

UK NATIONAL COMMISSION FOR UNESCO ACCREDITATION POLICY

August 2015

All UK nominations for UNESCO designations and prizes must be submitted through the UK National Commission for UNESCO (UKNC) or one of its partners, depending on the category of accreditation. This is to help ensure that all UK nominations are of the highest standard and to provide support and advice to individuals and organisations in accessing these accreditations.

When submitting an application or nomination, you can expect that the following quality control standards will be applied:

- The assessment is made by **independent, qualified experts** in the appropriate field
- The assessors have **no conflict of interest** concerning the applications reviewed
- The assessment process is applied **transparently and consistently**
- Applications are **open** to all qualified candidates and institutions and are advertised widely

The UKNC and its partners run tailored peer review processes for the following UNESCO accreditations:

- [Biosphere Reserves](#) (process overseen by UK MAB Committee)
- [Category 2 Institutes and Centres](#) (process overseen by UK National Commission for UNESCO)
- [Chairs and UNITWIN Network](#) (processed overseen by UK National Commission for UNESCO)
- [Creative Cities](#) (process overseen by UK National Commission for UNESCO)
- [Expert Network](#) (process overseen by UK National Commission for UNESCO)
- [Global Geoparks](#) (process overseen by UK Global Geoparks Forum)
- [Goodwill Ambassadors & Artists For Peace](#) (process overseen by UK National Commission for UNESCO)
- [L'Oréal-UNESCO For Women in Science UK & Ireland Fellowships](#) (process overseen by L'Oréal-UNESCO For Women In Science Programme and UK National Commission for UNESCO)
- [International Committee membership](#) (process overseen by UK National Commission for UNESCO)
- [Memory of the World Register](#) (process overseen by UK Memory of the World Committee)
- [Patronage](#) (process overseen by UK National Commission for UNESCO)
- [Prizes](#) (process overseen by UK National Commission for UNESCO)
- [UNESCO Associated Schools \(ASPnet\)](#) (process overseen by UNESCO Associated Schools Network Coordinator)
- [World Heritage](#) (process overseen by UK Department for Culture, Media and Sport)
- [Other UNESCO bids](#) e.g. World Book Capital, Youth Forum (process overseen by UK National Commission for UNESCO)

Process for submitting an application or nomination

1. Contact the UK National Commission for UNESCO:

Contact the UKNC at the earliest opportunity to inform them of your intent to apply. This will allow the UKNC to confirm your eligibility, answer any questions you may have and advise you on your application. This will

also provide the UKNC with enough prior warning to identify suitable independent peer reviewers to evaluate your submission.

2. Submit Application:

You will be required to submit your application or nomination to the UKNC before the final deadline for submission to UNESCO. When the application is received, UKNC staff will undertake an initial review to ensure that your application is complete.

3. Independent Assessment:

For each nomination the UKNC identifies a minimum of three independent experts in a relevant field to peer review the application. The reviewers are guided by the criteria and guidelines of the prize or designation and their expert knowledge of the sector/issues in question. Reviewers are asked to recommend either:

- endorsement;
- endorsement contingent on further information, clarification, or changes to the current nomination or;
- not to endorse

In cases where there is a limit to the number of nominations a country can submit, stronger nominations will be given preference for endorsement, as determined by the external reviewers. Differences in reviewer recommendations are reconciled by the relevant UKNC Director and Board Chairman, who hold final authority on endorsement decisions. These decisions are final, although applicants are entitled to an explanation of any decision regarding their application. We reserve the right for our independent reviewers to remain anonymous.

4. Submission to UNESCO:

If your application is successful, a letter of endorsement from the UKNC will be included in your application. UNESCO will only accept complete applications.

5. UNESCO Assessment:

UNESCO has different internal review procedures for its various prizes and accreditations. A decision will be relayed to the UKNC or directly to the applicant, depending on the category of accreditation or prize.

Deadlines

Rolling deadlines:

Some accreditations have rolling deadlines, where an application may be submitted at any time of the year. These include:

- Patronage requests
- Goodwill Ambassador nominations
- Artist for Peace nominations

The UKNC will accept applications for these designations at any time, though please inform the UKNC of your intention to submit an application at the earliest opportunity.

Fixed deadlines:

Most accreditations have fixed deadlines with annual or biennial application cycles.

IMPORTANT: The deadlines that UNESCO publicises are the **final** deadline by which time the **full** application, with UKNC endorsement, must be submitted. **UK applicants must submit their applications to the UKNC at least 3 weeks before this date.** While the UKNC will make every effort to publicise this earlier deadline, this is not always possible. Please contact the UKNC Secretariat (details below) to confirm an application deadline if necessary.

Submitting your application

All applications should be sent to the UK National Commission for UNESCO at:

Post to: Ms Andrea Blick
UK National Commission for UNESCO
Suite 98, 3 Whitehall Court
London SW1A 2EL

Email to (preferred): Andrea Blick at ablick@unesco.org.uk

Telephone Enquiries to: +44 (0)207 766 3491