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**Guidelines of the Cultural Activities Committee of the United Nations Office at Geneva (2010)**

[Hide details for Mandate](http://www.unog.ch/__80256ee600594458.nsf/(httpPages)/862eee926f5048ff80256ef4007750d9?OpenDocument&ExpandSection=2,4,3#_Section1)Mandate

1. The Cultural Activities Committee is the advisory body established by the Director-General of the United Nations Office at Geneva (UNOG) to consider proposals of cultural activities submitted to the United Nations Office at Geneva. The Cultural Activities Committee shall make recommendations for approval by the Director-General.
2. The Cultural Activities Committee shall review and consider proposals for cultural activities submitted by a Member State or observer through its Permanent Mission, by the United Nations Secretariat or its staff associations, by a Secretariat department/office or organ/body or by a specialized agency or other United Nations institution. **Any proposal originating from a Non-Governmental Organization must be submitted by one of the aforementioned entities.** [bold/underline added]
3. The Cultural Activities Committee deliberates and exercises its authority independently. Its decisions are guided by the relevant rules and procedures governing the use of the premises of UNOG (IC/Geneva/2005/14) and by the rules and criteria set forth below.
4. Decisions by the Cultural Activities Committee shall be final and, unless otherwise expressly agreed, shall be taken by consensus.

[Hide details for Composition](http://www.unog.ch/__80256ee600594458.nsf/(httpPages)/862eee926f5048ff80256ef4007750d9?OpenDocument&ExpandSection=1,4,3#_Section2)Composition

1. The Cultural Activities Committee is composed of representatives of the main services, sections and units of UNOG:
2. Chairman: Chief Librarian;  
     
   Vice-Chairman: Chief of Central Support Services;  
     
     
   Other members: Chief of Registry, Records and Archives Unit; Chief of Buildings Unit; Editor of Tech-News; Chief of Languages Service; Chief of Security and Safety Section; Liaison Officer of Non-Governmental Organizations; Chief of Buildings and Engineering Section; Chief of User Services Section, Library; Director of United Nations Information Service, Geneva; Chief of Protocol, Office of the Director-General, UNOG;  
     
     
   Secretariat: Cultural Activities Assistant;  
     
   Coordinator: Cultural Activities Coordinator.
3. The Chairman may invite additional Departments or Offices or representatives of an organ or body of the organizations of the United Nations system with relevant experience and credentials to participate in the meetings of the Committee.

[Hide details for Review of proposals](http://www.unog.ch/__80256ee600594458.nsf/(httpPages)/862eee926f5048ff80256ef4007750d9?OpenDocument&ExpandSection=1,2,4#_Section3)Review of proposals

1. A cultural activity is an activity promoting dialogue among civilizations as defined in General Assembly resolution A/RES/56/6 and confirmed by General Assembly resolution A/RES/60/4.
2. Any proposal of a cultural activity shall be communicated to the Cultural Activities Committee through its Chairman or Coordinator at least three months before the proposed date of the cultural activity. The proposal shall be accompanied by a detailed description.
3. The cultural activity must be compatible with the values, purposes and principles of the United Nations, in both content and presentation and shall not be of a profit generating or otherwise commercial nature.
4. The theme(s) of the cultural activity must be international or universal in character and of relevance to the fields of activity of United Nations institutions. Proposals focusing on a specific individual, country or Non-Governmental Organization **shall be authorized only if the subject has a direct relationship or relevance to the goals or activities of the United Nations, and is fully supported by it.**
5. **The Cultural Activities Committee may, at its discretion, reject a proposal** in part or in its entirety, or require the elimination or alteration of any part thereof, in particular **if it considers the proposal apt to contravene the promotion of a dialogue among civilizations.** [bold/underline added]
6. Following the review of the Cultural Activities Committee, the Director-General shall inform the Requesting Entity of his decision.

[Hide details for Organization of a cultural activity](http://www.unog.ch/__80256ee600594458.nsf/(httpPages)/862eee926f5048ff80256ef4007750d9?OpenDocument&ExpandSection=1,2,3#_Section4)Organization of a cultural activity

1. The Coordinator for Cultural Activities shall coordinate the arrangements for the organization of a cultural activity in cooperation with the Conference Services Division, Division of Administration (particularly its Central Support Services, Financial Resources Management Service), Security and Safety Section and Information Service.
2. The Coordinator for Cultural Activities, or in his absence the Chairman of the Cultural Activities Committee, shall be the Cultural Activities Committee’s focal point for the Requesting Entity and the services and sections of UNOG involved in the organization.
3. The Committee, through its Chairman or Coordinator, shall decide upon the space to be allocated for a cultural activity and upon its date and duration, according to the availability of an appropriate venue and scheduling requirements. In case of scheduling conflicts, priority shall be given to proposals relating to commemorations or observances established by the General Assembly or other governing bodies of the United Nations system, and proposals linked to current meetings and conferences held at UNOG.
4. The Committee, through its Chairman or Coordinator, shall be entitled to inspect the artworks and items delivered for a cultural activity and to amend or reject, in whole or in part, those items considered at variance with these guidelines.

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