



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

National Coordination
Coordination nationale
Canada



UNESCO
Associated
Schools

Écoles
associées
de l'UNESCO

UNESCO Associated Schools Network

MEMBERSHIP GUIDE FOR SCHOOLS IN CANADA



MISSION AND OBJECTIVES

Launched in 1953, the UNESCO Associated Schools Network (ASPnet) is an international network that links together students, teachers and educational institutions across the world around a common goal: **“to build peaceful and sustainable societies in the minds of children and young people”**. The network counts over 11,000 ASPnet member schools in 182 countries which work together on international understanding, peace and human rights, intercultural dialogue, sustainable development and quality education in practice.

ASPnet also emphasizes the four pillars of education: learning to be, learning to know, learning to do, and above all, **learning to live together**.

The ASPnet is recognized as an effective driver for reaching [Sustainable Development Goal 4 - Education 2030](#): *to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all*, and more specifically for target 4.7 on Global Citizenship Education (GCED) and Education for Sustainable Development (ESD).

In Canada, the ASPnet counts over 80 schools in eight provinces. The Canadian Commission for UNESCO (CCUNESCO) is in charge of designating a National Coordinator for the network in Canada.

2. COMMITMENTS

As candidate or member school, students and staff of must uphold UNESCO’s values and principles and commit to certain requirements to guarantee its engagement:

- a. Participation in at least one global or regional project, conference, contest, or campaign proposed by UNESCO or by the Provincial or National Coordinator, every school year.
- b. **Celebration of at least two (2) United Nations days**, selected from the [ASPnet calendar on OTA](#), involving the entire school community, every school year.
- c. **External display** of a sign of ASPnet membership at the school, as instructed/ provided by the National Coordinator (ex. ASPnet member flag, logo on school website, etc.).
- d. **Informing their school community** about the ASPnet membership (through staff, parent and student meetings; posters; school website, etc.).
- e. **Updating their information** on the [online tool for ASPnet \(OTA\)](#) at least once a year (contact data, school statistics and activities).
- f. In Canada, schools are required to participate or engage in **minimum two (2) thematic projects** out of (4) thematic priorities :
 - i. Promoting UNESCO mission and values
 - ii. Global Citizenship Education (GCED)
 - iii. Education for Sustainable development (ESD)
 - iv. Reconciliation
- g. Submission of an **annual report** to the Provincial Coordinator, using the template provided by him/her.

3. MEMBERSHIP

The ASPnet operates at international, national and provincial levels. A team in at UNESCO headquarters in Paris oversees the network's international coordination. The National Coordinator is designated by the Canadian Commission for UNESCO, while Provincial Coordinators support more actively the schools in their respective provinces.

3.1. Eligibility

Membership to ASPnet is open to primary and secondary schools, and in some cases, technical schools. A priority is given to public schools and schools serving Indigenous communities and rural areas.

3.2. 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, nonviolent, 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.

3.3. Priority

Priority will be given to:

- a. Public schools
- b. Schools serving Indigenous communities
- c. Schools serving linguistic minorities (ex. French schools, French immersion schools)

3.4. Online Application

Schools that want to join ASPnet must apply [online on OTA](#). The admission process is illustrated in in *Figure 2*.

The school's principal and another main contact (teacher or educator) are required as main contacts for the application process. Schools have the responsibility to pass on their login information in case of staff changes and must update their contact information online on OTA. It is the schools responsibility to ensure information transfer.

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.

3.5. Preparatory period

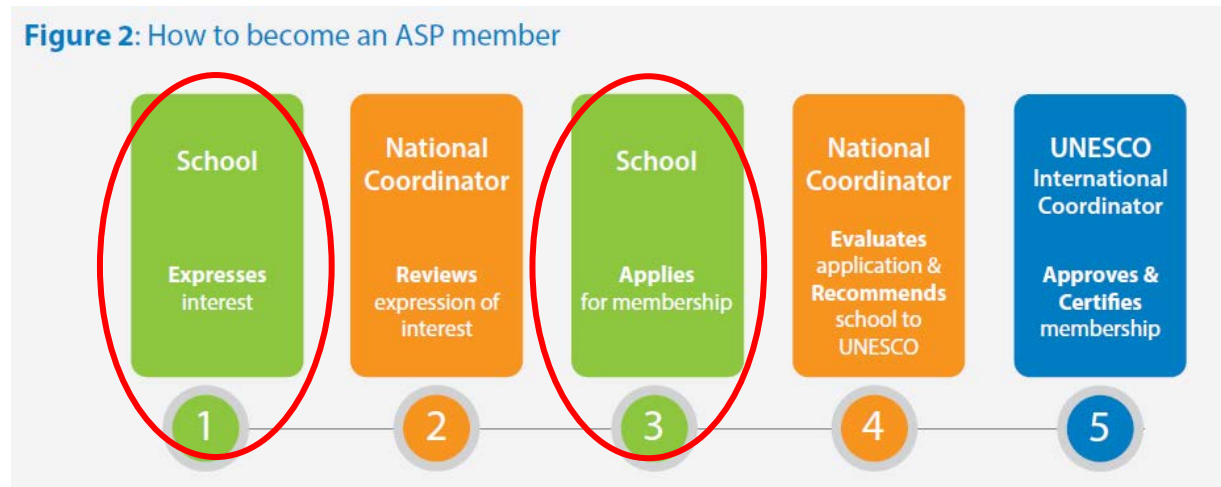
A preparatory period of at least one year is recommended for membership candidates, after the Expression of interest (step 1 of Figure 2) and the Application (step 3) are submitted to the National Coordinator. Countries can devise their own national pre-selection and preparatory processes within the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

3.6. Certification

Membership is granted and certified exclusively by UNESCO (step 5 of Figure 2), based on the recommendation received from the Provincial Coordinator and 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.

3.7. Duration

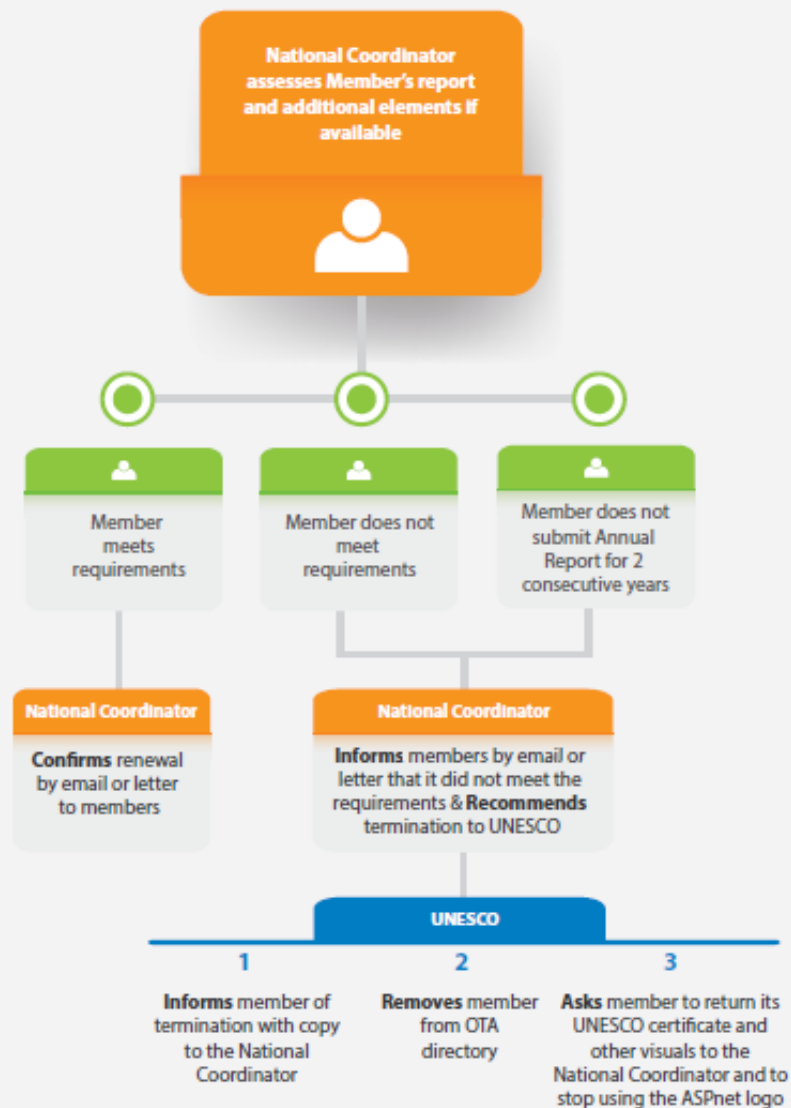
Membership has a fixed duration of three years. Membership can be renewed for the same duration, as long as the required conditions are fulfilled. The main means of verification is the annual member's report (see Section 2), which the Provincial Coordinator or National Coordinator can complement by visits or other monitoring and/or evaluation measures. UNESCO may also carry out selective monitoring exercises for quality assurance.



3.8 Renewal or termination

When a membership expires, the Provincial Coordinator or National Coordinator informs the member whether or not the requirements (see Section 2) 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



4. Type of activities, projects and guides

ASPnet activities and projects can be developed by the International Coordinator, National Coordinators, Provincial/Territorial Coordinators, 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.

National and Provincial Coordinators can also provide resources, tools and guides that are specific to the country and region. The ASPnet provides UNESCO resources and guides for schools and teachers:

<https://aspnet.unesco.org/en-us/Pages/publications.aspx>.

5. Thematic focus

In line with its mission and objectives (*see Section 1*), 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 in Canada include:

- i. Promoting UNESCO mission and values
- ii. Global Citizenship Education – GCED
- iii. Education for Sustainable development- EDD (ex. Climate Change)
- iv. Reconciliation

6. 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.

7. Online tool for ASPnet (OTA)

OTA is the main platform that allows schools and 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.

It is a space where the ASPnet community can share ideas, find resources, dialogue virtually and collaborate with one another. Managed by UNESCO Headquarters, it requires the contributions of National Coordinators and members schools with user IDs and passwords and that can update and upload information directly.