

**Progress Report for the Renewal of a  
UNESCO Chair or UNITWIN Network**

*The purpose of this Progress Report is to update the Secretariat about activities of the UNESCO Chair or UNITWIN Network since their establishment relative to the objectives in the signed Agreement (Article 2), with a focus on the last four years. UNESCO Chairs and UNITWIN Networks seeking renewal should share their proposed workplans and consider areas in which the Chair or Network might be further strengthened, including enhanced cooperation between higher education institutions, other UNESCO Chairs and UNITWIN Networks, and UNESCO entities worldwide.*

*The Secretariat welcomes comprehensive reports of the activities, outputs and contributions of UNESCO Chairs and UNITWIN Networks. The report can be uploaded as an attachment and relevant information extracted to complete this Progress Report form.*

*When preparing the Progress Report, please refer to the criteria for establishment of a UNESCO Chair or UNITWIN Network in the revised version of [The UNITWIN/UNESCO Chairs Programme: guidelines and procedures](#) (Annex B), which will be used to assess requests for renewals.*

*For more information, please contact: [unitwin@unesco.org](mailto:unitwin@unesco.org)*

Title of the UNESCO Chair or UNITWIN Network as mentioned in the Agreement	
Chair/Network ID (if known)	
Reporting period: YYYY-YYYY	

## I. PROGRESS REPORT

### a. Summary of Main Achievements

Please describe the overall progress of the Chair or Network as a member of the UNITWIN/UNESCO Chairs Programme and 3-5 main achievements relating to its Objectives, including one from the last four years. Illustrate how the Chair or Network and its activities have contributed to UNESCO's mission, mandate and priorities, programme, and its impacts on intended beneficiaries. For this reporting period, highlight examples of publications, conferences, community engagement, collaborative research partnerships, international cooperation, and student/staff exchanges or a combination of these. [750 words max]

### b. Cooperation with UNESCO

Explain how the UNESCO Chair or UNITWIN Network has engaged with UNESCO's mission and mandate, priorities and programme, UNESCO entities and networks, other UNESCO Chairs and/or UNITWIN Networks, Category II Centres and National Commissions for UNESCO. How do you plan to continue and/or deepen such engagement in the future? [200 words max]

### c. Collaborations with higher education institutions and other partners

Explain how the UNESCO Chair or UNITWIN Network collaborated with research and higher education institutions, and other partners in different world regions, including South-South and South-South-North cooperation. How could such collaborations be strengthened and expanded? [200 words max]

### d. Challenges and remedial actions

What were the main challenges and how were these addressed? [200 words max]

## II. REQUEST FOR RENEWAL

*The following section is to be completed if a request for renewal is being submitted.*

### a. Objectives

Summarize the proposed project/programme of work and its objectives for the renewal period, referring to the Objectives in Article II of the Agreement. Are you proposing any revisions to Article II? [200 words max]

### b. Workplan activities and expected outputs

Describe the expected outputs for the renewal period, and the associated activities or tasks. Specify the timeline and geographical scope of the activities, with particular attention to strengthening inter-university cooperation and international partnerships. Highlight interdisciplinary and/or future-oriented approaches to be used. Provide detail on the communication and outreach activities that are planned. The outputs and activities may be organized by type: (a) research and knowledge production; (b) publications; (c) websites and social media; (d) teaching and lecturing; (e) training and institutional capacity development; (f) student mobility and exchanges; (g) visiting professorships/fellowships; (h) conferences and events; (i) seminars and webinars; (j) networking and partnerships; (k) inter-university cooperation; (l) other.

[1500 words max]

### c. Human and financial resources

Provide a breakdown of overall budget (in USD) for the renewal period, including detail on budget secured, contributions from the institution(s) and plans to raise additional funds (e.g.: donors, public/private sectors, and other UN agencies). The budget can be prepared by outputs/activity or by type of expenditure such as staffing, events, contracted services, external training and events, grants, equipment and maintenance, communications and other expenses.

### d. Reflections

Overall, why should this Chair or Network be renewed as a member of the UNITWIN/UNESCO Chairs Programme? Kindly also provide any additional reflections on how the Chair or Network might be further strengthened and how its activities and ways of working could be improved. [200 words max]

## **ANNEX: COMPREHENSIVE PROGRESS REPORT**

*UNESCO Chairholders and UNITWIN Network Coordinators are encouraged to submit a comprehensive report of progress against overall objectives, including details of the contributions to UNESCO's mission, mandate, priorities and programme, including research, training and capacity development, partnerships, areas of cooperation, outputs, and an assessment of the impact of its activities on intended beneficiaries.*

*Although the submission of a comprehensive progress report is encouraged it is not a requirement for renewal of the UNESCO Chair or UNITWIN Network.*