



United Nations
Educational, Scientific and
Cultural Organization



UNESCO
Associated
Schools

UNESCO Associated Schools Network

Guide for National Coordinators

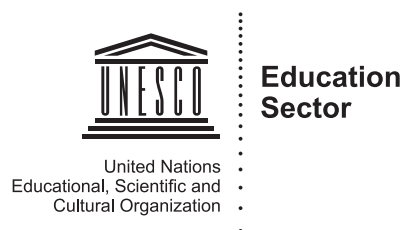


UNESCO Associated Schools Network

Guide for National Coordinators

UNESCO Education Sector

Education is UNESCO's top priority because it is a basic human right and the foundation on which to build peace and drive sustainable development. UNESCO is the United Nations' specialized agency for education and the Education Sector provides global and regional leadership in education, strengthens national education systems and responds to contemporary global challenges through education with a special focus on gender equality and Africa.



The Global Education 2030 Agenda

UNESCO, as the United Nations' specialized agency for education, is entrusted to lead and coordinate the Education 2030 Agenda, which is part of a global movement to eradicate poverty through 17 Sustainable Development Goals by 2030. Education, essential to achieve all of these goals, has its own dedicated Goal 4, which aims to *"ensure inclusive and equitable quality education and promote lifelong learning opportunities for all."* The Education 2030 Framework for Action provides guidance for the implementation of this ambitious goal and commitments.



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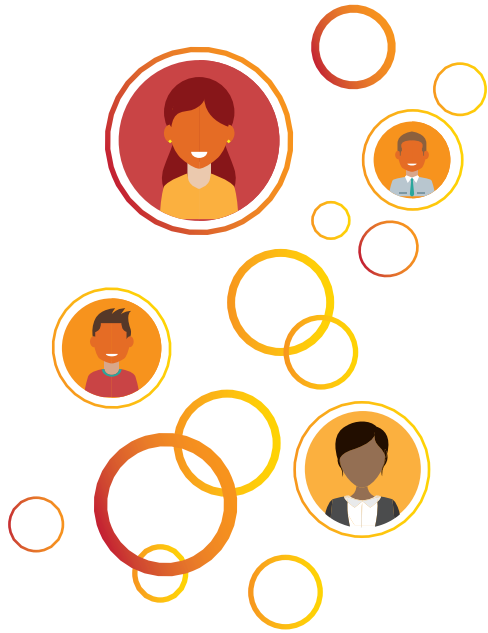
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1 History and name¹



1.1

In 1953, UNESCO launched a project called *Scheme of Co-ordinated Experimental Activities in Education for Living in a World Community*² with the participation of 33 secondary schools in 16 Member States³. The purpose of the project was to “encourage the development of education in the aims and activities of the United Nations and the Specialized Agencies, and in the principles of the Universal Declaration of Human Rights”⁴.

1.2

In 1957, the project was renamed the *Associated Schools Project in Education for International Understanding and Co-operation*⁵, and in 1963, the number of participating schools grew to reach 191 in 42 Member States. In 1971, it was re-baptized the *Associated Schools Project in Education for International Cooperation and Peace*⁶, and the cooperation among the participating schools intensified. In UNESCO’s Programme and Budget for 1998-1999, the schools involved in the project – 4,224 in 137 countries⁷ – were referred to for the first time as the *Associated Schools Project Network*⁸, with the acronym ASPnet.

1.3

Currently, ASPnet represents a global network with more than 11,000 registered schools in 182 countries. As the activities of the members of the network have been diversified beyond the initial framework of a single project, the word “Project” has been dropped and the network is now called the **UNESCO Associated Schools Network**. However, its acronym, **ASPnet**, remains unchanged to ensure the continuity of the network’s institutional history.

¹ [UNESCO Associated School Project Network \(ASPnet\): Historical Review 1953 – 2003, UNESCO 2003](#)

² Further to Resolution 1.341, 7th session of the UNESCO General Conference, 1952

³ Belgium, Costa Rica, Ecuador, Federal Republic of Germany, France, Japan, Netherlands, Norway, Pakistan, Philippines, Sweden, Switzerland, United Kingdom of Great Britain and Northern Ireland, United States of America, Uruguay and Yugoslavia (in: [Meeting Report UNESCO/ED/133](#) of 21 January 1954)

⁴ Resolution 1.341, 7th session of the UNESCO General Conference, 1952

⁵ Document UNESCO/ED/149 of 4 February 1957

⁶ Document ED/MD/19, 1971

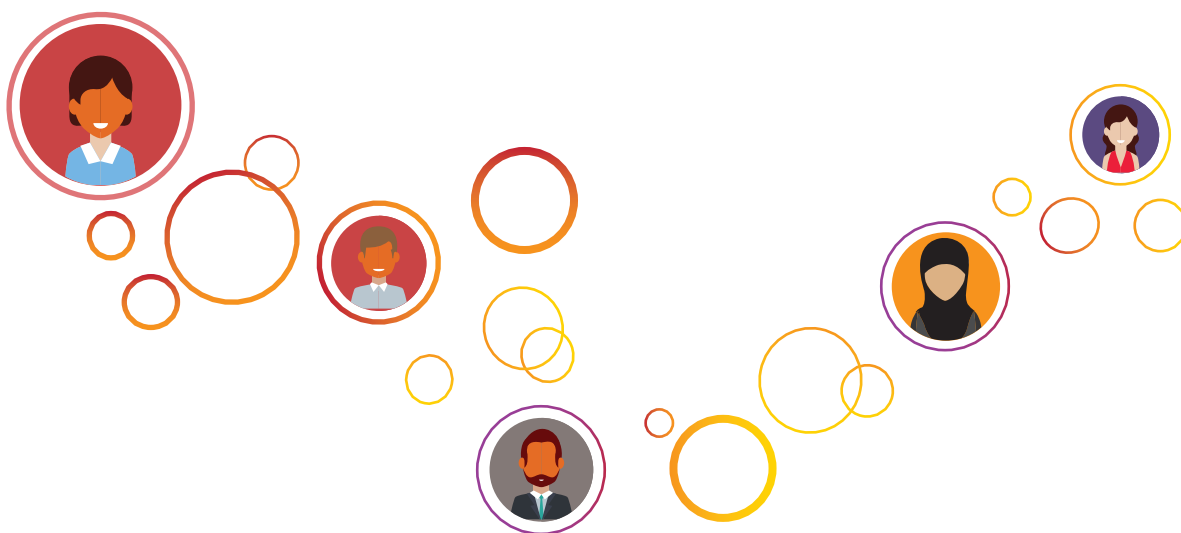
⁷ [UNESCO’s Associated Schools Project Network \(ASPnet\) – List of Participating Institutions](#), UNESCO 1997

⁸ [Approved Programme and Budget for 1998-1999](#), Document 29 C/5, Paragraph 06028, UNESCO, 1998

2 Mission



ASPnet aims to “construct the defences of peace in the minds” of its students, by placing UNESCO’s values and objectives prominently in the organization, lessons, projects and policies of the participating schools. It emphasizes the [four pillars of education](#) as defined in the Report to UNESCO of the International Commission of Education for the Twenty-first Century, *Learning: The Treasure Within*⁹: learning to know, learning to do, learning to be and, above all, **learning to live together**.



⁹ [Learning: The Treasure Within: Report to UNESCO of the International Commission on Education for the Twenty-First Century; UNESCO 1996](#)

3 Objectives



3.1

ASPnet promotes the values and principles enshrined in the [Constitution of UNESCO](#) and the [Charter of the United Nations](#), including fundamental rights and human dignity, gender equality, social progress, freedom, justice and democracy, respect for diversity and international solidarity.¹⁰

3.2

It serves UNESCO's mandate¹¹ and key functions, namely to act as a laboratory of ideas, to strengthen international and regional cooperation, to develop institutional and human capacities and to contribute to developing policies and setting standards. ASPnet contributes to the laboratory function by pioneering innovative and creative pedagogies to translate global concepts into practices at the school level and to advance the transformation of education systems and policies. As a global network, it fosters cooperation, knowledge sharing and partnerships among like-minded schools around the world.

3.3

ASPnet intends to provide opportunities for its members to develop a sense of belonging to the global community. It also contributes to the achievement of the [Sustainable Development Goals \(SDGs\) adopted in 2015](#). ASPnet particularly focuses on target 4.7 of SDG 4 - Education 2030, on global citizenship education (GCED) and education for sustainable development (ESD).

¹⁰ ASPnet is explicitly mentioned in the 1974 [Recommendation concerning Education for International Understanding, Co-operation and Peace and Education relating to Human Rights and Fundamental Freedoms](#) – one of the major international normative documents on education.

¹¹ UNESCO is responsible for coordinating international cooperation in education, science, culture and communication, in order to contribute to building peace.

4 Governance

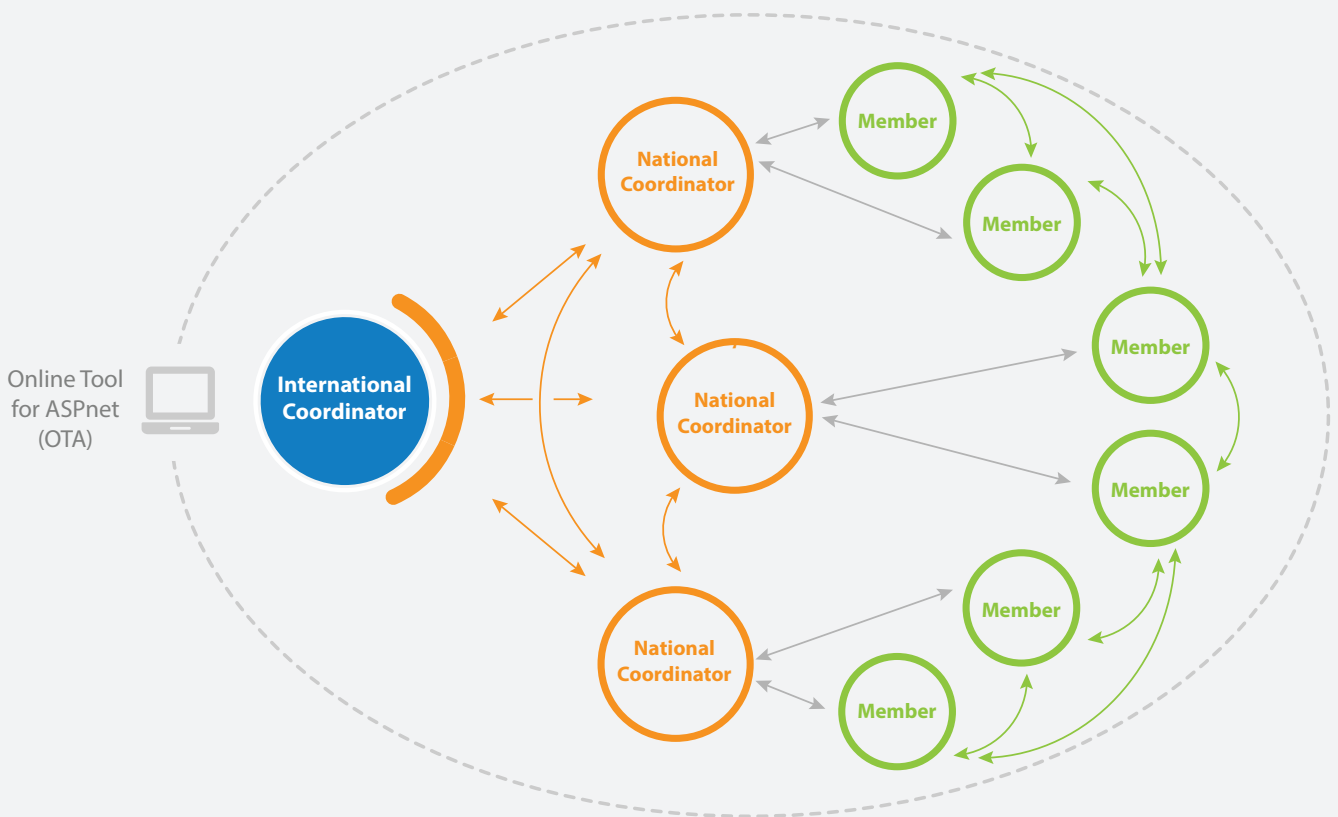
4.1

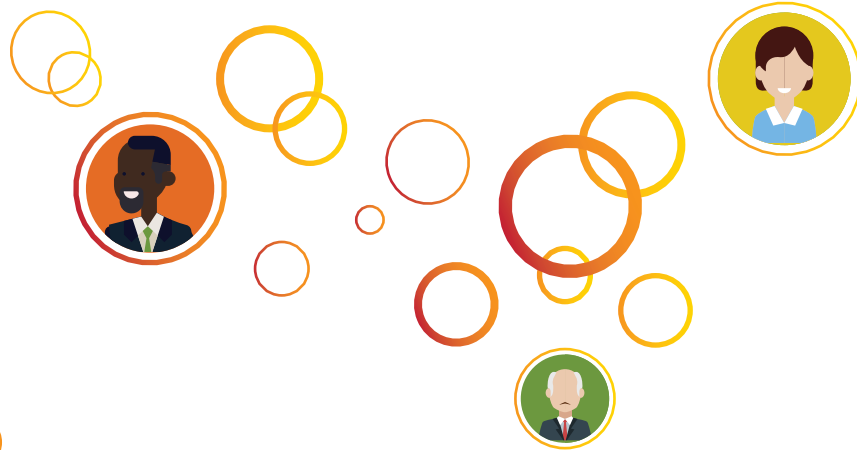
The governance structure of ASPnet consists of three parties:

- a. International Coordinator at UNESCO Headquarters,
- b. National Coordinators in the participating countries, and
- c. Members (UNESCO-certified ASPnet schools).

An [Online Tool for ASPnet \(OTA\)](#) is available to facilitate efficient cooperation, networking and communication among the three parties.

Figure 1: Governance Structure of ASPnet





4.2

International Coordinator

The International Coordinator, who is in charge of ASPnet in the Education Sector at UNESCO Headquarters, is responsible for the global coordination and management of the network, providing the National Coordinators with strategic, technical and quality-assurance guidance. He/she has the delegated authority of UNESCO to certify membership to ASPnet and steers the planning of UNESCO's global projects and activities, in collaboration with UNESCO programme sectors, field offices and institutes. The International Coordinator maintains frequent communication with National Coordinators, facilitates collaboration between countries and regions, and develops communication materials and mechanisms to make the network visible as an agent for change. He/she reports to UNESCO's governing bodies on the activities of ASPnet, based on the annual reports submitted by the National Coordinators and the information provided by the members through OTA (see Section 7: Reporting).



4.3

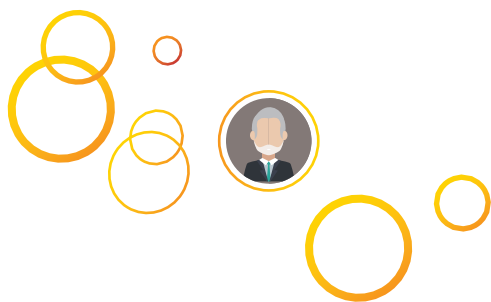
National Coordinators

A National Coordinator is appointed by the country's National Commission for UNESCO¹² and is responsible for overseeing the operation and management of ASPnet, including quality assurance, at the country level. Under the authority of the National Commission¹³, he/she links ASPnet schools with national authorities and the International Coordinator at UNESCO, and encourages and supports the development and implementation of ASPnet activities in the country. National Coordinators may be assisted in their tasks by decentralized teams or coordinators. As communication gates between the members and the International Coordinator, National Coordinators are responsible for relaying information from the International Coordinator to the members, with support for implementation where necessary and possible, and for reporting the countries' ASPnet activities to the International Coordinator (See Annex 1: Specific Tasks of the National Coordinator, Annex 2: Profile of a National Coordinator and Annex 3: Responsibilities of National Commissions for UNESCO).

4.4

Members

Schools¹⁴ are the members of ASPnet. In every member school, the principal nominates an ASPnet focal point, who liaises with their National Coordinator and with other members and partners. Schools are the main actors of ASPnet, responsible for the development and implementation of their own innovative projects and for other initiatives and approaches that contribute to a whole-school approach (see also Section 8.5). They are also the main beneficiaries and targets of the projects initiated by their National Coordinator and/or the International Coordinator. One of their important responsibilities is to share their experiences with their National Coordinator, with other schools, domestically and abroad, for mutual learning, and with their communities, widening the impact of ASPnet (see Section 5, in particular 5.3, for responsibilities of members. See also Section 8.12 on the difference between ASPnet schools and UNESCO Clubs).



4.5

Online tools for ASPnet (OTA)

[OTA](#) is the main platform that allows the three key actors of ASPnet to connect with one another on a daily basis to manage all their administrative and project-related communication processes for ASPnet, including the [admission process of new members](#) (see Section 5.4). It is a space where the ASPnet community can share ideas, find resources, dialogue virtually and collaborate with one another. Through its public website, OTA increases the visibility of the network and its members. Managed by UNESCO Headquarters, it requires the contributions of all National Coordinators and members, who have individual user IDs and passwords in order to update and upload information directly. OTA is accessible through the Internet and mobile devices without office or home broadband. Wi-Fi in public settings, power lines or satellite communications can also be used to go online.

¹² In some countries, the National Coordinator is designated by another government entity such as the Ministry of Education and operates under the authority of this entity, in liaison with the National Commission for UNESCO.

¹³ See footnote 12.

¹⁴ The term "schools" includes all types and levels of educational institutions defined in Section 5.1.

5 Membership

5.3

5.1

Eligibility

Membership to ASPnet is open to all public or private schools and teacher training institutions recognized by national authorities. Both formal and non-formal institutions providing pre-primary, primary, secondary, technical or vocational education or teacher training are eligible.¹⁵

5.2

Criterion

The main [membership criterion](#) is the voluntary commitment made by the school leadership and community to promote UNESCO's values, ideals and work through:

- a. using innovative and participatory methodologies and approaches,
- b. providing safe, sustainable, non-violent, inclusive and effective learning environments for all their students,
- c. interacting with schools in their own country and other countries.

These aspects of the commitment are examined in the application process. Members must also commit to fulfilling the membership requirements listed below.

Requirements

Members must uphold UNESCO's values and principles and perform a set of tasks satisfactorily to display and keep their membership status. The tasks are **minimum standards** set by UNESCO to assure quality in the operation and management of ASPnet and to guarantee that members contribute to the network, fulfilling its mission and objectives. These tasks are as follows:

- a. submission of an annual work plan¹⁶ to the National Coordinator, with a description of the expected achievements;
- b. submission of an annual report to the National Coordinator, using the template provided by him/her (*see Section 7.2*);
- c. participation, every school year, in at least one global or regional project, contest, or campaign proposed by UNESCO, or in a related national activity proposed by the National Coordinator;
- d. celebration of at least two United Nations days, selected from the ASPnet calendar on OTA, involving the entire school community;
- e. external display of a sign of ASPnet membership at the school, as instructed/ provided by the National Coordinator (*see Section 5.9*);
- f. informing their school community about the ASPnet membership (through staff, parent and student meetings; posters; school website, etc.);
- g. updating their information on OTA at least twice every year (contact data, school statistics and activities), if necessary with the help of the National Coordinator, another member or a partner (*see Section 8.4*).

According to the national context, the National Coordinator may establish additional requirements for membership, in consultation with the International Coordinator.

¹⁵ See also Section 8.2. - Can universities become ASPnet members?

¹⁶ In some countries, planning meetings may be held instead.

5.4

Admission process

Schools that want to join ASPnet must apply [online on OTA](#). The admission process is described in greater detail in Figure 2 and Annex 5 (*Online Tool for ASPnet workflow for membership admission*). In exceptional cases when there are technical difficulties in submitting or processing admissions online, the International Coordinator can provide, upon request, hard-copy forms to the National Coordinator, for submission by mail. There is no admission fee, nor any membership fee to be paid by schools.

5.5

Preparatory period

A preparatory period of at least one year is recommended for membership candidates, after the expression of interest (step 1 of Figure 2) or the application (step 3) is submitted to the National Coordinator. Countries can devise their own national pre-selection and preparatory processes within the overall guidelines provided by UNESCO.

5.6

Certification

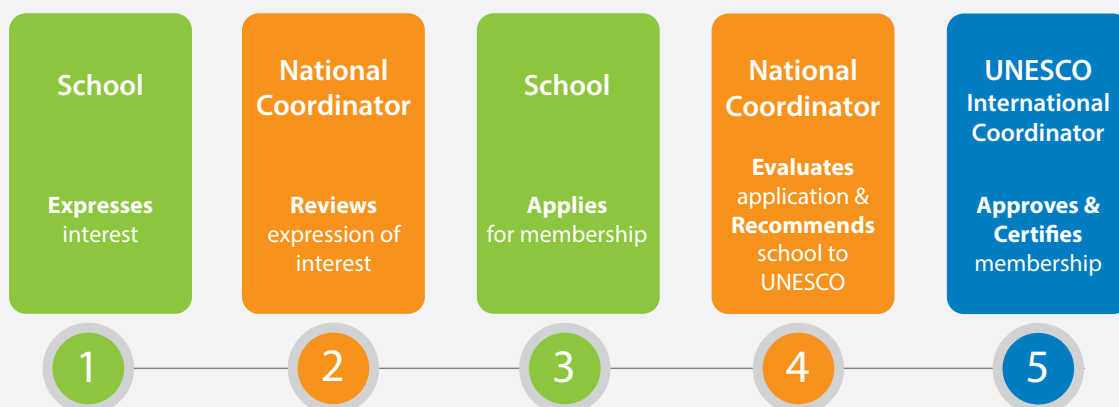
Membership is granted and certified exclusively by UNESCO (step 5 of Figure 2), based on the recommendation received from the National Coordinator. UNESCO sends an electronic membership confirmation to the school and the National Coordinator. UNESCO also sends a signed original certificate to the National Coordinator for transmission to the new member. When certified, schools are included in the global UNESCO ASPnet Directory and receive from UNESCO a login and tutorial for the use of OTA. Only those schools officially certified by UNESCO are called ASPnet members.

5.7

Duration

Membership has a fixed duration, which ranges from three to five years and is determined flexibly by the National Coordinator within the given range. Membership can be renewed for the same duration, as long as the required conditions are fulfilled. The main means of verification is the annual member's report (*see Section 7*), which the National Coordinator can complement by visits or other monitoring and/or evaluation measures. UNESCO may also carry out selective monitoring exercises for quality assurance.

Figure 2: How to become an ASP member



5.8

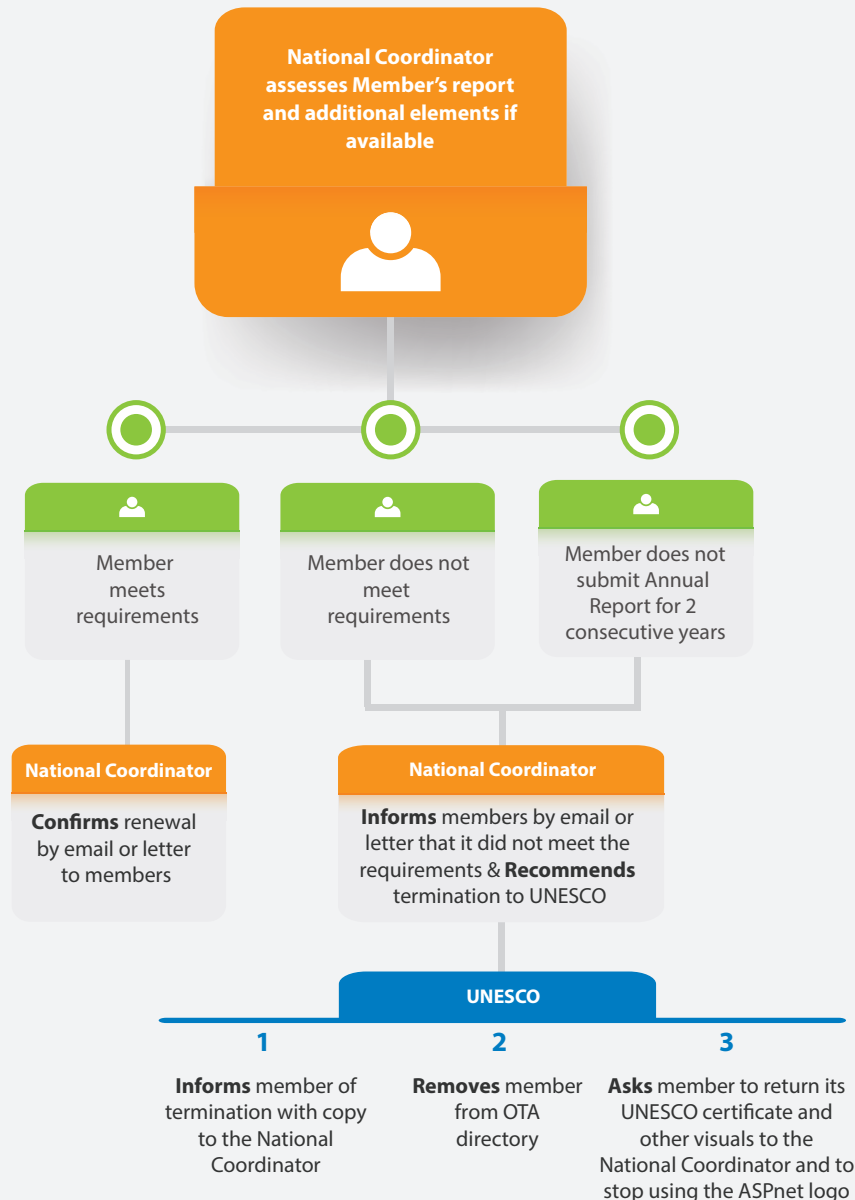
Renewal or termination

When a membership expires, the National Coordinator informs the member whether or not the required tasks (see Section 5.3) were carried out satisfactorily and accordingly confirms the renewal to the member, or recommends that UNESCO terminate its membership (see Figure 3).

Meanwhile, a member can end its membership at any time by writing to its National Coordinator, who informs UNESCO.

In both situations, UNESCO confirms the termination of membership to the member and its National Coordinator, and removes the member's name from the global Directory.

Figure 3: ASPnet Membership renewal or termination



5.9

Visual identity

The UNESCO Certificate given to members should be visibly displayed in the school. Members may also be given a poster, a sign or a flag with the ASPnet Members' logo by their National Coordinator. Alternatively, or in addition, a mural or painting by the students could symbolize the school's ASPnet membership. Members are entitled to the use of the ASPnet members' logo in accordance with the rules and regulations of UNESCO (see *Annex 4: Guideline on the ASPnet Logo Use*).

5.10

Membership agreement

The submission of a membership application and its acceptance by UNESCO constitute a **moral contract** between the school and UNESCO, which is based on the school's voluntary commitment to ASPnet's mission and objectives and UNESCO's recognition thereof. In addition, new members could sign an agreement or charter with their National Coordinator or National Commission with country-specific membership requirements, duration and renewal clauses, which in all cases should be in line with the provisions of this guide. Examples of such national documents are available on OTA.

5.11

Size

There is no ceiling to the number of members that a country can have. However, in order to ensure the optimal functioning and management of ASPnet within a country, the National Coordinator is encouraged to keep the number at a level that can be managed reasonably, in line with the resources available. In recommending schools for membership, the National Coordinator should ensure to the extent possible that the schools are from varying regions and settings and cover different levels of education.

5.12

"Partner Schools"

If desired or necessary, the National Coordinator can develop, in consultation with the International Coordinator, modalities or structures for occasional or regular participation of non-member schools in certain ASPnet activities and events. UNESCO recognizes only the certified members, but these are encouraged to share their experiences and collaborate with other schools on a regular basis in order to increase the outreach and impact of ASPnet activities in their local communities. The official entitlements reserved for members do not apply to these "partner schools". They are neither included in the ASPnet directory, nor called "ASPnet" schools.

6 Activities & projects



6.1

Types of activities

ASPnet activities and projects can be developed by the International Coordinator, National Coordinators, UNESCO field offices and institutes, or member schools themselves. Members can choose the ASPnet activities and projects that they want to implement, but they must also contribute every year to at least one activity initiated by the International Coordinator, or to a related national activity proposed by their National Coordinator (see *Section 5.3.3 above*). For some specific national or international projects, there could be a selection process. Most of the campaign activities are open to all members.

6.2

Thematic focus

In line with its mission and objectives (see *Sections 2 and 3*), ASPnet contributes to the achievement of global and national goals which can vary over time. In the context of the [SDG agenda](#), and in particular SDG 4 - Education 2030, the thematic action areas of ASPnet include:

- a. global citizenship and a culture of peace and non-violence,
- b. sustainable development and sustainable lifestyles; and
- c. intercultural learning and the appreciation of cultural diversity and heritage.

In view of the decisions made by the Member States of UNESCO, the International Coordinator develops global or regional ASPnet projects on specific themes, in collaboration with the relevant units of the Secretariat.



6.3

Celebration of international Days

The celebration of International Days selected by the International Coordinator is a good entry point for teaching and learning about UNESCO values and priorities. A calendar of international days from which members can select those they will observe is available on OTA. Where needed, UNESCO develops specific resources, materials and proposals for their observance. The celebration of international days should involve the entire school and possibly even initiatives targeting the wider community.

6.4

Guidance and support

Members will mainly receive guidance and technical support from their National Coordinator, as well as access to best practices, so they can plan and implement their activities. UNESCO, and more precisely the International Coordinator, field offices and institutes, will provide guidance and support for international and regional projects to and through National Coordinators, and may mobilize support from other partners for certain projects.

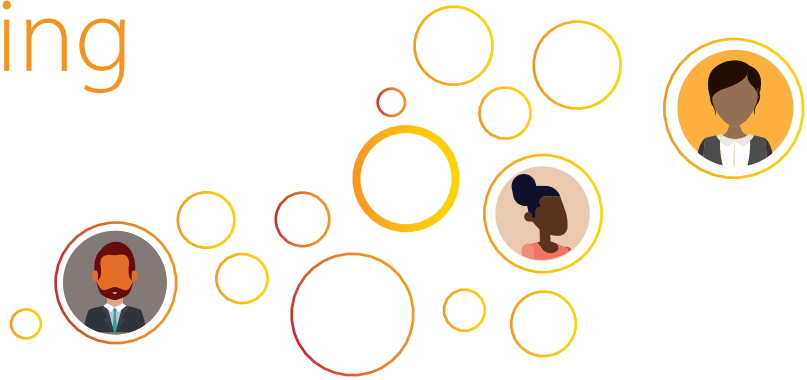
6.5

Funding

ASPnet membership does not entail financial benefits for the members. ASPnet activities/projects initiated by members are to be self-funded. However, participation in meetings called by UNESCO or National Coordinators can be fully or partly funded, if resources are available. Participation in certain projects managed or promoted by UNESCO can also be funded or co-funded. Furthermore, National Coordinators can apply for the funding or co-funding of ASPnet activities through UNESCO's Participation Programme, which is designed to support initiatives proposed by Member States.¹⁷

¹⁷ UNESCO's Participation Programme is a means of supporting the national, subregional or regional activities of Member States that are in line with the Organization's Regular Programme priorities. Each biennium, after the adoption of the programme and budget, proposals can be submitted to the Director-General of UNESCO for approval via the National Commissions for UNESCO.

7 Reporting



7.1

Annual report

Reports are the main means of verification for the fulfilment of individual membership requirements and overall quality assurance. Reporting is necessary for every party of the governance structure (see Section 4.1): the International Coordinator, National Coordinators and members.

7.2

Member's report

The National Coordinator gives to all members in the country a template, a submission date and guidance for their annual report, which is mandatory (see Section 5.3.2 above). Members' reports provide input for the National Report that National Coordinators must submit to UNESCO. In addition to reporting on activities completed, the Member's Report shall contain a description of changes or improvements resulting from ASPnet activities or initiatives, as well as the challenges and obstacles that they experienced.

7.3

National report

The National Coordinator prepares an annual report based on a template provided by UNESCO and submits it **every year by 15 January, online**, to the International Coordinator. The national report includes qualitative but also quantitative data, and a synthesis and analysis of members' work and the resulting achievements and challenges, based on the members' reports. The exact dates of the one-year period covered in the national report can vary from country to country, depending, among other factors, on the national school calendar.

7.4

Global report

Every year, based on the national reports and complementary data and information (e.g. collected from OTA and UNESCO field offices), the International Coordinator prepares a short global report on ASPnet, which is disseminated to National Commissions for UNESCO, National Coordinators and members. In addition, the International Coordinator regularly contributes to the reports for UNESCO's governing bodies.

8 Frequently asked questions

8.1

Is there a fixed term for the appointment of National Coordinators?

No. It is up to every National Commission for UNESCO to decide. A certain degree of continuity may facilitate the planning and implementation of larger projects and the development of collaboration with other countries.

8.4

What happens if members have problems accessing OTA?

Access to OTA is essential for members and National Coordinators, and any technical problems that arise should be solved as quickly as possible. For technical issues logging in or uploading materials to OTA, the International Coordinator can provide technical assistance. For issues related to equipment or connectivity, National Coordinators are expected to provide assistance to the members concerned. This could include the transmission of information through mobile technology or the telephone, downloading and printing documents for them or mobilizing better-connected members to assist in uploading information and materials to OTA.

8.2

Can universities become ASPnet members?

No. UNESCO has a separate network for universities, the [UNITWIN/UNESCO Chairs Programme](#), which promotes international inter-university cooperation and networking. ASPnet membership at tertiary level is open only to teacher training institutions.

8.5

What is a whole-school approach?

A whole-school approach is inclusive of all students, school staff and partners, and addresses the needs of learners not only through the curriculum but through all aspects of school life. It implies collective and collaborative action in and by a school community to improve student learning, behaviour and wellbeing, and the conditions that support these.

8.3

Is academic excellence a precondition for ASPnet membership?

No. The most important criterion for membership is the voluntary commitment made by the school leadership and community to promote UNESCO's values and ideals (see *Section 5.2 above*). ASPnet is not an "elite" network. It includes schools operating in a great diversity of contexts, with different conditions and levels of resources.

8.6

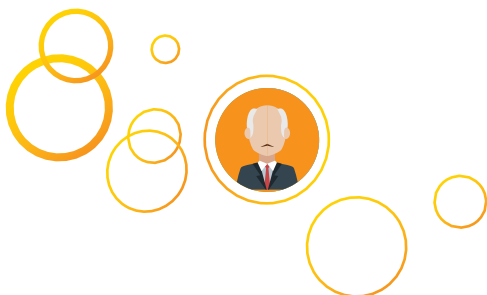
Must National Coordinators carry out a formal evaluation of all schools to prepare the national report?

Not necessarily. The members' reports are the basic means of verification of their activities and the quality of their engagement. However, the members' reports should be complemented by regular communication between the National Coordinators and the schools - OTA postings, media reports, etc. - that can provide evidence of the reported activities and achievements. Periodic formal evaluations, if feasible, are, of course, an excellent means to assess progress, ensure quality and provide guidance to schools, but they are not compulsory for the preparation of the national report.

8.7

What should National Coordinators do if the materials produced by UNESCO are not in the languages used by and in the schools?

Most UNESCO documents and materials are produced in English and French, the two working languages of UNESCO. Where resources are available, they can also be translated into other official United Nations languages, namely Spanish, Arabic, Russian and Chinese. Translation into other languages needs to be arranged and supported locally.



8.8

Can the members apply for funding at UNESCO?

No. UNESCO is not a funding organization as such, and cannot provide individual schools with financial support. However, through National Commissions, National Coordinators can submit funding proposals for ASPnet activities under UNESCO's Participation Programme (see footnote 17).

8.9

Can schools that are members of other international networks apply for ASPnet membership?

Yes. However, UNESCO promotes the principle of equity, and if candidate schools are equally motivated and qualified, while it is deemed necessary to keep an overall ceiling of membership, National Coordinators may wish to give preference to those that do not yet have international exposure and opportunities.

8.10

Is training for National Coordinators available at UNESCO?

Beginning in 2018, every two years, the International Coordinator will provide a guidance programme for new National Coordinators. UNESCO is also developing online resources for National Coordinators and can arrange peer mentoring. Subject to the availability of budgetary resources, UNESCO will organize regional and international meetings and capacity building for National Coordinators.

8.11

Can the members contact the International Coordinator directly?

The International Coordinator cannot interact directly with all individual members. In most cases, National Coordinators will be able to respond to members' queries or requests, or obtain the necessary information and responses from the International Coordinator. However, in exceptional cases (e.g. specific inquiries related to OTA), members can write to the International Coordinator, addressing a copy of their request to their National Coordinator.

8.12

Should National Coordinators organize joint activities for both ASPnet schools and UNESCO Clubs?

UNESCO encourages collaboration between its different networks. Joint activities of Associated Schools and UNESCO Clubs are welcome as they often increase outreach and impact. It is, however, important to note that ASPnet and UNESCO Clubs do have their distinctive identities that should not be confused or interchangeably understood. Therefore, entitlements designed for the members of each network should be respected accordingly.

8.15

Can National Coordinators or members change the colour or shape of the ASPnet logo to adjust it to local culture or design?

No, the use of the ASPnet logo for National Coordinators or members is governed by UNESCO guidelines that must be respected by all ASPnet actors.

8.13

Can National Coordinators process membership requests for "overseas" schools or "national" schools located abroad?

No. ASPnet schools must apply for membership in the country where they are located, even if they follow the national curriculum of another country or teach in another language. In OTA, the school address determines to which National Coordinator a membership application will be sent for assessment. However, National Coordinators can invite "overseas" schools to participate in activities organized for national ASPnet members.

8.14

How can members find partners for collaboration or twinning in other countries?

National Coordinators can contact peers in other countries directly through OTA, or consult the International Coordinator to establish contact with specific countries or provide advice. OTA is a helpful tool for finding partners, as it features projects and materials posted by members around the world to find common interests or affinities, and has a thematic search function. National Coordinators and members can also use the OTA National Coordinator and Member School Directories to find and consult national ASPnet websites or members' websites and social media pages to learn about their work.



Access the Online Tool for ASPnet (OTA)
<https://aspnet.unesco.org>

Annex 1

Specific tasks of the National Coordinator

National Coordinators are the link between the schools in their country, their National Commission and other national authorities¹⁸, and the International Coordinator at UNESCO.

They are to perform the following tasks:

- ✓ Help develop a national strategy and an annual work plan in consultation with the National Commission and members
- ✓ Ensure overall coordination and give managerial and technical guidance to the members, including assistance with the planning and implementation of projects and activities and the use of OTA
- ✓ Develop and implement, as necessary, a national quality-assurance framework for ASPNET
- ✓ Regularly update the national member school directory and manage all procedures related to new admissions and the renewal or termination of membership
- ✓ Develop and operate a national member mailing list
- ✓ Monitor their country's ASPnet activities/projects and report annually to the International Coordinator via the online template
- ✓ Stay in regular contact with the members, their principals and Focal points to identify needs for assistance
- ✓ Identify and share best practices at the school level in relation to the management, administration and implementation of ASPnet activities
- ✓ Develop partnerships, both national and international, to support their country's ASPnet activities and projects, as well as subregional and regional cooperation
- ✓ Help with the translation and dissemination of UNESCO publications and programme information
- ✓ Represent members at the national, regional and international levels
- ✓ Develop and apply a transparent, inclusive and gender-sensitive process to select participants when responding to invitations sent by the International Coordinator
- ✓ Actively participate in the exchange and sharing of the best practices with Peer National Coordinators regarding the management of ASPnet at national level

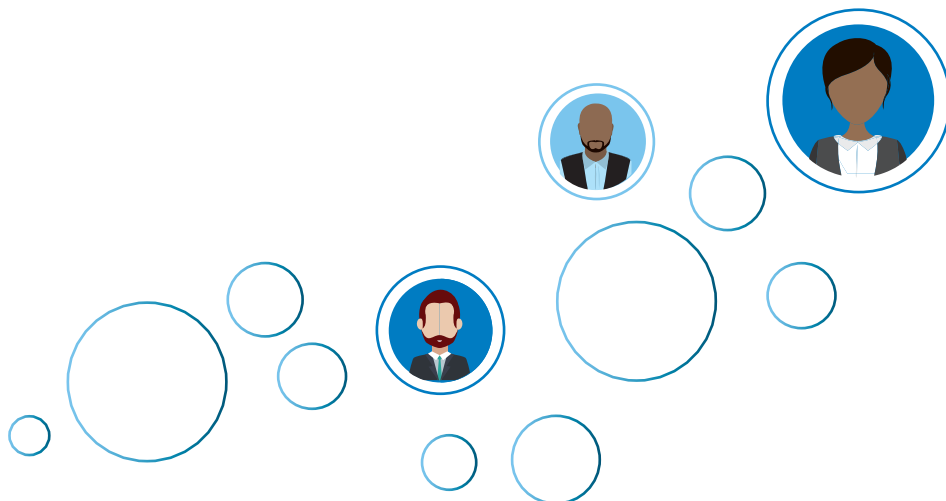
¹⁸ See footnote 12

Annex 2

Profile of the National Coordinator

National Coordinators need to have skills in both management and communication, including:

- ✓ Knowledge of education and school management
- ✓ Knowledge of UNESCO, its work and functioning
- ✓ Managerial, coordination and interpersonal skills
- ✓ Knowledge and experience in project management and implementation
- ✓ Fluency in English and/or French, the two working languages of UNESCO
- ✓ Skills in advocacy, networking and public relations
- ✓ ICT skills to operate OTA



Annex 3

Responsibilities of National Commissions for UNESCO

National Commissions are responsible for appointing an ASPnet National Coordinator, guided by the profile and required tasks (see Annex 1 and 2 above), and for officially notifying the International Coordinator at UNESCO Headquarters about the appointment. The National Commission provides the International Coordinator with the nominee's full contact details.

Furthermore, National Commissions are encouraged to undertake the following tasks:

- ✓ Provide the new National Coordinator and, if necessary, their support staff, with a guidance briefing and regular guidance
- ✓ Inform the National Coordinator about UNESCO priorities, programmes, and publications
- ✓ Keep government authorities informed of ASPnet activities
- ✓ Facilitate the National Coordinator's contact with government authorities and other UNESCO networks in the country (UNESCO field offices, category 1 and 2 institutes and centres, UNESCO Chairs, cultural heritage sites, biosphere reserves, UNESCO Clubs, etc.)
- ✓ Facilitate and, where possible, support the National Coordinator's contact with, and visits to, the members
- ✓ Provide members with guidance and visuals for displaying their ASPnet membership, and monitor the use of the ASPnet logo by members
- ✓ Help secure, where possible, the resources that will facilitate/enable the National Coordinator's and member's participation in national, regional and global activities
- ✓ Help secure, where possible, the resources for an annual national ASPnet meeting
- ✓ Assist the National Coordinator in the advocacy and communication efforts
- ✓ Assure adequate resources and support services as available to facilitate the National Coordinator's work

Annex 4

UNESCO Associated Schools Network (ASPnet) — Guidelines on logo use

1. Purpose

In order to demonstrate their association with UNESCO, ASPnet National Coordinators and member schools officially registered by UNESCO (ASPnet International Coordinator) are encouraged to use the UNESCO-ASPnet logo. These guidelines specify the conditions of such use in accordance with the “Directives concerning the use of the name, acronym, logo and internet domain names of UNESCO” adopted by UNESCO’s General Conference (34 C/Resolution 86).

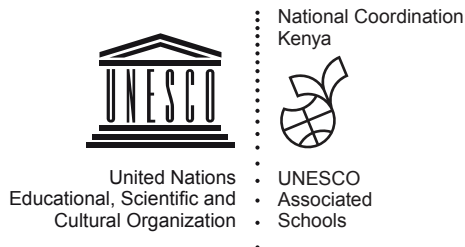
2. General Conditions

- a. The general conditions for the use of the UNESCO-ASPnet logo are determined by UNESCO and cannot be changed without the prior written agreement of UNESCO.
- b. The UNESCO-ASPnet logo should be cautiously used so as not to cause any misinterpretation by the general public about the respective and independent status of the National Coordinators, member schools and UNESCO.
- c. Under no circumstances can the UNESCO-ASPnet logo be used on items and products for sale.
- d. Publications bearing the UNESCO-ASPnet logo that are produced by National Coordinators or member schools should feature a disclaimer such as “National Coordinator [name of country]/ [name] School is responsible for the choice and presentation of the views contained in this [material], as well as for the opinions expressed therein, which are not necessarily those of UNESCO and do not commit UNESCO”.
- e. National Coordinators and member schools can use the UNESCO-ASPnet logo for their own activities that are related to the Associated Schools Network, but they must not authorize others to use the UNESCO-ASPnet logo in whatsoever form.
- f. The UNESCO-ASPnet logo can be used in black, in United Nations blue, or in white for dark backgrounds.
- g. The height of the temple symbol is used as a measurement for the size of the logo. When the logo is featured, the height of the temple symbol should never be smaller than 12mm.
- h. The UNESCO-ASPnet logo can be placed either next to a member school’s own logo or separately elsewhere.
- i. National Coordinators and member schools are fully responsible for the consequences arising from their use of the UNESCO-ASPnet logo.

3. National Coordinators

3.1 UNESCO-ASPnet logo for use by National Coordinators

The example below illustrates the UNESCO-ASPnet logo that National Coordinators should use:



The logo is composed of three parts:

- The logo of UNESCO with its three inseparable elements, i.e. the temple symbol, the full name of the Organization and the vertical dotted line;
- The emblem of ASPnet (symbol and text “UNESCO Associated schools”);
- The text “National Coordination” and **on the line below** “ [name of country]”.



National Coordinators should under no circumstances use the UNESCO-ASPnet logo without the text “National Coordination + [name of country]”, nor the UNESCO logo alone without the ASPnet emblem.

3.2 Steps for obtaining the UNESCO-ASPnet Logo for National Coordinators

National Coordinators should obtain the UNESCO-ASPnet logo for National Coordinators from the UNESCO Secretariat (aspnet@unesco.org).

4. Member Schools

4.1 UNESCO-ASPnet logo for use by member schools

The logo below is the standard UNESCO-ASPnet logo that member schools should use:



The logo is composed of three parts:

- a. The logo of UNESCO which is composed of three inseparable elements: the temple symbol, the full name of the Organization and the vertical dotted line;
- b. The emblem of ASPnet (symbol and text “UNESCO Associated schools”);
- c. The text “Member of”.



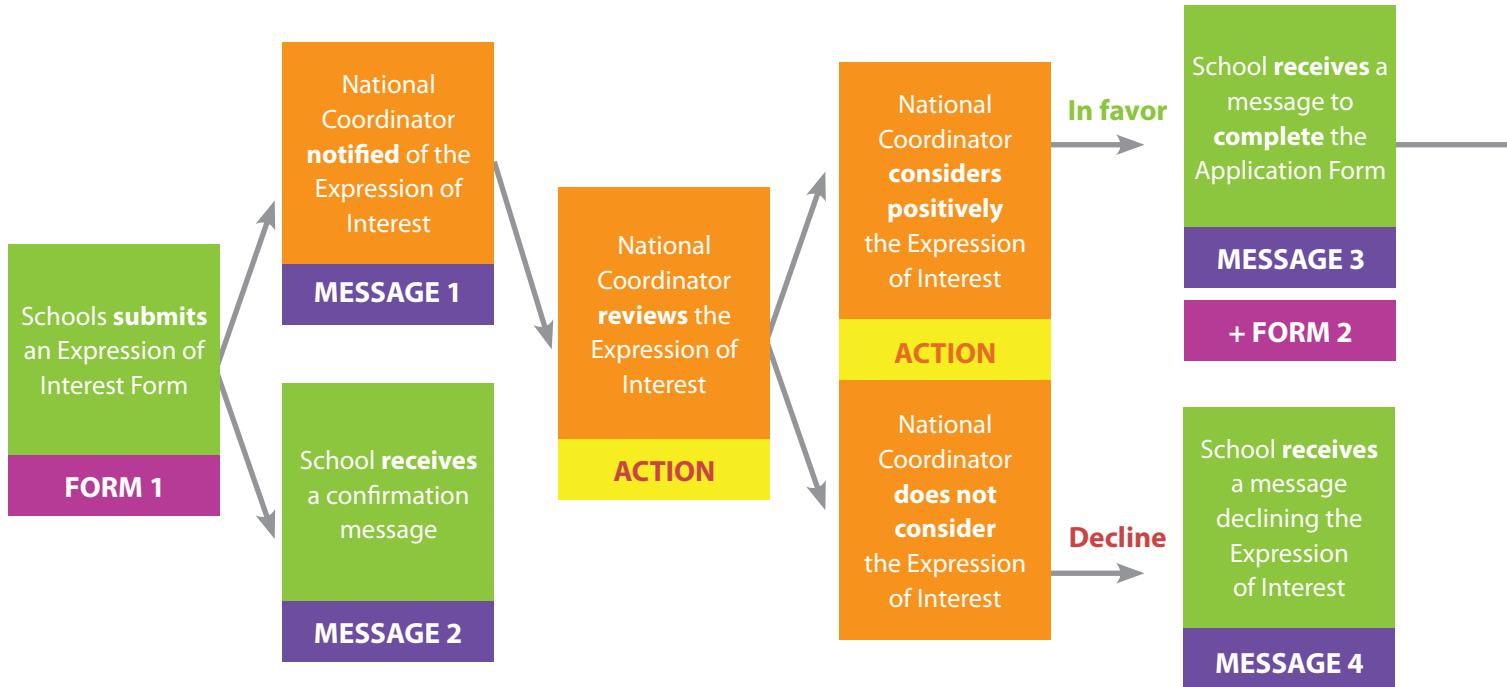
Member schools should under no circumstances use the UNESCO-ASPnet logo without the text “Member of”, nor the UNESCO logo alone without the ASPnet emblem.

4.2 Steps for obtaining the UNESCO-ASPnet logo for member schools

Member schools can obtain the UNESCO-ASPnet logo from their National Coordinators.

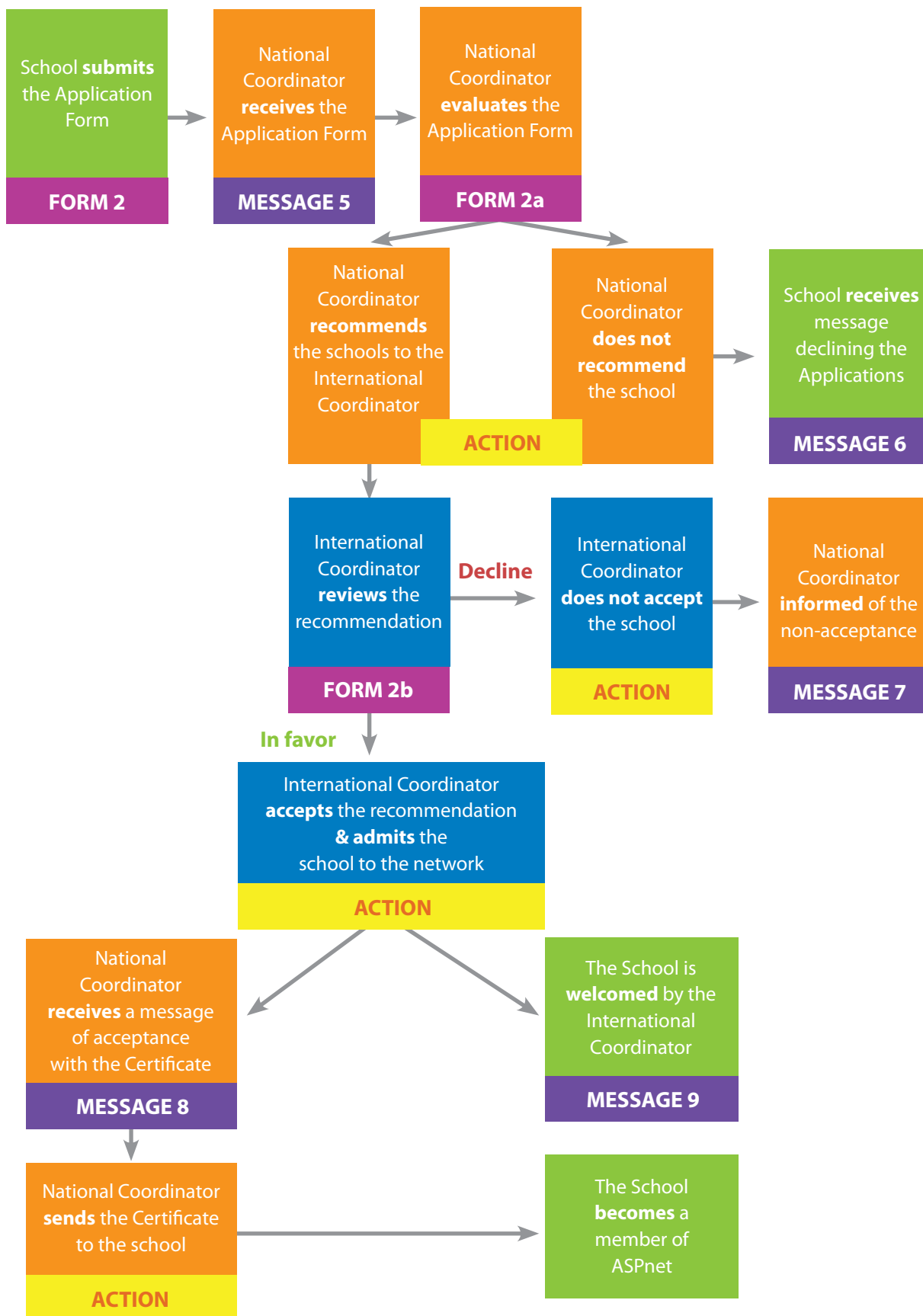
Annex 5

Online tool for ASPnet: Workflow for membership admission



Legends

- School
- National Coordination
- International Coordination





United Nations
Educational, Scientific and
Cultural Organization



UNESCO
Associated
Schools

UNESCO Associated Schools Network

Guide for National Coordinators

Contact

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