes and centres

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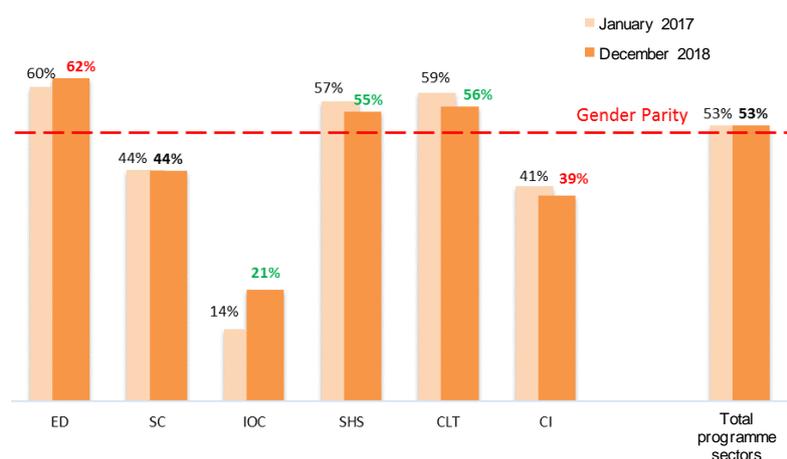
[4]    Personnel Statistics – Data as at 31 December 2017, *CEB/2018/HLCM/HR/10, 30 September 2018*

**PART III – CONCLUSION**

25.    As at December 2018, a total of 153 (78%) Member States were represented in UNESCO. The 2019 Young Professional Programme (YPP) should help to bring the level of representation to 80%, as YPs from non-represented countries will join the Organization.

26.    The Young Professionals Programme alone will not suffice, and sustained efforts in cooperation with Member States and National Commissions will continue to be made over the next biennia to reach the 85% target of Member States represented. The new outreach strategy, which has been launched to make progress on geographical representation and gender parity, will need to be implemented with rigor. However, it will require necessary collaboration and support from Member States to have a positive outcome.

27.    As of December 2018, UNESCO counts 55% of women; including 51% at the Director and above levels, and 51% at the Professional level. Efforts will need to be pursued to ensure that gender parity is maintained at all levels, as well as to improve the percentage of P-5 women staff. The Gender Parity Action Plan for 2017-2022 sets out several initiatives in support of achieving gender parity, and will continue to be implemented in support of this goal.

**Proposed decision**

28.    The Executive Board may wish to adopt a decision along the following lines:

The Executive Board,

1.    Recalling 204 EX/Decision 5.III.A,

2.    Takes note of the information provided by the Director-General regarding the situation of the geographical distribution and the gender balance of the staff as at December 2018;

3.    Invites the Director-General to submit to the Executive Board at its 209th session a report on the situation of the geographical distribution of the staff of the Secretariat and on the achievement of gender parity at the senior level.

**ANNEX I**

**GEOGRAPHICAL DISTRIBUTION OF THE STAFF**

**NOTE ON THE METHODOLOGY FOR THE CALCULATION
OF THE GEOGRAPHICAL QUOTAS IN UNESCO [5]**

UNESCO uses a formal geographical distribution mechanism. The current methodology for the calculation of geographical quotas was approved by the General Conference at its 32nd session in October 2003 (32 C/Resolution 71).

The methodology is based on a base figure. Three factors are used to determine the share of the base figure for allocation to Member States: the membership factor, the contribution factor and the population factor. The quota is expressed as a range of posts with a maximum (which triggers over-representation) and a minimum (which triggers under-representation).

**The base figure**

The base figure represents the total number of posts subject to geographical distribution (geographical posts). Geographical posts are established posts in the Professional and higher categories financed from the regular budget of the Organization, with the exception of language posts (interpreters, translators and revisers). The current base figure of 850 posts was set by the General Conference as from 1 January 1990 (25 C/Resolution 40).

**The factors**

To calculate the quota, UNESCO allocates to Member States a share of posts from the base figure, based on three factors:

The Membership factor (65%): recognizes the fact that a State, as a Member of the Organization, can expect to have a certain number of posts attributed to its nationals. This number is equal for all Member States. A minimum of two posts is attributed to each Member State.

The Contribution factor (30%): considers the Member States in proportion to their contribution to the regular budget.

The Population factor (5%): considers the Member States in proportion to the size of their respective population.

The method for calculating the quota is illustrated below:

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[5]     Updated in January 2019

$$\frac{850 \times 65\%}{\text{Number of Member States (193)}}$$

$$+$$

$$\frac{Cn \times 850 \times 30\%}{100}$$

$$+$$

$$\frac{Pn \times 850 \times 5\%}{TP}$$

$$=$$

Mid Point
(quotas)

850=Base Figure

65%, 30% and 5% =Ratio of membership, contribution and population

Number of Member States= 193 (since 01/01/2019)

Cn=Assessed contribution of Member state "n" to the regular budget

Pn=Size of the population of Member State "n"

TP= Total population of Member States "n"
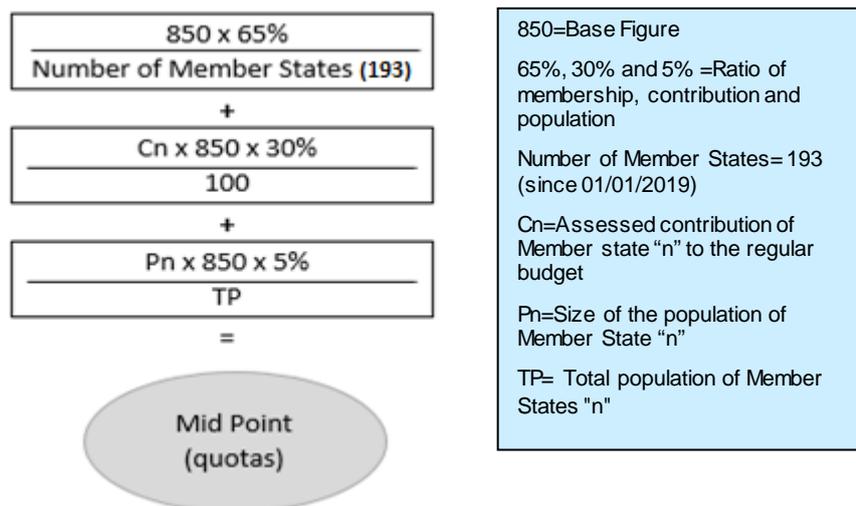
The ratios attributed to factors in UNESCO have evolved since 1995, as shown in Table 1 below:

**Table 1: Evolution of the ratio of factors for the calculation of geographical quotas**

| Factors | Prior to 1995 | 1995 | 1999 | 2003 |
|---|---|---|---|---|
| Membership Factor | 76% | 70% | 65% | 65% |
| Contribution Factor | 24% | 30% | 35% | 30% |
| Population Factor | – | – | – | 5% |

**The quota**

The quota is not construed as an absolute number of posts but as a mid-point with a desirable range of 25% above and 25% below this mid-point. The mid-point represents the ideal number of posts attributable to each Member State. The desirable range comprises two figures: the maximum and the minimum number of posts beyond which a Member State is considered over-represented or under-represented. Countries are normally represented when they are in the desirable range.

The lowest range of posts is two to four, which represents the minimum quota.
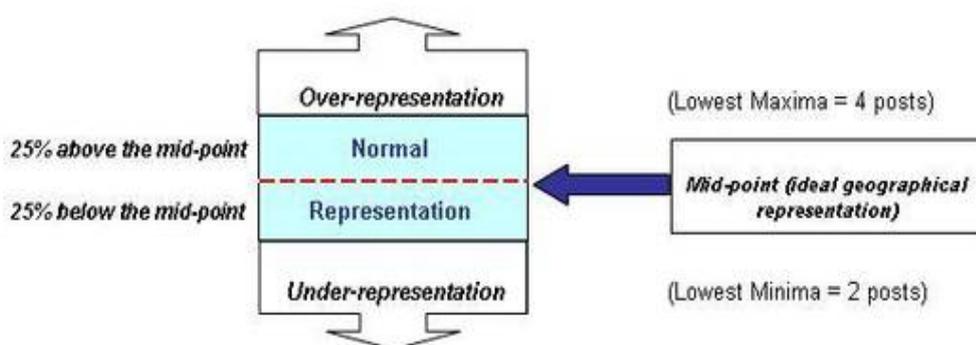
**ANNEX II**

**MEMBER STATES WHOSE QUOTAS HAVE BEEN MODIFIED FOLLOWING THE WITHDRAWAL OF THE UNITED STATES OF AMERICA AND ISRAEL, AND THE REVISION OF THE SCALE OF ASSESSED CONTRIBUTIONS FOR 2019**

| Member States | Acronym | Group | Quotas 2018 | | Quotas 2019 | |
| --- | --- | --- | --- | --- | --- | --- |
| | | | Max. | Min. | Max. | Min. |
| Argentina | ARG | Group III | 7 | 4 | 8 | 5 |
| Australia | AUS | Group IV | 11 | 7 | 13 | 8 |
| Belgium | BEL | Group I | 6 | 4 | 7 | 4 |
| Canada | CAN | Group I | 13 | 8 | 15 | 9 |
| China | CHN | Group IV | 39 | 23 | 63 | 38 |
| Democratic Republic of the Congo | COD | Group Va | 4 | 2 | 4 | 3 |
| Denmark | DNK | Group I | 5 | 3 | 6 | 4 |
| France | FRA | Group I | 20 | 12 | 22 | 13 |
| Germany | DEU | Group I | 24 | 15 | 29 | 18 |
| Hungary | HUN | Group II | 4 | 2 | 4 | 3 |
| India | IND | Group IV | 15 | 9 | 17 | 10 |
| Indonesia | IDN | Group IV | 7 | 4 | 8 | 5 |
| Italy | ITA | Group I | 16 | 10 | 18 | 11 |
| Japan | JPN | Group IV | 35 | 21 | 40 | 24 |
| Kuwait | KWT | Group Vb | 4 | 3 | 5 | 3 |
| Mexico | MEX | Group III | 9 | 5 | 10 | 6 |
| Netherlands | NLD | Group I | 8 | 5 | 9 | 6 |
| New Zealand | NZL | Group IV | 4 | 3 | 5 | 3 |
| Nigeria | NGA | Group Va | 6 | 3 | 6 | 4 |
| Norway | NOR | Group I | 6 | 4 | 7 | 4 |
| Pakistan | PAK | Group IV | 5 | 3 | 6 | 3 |
| Poland | POL | Group II | 6 | 4 | 7 | 4 |
| Qatar | QAT | Group Vb | 4 | 3 | 5 | 3 |
| Republic of Korea | KOR | Group IV | 10 | 6 | 13 | 8 |
| Romania | ROU | Group II | 4 | 3 | 5 | 3 |
| Russian Federation | RUS | Group II | 14 | 9 | 15 | 9 |
| Saudi Arabia | SAU | Group Vb | 7 | 4 | 9 | 5 |
| Singapore | SGP | Group IV | 5 | 3 | 6 | 3 |
| Slovakia | SVK | Group II | 4 | 2 | 4 | 3 |
| Spain | ESP | Group I | 12 | 7 | 13 | 8 |
| Switzerland | CHE | Group I | 7 | 4 | 8 | 5 |
| Turkey | TUR | Group I | 7 | 4 | 10 | 6 |
| Ukraine | UKR | Group II | 4 | 3 | 4 | 2 |
| United Arab Emirates | ARE | Group Vb | 6 | 3 | 6 | 4 |
| United Kingdom of Great Britain and Northern Ireland | GBR | Group I | 18 | 11 | 23 | 14 |
| Venezuela (Bolivarian Republic of) | VEN | Group III | 6 | 3 | 7 | 4 |
| Viet Nam | VNM | Group IV | 4 | 3 | 5 | 3 |

# ANNEX III

## GEOGRAPHICAL DISTRIBUTION BY MEMBER STATES AND BY GRADE, STATUS AS AT DECEMBER 2018

☐ : *Under- and non-represented Member States*

| | Member States | Acronym | Group | DDG | ADG | D2 | D1 | P5 | P4 | P3 | P2 | P1 | Total | Max. | Min. | Situation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Afghanistan | AFG | Group IV | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 2 | Albania | ALB | Group II | | | | 1 | | 1 | | | | 2 | 4 | 2 | = |
| 3 | Algeria | DZA | Group Vb | | | | 1 | | | | 3 | | 4 | 4 | 3 | = |
| 4 | Andorra | AND | Group I | | | | | | | | | | | 4 | 2 | O |
| 5 | Angola | AGO | Group Va | | | | | | | | | | | 4 | 2 | O |
| 6 | Antigua and Barbuda | ATG | Group III | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 7 | Argentina | ARG | Group III | | | | | 3 | 2 | 2 | 2 | | 9 | 7 | 4 | + |
| 8 | Armenia | ARM | Group II | | | | | | | | | | | 4 | 2 | O |
| 9 | Australia | AUS | Group IV | | | | 1 | 1 | 2 | 1 | 1 | | 6 | 11 | 7 | - |
| 10 | Austria | AUT | Group I | | | | | 1 | 2 | | 1 | | 4 | 6 | 4 | = |
| 11 | Azerbaijan | AZE | Group II | | | | | | 1 | | 2 | | 3 | 4 | 2 | = |
| 12 | Bahamas | BHS | Group III | | | | | | | | | | | 4 | 2 | O |
| 13 | Bahrain | BHR | Group Vb | | | | | | | | | | | 4 | 2 | O |
| 14 | Bangladesh | BGD | Group IV | | | | | | | 2 | 1 | | 3 | 5 | 3 | = |
| 15 | Barbados | BRB | Group III | | | | | | | | | | | 4 | 2 | O |
| 16 | Belarus | BLR | Group II | | | | | 1 | | | | | 1 | 4 | 2 | - |
| 17 | Belgium | BEL | Group I | | | 1 | | 4 | 3 | 3 | | | 11 | 6 | 4 | + |
| 18 | Belize | BLZ | Group III | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 19 | Benin | BEN | Group Va | | | | | | 2 | 1 | 3 | | 6 | 4 | 2 | + |
| 20 | Bhutan | BTN | Group IV | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 21 | Bolivia (Plurinational State of) | BOL | Group III | | | | | | | 2 | | | 2 | 4 | 2 | = |
| 22 | Bosnia and Herzegovina | BIH | Group II | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 23 | Botswana | BWA | Group Va | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 24 | Brazil | BRA | Group III | | | | 2 | | 1 | 2 | 1 | | 6 | 17 | 10 | - |
| 25 | Brunei Darussalam | BRN | Group IV | | | | | | | | | | | 4 | 2 | O |
| 26 | Bulgaria | BGR | Group II | | | | | 2 | 2 | 1 | 2 | | 7 | 4 | 2 | + |
| 27 | Burkina Faso | BFA | Group Va | | | | | 1 | 1 | 1 | 2 | | 5 | 4 | 2 | + |
| 28 | Burundi | BDI | Group Va | | | | | | 3 | | 1 | | 4 | 4 | 2 | = |
| 29 | Cabo Verde | CPV | Group Va | | | | | | | | | | | 4 | 2 | O |
| 30 | Cambodia | KHM | Group IV | | | | | 1 | | | 1 | | 2 | 4 | 2 | = |
| 31 | Cameroon | CMR | Group Va | | | | | 1 | 1 | 3 | 3 | 1 | 9 | 4 | 2 | + |
| 32 | Canada | CAN | Group I | | | | 2 | 4 | 6 | 1 | 3 | | 16 | 13 | 8 | + |
| 33 | Central African Republic | CAF | Group Va | | | | | | | | | | | 4 | 2 | O |
| 34 | Chad | TCD | Group Va | | | | | | | | | | | 4 | 2 | O |
| 35 | Chile | CHL | Group III | | 1 | | | | 1 | 1 | 1 | | 4 | 5 | 3 | = |
| 36 | China | CHN | Group IV | 1 | | | 1 | 2 | 3 | 2 | 1 | | 10 | 39 | 23 | - |
| 37 | Colombia | COL | Group III | | | 1 | | | 2 | 1 | | | 4 | 5 | 3 | = |
| 38 | Comoros | COM | Group Va | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 39 | Congo | COG | Group Va | | 1 | | | | 1 | 2 | | | 4 | 4 | 2 | = |
| 40 | Cook Islands | COK | Group IV | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 41 | Costa Rica | CRI | Group III | | | | 1 | | 1 | | | | 2 | 4 | 2 | = |
| 42 | Côte d'Ivoire | CIV | Group Va | | | | | | 2 | 1 | | | 3 | 4 | 2 | = |
| 43 | Croatia | HRV | Group II | | | | | | 2 | | | | 2 | 4 | 2 | = |
| 44 | Cuba | CUB | Group III | | | | | 1 | 2 | | 1 | | 4 | 4 | 2 | = |

| | Member States | Acronym | Group | DDG | ADG | D2 | D1 | P5 | P4 | P3 | P2 | P1 | Total | Max. | Min. | Situation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 45 | Cyprus | CYP | Group I | | | | | | | 2 | | | 2 | 4 | 2 | = |
| 46 | Czechia | CZE | Group II | | | | | 1 | | 2 | | | 3 | 5 | 3 | = |
| 47 | Democratic People's Republic of Korea | PRK | Group IV | | | | | 1 | 1 | | | | 2 | 4 | 2 | = |
| 48 | Democratic Republic of the Congo | COD | Group Va | | | | | 1 | | 1 | 1 | | 3 | 4 | 2 | = |
| 49 | Denmark | DNK | Group I | | | | 2 | 3 | 2 | | | | 7 | 5 | 3 | + |
| 50 | Djibouti | DJI | Group Va | | | | | 1 | 1 | | | | 2 | 4 | 2 | = |
| 51 | Dominica | DMA | Group III | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 52 | Dominican Republic | DOM | Group III | | | | | | | | | | | 4 | 2 | O |
| 53 | Ecuador | ECU | Group III | | | | | 1 | | 1 | 1 | | 3 | 4 | 2 | = |
| 54 | Egypt | EGY | Group Vb | | | | 1 | | 1 | | | | 2 | 5 | 3 | - |
| 55 | El Salvador | SLV | Group III | | | | | | | | | | | 4 | 2 | O |
| 56 | Equatorial Guinea | GNQ | Group Va | | | | | | | | | | | 4 | 2 | O |
| 57 | Eritrea | ERI | Group Va | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 58 | Estonia | EST | Group II | | | | 1 | | | | | | 1 | 4 | 2 | - |
| 59 | Eswatini | SWZ | Group Va | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 60 | Ethiopia | ETH | Group Va | | | | | | 1 | 3 | 1 | 1 | 6 | 4 | 3 | + |
| 61 | Fiji | FJI | Group IV | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 62 | Finland | FIN | Group I | | | | | 1 | 3 | | | | 4 | 5 | 3 | = |
| 63 | France | FRA | Group I | | | 3 | 1 | 8 | 14 | 15 | 9 | | 50 | 20 | 12 | + |
| 64 | Gabon | GAB | Group Va | | | | | | | | 1 | | | 4 | 2 | - |
| 65 | Gambia | GMB | Group Va | | | 1 | | 2 | | | 2 | | 5 | 4 | 2 | + |
| 66 | Georgia | GEO | Group II | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 67 | Germany | DEU | Group I | | | 2 | 1 | 3 | 5 | 8 | 2 | | 21 | 24 | 15 | = |
| 68 | Ghana | GHA | Group Va | | | | 1 | | | | | | 1 | 4 | 2 | - |
| 69 | Greece | GRC | Group I | | | | | | 4 | 2 | | | 6 | 5 | 3 | + |
| 70 | Grenada | GRD | Group III | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 71 | Guatemala | GTM | Group III | | | | | | | | | | | 4 | 2 | O |
| 72 | Guinea | GIN | Group Va | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 73 | Guinea-Bissau | GNB | Group Va | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 74 | Guyana | GUY | Group III | | | | | | | | | | | 4 | 2 | O |
| 75 | Haiti | HTI | Group III | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 76 | Honduras | HND | Group III | | | | | | 1 | | 1 | | 2 | 4 | 2 | = |
| 77 | Hungary | HUN | Group II | | | | | 1 | | 1 | | | 2 | 4 | 2 | = |
| 78 | Iceland | ISL | Group I | | | | | | | | | | | 4 | 2 | O |
| 79 | India | IND | Group IV | | | | 3 | 4 | 2 | | 1 | | 10 | 15 | 9 | = |
| 80 | Indonesia | IDN | Group IV | | | | | | | 2 | 1 | | 3 | 7 | 4 | - |
| 81 | Iran (Islamic Republic of) | IRN | Group IV | | | | | | | | 1 | | 1 | 6 | 3 | - |
| 82 | Iraq | IRQ | Group Vb | | | | | | | 1 | | | 1 | 4 | 3 | - |
| 83 | Ireland | IRL | Group I | | | | | | 2 | | 2 | | 4 | 5 | 3 | = |
| 84 | Israel | ISR | Groupe I | | | | | | 2 | 1 | | | 3 | 5 | 3 | = |
| 85 | Italy | ITA | Group I | | | 1 | | 3 | 8 | 7 | 5 | 1 | 25 | 16 | 10 | + |
| 86 | Jamaica | JAM | Group III | | | | | | | 1 | 1 | | 2 | 4 | 2 | = |
| 87 | Japan | JPN | Group IV | | | | 1 | | 4 | 11 | 15 | 1 | 32 | 35 | 21 | = |
| 88 | Jordan | JOR | Group Vb | | | 1 | | 1 | | 1 | | 1 | 4 | 4 | 2 | = |
| 89 | Kazakhstan | KAZ | Group IV | | | | | | | 1 | | | 1 | 4 | 3 | - |
| 90 | Kenya | KEN | Group Va | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 91 | Kiribati | KIR | Group IV | | | | | | | | | | | 4 | 2 | O |
| 92 | Kuwait | KWT | Group Vb | | | | | | | | | | | 4 | 3 | O |
| 93 | Kyrgyzstan | KGZ | Group IV | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 94 | Lao People's Democratic Republic | LAO | Group IV | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |

| | Member States | Acronym | Group | DDG | ADG | D2 | D1 | P5 | P4 | P3 | P2 | P1 | Total | Max. | Min. | Situation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 95 | Latvia | LVA | Group II | | | | | | | 2 | | | 2 | 4 | 2 | = |
| 96 | Lebanon | LBN | Group Vb | | | | 1 | 1 | 2 | 2 | 1 | | 7 | 4 | 2 | + |
| 97 | Lesotho | LSO | Group Va | | | | | | | | | | | 4 | 2 | O |
| 98 | Liberia | LBR | Group Va | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 99 | Libya | LBY | Group Vb | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 100 | Lithuania | LTU | Group II | | | | | | 2 | 1 | | | 3 | 4 | 2 | = |
| 101 | Luxembourg | LUX | Group I | | | | | | | | | | | 4 | 2 | O |
| 102 | Madagascar | MDG | Group Va | | | | 1 | | | 1 | | | 2 | 4 | 2 | = |
| 103 | Malawi | MWI | Group Va | | | | 1 | | | | | | 1 | 4 | 2 | - |
| 104 | Malaysia | MYS | Group IV | | | | | | 2 | 2 | | | 4 | 5 | 3 | = |
| 105 | Maldives | MDV | Group IV | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 106 | Mali | MLI | Group Va | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 107 | Malta | MLT | Group I | | | | | | | | | | | 4 | 2 | O |
| 108 | Marshall Islands | MHL | Group IV | | | | | | | | | | | 4 | 2 | O |
| 109 | Mauritania | MRT | Group Vb | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 110 | Mauritius | MUS | Group Va | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 111 | Mexico | MEX | Group III | | | | 1 | 2 | 2 | 5 | 2 | | 12 | 9 | 5 | + |
| 112 | Micronesia (Federated States of) | FSM | Group IV | | | | | | | | | | | 4 | 2 | O |
| 113 | Monaco | MCO | Group I | | | | | | | | | | | 4 | 2 | O |
| 114 | Mongolia | MNG | Group IV | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 115 | Montenegro | MNE | Group II | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 116 | Morocco | MAR | Group Vb | | | | | | 5 | 1 | 2 | | 8 | 4 | 2 | + |
| 117 | Mozambique | MOZ | Group Va | | | | 3 | 1 | | | | | 4 | 4 | 2 | = |
| 118 | Myanmar | MMR | Group IV | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 119 | Namibia | NAM | Group Va | | | | | | | 1 | 1 | | 2 | 4 | 2 | = |
| 120 | Nauru | NRU | Group IV | | | | | | | | | | | 4 | 2 | O |
| 121 | Nepal | NPL | Group IV | | | | | | 3 | 2 | 1 | | 6 | 4 | 2 | + |
| 122 | Netherlands | NLD | Group I | | | | 3 | | | 3 | | | 6 | 8 | 5 | = |
| 123 | New Zealand | NZL | Group IV | | | | | 1 | 1 | 1 | 1 | | 4 | 4 | 3 | = |
| 124 | Nicaragua | NIC | Group III | | | | 1 | | | 1 | | | 2 | 4 | 2 | = |
| 125 | Niger | NER | Group Va | | | | | 2 | | 1 | 1 | | 4 | 4 | 2 | = |
| 126 | Nigeria | NGA | Group Va | | | | | | 1 | 1 | | | 2 | 6 | 3 | - |
| 127 | Niue | NIU | Group IV | | | | | | | | | | | 4 | 2 | O |
| 128 | Norway | NOR | Group I | | | | | | 3 | 1 | | | 4 | 6 | 4 | = |
| 129 | Oman | OMN | Group Vb | | | 1 | | | | | 1 | | 2 | 4 | 2 | = |
| 130 | Pakistan | PAK | Group IV | | | | | 1 | 1 | 1 | 1 | | 4 | 5 | 3 | = |
| 131 | Palau | PLW | Group IV | | | | | | | | | | | 4 | 2 | O |
| 132 | Palestine | PSE | Group Vb | | | | | | | 2 | | | 2 | 4 | 2 | = |
| 133 | Panama | PAN | Group III | | | | | | | | | | | 4 | 2 | O |
| 134 | Papua New Guinea | PNG | Group IV | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 135 | Paraguay | PRY | Group III | | | | | | | 1 | 1 | | 2 | 4 | 2 | = |
| 136 | Peru | PER | Group III | | | | | | 1 | | | | 1 | 4 | 3 | - |
| 137 | Philippines | PHL | Group IV | | | | | 1 | 1 | | 2 | | 4 | 5 | 3 | = |
| 138 | Poland | POL | Group II | | | | | 1 | | 2 | | | 3 | 6 | 4 | - |
| 139 | Portugal | PRT | Group I | | | | | | 1 | 1 | 1 | | 3 | 5 | 3 | = |
| 140 | Qatar | QAT | Group Vb | | | | | | | | 1 | | 1 | 4 | 3 | - |
| 141 | Republic of Korea | KOR | Group IV | | | 1 | 1 | 1 | 1 | 5 | 1 | | 10 | 10 | 6 | = |
| 142 | Republic of Moldova | MDA | Group II | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 143 | Romania | ROU | Group II | | | | 1 | | 2 | 2 | 1 | | 6 | 4 | 3 | + |
| 144 | Russian Federation | RUS | Group II | | 1 | | | 2 | 3 | | 1 | | 7 | 14 | 9 | - |
| 145 | Rwanda | RWA | Group Va | | | | | | | | | | | 4 | 2 | O |

| | Member States | Acronym | Group | DDG | ADG | D2 | D1 | P5 | P4 | P3 | P2 | P1 | Total | Max. | Min. | Situation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 146 | Saint Kitts and Nevis | KNA | Group III | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 147 | Saint Lucia | LCA | Group III | | | | | | | | 2 | | 2 | 4 | 2 | = |
| 148 | Saint Vincent and the Grenadines | VCT | Group III | | | | | | | | | | | 4 | 2 | O |
| 149 | Samoa | WSM | Group IV | | | | | | | | | | | 4 | 2 | O |
| 150 | San Marino | SMR | Group I | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 151 | Sao Tome and Principe | STP | Group Va | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 152 | Saudi Arabia | SAU | Group Vb | | | | | 1 | | | 1 | | 2 | 7 | 4 | - |
| 153 | Senegal | SEN | Group Va | | | | | 1 | 2 | 2 | 1 | | 6 | 4 | 2 | + |
| 154 | Serbia | SRB | Group II | | | | | | | | 1 | | 1 | 4 | 2 | - |
| 155 | Seychelles | SYC | Group Va | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 156 | Sierra Leone | SLE | Group Va | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 157 | Singapore | SGP | Group IV | | | | | | | 1 | | | 1 | 5 | 3 | - |
| 158 | Slovakia | SVK | Group II | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 159 | Slovenia | SVN | Group II | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 160 | Solomon Islands | SLB | Group IV | | | | | | | | | | | 4 | 2 | O |
| 161 | Somalia | SOM | Group Va | | | | | | | | | | | 4 | 2 | O |
| 162 | South Africa | ZAF | Group Va | | | 1 | | 1 | 2 | 1 | 1 | | 6 | 5 | 3 | + |
| 163 | South Sudan | SSD | Group Va | | | | | | | | | | | 4 | 2 | O |
| 164 | Spain | ESP | Group I | | | | | 7 | 3 | 4 | 3 | | 17 | 12 | 7 | + |
| 165 | Sri Lanka | LKA | Group IV | | | | | | | | | | | 4 | 2 | O |
| 166 | Sudan | SDN | Group Vb | | | | | 1 | | | | | 1 | 4 | 2 | - |
| 167 | Suriname | SUR | Group III | | | | | | | | | | | 4 | 2 | O |
| 168 | Sweden | SWE | Group I | | | | 1 | | 2 | | | | 3 | 7 | 4 | |
| 169 | Switzerland | CHE | Group I | | 1 | | | 1 | | 2 | | | 4 | 7 | 4 | |
| 170 | Syrian Arab Republic | SYR | Group Vb | | | | | 2 | | 1 | | | 3 | 4 | 2 | = |
| 171 | Tajikistan | TJK | Group II | | | | | | | | | | | 4 | 2 | O |
| 172 | Thailand | THA | Group IV | | | | | | | 1 | | | 1 | 5 | 3 | - |
| 173 | The former Yugoslav Republic of Macedonia | MKD | Group II | | | | | 1 | 1 | | | | 2 | 4 | 2 | = |
| 174 | Timor-Leste | TLS | Group IV | | | | | | | | | | | 4 | 2 | O |
| 175 | Togo | TGO | Group Va | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 176 | Tonga | TON | Group IV | | | | | | | | | | | 4 | 2 | O |
| 177 | Trinidad and Tobago | TTO | Group III | | | | | | 1 | | 1 | | 2 | 4 | 2 | = |
| 178 | Tunisia | TUN | Group Vb | | 1 | 1 | | 1 | 2 | 4 | 1 | | 10 | 4 | 2 | + |
| 179 | Turkey | TUR | Group I | | | 1 | | | 1 | | 1 | | 3 | 7 | 4 | - |
| 180 | Turkmenistan | TKM | Group IV | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 181 | Tuvalu | TUV | Group IV | | | | | | | | | | | 4 | 2 | O |
| 182 | Uganda | UGA | Group Va | | | | | | | 4 | | | 4 | 4 | 2 | = |
| 183 | Ukraine | UKR | Group II | | | | | | | 3 | 1 | | 4 | 4 | 3 | = |
| 184 | United Arab Emirates | ARE | Group Vb | | | | | | | | | | | 6 | 3 | O |
| 185 | United Republic of Tanzania | TZA | Group Va | | | | | | 1 | | | | 1 | 4 | 2 | - |
| 186 | United States of America | USA | | | | | 2 | 5 | 7 | 7 | 2 | | 23 | 76 | 46 | - |
| 187 | United Kingdom of Great Britain and Northern Ireland | GBR | Group I | | 1 | 2 | | 7 | 3 | 4 | 3 | | 20 | 18 | 11 | + |
| 188 | Uruguay | URY | Group III | | | | | | | 1 | | | 1 | 4 | 2 | - |
| 189 | Uzbekistan | UZB | Group II | | | | | | 1 | 1 | | | 2 | 4 | 2 | = |
| 190 | Vanuatu | VUT | Group IV | | | | | | | | | | | 4 | 2 | O |
| 191 | Venezuela (Bolivarian Republic of) | VEN | Group III | | | | 1 | | | | | | 1 | 6 | 3 | - |
| 192 | Viet Nam | VNM | Group IV | | | | | | 1 | 2 | 1 | | 4 | 4 | 3 | = |
| 193 | Yemen | YEM | Group Vb | | | | | | | 1 | | | 1 | 4 | 2 | - |

| | Member States | Acronym | Group | DDG | ADG | D2 | D1 | P5 | P4 | P3 | P2 | P1 | Total | Max. | Min. | Situation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 194 | Zambia | ZMB | Group Va | | | | | | 1 | | 1 | | 2 | 4 | 2 | = |
| 195 | Zimbabwe | ZWE | Group Va | | | | | | | 2 | 1 | | 3 | 4 | 2 | = |
| | Total | | | 1 | 8 | 17 | 39 | 101 | 162 | 179 | 102 | 1 | 610 | | | |

**ANNEX IV**

| NORMALLY REPRESENTED MEMBER STATES (69) | | | |
|---|---|---|---|
| Afghanistan | Democratic People's Republic of Korea | Madagascar | Republc of Moldova |
| Albania | Democratic Republic of the Congo | Malaysia | Saint Kitts and Nevis |
| Algeria | Djibouti | Mali | Saint Lucia |
| Austria | Ecuador | Mauritius | Seychelles |
| Azerbaljan | Finland | Mozambique | Sw itzerland |
| Bangladesh | Germany | Namibia | Syrian Arab Republic |
| Bolivia (Plurinational State of) | Honduras | Netherlands | The former Yugoslav Republic of Macedonia |
| Burundi | Hungary | New Zealand | Togo |
| Cambodia | India | Nicaragua | Trinidad and Tobago |
| Chile | Ireland | Niger | Uganda |
| Colombia | Israel | Norw ay | Ukraine |
| Congo | Jamaica | Oman | Uzbekistan |
| Costa Rica | Japan | Pakistan | Viet Nam |
| Côte d'Ivoire | Jordan | Palestine | Zambia |
| Croatia | Kenya | Paraguay | Zimbabw e |
| Cuba | Lao People's Democratic Republic | Philippines | |
| Cyprus | Latvia | Portugal | |
| Czechia | Lithuania | Republic of Korea | |
| OVER-REPRESENTED MEMBER STATES (23) | | | |
| Argentina | Canada | Italy | Senegal |
| Belgium | Denmark | Lebanon | South Africa |
| Benin | Ethiopia | Mexico | Spain |
| Bulgaria | France | Morocco | Tunisia |
| Burkina Faso | Gambia | Nepal | United Kingdom of Great Britain and Northern Ireland |
| Cameroon | Greece | Romania | |
| UNDER-REPRESENTED MEMBER STATES (61) | | | |
| Antigua and Barbuda | Fiji | Maldives | Singapore |
| Australia | Gabon | Mauritania | Slovakia |
| Belarus | Georgia | Mongolia | Slovenia |
| Belize | Ghana | Montenegro | Susan |
| Bhutan | Grenada | Myanmar | Sw eden |
| Bosnia and Herzegovina | Guinea | Nigeria | Thailand |
| Botsw ana | Guinea-Bissau | Papua New Guinea | Turkey |
| Brazil | Haiti | Peru | Turkmenistan |
| China | Indonesia | Poland | United Republic of Tanzania |
| Comoros | Iran, Islamic Republic of | Qatar | United States of America |
| Cook Islands | Iraq | Russian Federation | Uruguay |
| Dominica | Kazakhstan | San Marino | Venezuela (Bolivarian Republic of) |

| Egypt | Kyrgyzstan | Sao Tome and Principe | Yémen |
|---|---|---|---|
| Eritrea | Liberia | Saudi Arabia | |
| Estonia | Libya | Serbia | |
| Eswatini | Malawi | Sierra Leone | |
| **NON-REPRESENTED MEMBER STATES (42)** | | | |
| Andorra | El Salvador | Micronesia (Federated States of) | South Sudan |
| Angola | Equatorial Guinea | Monaco | Sri Lanka |
| Armenia | Guatemala | Nauru | Suriname |
| Bahamas | Guyana | Niue | Tajikistan |
| Bahrain | Iceland | Palau | Timor-Leste |
| Barbados | Kiribati | Panama | Tonga |
| Brunei Darussalam | Kuwait | Rwanda | Tuvalu |
| Cabo Verde | Lesotho | Saint Vincent and the Grenadines | United Arab Emirates |
| Central African Republic | Luxembourg | Samoa | Vanuatu |
| Chad | Malta | Solomon Islands | |
| Dominican Republic | Marshall Islands | Somalia | |

**ANNEX V**

**LIST OF MEMBER STATES WHICH HAVE CHANGED REPRESENTATION STATUS
BETWEEN JANUARY 2017 AND DECEMBER 2018**

1.    Member States **NORMALLY REPRESENTED in DECEMBER 2018 that were:**:

| UNDER-REPRESENTED in JANUARY 2017 | OVER-REPRESENTED in JANUARY 2017 |
|---|---|
| Azerbaijan | Ireland |
| Chile | Netherlands |
| Kenya | |
| Palestine | |
| Paraguay | |
| Switzerland | |

2.    Member States **UNDER REPRESENTED in DECEMBER 2018** that were:

| NON-REPRESENTED in JANUARY 2017 | NORMALLY REPRESENTED in JANUARY 2017 |
|---|---|
| Haiti | Australia |
| Mauritania | Bosnia and Herzegovina |
| | Mongolia |
| | Nigeria |

3.    Member States **NON-REPRESENTED in DECEMBER 2018** that were:

| UNDER-REPRESENTED in JANUARY 2017 |
|---|
| Andorra |
| Bahamas |
| Barbados |
| Dominican Republic |
| Guatemala |
| Luxembourg |
| Panama |
| Rwanda |
| Somania |

4. Member States **OVER-REPRESENTED in DECEMBER 2018** that were:

| NORMALLY REPRESENTED in JANUARY 2017 |
|---|
| Argentina |
| Benin |
| Greece |
| Mexico |
| Senegal |
| South Africa |
| United Kingdom of Great Britain and Northern Ireland |

**ANNEX VI**

## UNESCO GEOGRAPHICAL DISTRIBUTION ACTION PLAN FOR 2017-2022

| OBJECTIVE 1: Increase the number of represented and normally represented countries to achieve a more balanced geographical distribution | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Expected Results** | **Initiatives** | **Performance Indicators** | **Timeframe** | **Responsible** | | | **Progress Update** |
| | | | | **HRM** | **Managers** | **Staff** | |
| 1. 85% represented countries by 2022<br>2. 40% normally represented countries by 2022 | (a) Recruit Young Professionals each biennium from non- (NR) and under-represented (UR) countries, and ensure that at least 70% of the P1/P2 posts be retained for the Young Professional Programme.<br><br>(b) Create a roster for pre-selected YPP candidates in the e-recruit system to enable managers to identify qualified candidates for project assignment or other posts.<br><br>(c) Use new technology, such as webinars, to outreach qualified candidates from UR/NR countries.<br><br>(d) Keep traditional direct contact with candidates from UR/NR countries, through missions, job fairs, etc.<br><br>(e) Organize meetings with regional groups, especially ASPAC, GRULAC and Africa, and individual meetings with targeted UR/NR countries.<br><br>(f) Contact Heads of field offices of UNESCO to contribute to engaging UR/NR countries.<br><br>(g) Implement the requirement that short-lists for all levels include at list one candidate from NR/UR countries.<br><br>(h) Attract more candidates from NR/UR countries through UNV or other similar programmes. | Number of represented countries<br><br>Number of normally represented countries | **2017-2022** | ✓ | ✓ | | |

| OBJECTIVE 2: Achieve a better balance among regional groups at senior level (Director and above) | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Expected Results** | **Initiatives** | **Key Performance Indicators (KPI)** | **Time-frame** | **Responsible** | | | **Progress Update** |
| | | | | **HRM** | **Managers CAB/GE** | **Staff** | |
| 3. Enhanced geographical balance of senior level staff across regional groups by 2022 | (a) Establish specific objectives for senior posts (starting from P-5 and above) with each sector/bureau based on the forecasted vacancy rate, taking into account the impact of upcoming retirements over the next 6 years. | Representation of Director staff and above across regional groups | **2017-2022** | ✓ | ✓ | ✓ | |

**ANNEX VII**

**UNESCO GENDER PARITY ACTION PLAN FOR 2017-2022**

| OBJECTIVE 1: Achieve Gender Parity at all levels, including at Senior Level [6] | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Expected Results | Initiatives | Performance Indicators | Time-frame | Responsible | | | | Progress Update |
| | | | | HRM | Managers | CAB/GE | Staff | |
| 1. Gender balance achieved at all levels, including at senior level (P-5 and above). | 1.1 Establish gender targets at senior level by Sector/Bureau based on an assessment of the situation and monitor on regular basis.<br>1.2 Set up outreach activities to increase the number of candidates from the under-represented gender: Contact professional associations and networks, and advertise P-5 and above posts through them.<br>Outreach toward potential candidates through missions, webinars.<br>Create roster for candidates in the e-recruitment system.<br>Work with other United Nations agencies to identify qualified candidates of the under-represented gender at senior level positions<br>1.3 Take measures at selection stage to increase the number of the under-represented gender.<br>1.4 Implement requirement that short-lists include at least one qualified candidate of the under-represented gender; for P-5 posts and above, apply a hiring ratio of 1 to 1, in order to achieve parity | Gender Parity (50%) is achieved at Director and P-5 level.<br>Number of qualified applicants from the under-represented gender increased. | **2017-2020** | ✓ | ✓ | ✓ | | |

| OBJECTIVE 2: Enhance women's professional development through dedicated training initiatives | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Expected Results | Initiatives | Performance Indicators | Time-frame | Responsible | | | | Progress Update |
| | | | | HRM | Managers | CAB/GE | Staff | |
| 2. Increased number of women ready to take on new roles including leadership roles, and equipped with the required competencies and skills | 2.1 Launch mentoring programme for P-3/P-4 women staff.<br>2.2 Organize training workshops for women staff such as on networking and succeeding in interviews.<br>2.3 Develop "Women in Leadership" modules for women staff at P-4 and above levels. | % of women participating in development activities.<br>% of women appointed to senior posts where there is no parity<br>Effectiveness rate with the learning and development activities | **2017-2022** | ✓ | ✓ | ✓ | ✓ | |

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[6]     Rev. December 2017.

| OBJECTIVE 3: A gender equality conscious workplace | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Expected Results** | **Initiatives** | **Performance Indicators** | **Time-frame** | **Responsible** | | | | **Progress Update** |
| | | | | **HRM** | **Managers** | **CAB/GE** | **Staff** | |
| 3. Enhanced awareness of gender equality and gender unconscious bias | 3.1 Include a module on Gender Equality in training programmes, such as induction and leadership<br><br>3.2 Monitor the implementation of the mandatory Gender Equality training for all staff.<br><br>3.3 Ensure Gender Equality is included in the interview process. Add interview questions on gender equality to assess candidates' competencies on gender equality matters; ensure that awareness of gender unconscious bias is included in competency-based interview training for hiring managers<br><br>3.4 Develop and implement actions to reduce gender unconscious bias. | Effectiveness of training programmes<br><br>% of staff attending the Gender Equality training | **2017-2022** | ✓ | ✓ | ✓ | ✓ | |
| 4. Gender conscious performance appraisal | 4.1 Include Gender Equality indicators in the performance appraisal of managers. | | **2018** | ✓ | | ✓ | ✓ | |

| OBJECTIVE 4: A gender friendly workplace contributing to professional growth | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Expected Results** | **Initiatives** | **Performance Indicators** | **Time-frame** | **Responsible** | | | | **Progress Update** |
| | | | | **HRM** | **Managers** | **CAB/GE** | **Staff** | |
| 5. Exit interview for departing P/D staff | 5.1 Conduct exit interviews with Professional and above staff who leave UNESCO | Number of exit interviews conducted | **2017-2022** | ✓ | | | ✓ | |
| 6. Work-life balance working arrangements | 6.1 Telework policy and other flexible work modalities | Number of staff taking up telework and their satisfaction rate, as well as the effectiveness of these arrangements within a team.<br><br>Other flexible work modalities as required | **2017-2022** | ✓ | | | | |
| 7. Enhanced role of Gender Focal Points | 7.1 Include Gender Focal points duties and responsibilities in the respective job descriptions. | Job descriptions reflecting gender focal points responsibilities | **2018** | ✓ | | ✓ | | |
| 8. Setup informal gender networks | 8.1 Support the setup of informal networks of HR staff/managers working on gender. | Output/outcome of the meetings within the gender networks | **2017-2022** | ✓ | | | | |

United Nations
Educational, Scientific and
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Item **5** of the provisional agenda

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AT THEIR PREVIOUS SESSIONS**

**PART III**

**HUMAN RESOURCES ISSUES**

A.     **Report on the geographical distribution and gender balance of the staff of the Secretariat and progress on the implementation of the measures taken to redress any imbalance**

**CORRIGENDUM**

With regard to Annexes III and IV, it should be noted that on 14 February 2019, the former Yugoslav Republic of Macedonia became North Macedonia.

<u>Item **5** of the provisional agenda</u>

**FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY
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**PART III**

**HUMAN RESOURCES ISSUES**

A.    **Report on the geographical distribution and gender balance of the staff of the Secretariat and progress on the implementation of the measures taken to redress any imbalance**

**CORRIGENDUM 2**

Paragraph 24 should read as follows:

24.    As at December 2018, women represented the majority of Professional and above staff in the programme sectors taken as a whole (53%). The Education Sector (ED) has the largest percentage of women on board (62%), followed by the Culture Sector (CLT) (56%) and the Social and Human Sciences Sector (SHS) (55%). Representation remains stable in the Natural Sciences Sector (SC), at 44%, while it has fallen slightly by two percentage points (39%) in the Communication and Information Sector (CI). Progress has been made in the secretariat of the Intergovernmental Oceanographic Commission (IOC) (21%, that is, up by seven percentage points). Efforts need to continue to reach gender parity in these sectors.