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World Tourism Organization

UNWTO Basic Documents

Volume I

Statutes | Rules of Procedure | Agreements

Eighth edition | Updated and revised | September 2023

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Introduction

The *UNWTO Basic Documents* bring together in three volumes essential documents concerning the governance of the World Tourism Organization (UNWTO).

The eighth edition of the present volume I, updated as of September 2023, provides a general introduction to the Organization's legal framework, role and functions. It contains the Statutes, the Rules of Procedure of UNWTO's governing bodies and main Committees, as well as the most important documents related to the status of UNWTO as a specialized agency and its relationship with its host country and with the United Nations.

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Statutes of the World Tourism Organization[1]

Establishment

Article 1[2] The World Tourism Organization, hereinafter referred to as "the Organization", an international organization of intergovernmental character resulting from the transformation of the International Union of Official Travel Organisations (IUOTO), is hereby established.

Headquarters

Article 2 The headquarters of the Organization shall be determined and may at any time be changed by decision of the General Assembly.

Aims

Article 3

1. The fundamental aim of the Organization shall be the promotion and development of tourism with a view to contributing to economic development, international understanding, peace, prosperity, and universal respect for, and observance of, human rights and fundamental freedoms for all without distinction as to race, sex, language or religion. The Organization shall take all appropriate action to attain this objective.

2. In pursuing this aim, the Organization shall pay particular attention to the interests of the developing countries in the field of tourism.

1 The Statutes were adopted by the Extraordinary General Assembly of IUOTO held in Mexico City from 17 to 28 September 1970 and entered into force on 2 January 1975 in accordance with Article 36. Amendments thereto adopted by the UNWTO General Assembly that have come into force according to Article 33 have been incorporated in the present text.

2 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005, has not yet come into force.

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3. In order to establish its central role in the field of tourism, the Organization shall establish and maintain effective collaboration with the appropriate organs of the United Nations and its specialized agencies. In this connection the Organization shall seek a cooperative relationship with and participation in the activities of the United Nations Development Programme, as a participating and executing agency.

Membership

Article 4[3] Membership of the Organization shall be open to:

(a) Full Members
(b) Associate Members
(c) Affiliate Members

Article 5[4]

1. Full membership of the Organization shall be open to all sovereign States.

2. States whose national tourism organizations are Full Members of IUOTO at the time of adoption of these Statutes by the Extraordinary General Assembly of IUOTO shall have the right to become Full Members of the Organization, without requirement of vote, on formally declaring that they adopt the Statutes of the Organization and accept the obligations of membership.

3. Other States may become Full Members of the Organization if their candidatures are approved by the General Assembly by a majority of two thirds of the Full Members present and voting provided that said majority is a majority of the Full Members of the Organization.

3 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005, has not yet come into force.

4 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005, has not yet come into force.

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Article 6[5]

1. Associate membership of the Organization shall be open to all territories or groups of territories not responsible for their external relations.

2. Territories or groups of territories whose national tourism organizations are Full Members of IUOTO at the time of adoption of these Statutes by the Extraordinary General Assembly of IUOTO shall have the right to become Associate Members of the Organization, without requirement of vote, provided that the State which assumes responsibility for their external relations approves their membership and declares on their behalf that such territories or groups of territories adopt the Statutes of the Organization and accept the obligations of membership.

3. Territories or groups of territories may become Associate Members of the Organization if their candidature has the prior approval of the Member State which assumes responsibility for their external relations and declares on their behalf that such territories or groups of territories adopt the Statutes of the Organization and accept the obligations of membership. Such candidatures must be approved by the Assembly by a majority of two thirds of the Full Members present and voting provided that said majority is a majority of the Full Members of the Organization.

4. When an Associate Member of the Organization becomes responsible for the conduct of its external relations, that Associate Member shall be entitled to become a Full Member of the Organization on formally declaring in writing to the Secretary-General that it adopts the Statutes of the Organization and accepts the obligations of full membership.

Article 7[6]

1. Affiliate membership of the Organization shall be open to international bodies, both intergovernmental and non-governmental, concerned with specialized interests in tourism and to commercial bodies and associations whose activities are related to the aims of the Organization or fall within its competence.

2. Associate Members of IUOTO at the time of adoption of these Statutes by the Extraordinary General Assembly of IUOTO shall have the right to become Affiliate Members of the Organization, without requirement

5 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005, has not yet come into force.

6 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005, has not yet come into force.

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of vote, on declaring that they accept the obligations of Affiliate membership.

3. Other international bodies, both intergovernmental and non-governmental, concerned with specialized interests in tourism, may become Affiliate Members of the Organization provided the request for membership is presented in writing to the Secretary-General and receives approval by the Assembly by a majority of two thirds of the Full Members present and voting and provided that said majority is a majority of the Full Members of the Organization.

4. Commercial bodies or associations with interests defined in paragraph 1 above may become Affiliate Members of the Organization provided their requests for membership are presented in writing to the Secretary-General and are endorsed by the State in which the headquarters of the candidate is located. Such candidatures must be approved by the General Assembly by a majority of two thirds of the Full Members present and voting provided that said majority is a majority of the Full Members of the Organization.

5. There may be a Committee of Affiliate Members which shall establish its own rules and submit them to the General Assembly for approval. The Committee may be represented at meetings of the Organization. It may request the inclusion of questions in the agenda of these meetings. It may also make recommendations to the meetings.

6. Affiliate Members may participate in the activities of the Organization individually or grouped in the Committee of Affiliate Members.

Organs

Article 8

1. The organs of the Organization are:
   (a) The General Assembly, hereinafter referred to as the Assembly.
   (b) The Executive Council, hereinafter referred to as the Council.
   (c) The Secretariat.

2. Meetings of the Assembly and the Council shall be held at the headquarters of the Organization unless the respective organs decide otherwise.

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General Assembly

Article 9[7]

1. The Assembly is the supreme organ of the Organization and shall be composed of delegates representing Full Members.

2. At each session of the Assembly each Full and Associate Member shall be represented by not more than five delegates, one of whom shall be designated by the Member as Chief Delegate.

3. The Committee of Affiliate Members may designate up to three observers and each Affiliate Member may designate one observer, who may participate in the work of the Assembly.

Article 10

The Assembly shall meet in ordinary session every two years and, as well, in extraordinary session when circumstances require. Extraordinary sessions may be convened at the request of the Council or of a majority of Full Members of the Organization.

Article 11

The Assembly shall adopt its own rules of procedure.

Article 12[8]

The Assembly may consider any question and make recommendations on any matter within the competence of the Organization. Its functions, other than those which have been conferred on it elsewhere in the present Statutes, shall be:

(a) To elect its President and Vice-Presidents;
(b) To elect the members of the Council;
(c) To appoint the Secretary-General on the recommendation of the Council;
(d) To approve the Financial Regulations of the Organization;
(e) To lay down general guidelines for the administration of the Organization;
(f) To approve the staff regulations applicable to the personnel of the Secretariat;
(g) To elect the auditors on the recommendation of the Council;
(h) To approve the general programme of work of the Organization;

7 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005, has not yet come into force.

8 The amendment to this Article adopted by the General Assembly at its twenty-second session [resolution 696 (XXII)] in Chengdu, China, September 2017, has not yet come into force.

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(i) To supervise the financial policies of the Organization and to review and approve the budget;

(j) To establish any technical or regional body which may become necessary;

(k) To consider and approve reports on the activities of the Organization and of its organs and to take all necessary steps to give effect to the measures which arise from them;

(l) To approve or to delegate the power to approve the conclusion of agreements with governments and international organizations;

(m) To approve or to delegate the power to approve the conclusion of agreements with private organizations or private entities;

(n) To prepare and recommend international agreements on any question that falls within the competence of the Organization;

(o) To decide, in accordance with the present Statutes, on applications for membership.

Article 13

1. The Assembly shall elect its President and Vice-Presidents at the beginning of each session.

2. The President shall preside over the Assembly and shall carry out the duties which are entrusted to him.

3. The President shall be responsible to the Assembly while it is in session.

4. The President shall represent the Organization for the duration of his term of office on all occasions on which such representation is necessary.

Executive Council

Article 14[9]

1. The Council shall consist of Full Members elected by the Assembly at the ratio of one member for every five Full Members, in accordance with the Rules of Procedure laid down by the Assembly, with a view to achieving fair and equitable geographical distribution.

9 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November-December 2005, has not yet come into force.

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1 bis. The host State of the headquarters of the Organization shall have a permanent additional seat on the Executive Council, which shall be unaffected by the procedure laid down in paragraph 1 above concerning the geographical distribution of Council seats.[10]

2. One Associate Member selected by the Associate Members of the Organization may participate in the work of the Council without the right to vote.

3. A representative of the Committee of Affiliate Members may participate in the work of the Council without the right to vote.

Article 15[11] The term of elected members shall be four years except that the terms of one-half of the members of the first Council, as determined by lot, shall be two years. Election for one-half of the membership of the Council shall be held every two years.

Article 16 The Council shall meet at least twice a year.

Article 17 The Council shall elect a Chairman and Vice-Chairmen from among its elected members to serve for a term of one year.

Article 18 The Council shall adopt its own Rules of Procedure.

Article 19 The functions of the Council, other than those which are elsewhere assigned to it in these Statutes, shall be:

(a) To take all necessary measures, in consultation with the Secretary-General, for the implementation of the decisions and recommendations of the Assembly and to report thereon to the Assembly;

(b) To receive from the Secretary-General reports on the activities of the Organization;

10 The amendment to this article adopted by the General Assembly at its fifth session [resolution 134 (V)] in New Delhi, India, October 1983, the application of which was provisional [resolution 365 (XII)], entered into force on 16 July 2020 in accordance with Article 33 of the Statutes.

11 The amendment to this article adopted by the General Assembly at its seventh session [resolution 208 (VII)] in Madrid, Spain, October 1987, has not yet come into force.

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(c) To submit proposals to the Assembly;
(d) To examine the general programme of work of the Organization as prepared by the Secretary-General, prior to its submission to the Assembly;
(e) To submit reports and recommendations on the Organization's accounts and budget estimates to the Assembly;
(f) To set up any subsidiary body which may be required by its own activities;
(g) To carry out any other functions which may be entrusted to it by the Assembly.

Article 20 Between sessions of the Assembly and in the absence of any contrary provisions in these Statutes, the Council shall take such administrative and technical decisions as may be necessary, within the functions and financial resources of the Organization, and shall report the decisions which have been taken to the Assembly at its following session, for approval.

Secretariat

Article 21 The Secretariat shall consist of the Secretary-General and such staff as the Organization may require.

Article 22[12] The Secretary-General shall be appointed by a two-thirds majority of Full Members present and voting in the Assembly, on the recommendation of the Council, and for a term of four years. His appointment shall be renewable.

Article 23
1. The Secretary-General shall be responsible to the Assembly and Council.
2. The Secretary-General shall carry out the direction of the Assembly and Council. He shall submit to the Council reports on the activities of the Organization, its accounts and the draft general programme of work and budget estimates of the Organization.
3. The Secretary-General shall ensure the legal representation of the Organization.

12 The amendment to this article adopted by the General Assembly at its sixteenth session [resolution 512(XVI)] in Dakar, Senegal, November-December 2005, has not yet come into force.

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Article 24

1. The Secretary-General shall appoint the staff of the Secretariat in accordance with staff regulations approved by the Assembly.

2. The staff of the Organization shall be responsible to the Secretary-General.

3. The paramount consideration in the recruitment of staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. Subject to this consideration, due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

4. In the performance of their duties the Secretary-General and staff shall not seek or receive instructions from any government or any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

Budget and expenditure

Article 25

1. The budget of the Organization, covering its administrative functions and the general programme of work, shall be financed by contributions of the Full, Associate and Affiliate Members according to a scale of assessment accepted by the Assembly and from other possible sources of receipts for the Organization in accordance with the Financing Rules which are attached to these Statutes and form an integral part thereof.

2. The budget prepared by the Secretary-General shall be submitted by the Council to the Assembly for examination and approval.

Article 26[13]

1. The accounts of the Organization shall be examined by two auditors elected by the Assembly on the recommendation of the Council for a period of two years. The auditors shall be eligible for re-election.

2. The auditors, in addition to examining the accounts, may make such observations as they deem necessary with respect to the efficiency of

13 The amendment to this article adopted by the General Assembly at its twenty-second session [resolution 696(XXII)] in Chengdu, China, September 2017, has not yet come into force.

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the financial procedures and management, the accounting system, the internal financial controls and, in general, the financial consequences of administrative practices.

Quorum

Article 27

1. The presence of a majority of the Full Members shall be necessary to constitute a quorum at meetings of the Assembly.

2. The presence of a majority of the Full Members of the Council shall be necessary to constitute a quorum at meetings of the Council.

Voting

Article 28

Each Full Member shall be entitled to one vote.

Article 29

1. Subject to other provisions of the present Statutes, decisions on all matters shall be taken in the Assembly by a simple majority of Full Members present and voting.

2. A two-thirds majority vote of the Full Members, present and voting, shall be necessary to take decisions on matters involving budgetary and financial obligations of the Members, the location of the headquarters of the Organization, and other questions deemed of particular importance by a simple majority of the Full Members present and voting at the Assembly.

Article 30

Decisions of the Council shall be made by a simple majority of Members present and voting except on budgetary and financial recommendations which shall be approved by a two-thirds majority of Members present and voting.

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Legal personality, privileges and immunities

Article 31 The Organization shall have legal personality.

Article 32 The Organization shall enjoy in the territories of its Member States the privileges and immunities required for the exercise of its functions. Such privileges and immunities may be defined by agreements concluded by the Organization.

Amendments

Article 33[14]

1. Any suggested amendment to the present Statutes and its Annex shall be transmitted to the Secretary-General who shall circulate it to the Full Members at least six months before being submitted to the consideration of the Assembly.

2. An amendment shall be adopted by the Assembly by a two-thirds majority of Full Members present and voting.

3. An amendment shall come into force for all Members when two thirds of the Member States have notified the Depositary Government of their approval of such amendment.

Suspension of membership

Article 34

1. If any Member is found by the Assembly to persist in a policy that is contrary to the fundamental aim of the Organization as mentioned in Article 3 of these Statutes, the Assembly may, by a resolution adopted by a majority of two thirds of Full Members present and voting, suspend such Member from exercising the rights and enjoying the privileges of membership.

2. The suspension shall remain in force until a change of such policy is recognized by the Assembly.

14 The amendment to this article adopted by the General Assembly at its twenty-second session [resolution 695(XXII)] in Chengdu, China, September 2017, has not yet come into force.

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Withdrawal from membership

Article 35

1. Any Full Member may withdraw from the Organization on the expiry of one year's notice in writing to the Depositary Government.

2. Any Associate Member may withdraw from the Organization on the same conditions of notice, provided the Depositary Government has been notified in writing by the Full Member which is responsible for the external relations of that Associate Member.

3. An Affiliate Member may withdraw from the Organization on the expiry of one year's notice in writing to the Secretary-General.

Entry into force

Article 36

The present Statutes shall enter into force one hundred and twenty days after fifty-one States whose official tourism organizations are Full Members of IUOTO at the time of adoption of these Statutes, have formally signified to the provisional Depositary their approval of the Statutes and their acceptance of the obligations of membership.

Depositary

Article 37[15]

1. These Statutes and any declarations accepting the obligations of Membership shall be deposited for the time being with the Government of Switzerland.

2. The Government of Switzerland shall notify all States entitled to receive such notification of the receipt of such declarations and of the date of entry into force of these Statutes.

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15 The amendment to this article adopted by the General Assembly at its fourth session [resolution 93(IV)] in Rome, Italy, September 1981, is being applied on a provisional basis pending its entry into force in accordance with Article 33 of the Statutes.

"1. These Statutes and any declarations accepting the obligations of membership shall be deposited with the Government of Spain.

2. The Government of Spain shall inform all States so entitled of the receipt of the declarations referred to in paragraph 1 and of the notifications in accordance with the provisions of Articles 33 and 35, and of the date of entry into force of amendments to these Statutes."

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Interpretation and languages

Article 38[16] The official languages of the Organization shall be Arabic, Chinese, English, French, Russian and Spanish.

Article 39 The English, French, Russian and Spanish texts of these Statutes shall be regarded as equally authentic.

Transitional provisions

Article 40 The headquarters shall provisionally be in Geneva, Switzerland, pending a decision by the General Assembly under Article 2.

Article 41 During a period of one hundred and eighty days after these Statutes enter into force, States Members of the United Nations, the specialized agencies and the International Atomic Energy Agency or Parties to the Statute of the International Court of Justice shall have the right to become Full Members of the Organization, without requirement of vote, on formally declaring that they adopt the Statutes of the Organization and accept the obligations of membership.

Article 42 During the year following the entry into force of the present Statutes, States whose national tourism organizations were members of IUOTO at the time of adoption of these Statutes and which have adopted the present Statutes subject to approval may participate in the activities of the Organization with the rights and obligations of a Full Member.

Article 43 During the year following the entry into force of the present Statutes, territories or groups of territories not responsible for their external relations but whose tourism organizations were Full Members of IUOTO and are therefore entitled to Associate membership and which have adopted the Statutes subject to

16 The amendments to this article adopted by the General Assembly at its third session [resolution 61 (III)] in Torremolinos, Spain, September 1979, and at its seventeenth session [resolution 521 (XVII)] in Cartagena de Indias, Colombia, November 2007, entered into force on 9 May 2008 and 25 January 2021, respectively, in accordance with Article 33 of the Statutes.

approval by the State which assumes responsibility for their external relations may participate in the activities of the Organization with the rights and obligations of an Associate Member.

Article 44 When the present Statutes come into force, the rights and obligations of IUOTO shall be transferred to the Organization.

Article 45 The Secretary-General of IUOTO at the time of the entry into force of the present Statutes shall act as Secretary-General of the Organization until such time as the Assembly has elected the Secretary-General of the Organization.

Done at Mexico City on 27 September 1970.

The President of the
Extraordinary General Assembly,
President of the
International Union of
Official Travel Organisations

Georges FADDOUL

The Secretary-General of the
International Union of
Official Travel Organisations

Robert C. LONATI

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Annex
Financing Rules

1. The financial period of the Organization shall be two years.

2. The financial year shall be from 1 January to 31 December.

3. The budget shall be financed by the contributions of the Members according to a method of apportionment to be determined by the Assembly, based on the level of economic development of and the importance of tourism in each country, and by other receipts of the Organization.

4. The budget shall be formulated in United States dollars. The currency used for the payment of contributions shall be the United States dollar. This shall not preclude acceptance by the Secretary-General, to the extent authorized by the Assembly, of other currencies in payment of Members' contributions.[1]

5. A General Fund shall be established. All membership contributions made pursuant to paragraph 3, miscellaneous income and any advances from the Working Capital Fund shall be credited to the General Fund. Expenditure for administration and the general programme of work shall be paid out of the General Fund.

6. A Working Capital Fund shall be established, the amount of which is to be fixed by the Assembly. Advance contributions of Members and any other budget receipts which the Assembly decides may be so used, shall be paid into the Working Capital Fund. When required, amounts therefrom shall be transferred to the General Fund.

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1 The amendment to this paragraph adopted by the General Assembly at its fourteenth session [resolution 422(XIV)] in Seoul (Republic of Korea) and Osaka (Japan), September 2001, is being applied on a provisional basis pending its entry into force in accordance with Article 33 of the Statutes:

"The budget shall be formulated in euros. The currency used for the payment of contributions shall be the euro or any other currency or combination of currencies stipulated by the Assembly. This shall not preclude acceptance by the Secretary-General, to the extent authorized by the Assembly, of other currencies in payment of Members' contributions."

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7. Funds in trust may be established to finance activities not provided for in the budget of the Organization which are of interest to some member countries or groups of countries. Such Funds shall be financed by voluntary contributions. A fee may be charged by the Organization to administer these Funds.

8. The Assembly shall determine the utilization of gifts, legacies and other extraordinary receipts not included in the budget.

9. The Secretary-General shall submit the budget estimates to the Council at least three months before the appropriate meeting of the Council. The Council shall examine these estimates and shall recommend the budget to the Assembly for final examination and approval. The Council's estimates shall be sent to Members at least three months before the appropriate session of the Assembly.

10. The Assembly shall approve the budget by years for the succeeding two-year financial period and its annual apportionment, as well as its administrative accounts for each year.

11. The accounts of the Organization for the last financial year shall be transmitted by the Secretary-General to the auditors and to the competent organ of the Council.

    The auditors shall report to the Council and to the Assembly.[2]

12. The Members of the Organization shall pay their contribution in the first month of the financial year for which it is due. Members shall be notified of the amount of their contribution, as determined by the Assembly, six months before the beginning of the financial year to which it relates.

    However, the Council may approve justified cases of arrears due to different financial years existing in different countries.[3]

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2 The amendment to this paragraph adopted by the General Assembly [resolution 696 (XXII)] in September 2017 has not yet entered into force.

3 The amendment to this paragraph adopted by the General Assembly at its third session [resolution 61 (III)] in Torremolinos, Spain, September 1979, is being applied on a provisional basis pending its entry into force in accordance with Article 33 of the Statutes:

"The Members of the Organization shall pay their contribution in the first month of the financial year for which it is due. Members shall be notified of the amount of their contribution, as determined by the Assembly, six months before the beginning of financial years in which the General Assembly is held and two months before the beginning of the other financial years. However, the Council may approve justified cases of arrears due to different financial years existing in different countries."

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13. A Member which is in arrears in the payment of its financial contributions to the Organization's expenditure shall be deprived of the privileges enjoyed by the Members in the form of services and the right to vote in the Assembly and the Council if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two financial years. At the request of the Council, the Assembly may, however, permit such a Member to vote and to enjoy the services of the Organization if it is satisfied that the failure to pay is due to conditions beyond the control of the Member.[4]

14. A Member withdrawing from the Organization shall be liable for assessments on a pro rata basis up to the time the withdrawal becomes effective.

    In calculating the assessments of Associate and Affiliate Members, account shall be taken of the different bases of their membership and the limited rights they enjoy within the Organization.[5]

Done at Mexico City on 27 September 1970.

The President of the Extraordinary General Assembly, President of the International Union of Official Travel Organisations	The Secretary-General of the International Union of Official Travel Organisations
Georges FADDOUL	Robert C. LONATI

4 The amendment to this paragraph adopted by the General Assembly at its fourth session [resolution 92 (IV)] in Rome, Italy, September 1981, has not yet come into force.

5 The amendment to this paragraph adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November - December 2005, has not yet come into force.

The text of the present Financing Rules attached to the Statutes of the World Tourism Organization is an exact copy of the text authenticated by the signatures of the President of the Extraordinary General Assembly, President of the International Union of Official Travel Organisations, and of the Secretary- General of the International Union of Official Travel Organisations.

Certified true and complete copy.

The Secretary-General
of the International Union of Official Travel Organisations Robert C. Lonati

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Amendments to the Statutes and its Annex (Financing Rules) adopted by the General Assembly since the establishment of UNWTO

The text of the present amendments to the Statutes and the Financing Rules is the exact copy of the text adopted in the resolutions and authenticated by the signatures of the President of the General Assembly and the Secretary-General.

The amendments are presented following the order of the articles to which they apply, independently of their chronological order. Those that are being applied, by decision of the General Assembly, on a provisional basis pending their entry into force in accordance with Article 33 are reproduced below in *italics*.

Statutes

Establishment

Article 1 Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

The World Tourism Organization, hereinafter referred to as “the Organization”, is hereby established as an international organization of intergovernmental character. It is a specialized agency of the United Nations.

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Membership

Article 4 Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

Membership of the Organization shall be open to:

(a) Full Members

(b) Associate Members

Article 5 Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

1. Full membership of the Organization shall be open to all sovereign States that are members of the United Nations.

2. Such States may become Full Members of the Organization if their candidatures are approved by the General Assembly by a majority of two thirds of the Full Members present and voting provided that said majority is a majority of the Full Members of the Organization.

3. States that have withdrawn from the Organization in accordance with the provisions of Article 35 shall have the right to become Full Members of the Organization again, without requirement of vote, on formally declaring that they adopt the Statutes of the Organization and accept the obligations of membership.

Article 6 Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

1. Territories already holding associate membership on 24 October 2003 shall maintain the status, rights and obligations belonging to them as at such date. The list of such territories is annexed to these Statutes.

2. Members enjoying the status of Affiliates, up to at the date of entry into force of the Amendments to the present Statutes adopted on 29 November 2005 shall become as of right Associate Members at that date.

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3. Associate membership of the Organization shall be open to intergovernmental and non-governmental organizations, tourism bodies without political competence subordinate to territorial entities, professional and labour organizations, academic, educational, vocation training and research institutions and to commercial enterprises and associations whose activities are related to the aims of the Organization or fall within its competence. The participation of Associate Members in the work of the Organization shall be of a technical nature, with decisions and votes being the exclusive prerogative of the Full Member.

4. Such entities may become Associate Members of the Organization provided that their requests for membership are presented in writing to the Secretary-General and that the candidature is approved by the General Assembly by a majority of two thirds of the Full Members present and voting provided that said majority is a majority of the Full Members of the Organization. Except in the cases of international organizations, the candidatures of the entities mentioned in paragraph 3 above shall be introduced by the United Nations member State on whose territory their headquarters is located.

5. The General Assembly shall abstain from considering the candidature of such entities if their headquarters is located in a territory that is the subject of a dispute, of sovereignty or other, before the United Nations, or if their activity is related to such a territory, unless no Full Member objects to the introduction of the candidature of said entity or to its admission to the Organization.

Article 7 Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

1. A Committee of Associate Members shall be constituted which shall establish its own rules and submit them to the Assembly for approval by a majority of two thirds of the Full Members present and voting provided that said majority is a majority of the Full Members of the Organization. The Committee may be represented at meetings of the Organization's organs.

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2. The Committee of Associate Members shall be composed of three boards:
   (i) A board of destinations, composed of the tourism bodies, without political competence subordinate to territorial entities;
   (ii) An education board composed of academic, educational, vocational training and research institutions; and
   (iii) A professional board composed of all the other Associate Members.

Intergovernmental and non-governmental organizations may participate in whichever board or boards correspond to their competencies.

General Assembly

Article 9 Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

1. The Assembly is the supreme organ of the Organization and shall be composed of delegates representing Full Members.

2. At each session of the Assembly each Full Member shall be represented by not more than five delegates, one of whom shall be designated by the Member as Chief Delegate.

3. Associate Members as of 24 October 2003, the list of which is annexed to the present Statutes, shall be represented by not more than five delegates, one of whom shall be designated as Chief Delegate. These delegates may participate, without the right to vote, in the work of the Assembly. They shall have the right to speak but may not participate in decision-making.

4. The Committee of Associate Members may designate three spokespersons, one representing the board of destinations, one representing the professional board and the other representing the education board, who shall participate in the work of the Assembly, without the right to vote. Each Associate Member may designate one observer, who may attend the deliberations of the Assembly.

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Article 12 Text of the amendment adopted by the General Assembly at its twenty-second session [resolution 696 (XXII)] in Chengdu, China, September 2017:

(g) To elect the Auditor on the recommendation of the Council;

Executive Council

Article 14 Text of the amendment adopted by the General Assembly at its fifth session [resolution 134 (V)] in New Delhi, India, October 1983, the application of which had been provisional [resolution 365 (XII)], entered into force on 16 July 2020:

1 bis. The host State of the headquarters of the Organization shall have a permanent additional seat on the Executive Council, which shall be unaffected by the procedure laid down in paragraph 1 above concerning the geographical distribution of Council seats.

Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

1. The Council shall consist of Full Members elected by the Assembly in the ratio of one Member for every five Full Members, in accordance with the Rules of Procedure laid down by the Assembly, with a view to achieving a fair and equitable geographical distribution.

2. Associate Members as of 24 October 2003 may have a spokesperson who may participate, without the right to vote, in the work of the Council. Such spokesperson may not participate in decision-making.

3. The three spokespersons of the Committee of Associate Members may participate, without the right to vote, in the work of the Council. Such spokespersons may not participate in decision-making.

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Article 15 Text of the amendment adopted by the General Assembly at its seventh session [resolution 208 (VII)] in Madrid, Spain, September–October 1987:

1. The term of elected Members shall be four years. Election for one-half of the membership of the Council shall be held every two years.

2. The terms of office of the Members of the Council shall not be immediately renewable upon expiration unless an immediate renewed membership is essential to safeguard a fair and equitable geographical distribution. In such a case, the admissibility of the request for renewal shall be obtained from a majority of Full Members present and voting.

Secretariat

Article 22 Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 512 (XVI)] in Dakar, Senegal, November–December 2005:

The Secretary-General shall be appointed by a two-thirds majority of Full Members present and voting in the Assembly, on the recommendation of the Council, for a term of four years. His appointment shall be renewable only once.

Budget and expenditure

Article 26 Text of the amendment adopted by the General Assembly at its twenty-second session [resolution 696 (XXII)] in Chengdu, China, September 2017:

1. The accounts of the Organization shall be examined by an Auditor elected by the Assembly on the recommendation of the Council for a period of two years. The Auditor shall be eligible for re-election.

2. The Auditor, in addition to examining the accounts, may make such observations as the Auditor deems necessary with respect to the efficiency of the financial procedures and management, the accounting system, the internal financial controls and, in general, the financial consequences of administrative practices.

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Amendments

Article 33 Text of the amendment adopted by the General Assembly at its twenty-second session [resolution 695 (XXII)] in Chengdu, China, September 2017:

1. Any suggested amendment to the present Statutes and its Annex shall be transmitted to the Secretary-General who shall circulate it to the Full Members at least six months before being submitted to the consideration of the Assembly.

2. An amendment shall be voted by the Assembly and adopted by a two-thirds majority of Full Members present and voting.

3. An amendment shall come into force for all Members one year after it has been adopted by the Assembly, unless the resolution by which it is adopted provides that the procedure established in paragraph 4 shall be applicable.

4. Notwithstanding the provisions of paragraph 3, any amendment to Articles 4, 5, 6, 7, 9, 14, 23, 25, 28, 33 or 35 of the Statutes, or to the Financing Rules, or any amendment involving fundamental alterations in the aims or the structure of the Organization or to the rights and obligations for the member States – so determined by the General Assembly – shall come into force for all Members forthwith when two thirds of the Member States have notified the Depositary Government of their approval of such amendment. The General Assembly may also establish a deadline for member States to notify the approval of such amendment.

5. Amendment to Article 14 of the Statutes (adopted by the General Assembly through resolution 134 (V)), amendment to Article 15 of the Statutes (adopted by the General Assembly through resolution 208 (VII)), amendment to Article 22 of the Statutes (adopted by the General Assembly through resolution 512 (XVI)), amendment to Article 37 of the Statutes (adopted by the General Assembly through resolution 93 (IV)), amendment to Paragraph 4 of the Financing Rules (adopted by the General Assembly through resolution 422 (XIV)) and amendment to Paragraph 12 of the Financing Rules (adopted by the General Assembly through resolution 61 (III)) shall enter into force upon entry into force of the present amendment to Article 33.

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Depositary

Article 37 Text of the amendment adopted by the General Assembly at its fourth session [resolution 93 (IV)] in Rome, Italy, September 1981, the application of which is provisional pending its entry into force:

1. *These Statutes and any declarations accepting the obligations of membership shall be deposited with the Government of Spain.*

2. *The Government of Spain shall inform all States so entitled of the receipt of the declarations referred to in paragraph 1 and of the notifications in accordance with the provisions of Articles 33 and 35, and of the date of entry into force of amendments to these Statutes.*

Interpretation and languages

Article 38 Text of the amendment adopted by the General Assembly at its third session [resolution 61 (III)] in Torremolinos, Spain, September 1979, entered into force on 9 May 2008:

The official languages of the Organization shall be English, Arabic, French, Russian and Spanish.

Article 38 Text of the amendment adopted by the General Assembly at its seventeenth session [resolution 521 (XVII)] in Cartagena de Indias, Colombia, November 2007, entered into force on 25 January 2021:

The official languages of the Organization shall be Arabic, Chinese, English, French, Russian and Spanish.

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Financing Rules

Paragraph 4 Text of the amendment adopted by the General Assembly at its fourteenth session [resolution 422 (XIV)], Seoul, Republic of Korea, and Osaka, Japan, September 2001, the application of which is provisional pending its entry into force:

The budget shall be formulated in euros. The currency used for payment of contributions shall be the euro or any other currency or combination of currencies stipulated by the Assembly. This shall not preclude acceptance by the Secretary-General, the extent authorized by the Assembly, of other currencies in payment of Members' contributions.

Paragraph 11 Text of the amendment adopted by the General Assembly at its twenty-second session [resolution 696 (XXII)] in Chengdu, China, September 2017:

The accounts of the Organization for the last financial year shall be transmitted by the Secretary-General to the Auditor and to the competent organ of the Council.

The Auditor shall report to the Council and to the Assembly.

Paragraph 12 Text of the amendment adopted by the General Assembly at its third session [resolution 61 (III)] in Torremolinos, Spain, September 1979, the application of which is provisional pending its entry into force:

The Members of the Organization shall pay their contribution in the first month of the financial year for which it is due. Members shall be notified of the amount of their contribution, as determined by the Assembly, six months before the beginning of financial years in which the General Assembly is held and two months before the beginning of the other financial years. However, the Council may approve justified cases of arrears due to different financial years existing in different countries.

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Paragraph 13 Text of the amendment adopted by the General Assembly at its fourth session [resolution 92 (IV)] in Rome, Italy, September 1981:

(a) A Member which is one or more years in arrears in the payment of its contributions to the Organization's expenditure may not be elected to the Executive Council or hold offices within the organs of the General Assembly.

(b) A Member which is one or more years in arrears in the payment of its contributions to the Organization's expenditure and which has failed to explain the nature of the circumstances surrounding its failure to pay and to indicate the measures to be taken to settle its arrears shall pay a compensatory amount equal to 2 per cent of its arrears, in addition to said arrears.

(c) A Member which is in arrears in the payment of its financial contributions to the Organization's expenditure shall be deprived of the privileges enjoyed by the Members in the form of services and the right to vote in the Assembly and the Council if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two financial years. At the request of the Council, the Assembly may, however, permit such a Member to vote and to enjoy the services of the Organization if it is satisfied that the failure to pay is due to conditions beyond the control of the Member.

Last Paragraph

Text of the amendment adopted by the General Assembly at its sixteenth session [resolution 511 (XVI)] in Dakar, Senegal, November–December 2005:

In calculating the assessments of Associate Members, account shall be taken of the different bases of their membership and the limited rights they enjoy within the Organization.

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Rules of Procedure of the General Assembly of the World Tourism Organization[1]

Preamble

1. These Rules of Procedure are adopted pursuant to Article 11 of the Statutes of the World Tourism Organization to which they are subordinate.

2. For the purpose of these Rules, the terms "Statutes", "Assembly" and "Council" shall mean the Statutes, the General Assembly and the Executive Council of the World Tourism Organization, respectively.

Rule 1

1. The Secretary-General shall convene the Assembly in ordinary session every two years at the Organization's headquarters.

2. The Assembly may meet at another place if it so decides, provided the host country reimburses the extra expenses involved in holding the Assembly session.

3. The date of the session shall be fixed by the Assembly or by the Council if so empowered and notified to the Members of the Organization not less than seven months before the opening of the session.

4. Meetings of the Assembly may be held by virtual means or on a hybrid format in the most exceptional circumstances when the Chairman of the Executive Council, in consultation with the Officers of the Council and the host country and with the endorsement of the Secretary-General, determines that an in-person session is not possible or appropriate for all delegates owing to risks to their safety and well-being and that of the staff of the Organization. In such instances, delegates and observers as defined in Rule 9 may participate in the session by means

1 Text as adopted by the General Assembly at its tenth session [resolution 320 (X)], in Bali, Indonesia, October 1993, being the original text in French language. The initial text was adopted by the General Assembly at its second session [resolution 15 (II)] in Torremolinos, Spain, May–June 1977.

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of videoconference or other electronic means. The Assembly shall adopt special procedures applicable to these sessions.[2]

Rule 2 On a decision of the Council or at the request of a majority of Full Members of the Organization, the Secretary-General shall, within fifteen days of the decision or receipt of the request, convene the Assembly in extraordinary session.

Rule 3

1. The letters of convocation shall be sent by the Secretary-General to the Members of the Organization ninety days before the opening of an ordinary session and thirty days before the opening of an extraordinary session.

2. At the request of the Council, invitations may be sent by the Secretary-General to any intergovernmental or non-governmental international organizations with which the Organization has established relations.

Functions of the Assembly

Rule 4 The Assembly may consider any question and make recommendations on any matter within the competence of the Organization.

Agenda of the Assembly

Ordinary sessions

Rule 5

1. The Secretary-General shall draw up the provisional agenda of each ordinary session of the Assembly and transmit it to the Members of the Organization. The provisional agenda of an ordinary session shall include the following items:
   (a) Adoption of the agenda;
   (b) Election of the President and Vice-Presidents of the Assembly;
   (c) Election of the Credentials Committee and any other subsidiary organs of the Assembly;

2 Rule amended by the General Assembly at its twenty-fourth session [resolution 747(XXIV)], in Madrid, Spain, December 2021.

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(d) Consideration of the Secretary-General's report on the activities of the Organization;
(e) Consideration of the report and recommendations of the Council;
(f) Consideration and approval of the reports on the activities of the subsidiary organs of the Assembly, of a technical or regional nature;
(g) Consideration and approval of the report on the activities of the Committee of Affiliate Members;
(h) Any items whose inclusion was decided by the Assembly at a previous session;
(i) Any items proposed by a Member of the Organization;
(j) Consideration of any other matters which the Secretary-General deems necessary to put before the Assembly;
(k) Approval of the general programme of work of the Organization;
(l) Consideration and approval of the draft budget for the next financial period and review of the accounts for the previous financial period;
(m) Election of the Members of the Council.

2. The provisional agenda shall be attached to the letters of convocation and invitations provided for in rule 3.

3. Proposals made by Members pursuant to paragraph 1 (i) above after dispatch of the provisional agenda shall be accompanied by a report and transmitted to the Secretary-General at least thirty days before the opening of the session. The Secretary-General shall bring them to the knowledge of the other Members at least twenty days before the opening of the session.

Extraordinary sessions

Rule 6 The Secretary-General shall draw up the provisional agenda consisting of the matter or matters for which the extraordinary session is convened and attach it to the letters of convocation provided for in rule 3.

Ordinary and extraordinary sessions

Rule 7 The Assembly, after approving the agenda and electing the President and Vice-Presidents, shall consider the report submitted to it by the Secretary-General on the technical, administrative and financial implications of any items included in its agenda, unless it decides otherwise.

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Rule 8 Copies of all reports, proposals and other documents relating to the provisional agenda of a session, including proposals to prepare, recommend or conclude an international convention, agreement or set of regulations, shall be sent by the Secretary-General to the Members of the Organization at the same time as the provisional agenda or as soon after it as possible.

Plenary meetings of the Assembly

Rule 9

1. Delegations of Full Members consisting of five delegates at most, one of whom shall be designated head of delegation, shall be entitled to attend the plenary meetings of the Assembly. Each delegation may also include alternate delegates and as many advisers, technical advisers, experts and persons of similar status as may be required by it.

2. Invited representatives of States that are not members of the Organization but that are Members of the United Nations or of a specialized agency of the United Nations or Parties to the Statute of the International Court of Justice, as well as invited representatives of international organizations, both intergovernmental and non-governmental, shall be entitled to attend the public plenary meetings of the Assembly as observers.

3. Delegations of Associate Members consisting of five delegates at most, one of whom shall be designated head of delegation, and not more than three observers designated by the Committee of Affiliate Members as well as one observer designated by each Affiliate Member shall be entitled to attend the plenary meetings of the Assembly.

Rule 10

1. The plenary meetings of the Assembly shall be public, unless the Assembly decides otherwise. The Secretary-General shall determine the conditions in which staff members may attend these meetings.

2. All decisions of the Assembly adopted at a private meeting shall be announced as soon as possible at a public meeting.

Rule 11 Subject to the decisions of the Assembly, the Secretary-General shall make the necessary arrangements for the admission of representatives of the press and other media of information to the public plenary meetings of the Assembly.

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Submission of credentials and identification papers

Rule 12

1. The names of the delegates of Full Members and Associate Members, of the observers of Affiliate Members and of the invited representatives of the United Nations and other international organizations, both intergovernmental and non-governmental, shall be communicated to the Secretary-General, if possible, at least fifteen days before the session of the Assembly opens.

2. The credentials of the delegates of Full Members and Associate Members, issued by the competent authority of the State, shall be handed to the Secretary-General, if possible, at least one day before the session of the Assembly opens.

3. Identification papers of the observers of Affiliate Members and invited representatives of intergovernmental and non-governmental international organizations shall be handed to the Secretary-General, if possible, at least one day before the session of the Assembly opens.

Credentials Committee

Rule 13

1. At the beginning of each session, the Assembly shall, on the proposal of the President, appoint a Credentials Committee composed of nine delegates of Full Members, having regard to fair and equitable geographical distribution.

2. The Credentials Committee shall elect its Chairman and Vice-Chairman.

3. If the Chairman of the Committee is unable to discharge his duties, they shall fall to the Vice-Chairman.

4. The Committee shall examine the credentials of the delegates of Full Members and Associate Members, issued by the competent authority of the State or of the territory or group of territories, and the identification papers of the observers of Affiliate Members and of the observers referred to in paragraph 2 of rule 9, and report without delay to the Assembly.

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Provisional admission

Rule 14 Any delegate of a Full Member or Associate Member whose admission is objected to by a Full Member shall be entitled to attend provisionally with the same rights as the other delegates until the Credentials Committee has submitted its report on his credentials and the Assembly has taken a decision.

Officers of the Assembly

Rule 15 The Officers of the Assembly shall be the President and the Vice-Presidents elected for the duration of the session from among the Full Members.

Rule 16

1. The session of the Assembly shall be opened by the President of the preceding session or by the head of the delegation to which he belonged.

2. The Assembly shall elect its President.

3. The Assembly shall elect its Vice-Presidents on the basis of equitable geographical distribution, making allowance for the region represented by the President.

Functions of the President and Vice-Presidents

Rule 17

1. The President shall ensure the observance of these Rules of Procedure. He shall declare the opening and close of each plenary meeting, direct the discussions at plenary meetings, grant the right to speak, put questions to the vote and announce the decisions. He shall rule on points of order and, subject to the provisions of these Rules of Procedure, ensure the orderly conduct of business at each meeting. He may propose a limitation of the time allowed to each speaker or the closing of the list of speakers. He may also declare the suspension of the debates.

2. The President shall not participate in the discussions or votes.

3. He shall be responsible to the Assembly while it is in session.

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4. The President may appoint one of the Vice-Presidents to replace him during a meeting or a part of a meeting. A Vice-President acting as President shall have the same powers and duties as the President.

5. If the President is unable to perform his functions, a new President shall be elected by the Assembly for the unexpired term.

6. The President shall represent the Organization during his term of office, on all occasions on which such representation is necessary.

Functions of the Assembly's Officers

Rule 18 The Officers of the Assembly shall be jointly responsible for recommending the Assembly's programme of work, determining the time and agenda of each plenary meeting, making proposals regarding the establishment and composition of subsidiary organs, and reporting to the Assembly on all other questions requiring decision for the proper conduct of business.

Subsidiary organs of the Assembly

Rule 19 The Assembly may establish any subsidiary organs of a technical or regional nature that it considers necessary. It may, in particular, set up regional commissions, whose number, designation, composition and missions it shall prescribe.

Secretariat of the Assembly

Rule 20

1. The Secretary-General shall act as Secretary of the Assembly and its subsidiary organs.

2. The Secretary-General may delegate his functions to any other member of the Secretariat.

Rule 21 The Secretary-General shall make available to the Assembly the staff of the Secretariat and the means required for holding its session.

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Rule 22

1. The Secretariat shall receive, translate into the working languages of the Assembly, reproduce and distribute documents, reports and resolutions of the Assembly, its committees and other organs, interpret speeches made at the meetings; prepare, reproduce and circulate the records of the session; have the custody and proper preservation of the documents in the archives of the Assembly; distribute all documents of the Assembly to the Members of the Organization, and, generally, perform all other work which the Assembly may see fit to entrust to it.

2. The Secretary-General may at any time make to the Assembly and its subsidiary organs oral or written statements on any matter under consideration.

Participation of observers in meetings of the Assembly

Rule 23

The delegates of Associate Members may participate in the meetings of the Assembly and its subsidiary organs but shall not hold any office or have the right to vote.

Rule 24

1. The Committee of Affiliate Members may appoint not more than three observers and each Affiliate Member may appoint one observer to participate in the meetings of the Assembly and its subsidiary organs.

2. Observers shall not hold any office or have the right to vote.

Rule 25

The observers referred to in paragraph 2 of rule 9 may be invited by the President to address the plenary meetings of the Assembly.

Conduct of business

Rule 26

The President may declare a meeting open and permit the debate to proceed when at least one-third of the Full Members are present. The presence of a majority of the Full Members shall be required for any decision to be taken.

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Rule 27

1. No one may address the Assembly without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their wish to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

2. The Secretary-General shall be responsible for preparing the list of speakers.

Rule 28

The chairman or rapporteur of a subsidiary organ of the Assembly or a working group may be accorded precedence for the purpose of explaining the conclusions arrived at by the subsidiary organ or working group.

Rule 29

1. During the discussion of any matter, a delegate of a Full Member or Associate Member may raise a point of order, which shall be decided forthwith by the President in accordance with the Rules of Procedure.

2. A delegate of a Full Member or Associate Member rising to a point of order may not speak on the substance of the matter under discussion.

3. A delegate of a Full Member or Associate Member may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the Full Members present and voting.

Rule 30

During the course of a debate, the President may read out the list of speakers and, with the consent of the Assembly, declare the list closed. He may, however, accord the right of reply to any delegate of a Full Member or Associate Member if a speech delivered after he has declared the list closed makes this desirable.

Rule 31

A delegate of a Full Member or Associate Member may at any time move the adjournment of the debate on the agenda item under discussion. In addition to the proposer of the motion, two delegates may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

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Rule 32 A delegate of a Full Member or Associate Member may at any time move the closure of the debate, even if another delegate has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the Assembly approves the motion, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

Rule 33 During the discussion of any matter, a delegate of a Full Member or Associate Member may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The President may limit the time to be allowed to the speaker who moves the suspension or the adjournment of the meeting.

Rule 34 Subject to the provisions of rule 29, the following motions shall have precedence, in the order given, over all other proposals or motions before the meeting:

(a) To suspend or to adjourn the meeting;
(b) To adjourn the debate on the agenda item under discussion;
(c) To close the debate.

Rule 35

1. Proposals and amendments shall be presented in writing to the Secretary-General, who shall communicate them to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting unless its text has been communicated to all the delegations not later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments and procedural motions even though the amendments or motions have not been communicated or have been communicated the same day.

2. The President may at any time make suggestions for expediting the debates.

3. A delegate of a Full Member or Associate Member may appeal against a ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the Full Members present and voting.

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Rule 36 A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been the subject of an amendment. A motion which has been so withdrawn may be reintroduced without notice by any other Member.

Voting

Rule 37 Each Full Member represented at the Assembly shall have one vote.

Rule 38

1. Subject to the provisions of the following paragraphs, the Assembly shall take decisions by a simple majority of the Full Members present and voting.

2. Decisions on the following matters shall be taken by a two-thirds majority of the Full Members present and voting:
   (a) Approval of the Financial Regulations of the Organization and any amendment thereto;
   (b) Approval of the budget;
   (c) Matters involving budgetary and financial obligations of the Members;
   (d) Suspension of a Member whose policy is contrary to the fundamental aim of the Organization and lifting of the suspension;
   (e) Appointment of the Secretary-General.

3. Decisions concerning the headquarters of the Organization, the admission of new Members and the adoption of amendments to the Statutes of the Organization shall be taken by a majority of two thirds of Full Members present and voting, provided that said majority is a majority of the Full Members of the Organization

4. The Assembly may decide by simple majority that a matter is of such importance as to justify recourse to an increased majority provided for, according to the circumstances, in paragraphs 2 and 3 above.

Rule 39 Under these Rules of Procedure, the term “Full Members present and voting” shall be understood to mean “Full Members present and voting for or against”. Full Members which abstain from voting shall be regarded as not voting.

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Rule 40

1. The Assembly shall vote by a show of hands, unless under a point of order a vote by roll call is requested in accordance with the provisions of rules 17 and 29. The roll call shall be taken in the Spanish alphabetical order of the names of the Full Members, beginning with the Member whose name is drawn by lot by the President.

2. Where an appropriate electronic system is available, the Assembly may conduct any vote under this Rule by electronic means, in which case a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call vote. A recorded vote shall be taken without calling the names of the Full Members.[3]

Rule 41

In case of a tie on matters other than elections or on matters for which a two-thirds majority is not required, a second vote shall be taken at, and expressly mentioned in the agenda of a subsequent meeting to be held within forty-eight hours of the first vote. If the second vote also results in a tie, the proposal shall be regarded as rejected.

Rule 42

When a proposal is the subject of an amendment, the amendment shall be put to the vote first. If a proposal is the subject of two or more amendments, the Assembly shall vote first on the one which, in the opinion of the President, is the farthest removed in substance from the original proposal, and then on the amendment next removed therefrom, and so on.

Rule 43

1. All elections as well as the appointment of the Secretary-General shall be made by secret ballot.

2. Secret ballots shall be taken by the casting of ballot papers or, where an appropriate electronic system is available, by electronic means, in such a way as to safeguard the secrecy and integrity of the secret ballot.[4]

3 Rule amended by the General Assembly at its twenty-fourth session [resolution 747(XXIV)], in Madrid, Spain, December 2021.

4 Rule amended by the General Assembly at its twenty-fourth session [resolution 747(XXIV)], in Madrid, Spain, December 2021.

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Languages

Rule 44 The working languages of the Assembly shall be English, French, Russian and Spanish.

Rule 45 Any delegate or observer may speak in a language other than the working languages of the Assembly but must in that case provide interpretation into one of those languages.

Summary records of plenary meetings

Rule 46

1. Provisional summary records of the plenary meetings shall be prepared in the working languages by the Secretariat of the Assembly and distributed to the delegates and observers as soon as possible.

2. Within one month after the provisional summary records have been distributed, delegates and observers may transmit to the Secretariat in writing any corrections they consider necessary.

3. The final summary records shall report the proposals and the conclusions of the Assembly, summarizing the arguments and reasons therefore.

4. The Secretariat shall record the discussions of the plenary meetings of the Assembly.

5. The President of the Assembly may decide to have a recording transcribed if there is a dispute between Members about the actual content of a statement or the significance of a decision taken.

Resolutions

Rule 47 Resolutions adopted by the Assembly shall be sent to the Members within thirty days following the closing of the session.

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Amendments

Rule 48 Any amendment proposed to these Rules of Procedure shall be included in the agenda. The amendment shall be submitted to the Assembly at any plenary meeting together, where appropriate, with a report drawn up by a committee established by the Assembly or the Executive Council for this purpose.

Admission of new Members

Rule 49 The formal declaration whereby new Full Members, as referred to in Article 5(2) of the Organization's Statutes, adopt those Statutes and accept the obligations of membership shall take effect on its receipt by the depositary government.

Rule 50 The admission of new Members shall be governed by the following provisions:

(a) Each application for admission shall be addressed to the Secretary-General, who shall submit it to the Assembly after having informed the Council.

(b) Each application for admission must include a formal declaration by the applicant of its acceptance of the Statutes and the obligations of membership.

(c) Applications for admission must be submitted at least sixty days before the Assembly's session.

(d) The Members of the Organization shall be informed of any applications for admission at least thirty days before the Assembly's session.

(e) A representative of an applicant may, with the consent of the Assembly, be present at the meeting when the Assembly considers its application for admission.

Procedure for suspending Members pursuing a policy contrary to the fundamental aim of the Organization

Rule 51 1. Any request to suspend a Member in accordance with Article 34 of the Statutes shall be addressed to the Secretary-General. The Secretary-General shall submit it to the Council, and the Council shall report on the question to the Assembly.

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2. Such a request must be submitted at least sixty days before the Council's session.

3. Within thirty days from the date on which he receives a request for suspension, as provided for in paragraph 1 above, the Secretary-General shall transmit it to the Members, enclosing the account of the facts considered to justify suspension under Article 34 of the Statutes.

4. Any request to suspend a Member made to the Assembly shall be referred to a committee set up for the purpose by the Assembly and tasked with presenting a report. The same procedure shall also apply to the lifting of the suspension provided for in Article 34 (2) of the Statutes.

Procedure for the remission of penalties for contribution arrears

Rule 52 The Assembly shall decide upon any proposal submitted by the Council to permit a Member which is in arrears in the payment of its contributions to continue to enjoy the services of the Organization and, if a Full Member, to vote.

Appointment of the Secretary-General

Rule 53

1. On the recommendation of the Council, the Secretary-General shall be appointed for a period of four years by the Assembly by a two-thirds majority of the Full Members present and voting.

2. The term of office of the Secretary-General shall be renewable.

Election of Members of the Council

Rule 54[5] The Assembly shall elect by secret ballot the Members of the Council in the proportion of one Member of the Council for every five Full Members of the Organization, having regard to fair and equitable geographical distribution. This proportion shall be applied to the number of Full Members by region in order to determine the number of seats on the Executive Council to be

5 Rule amended by the General Assembly at its twenty-second session [resolution 697 (XXII)], in Chengdu, China, September 2017.

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allocated to the corresponding region. In the event that the figure obtained after the calculation of the said ratio is not whole, it shall be rounded up to the nearest higher integer.

Rule 55

1. At each ordinary session, the Assembly shall elect half the Members of the Council. The term of office of Members of the Council shall be four years.

2. At each ordinary session of the Assembly, the Associate Members shall elect one of their number to participate in the work of the Council without the right to vote.

3. At each ordinary session of the Assembly, the Committee of Affiliate Members shall elect a representative to participate in the work of the Council without the right to vote.

4. The term of office of the Members of the Council shall begin immediately following their election by the Assembly and shall end on the election of their successors.

5. If a Member ceases to belong to the Council before its term of office expires, a by-election shall be held at the following session of the Assembly to replace that Member until the end of its term of office.

Procedure for the consideration of proposed amendments to the Statutes

Rule 56

1. The text of proposed amendments to the Statutes or the Financing Rules attached thereto shall be transmitted to Full Members by the Secretary-General at least six months before the opening of the session of the Assembly and must have reached the Secretary-General at least seven months before that date.

2. The Secretary-General shall notify all Members of the entry into force of amendments.

Rules of Procedure of subsidiary organs of the Assembly

Rule 57 Subject to any specific provisions adopted by the Assembly, the provisions of these Rules of Procedure shall be applicable, *mutatis mutandis,* to any subsidiary organs established by it.

Final provisions

Rule 58 The Assembly alone shall be competent to amend these Rules of Procedure.

Rule 59 These Rules of Procedure shall enter into force on the date of their adoption by the Assembly.

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Guiding Principles for the Conduct of Elections by Secret Ballot[1]

1. Before voting begins, the President shall hand to the two tellers appointed by him the list of Members entitled to vote and the list of candidates. For the election of Members of the Council, the list of candidates shall include only those nominations submitted in accordance with rules 54 and 55 of the Rules of Procedure of the Assembly.

2. The Secretariat shall distribute a ballot paper to each delegation entitled to vote. Every ballot paper shall be of the same size and colour without distinguishing marks.

3. The tellers, after having satisfied themselves that the ballot-box is empty, shall lock it and hand the keys to the President.

4. The Members entitled to vote shall be called in turn in the required alphabetical order of their names, beginning with the name of a Member which shall be drawn by lot.

5. The Secretary of the meeting and the tellers shall record each Member's vote when its representative has deposited its ballot paper in the ballot-box, by marking the margin of the list of Members entitled to vote opposite to the name of the Member in question.

6. At the conclusion of the calling of Members, the President shall ensure that all the Members present and entitled to vote have been called. He shall then declare the voting closed and announce that the votes are to be counted.

7. When the ballot-box has been opened, the tellers shall count the number of ballot papers. If the number is not equal to that of the voters recorded, the President shall declare the vote invalid and another ballot shall be held.

1 Under Rule 43 of the Rules of Procedure of the Assembly.

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8. Where the counting of votes takes place outside the Assembly Hall, the ballot papers shall be returned by the tellers to the ballot-box, which shall be taken by them to the room where the votes are to be counted.

9. One of the tellers shall then read aloud the names which are on the ballot papers. The number of votes obtained by each of the candidates mentioned shall be written opposite their names by the other teller on a document drawn up for this purpose.

10. A ballot paper on which no names are written or which bears the word "abstention" shall be considered as signifying an abstention.

11. The following shall be considered null and void:
    (a) Ballot papers on which there are more names than there are persons to be elected or on which the same name appears more than once;
    (b) Ballot papers in which the voters have revealed their identity in particular by apposing their signature or mentioning the name of the Member they represent;
    (c) Votes for candidates other than those nominated in accordance with the Rules of Procedure.

12. When the counting of the votes is completed, the tellers shall indicate the results in a document drawn up for this purpose, which they shall sign and hand to the President. The latter, in plenary meeting, shall announce the results in the following order: number of Members entitled to vote; number absent; number of abstentions; number of ballot papers null and void; number of Members present and voting; number required for a majority; names of candidates and the number of votes secured by each of them, in descending order of the number of votes.

13. For the purpose of these provisions, the following definitions shall apply:
    (a) "Absent": Members entitled to vote but whose representatives are not present at the meeting at which the secret ballot takes place;
    (b) "Number of Members present and voting": the difference between the number of Members with the right to vote and the total number of absentees, abstentions and invalid ballot papers.

14. The President shall declare elected candidates who have obtained the required majority.

15. The list signed by the tellers and on which the results of the vote have been recorded shall constitute the official record of the count of the ballot and shall be retained in the Organization's files. The ballot papers shall be destroyed immediately after the declaration of the results of the ballot.

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Protocol of Implementation of the Global Code of Ethics for Tourism[1]

(a) A World Committee on Tourism Ethics shall be created comprising nine eminent nationals, preferably from the Member States of UNWTO, independent from governments and with no contractual relationship with UNWTO, who are appointed by the General Assembly in their personal capacity. They shall serve the Committee with independence and impartiality and shall not report to and shall not seek nor receive any orders or instructions from any authority other than the World Committee on Tourism Ethics or the General Assembly of UNWTO.

(b) The functions of the World Committee on Tourism Ethics shall be:
- Monitoring, evaluating and reporting on the implementation of the Global Code of Ethics for Tourism;
- The research and issuance of reports, recommendations and observations on ethical matters related to tourism; and
- The proposal and approval of texts of conventions and other legal instruments on specific issues related to the Code of Ethics provisions.

(c) The members of the World Committee on Tourism Ethics shall be appointed as follows:
- Nominations to the Committee may be presented by the Full, Associate and Affiliate Members of UNWTO, as well as by the Secretary-General;
- A selection board shall be established by the General Assembly and composed of the Chair of the General Assembly, the Chair of the Executive Council and the Chair of the Board of the Affiliate Members, the Secretary-General and the Legal Counsel of UNWTO. The selection board will examine the proposed nominations in order to recommend to the General Assembly the

1 Text as adopted by the General Assembly at its nineteenth session [resolution 607 (XIX)] in Gyeongju, Republic of Korea, October 2011, and amended by the General Assembly at its twenty-fourth session [resolution 742 (XXIV)] in Madrid, Spain, December 2021.

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names of the nine personalities to be appointed by the latter to serve on the Committee as follows:

(i) Eight candidates to serve as members of the World Committee on Tourism Ethics; and

(ii) One candidate to serve as chairperson;

– In the same way, the names of candidates will be submitted to the General Assembly to replace members whose terms of office have expired or who have resigned or otherwise ceased to be available;

– The Executive Council may designate an observer to the Committee.

The UNWTO Secretary-General or his/her representative will attend the meetings of the World Committee on Tourism Ethics ex officio. The Legal Counsel of the World Tourism Organization shall participate, as necessary, in the Committee Meetings in an advisory capacity and may address the Committee on any point of law he/she deems appropriate.

On selecting and appointing the members of the Committee, account shall be taken of the need for a balanced composition of this body from a regional, gender and sectorial perspective, and for a diversification of the qualifications and personal status of its members, from the economic, environmental and social as well as legal viewpoint. The members shall be appointed for four years and their term of office may be renewed only once.

The members of the Committee are re-appointed by half every two years.

(d) The World Committee on Tourism Ethics shall establish its own Rules of Procedure, and refer them to the General Assembly.

(e) A majority presence of the Committee members shall be necessary to constitute a quorum at its meetings; in the event that a member is absent, he/she will not be represented by a substitute at meetings; the Committee shall make its best efforts to adopt its decisions by consensus; however, in the event of a tie in the voting, the chairperson shall have the casting vote;

(f) UNWTO shall undertake to cover the travel expenses and daily subsistence allowances occasioned by the participation in the meetings of the nine members of the World Committee on Tourism Ethics; it being understood that the members of the Committee shall not receive any

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remuneration; the secretariat of the Committee shall be provided by the services of the UNWTO Secretariat; the operating costs remaining payable by the Organization may, wholly or in part, be charged to a trust fund financed by voluntary contributions.

(g) The World Committee on Tourism Ethics shall meet at least once a year. These meetings will be held at UNWTO headquarters, unless it is decided otherwise, provided the host country covers the costs and expenses involved in holding the meeting at a different venue.

(h) The World Committee on Tourism Ethics may invite experts or external institutions to contribute to its proceedings.

(i) On the basis of periodic reports submitted to them by Full Members, Associate Members and Affiliate Members of UNWTO, the UNWTO Regional Commissions shall, every two years, examine the application of the Code in their respective regions; they shall record their findings in a report to the World Committee on Tourism Ethics.

(j) The World Committee on Tourism Ethics shall exercise a global function as an observatory for the challenges encountered in implementing the Code and for proposed recommendations; it shall summarize the reports drawn up by the Regional Commissions and supplement them with the information it has collected with the assistance of the Secretary-General and the support of the Board of Affiliate Members.

(k) The Secretary-General shall refer the report of the World Committee on Tourism Ethics to the General Assembly, together with his/her own observations. The General Assembly shall decide what follow-up action to take on the report and the recommendations thus submitted to it, which national tourism administrations and other stakeholders in tourism development shall subsequently have the task of implementing.

(l) The Secretary-General of UNWTO shall submit, on a regular basis, a report on the implementation of the Global Code of Ethics for Tourism to the Secretary-General of the United Nations for its submission to the UN General Assembly.

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Rules of Procedure of the World Committee on Tourism Ethics[1]

Preamble

1. These Rules of Procedure are adopted pursuant to paragraph 3 of resolution A/RES/406/XIII whereby the General Assembly adopted the Global Code of Ethics for Tourism and entrusted the World Committee on Tourism Ethics with preparing the guidelines for application with a view to specifying how the principles set forth in the Code are to be implemented, and provision (d) of the annex to resolution A/RES/438 (XIV) stipulating that the World Committee on Tourism Ethics shall establish its own Rules of Procedure.

2. These Rules are subordinate to the Statutes of the World Tourism Organization. In cases where its stipulations are deficient or unclear, such stipulations shall be interpreted in the light of the Rules of Procedure of the General Assembly and those of the Executive Council of the Organization.

3. For the purposes of these Rules, the terms "UNWTO", "Assembly", "Council", "Committee" and "Protocol" shall mean, respectively, the World Tourism Organization, the General Assembly and Executive Council of the UNWTO, the World Committee on Tourism Ethics, and the Protocol of Implementation of the Global Code of Ethics for Tourism annexed to resolution A/RES/438 (XIV) as modified by resolutions A/RES/469 (XV) and A/RES/607 (XIX).

1 Text as approved by the World Committee on Tourism Ethics (WCTE), of which the General Assembly took note at its twenty-fourth session [resolution 742 (XXIV)] in Madrid, Spain, December 2021.

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Composition of the Committee

Rule 1

1. The Committee shall consist of a chairperson and eight members and three alternates.

2. The members of the Committee and the alternates shall be appointed in their personal capacity in accordance with the stipulations of provisions (a) and (b) of the Protocol. If a member resigns or is unable to continue serving on the Committee, the substitute of the outgoing member will be designated by drawing a lot among the alternate members.

3. A member of the Committee who fails to attend a total of two sessions of the Committee shall be considered to have resigned from the Committee, except if the Committee accepts that these absences were justified by *force majeure* circumstances.

4. The members of the Committee shall serve the Committee with independence and impartiality and shall not report to and shall not seek nor receive any orders or instructions from any authority other than the World Committee on Tourism Ethics or the General Assembly of UNWTO.

5. The members and alternate members of the Committee shall make the following written declaration witnessed by the Secretary-General or an authorized representative:

   "I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me by the UNWTO, to discharge these functions and regulate my conduct with the interests of the World Committee on Tourism Ethics only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source."

Rule 2

1. The presence of six members of the Committee's members shall be necessary to constitute a quorum at its meetings. The alternate members may participate in the meetings of the Committee without a right to vote.

2. In case of fortuitous impediment of the Chairperson of the Committee for a particular meeting, the meeting will be chaired by the oldest member of the Committee.

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Rule 3[2]

1. If an observer is designated by the Executive Council he or she may participate in the meetings of the Committee in an advisory capacity.

2. The Secretary-General shall attend *ex officio* or may arrange to be represented at the meetings of the Committee. The Secretary-General may address the Committee orally or in writing on any point he/she deems appropriate.

3. The Legal Counsel of UNWTO shall participate, as necessary, in the Committee meetings in an advisory capacity and may address the Committee on any point of law he/she deems appropriate.

Meetings of the Committee

Rule 4

1. The Committee shall meet once a year, and for as long as its agenda requires.

2. A second meeting during the same year or, if circumstances so warrant, an extraordinary meeting, may be convened if the Committee so decides, and after the consultation with the Secretary-General.

Rule 5[3]

1. The provisional agenda of each meeting shall be drawn up by the Chairperson with the assistance of the UNWTO. It shall include any item the inclusion of which has been requested by the Assembly, by the Council or, if agreed by the Chairperson of the Committee, by the UNWTO Regional Commissions or by the Committee of Affiliate Members. Full Members of the Organization may bring to the Committee's attention matters or situations that they deem worthy of consideration.

2. The provisional agenda of each ordinary meeting, together with the supporting documents, shall be transmitted by the Secretary-General to the members of the Committee and to the observers at least thirty days before the start of the meeting. In the event that an extraordinary meeting is convened, the provisional agenda, together with the supporting

2 Rule amended by the World Committee on Tourism Ethics of which the General Assembly took note at its twenty-fourth session [resolution 742 (XXIV)] in Madrid, Spain, December 2021.

3 Rule amended by the World Committee on Tourism Ethics of which the General Assembly took note at its twenty-fourth session [resolution 742 (XXIV)] in Madrid, Spain, December 2021.

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documents, shall be transmitted to the members of the Committee as soon as possible and using the most expeditious means.

3. The Committee shall adopt its agenda. If the circumstances so warrant, the Committee may place on its agenda supplementary items proposed by the Executive Council, by the Secretary-General, or by one of its members.

Rule 6

1. The meetings of the Committee shall be open only to the members of the Committee and the observers mentioned in Rule 3 unless the Committee decides otherwise. The Committee may invite persons whose presence it deems useful to follow its discussions as observers. Members of the UNWTO staff whose presence is necessary for its proceedings may attend the meetings.

2. The Committee may invite experts or external institutions to contribute to the proceedings.

3. The Committee shall decide on the publicity to be given to its deliberations, whose results it shall communicate to the appropriate recipients.

Rule 7

No one may address the Committee without having previously obtained the permission of the Chairperson.

Rule 8

The Committee's working language shall be English. Nevertheless, a second working language may be adopted by the Committee in cases where it is deemed useful for the smooth proceeding of the deliberations of a session of the Committee, within the limits of the available funds.

Rule 9

1. The Committee shall adopt its biennial report, the various decisions it takes (except for those concerning persons), and the recommendations it formulates, preferably by consensus.

2. In the event that all necessary efforts do not result in a consensus, the decision or recommendation shall be adopted by majority of the members present, with abstentions not being counted in the tally of votes.

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3. Voting on decisions concerning persons shall be carried out by secret ballot. In all other cases, the Committee shall vote by a show of hands. In the event of a tie in the voting, the Chairperson shall have the casting vote.

Functions of the Committee

Rule 10

1. The Committee shall perform the functions of promoting the principles of the Code, of evaluating and monitoring the implementation of the Code, of issuing reports, recommendations and observations on ethical matters related to tourism and to propose and approve texts of conventions and other legal instruments on specific issues related to the Code of Ethics provisions. To this end, it shall collect information relative to such implementation and shall draw up an inventory of the efforts made by the different stakeholders in tourism to promote and apply the Code, and of the problems encountered in doing so.

2. The Secretary-General shall transmit to the Committee the pertinent information in his/her possession with the support of the Committee of Affiliate Members.

3. The Secretary-General shall place at the Committee's disposal the personnel necessary for the performance of its functions.

Rule 11[4]

1. The Committee shall summarize the information collected and shall include in its biennial report the conclusions drawn from the analysis of such information. Should the need arise, it shall draw up proposals to amend or supplement the Code and to enhance its dissemination and implementation. Separately from its biennial report, the Committee may draw up any recommendations it deems useful.

2. The Secretary-General shall transmit the report and recommendations of the Committee to the Council and to the Regional Commissions, together with his/her observations, for information. The Secretary-General shall transmit to the Assembly the recommendations of the Committee together with his/her own observations and, as the case

4 Rule amended by the World Committee on Tourism Ethics of which the General Assembly took note at its twenty-fourth session [resolution 742 (XXIV)] in Madrid, Spain, December 2021.

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may be, any comments called for by such documents on the part of the Council and the Regional Commissions.

Final provisions

Rule 12[5]

1. These Rules of Procedure shall enter into force on the date of their adoption by the Committee. Its text shall be transmitted to the Assembly for their information.

2. It may be amended by the Committee as necessary. Amendments may be proposed by the Assembly, the Council, or the Secretary-General, or by any member of the Committee. The text of proposals for amendments shall be transmitted to the members of the Committee by the Secretary-General at least thirty days before the Committee meeting at which they are to be considered.

5 Rule amended by the World Committee on Tourism Ethics of which the General Assembly took note at its twenty-fourth session [resolution 742(XXIV)] in Madrid, Spain, December 2021.

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Rules of Procedure of the Executive Council of the World Tourism Organization[1]

Preamble

1. These Rules of Procedure are adopted pursuant to Article 18 of the Statutes of the World Tourism Organization, to which they are subordinate.

2. For the purposes of these Rules, the terms "Statutes", "Assembly" and "Council" shall mean the Statutes, the General Assembly and the Executive Council of the World Tourism Organization, respectively.

Composition and functions of the Council

Rule 1

1. The Council shall consist of Full Members elected by the Assembly in the proportion of one Member for every five Full Members of the Organization, in accordance with the Rules of Procedure of the Assembly, having regard to fair and equitable geographical distribution.

2. Besides the delegates of Full Members elected to the Council, a delegate of one Associate Member appointed by the Associate Members of the Organization may participate in the work of the Council without the right to vote.

3. A representative of the Committee of Affiliate Members may participate in the work of the Council without the right to vote.

4. A Full Member that is not a Member of the Council may attend without the right to speak or to vote, all sessions of the Council. The Chairman of the Council may authorize any Full Member that is not a Member of

1 Text as adopted by the Executive Council at its forty-seventh session [decision 5(XLVII)] in Bali, Indonesia, October 1993, being the original text in French. The initial text was adopted by the Executive Council at its third session [decision 7(III)] in Tunis, Tunisia, November 1976.

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the Council to speak on an agenda item, either at the Council's request or when the Full Member concerned so requests in writing.

The Chairman of the Council may attach to this authorization such conditions as he deems relevant and necessary.

5. An Associate or Affiliate Member may be authorized to speak on an agenda item, either at the Council's request or when the Member concerned so requests in writing.

This authorization shall be given by the Chairman of the Council after consulting the delegate of the Associate Members or the representative of the Affiliate Members, as appropriate.

The Chairman of the Council may attach to this authorization such conditions as he deems relevant and necessary.

Rule 2

Without prejudice to other functions assigned to it in the Statutes of the Organization or elsewhere in these Rules, the Council shall:

(a) Take all appropriate measures, in consultation with the Secretary-General, for the implementation of the decisions and recommendations of the Assembly and report thereon to the Assembly;
(b) Receive from the Secretary-General reports on the activities of the Organization;
(c) Submit proposals to the Assembly;
(d) Examine the general programme of work of the Organization as prepared by the Secretary-General, prior to its submission to the Assembly;
(e) Submit reports and recommendations on the Organization's accounts and budgetary estimates to the Assembly;
(f) Submit to the Assembly its recommendation concerning the appointment of the Secretary-General in case of vacancy or when his term of office is about to expire;
(g) Establish any subsidiary organs which may be required;
(h) Carry out any other tasks which may be entrusted to it by the Assembly.

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Sessions of the Council

Rule 3

1. The Council shall meet at least twice a year. It shall fix at each session the date of the next session. The letters of convocation for ordinary sessions shall be sent to the Members of the Council by the Secretary-General at least forty days before the opening of the session.

2. Between two ordinary sessions of the Council, the Chairman of the Council may, after consulting the Secretary-General and with the approval of a majority of the Members of the Council, call an extraordinary session or change the date which the Council has set for the opening of the next session. The Chairman of the Council shall convene an extraordinary session or change the date of a scheduled ordinary session if requested to do so in writing by a majority of Council Members. No session of the Council may be convened with less than fifteen days' notice.

3. Without prejudice to the provisions of paragraph 4 of this Rule, the sessions of the Council shall be held at the Organization's headquarters unless the Council decides otherwise.

4. If events requiring immediate action occur, the Secretary-General may, in consultation with the Chairman, convene the Council in emergency session, the date and place of which shall be fixed by the Secretary-General.

5. Meetings of the Council may be held by virtual means or on a hybrid format in the most exceptional circumstances when the Chairman, with the endorsement of the Secretary-General, determines that an in-person meeting is not possible or appropriate for all delegates owing to risks to their safety and well-being and that of the staff of the Organization. In such instances, delegates and observers as defined in Rule 1 may participate in the session by means of videoconference or other electronic means. The Council shall adopt special procedures applicable to these sessions.[2]

2 Rule amended by the Executive Council at its one hundred and fifteenth session [decision 6(CXV)], in Madrid, Spain, December 2021.

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Rule 4

1. The provisional agenda of each session of the Council shall be drawn up by the Secretary-General in agreement with the Chairman.

2. The provisional agenda of each ordinary session of the Council shall include:
   (a) Any item the inclusion of which has been requested by the Assembly;
   (b) Any item the inclusion of which has been decided by the Council at a previous session;
   (c) Any item proposed by a Full Member of the Organization;
   (d) The current budgetary estimates and financial statements of the Organization submitted by the Secretary-General;
   (e) The report of the Council to the Assembly on the work of the Organization;
   (f) Any item proposed by the Chairman or the Secretary-General;
   (g) Consideration of the report and agenda items proposed by the Committee of Affiliate Members.

3. The provisional agenda of each ordinary session, together with the supporting documents, shall be transmitted by the Secretary-General to the Members of the Council at least thirty days before the opening of the session.

4. Any item of the agenda of a session of the Council that has not been fully considered at that session shall automatically be included in the agenda of the next session unless otherwise decided by the Council.

5. In exceptional circumstances, the Secretary-General, on his own initiative or at the request of a Full Member of the Organization, may, in consultation with the Chairman, include any question suitable for the agenda that may arise after the dispatch of the provisional agenda and up to five days before the opening of the session, in a supplementary provisional agenda which the Council shall examine together with the provisional agenda.

6. The Council shall adopt its final agenda. Subject to the provisions of paragraph 7 of this Rule, only items included in the provisional agenda and the supplementary agenda may be placed on the final agenda.

7. In an emergency, the Council may however place on its agenda items not included in the provisional or supplementary agenda if the Secretary-

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General states that he is able to submit reports on these matters at least forty-eight hours before the beginning of their discussion.

8. The Council shall consider the report submitted to it by the Secretary-General on the technical, administrative and financial implications of each agenda item.

Officers of the Council

Rule 5

1. The Council shall elect by secret ballot from among its Members a Chairman, a first Vice-Chairman and a second Vice-Chairman for a term of one year.

2. The election shall require a simple majority of the Members of the Council present and voting. If no candidate receives the majority in the first ballot, a second and, if necessary, subsequent ballots shall be held to decide between the two candidates who received the largest number of votes in the first ballot.

3. The term of office of the Chairman and the Vice-Chairmen may be renewed once.

4. The Full Members elected to the chairmanship and vice-chairmanships of the Council shall designate the persons to perform the duties of Chairman and Vice-Chairmen.

Rule 6

1. The Chairman shall ensure the observance of these Rules of Procedure. He shall declare the opening and close of each Council meeting, direct the discussions, grant the right to speak, put questions to the vote, and announce the decisions. He shall rule on points of order and, subject to the provisions of these Rules of Procedure, ensure the orderly conduct of business at each meeting. He may propose a limitation of the time allowed to each speaker or the closing of the list of speakers. He may also declare the suspension of the debates.

2. Should circumstances arise which are not provided for by these Rules, the Chairman shall refer, wherever appropriate, to the corresponding provisions of the Rules of Procedure of the Assembly.

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3. The Chairman shall not participate in the discussions or votes. A delegate of the same State as the Chairman shall participate in the discussion and votes.

4. The Chairman shall be responsible to the Council.

5. The Chairman of the session may appoint one of the Vice-Chairmen to replace him during a meeting or a part of a meeting. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

6. If the Chairman is unable to perform his functions he shall be replaced by the first Vice-Chairman or, failing that, by the second.

7. The Chairman shall invite the Chairmen of the subsidiary organs of the Council and representatives of the Regional Commissions to participate in Council sessions. He may also invite the Auditors.

Rule 7 If the Chairman is unable to perform his duties between two sessions, one of the Vice-Chairmen shall perform them in his place.

Organs of the Council

Rule 8

1. The Council may establish any subsidiary organs it considers necessary for its work.

2. These Rules of Procedure shall be applicable *mutatis mutandis* to these organs. Any changes proposed by these organs shall be submitted to the Council for approval.

Rule 9[3]

1. The Council shall establish one main committee, the Programme and Budget Committee.

2. This Committee shall elect a Chairperson and a Vice-Chairperson.

3 Text adopted by the General Assembly at its nineteenth session [resolution 602 (XIX)] in Gyeongju, Republic of Korea, October 2011.

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3. This Committee shall meet immediately before the appropriate sessions of the Council to consider documents submitted to the Council which fall within its competence and shall report to it on the matters which it has considered.

Secretariat

Rule 10

1. The Secretary-General shall act as Secretary of the Council and its subsidiary organs.

2. The Secretary-General may delegate his functions to any other member of the Secretariat.

Rule 11

1. The Secretary-General shall report to the Council on the technical, administrative and financial implications of all items included in the agenda of the Council.

2. The Secretary-General shall inform the Council of the progress of discussions concerning the conclusion, and of the content, of any international convention, agreement or arrangement that he considers concluding on behalf of the Organization.

Rule 12

The Secretary-General may at any time make to the Council and its subsidiary organs oral or written statements on any matters under discussion.

Rule 13

1. The Secretariat shall prepare provisional summary records of the Council's sessions.

2. The provisional summary records shall be prepared in the official languages of the Organization and distributed as soon as possible to the Members of the Council, the delegate of the Associate Members and the representatives of the Committee of Affiliate Members attending the session.

3. The Members of the Council, the delegate of the Associate Members and the representative of the Committee of Affiliate Members attending the session shall inform the Secretariat in writing of any corrections they

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wish to have made to the summary records, within the time fixed by the Secretary-General.

4. The Secretariat shall record the discussions of Council meetings.

5. The Chairman of the Council may decide to have a recording transcribed if there is a dispute between Members about the actual content of a statement or the significance of a decision taken.

Rule 14 Any resolutions, recommendations or other formal decisions of the Council and its subsidiary organs shall be transmitted by the Secretary-General to the Members of the Organization.

Conduct of business

Rule 15 The presence of a majority of the Members of the Council shall be necessary to constitute a quorum at meetings of the Council.

Rule 16 The meetings of the Council shall be public unless it decides otherwise. The Secretary-General shall determine the conditions in which staff members may attend those meetings.

Rule 17

1. No one may address the Council without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their wish to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

2. A delegate may appeal against a ruling of the Chairman. The appeal shall be immediately put to the vote and the Chairman's ruling shall stand unless overruled by a majority of the Members present and voting.

3. The Chairman may at any time make suggestions for expediting the debates.

4. The Secretary-General shall be responsible for preparing the list of speakers.

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Rule 18 The invited chairman or rapporteur of a subsidiary organ of the Council or a working group may be accorded precedence for the purpose of explaining the conclusions arrived at by the subsidiary organ or working group.

Rule 19

1. During the discussion of any matter, a delegate may raise a point of order, which shall be decided forthwith by the Chairman in accordance with these Rules of Procedure.

2. A delegate rising to a point of order may not speak on the substance of the matter under discussion.

3. A delegate may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote and the Chairman's ruling shall stand unless overruled by a majority of the Members present and voting.

Rule 20 During the course of a debate, the Chairman may read out the list of speakers and, with the consent of the Council, declare the list closed. He may, however, accord the right of reply to any delegate if a speech delivered after he has declared the list closed makes this desirable.

Rule 21 A delegate may at any time move the adjournment of the debate on the agenda item under discussion. In addition to the proposer of the motion, one delegate may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote. The Chairman may limit the time to be allowed to speakers under this rule.

Rule 22 A delegate may at any time move the closure of a debate, even if another delegate has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two delegates opposing the closure, after which the motion shall be immediately put to the vote. If the Council approves the motion, the Chairman shall declare the closure of the debate. The Chairman may limit the time to be allowed to speakers under this rule.

Rule 23 During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The Chairman may limit the time to be allowed to the speaker who moves the suspension or the adjournment of the meeting.

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Rule 24 Subject to the provisions of rule 18, the following motions shall have precedence, in the order given, over all other proposals or motions before the meeting:

(a) To suspend the meeting;
(b) To adjourn the meeting;
(c) To adjourn the debate on the agenda item under discussion;
(d) To close the debate.

Rule 25 Proposals and amendments shall be presented in writing to the Secretary-General, who shall communicate them to the delegates. As a general rule, no proposal shall be discussed or put to the vote at any meeting unless its text has been communicated to all the delegates not later than the day preceding the meeting. The Chairman may, however, permit the discussion and consideration of amendments and procedural motions even though the amendments or motions have not been communicated or have been communicated the same day.

Rule 26 A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been the subject of an amendment. A motion which has been so withdrawn may be reintroduced without notice by any other delegate.

Voting

Rule 27

1. Each Full Member represented at the Council shall have one vote.

2. Under these Rules of Procedure, the term "Members present and voting" shall be understood to mean "Members present and voting for or against". Members which abstain from voting shall be regarded as not voting.

Rule 27 bis[4]

1. Where an appropriate electronic system is available, the Council may conduct a vote in accordance with paragraph 2 of Rule 40 [of] the Rules of Procedure of the General Assembly.

4 Rule amended by the Executive Council at its one hundred and fifteenth session [decision 6 (CXV)], in Madrid, Spain, December 2021

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2. Secret ballots shall be taken by the casting of ballot papers or, where an appropriate electronic system is available, by electronic means, in such a way as to safeguard the secrecy and integrity of the secret ballot.

Rule 28 Subject to provisions to the contrary in the Statutes of the Organization, the Council's decisions shall be taken by a simple majority of the Members present and voting.

Recommendation to the Assembly for the appointment of the Secretary-General

Rule 29

1. The Council shall recommend to the Assembly a nominee for appointment to the post of Secretary-General.

2. The recommendation shall be made at a private meeting of the Council.

3. The recommendation shall be made by a simple majority of the Members of the Council present and voting. If no candidate receives the majority in the first ballot, a second and, if necessary, subsequent ballots shall be held to decide between the two candidates receiving the largest number of votes in the first ballot.

Credentials

Rule 30 The Officers of the Council shall verify the credentials of its Members at the beginning of each session.

Composition of delegations to the Council

Rule 31 The delegation of each Full Member of the Council shall consist of one delegate, who may be accompanied by one or more advisers entitled to act as alternates.

Rules of Procedure of the subsidiary organs of the Council

Rule 32 Subject to any specific provisions the Council may adopt, these Rules of Procedure shall apply *mutatis mutandis* to the subsidiary organs established by the Council.

Final provisions

Rule 33

1. These Rules of Procedure shall enter into force on the date of their adoption by the Council.

2. The Council alone shall be competent to amend these Rules of Procedure.

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Special Procedures governing the conduct of virtual and in-person sessions of the Executive Council[1]

1. The Rules of Procedure of the Executive Council shall continue to apply in full to the relevant session of the Executive Council (hereinafter "the Meeting") insofar as they are consistent with the special guidelines set out below.

2. The Rules of Procedure of the Programme and Budget Committee shall apply to its online session insofar as they are consistent with the Special Procedures.

Attendance

3. Participants to the Meeting may also join by means of teleconference or any other electronic means that enable them to listen to the proceedings and address the Meeting from a remote location. However, should any of them lose connectivity, deliberations shall continue and decisions be made as appropriate, unless the quorum is lost.

4. Members of the Council attending virtually shall be represented by a single representative with the right to speak. Alternates may attend virtually the Meeting as silent observers. During the Meeting, should connectivity issues arise, Members may be requested to restrict participation to a single representative only.

5. Should any of the Participants without the right to vote, pursuant to Rule 1, lose connectivity, deliberations shall continue and decisions be made as appropriate.

1 These Special Procedures annexed to the draft decision "Special Procedures governing the Executive Council during the COVID-19 pandemic" were exceptionally adopted by the Executive Council through silence procedure of which its 112th session in Tbilisi, Georgia, in September 2020, took note [decision 2(CXII)].

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Registration and Credentials

6. Online registration will follow normal practice. Additional information is provided in the Information Note related to the Meeting.

7. In order to ensure their attendance at the meetings, Members of the Council attending virtually will communicate in writing the names, titles and email addresses of their designated representatives and alternates to the Secretary-General in advance of the Meeting. Upon accessing the virtual room, the Secretariat will verify the accreditation of the representative and alternates.

8. Credentials of the Members of the Council shall be submitted to the Secretary-General at least one day before the opening of the Meeting. A copy of the credentials shall be submitted electronically at least one week before the Meeting.

Conduct of business

9. Pursuant to Rule 15, the quorum would consist of a majority of the Members of the Council that are physically or virtually present at the Meeting[2]. The quorum will be determined by verifying the physical or online presence of representatives of Members of the Council. In case of doubt, a roll call may be organized.

10. In the event that quorum is lost due to connectivity issues being experienced by a number of representatives attending virtually, the Meeting shall be suspended until such time as a quorum has been re-established.

11. In line with Rule 6.6, when the Chair is, for any reason, temporarily disconnected during the session, he shall be automatically replaced by the first Vice-Chair or, failing that, by the second.

12. “Participants attending virtually shall signal their wish to take the floor during the session by using the Chat or by raising the hand. For the

2 For hybrid or online sessions of the Council, the principle that the checking of quorum requires the physical presence of Members of the Council shall be suspended so that those participating by electronic means shall also be considered for quorum purposes.

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avoidance of doubt, Members of the Council wishing to speak are invited to inform the Secretariat (cose@unwto.org) in advance of the session of their wish to take the floor on agenda items. "

13. The list of speakers is prepared by the Secretary-General, pursuant to Rule 17.4. Statements should be limited to 3 minutes. Participants attending virtually should mute their microphones and turn off their cameras when they are not addressing the Council.

14. Pursuant to Rule 19, a delegate attending virtually may raise a point of order by using the Chat or any available technological means.

15. Proposals and amendments to decisions relating to agenda items shall be submitted in writing to the Secretary-General at least 72 hours before the discussion of the corresponding item so that he can communicate to all Members of the Council no later than 48 hours before[3].

Decision-making

16. All decisions taken by the Council should so far as possible be taken by consensus.

17. If a vote is taken, it will be on roll call. Should a voting Member experience technical problems during a vote, it will be asked to call the Chair by phone so as to cast its vote, with Members witnessing the casting of the vote. Given the partially virtual nature of the Meeting, no decision shall be taken by show of hands vote or by secret ballot.

3 For hybrid or online sessions of the Council, the deadline of one day provided for in Rule 25 shall be extended to 72 hours. The Chairman may, however, permit the discussion of amendments and procedural motions communicated after said deadline.

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Rules of Procedure of the Programme and Budget Committee[1]

Rule 1 Function

1. The function of the Programme and Budget Committee is to be the main instrument of the Executive Council:
   (a) For the preparation of the Organization's budget and programme of work;
   (b) For the monitoring of the programme of work and its financial implementation; and
   (c) For the systematic evaluation and audit of its outputs, results and overall performance.

2. The Programme and Budget Committee:
   (a) Examines, prior to their submission to the Council, all documents in relation with the budget and programme of work of the Organization, as prepared by the Secretary-General;
   (b) Reports to the Council accordingly;
   (c) Carries out any other tasks which may be entrusted to it by the Council.

Rule 2 Composition

1. The Programme and Budget Committee is a sub-organ of the Executive Council; therefore, all rules applying to Executive Council members also apply to Programme and Budget Committee members.

1 Text adopted by the Executive Council at its eighty-ninth session [decision 5 (LXXXIX)] in Kish Island, Iran, October 2010, and further endorsed by the General Assembly at its nineteenth session [resolution 602 (XIX)] in Gyeongju, October 2011.

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2. The Programme and Budget Committee is composed of:[2]
   (a) Two (2) full members per region, as follows:
      – Six (6) members of the Executive Council, one per region, each designated by the Council itself;
      – Six (6) members, one per region, designated by their respective regional commission.
   (b) The representative of the Associate Members in the Executive Council;
   (c) The representative of the Affiliate Members in the Executive Council and another representative of the Affiliate Members.[3]

3. The Programme and Budget Committee elects one Chairperson and one Vice-Chairperson among its members. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

4. A UNWTO member that is not a member of the Programme and Budget Committee may attend any session of the Programme and Budget Committee as an observer, i.e., without the right to speak.

Rule 3 Terms of office

The renewal of Programme and Budget Committee membership shall be as follows:

(a) For the six (6) members from the Executive Council, in similar ways as their renewal[4] in the Executive Council;

(b) For the six (6) members designated by the regional commissions, elections will be carried out every 4 years.[5]

2 For Election of the Programme and Budget Committee members please refer to the document CE/93/7.

3 Sub-paragraph amended by the Executive Council at its ninety-third session [decision 5(XCIII)] in Madrid, Spain, June 2012.

4 Executive Council members are designated for 4 years.

5 In accordance with the document CE/93/7, if a member elected by a Regional Commission were to become a member of the Executive Council, its term on the Committee would automatically come to an end, with the Regional Commission electing a replacement for the remaining part of the term.

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Rule 4 **Sessions of the Committee**

1. The Committee meets in regular session immediately before the Council, or at any time as required by the Executive Council.

2. Members of the Committee could be consulted at any time, including by electronic means.

3. Between ordinary sessions of the Programme and Budget Committee, the Chairperson of the Committee may, after consulting both the Chairperson of the Council and the UNWTO Secretary-General, call an extraordinary session.

4. The provisional agenda of each session of the Committee shall be drawn up by the Secretary-General in agreement with the Chairperson of the Committee.

Rule 5 **Secretariat**

1. The Secretary-General shall act as Secretary of the Committee. She/he may delegate her/his functions to any other member of the Secretariat.

2. The Secretary-General may make oral or written statements on any matters under discussion to the Committee at any time.

3. The Secretariat helps the Chairperson in preparing the Programme and Budget Committee reports for the Council.

Rule 6 **Conduct of business**

1. The presence of a majority of the Members of the Committee shall be necessary to constitute a quorum at meetings of the Committee.[6]

2. Interpretation of these rules of procedure will be made considering the standing practice of the Executive Council on the relevant matter.

6 The cost of participation at the Programme and Budget Committee meetings will be on the Members, in accordance with the document CE/93/7.

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Charter of Affiliate Membership[1]

Chapter I
The Affiliate Members

Article 1 The Affiliate Members

1. The objective of Affiliate Membership is to contribute to the mission of the Organization by strengthening public-private cooperation and sustainable global tourism, in which knowledge and innovation are applied to making tourism more competitive, responsible and accessible for all, in accordance with the aims and principles of the Organization.

2. Affiliate Membership of the Organization shall be open to the following entities, as far as their activities are related to the aims of the Organization and/or fall within its competencies, and in compliance with the requirements set forth in Article 3:
   (a) Intergovernmental and non-governmental organizations;
   (b) Destination management organizations and tourism promotion bodies, as well as bodies subordinated to territorial entities without political competence;
   (c) Professional associations, foundations and labour organizations;
   (d) Academic, educational, vocational training and research institutions; and
   (e) Commercial entities and associations.

3. Affiliate Membership might be also open to other entities not specifically mentioned in paragraph 2 that are directly or indirectly concerned with tourism, related to the mission and the aims of the Organization or that fall within its competence, and in compliance with the requirements set forth in Article 3.

1 Text as adopted by the General Assembly at its twenty-fourth session [resolution 749(XXIV)] in Madrid, Spain, December 2021.

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4. Each candidature must be endorsed by the Government of the State in which the headquarters of the candidate is located in accordance with the "Guidelines for States on Criteria for Support of Affiliate Members" adopted by the General Assembly.[2] The State has the responsibility to verify that the candidate meets the eligibility requirements established in this Article regarding the type of entity.

5. The Committee on Matters related to Affiliate Membership will issue a recommendation to the Executive Council regarding a candidate´s eligibility for provisional admission subject to subsequent approval by the Assembly.

6. The Affiliate Members have the status of Member of the World Tourism Organization in accordance with the Statutes of the Organization and this Charter. In case of discrepancy between this Charter or any other rule or policy in force and the Statutes of the Organization, the latter shall prevail.

Article 2 Rights and obligations

1. The Affiliate Members shall have the right to:
   (a) Receive benefits and all the technical and institutional services provided at any given time by the Organization to its Affiliate Members;
   (b) Participate in the work of the organs of the Organization as established by its Statutes and the Rules of Procedure of the Committee of the Affiliate Members;
   (c) Participate in the activities of the Organization in accordance with its rules and policies;
   (d) Obtain and share information, knowledge and good practices with other Members through the collaborative tools provided to them by the Organization or through other means;
   (e) Contribute to the preparation of the general Programme of Work of the Organization;
   (f) Present candidatures and participate in the election of the organs of the Committee of Affiliate the Members;
   (g) Use the name, acronym, and emblem of the Organization in order

2 "Guidelines for States on Criteria for Support of Affiliate Members" approved by the General Assembly at its twenty-second session [resolution 698 (XXII)] in Chengdu, China, September 2017.

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to indicate their status as an Affiliate Member of the Organization, in accordance with the guidelines, terms and conditions on the use of the signs of the Organization. Any other use of the signs of the Organization shall be subject to written authorization by the Secretary-General.

2. The Affiliate Members shall have the obligation to:
   (a) Respect, observe and disseminate the aims, principles, values, standards and policies of the Organization;
   (b) Respect and observe rules, policies, agreements and decisions adopted by the organs of the Affiliate Members as well as the governing organs of the Organization;
   (c) Pay their contributions as defined in the Statutes, in any applicable rule or regulation adopted by the governing bodies of the Organization;
   (d) Respect and observe the guidelines, terms and conditions for the use of the signs of the Organization and to obtain the prior appropriate authorizations;
   (e) Respect and observe the UNWTO Global Code of Ethics for Tourism;
   (f) Communicate to the Organization any modification in their structure, authorized representative, location of headquarters and any other information provided to the Secretariat through the Application Form.

Article 3 **Admission procedure**

1. Applications for Affiliate Membership shall be addressed to the Secretary-General and must be accompanied by:
   (a) An Application Form with the profile of the candidate, including information on the candidate's objectives, activity and expertise, demonstrating its connection with the principles and values promoted by the Organization and its capacity to contribute to the objective stated in Article 1;
   (b) A statement of commitment to the Global Code of Ethics for Tourism and acceptance of the Statutes of the Organization and of the obligations of membership;
   (c) Any other information as requested by the Secretariat in accordance with its due diligence policies and procedures.

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2. The Secretariat will request the endorsement from the Government of the State in which the headquarters of the candidate is located upon receipt of the complete information requested in paragraph 1 and in accordance with Article 1.

3. Providing that the requirements set forth in paragraphs 1 and 2 above are met, the application shall be circulated to the Members of the Committee on Matters related to Affiliate Membership for consideration for provisional admission by the Executive Council.

4. New applications from the former Affiliate Members with debt will not be considered until their debt is canceled in accordance with the Financial Rules of the Organization.

5. In case of doubt about any of the applications submitted, the Committee on Matters related to Affiliate Membership may request the candidate or the State which has given the official endorsement to the candidate for additional information before submitting the candidature to the Executive Council.

6. The Affiliate Members provisionally admitted by the Executive Council will enjoy recognition of all the rights and obligations of Affiliate Membership according to Article 2.

7. The Committee on Matters related to Affiliate Membership shall submit its report to the Executive Council on the suitability of candidatures for provisional admission.

8. Notwithstanding the above, the Executive Council or the General Assembly shall abstain from considering the candidature of those entities whose headquarters are located in a territory that is the subject of a dispute, of sovereignty or other, before the United Nations, or if their activity is related to such a territory.

Article 4 Suspension, withdrawal and termination of Affiliate Membership

1. Any Affiliate Member found to conduct or persist in policies and practices contrary to the obligations listed in Article 2 shall be suspended from exercising the rights and enjoying the privileges of membership, in accordance with the Statutes and the Financial Regulations and Rules of the Organization.

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2. An Affiliate Member may withdraw from the Organization on the expiry of one year's notice in writing to the Secretary-General in accordance with the Statutes and the Financial Regulations and Rules of the Organization.

3. Affiliate Membership may be terminated at any time by the loss of any of the essential requirements for eligibility established in the Statutes and in this Charter. The Affiliate Member will be informed accordingly by the Secretariat. In the case of changes communicated pursuant to Article 2.2.f) or any other circumstance that may affect the continuance of Affiliate Membership, the Secretariat shall request any additional information as necessary from the Affiliate Member and/or from the State where the Affiliate Member is headquartered. The Secretariat will inform the Committee of any such cases.

Chapter II
The Committee on Matters related to Affiliate Membership

Article 5 Definition

The Committee on Matters related to Affiliate Membership is a subsidiary organ of the Executive Council.

Article 6 Mandate

The Committee shall:

(a) Examine and make recommendations, in consultation with the Board of the Affiliate Members, on the draft Programme of Work for the Affiliate Members as prepared by the Secretary-General prior to its submission to the General Assembly;
(b) Receive the Annual Report of the activities of the Affiliate Members;
(c) Convene consultation sessions as appropriate with the Board of the Affiliate Members, to establish the annual strategy and the main objectives of Affiliate Membership;
(d) Approve the Code of Conduct of the Board of Affiliate Members;
(e) Take all necessary measures, in consultation with the Secretary-General, for the implementation of the decisions and recommendations of the Assembly and the Council in relation to Affiliate Membership and to report thereon to the Council;

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(f) Submit reports and recommendations to the Executive Council on any question regarding Affiliate Membership;

(g) Consider all the applications for Affiliate Membership received in accordance with the established criteria and according to the admission procedure set out in the present Charter and in the Statutes, and submit recommendations to the Executive Council;

(h) Report to the Executive Council on the status of Affiliate Membership, including suspension of the Affiliate Members or any other change in the status of the Affiliate Members;

(i) Analyse periodically the situation of Affiliate Membership and make recommendations to achieve the objectives established;

(j) Carry out any other tasks which may be entrusted to it by the Executive Council or the General Assembly.

Article 7 Composition

1. The Committee shall be composed of:
   (a) Nine Full Members, recommended by the Regional Commissions and appointed by the Executive Council for a four-year period, as follows:
      (i) Six Full Members, one per region;
      (ii) Two Full Members from the region with the highest number of Affiliate Members; and
      (iii) One Full Member from the region with the second highest number of Affiliate Members.
   (b) The Chair of the Board of the Affiliate Members;
   (c) A representative of the Associate Members.

2. The Committee shall elect one Chair and one Vice-Chair among its Full Members. A Vice-Chair acting as Chair shall have the same powers and duties as the Chair.

3. The Chair of the Committee and the Vice-Chair shall be elected for a term of two years, renewable once.

4. The Committee may invite relevant Affiliate Members to participate in the discussions as observers, to provide their input and expertise on specific topics in its meetings.

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Article 8 **Meetings of the Committee**

1. The Committee shall meet within the framework of the Executive Council, or at any time as required by the Executive Council.

2. Members of the Committee may be consulted at any time, including by electronic means.

3. In situations where an urgent decision must be taken and the calling of an extraordinary meeting is not practicable or to facilitate the adoption of decisions in between sessions as appropriate, the Chair of the Committee may circulate, after consultation with the Secretary-General, the draft decision of the Committee to all its Members under a silence procedure of at least 72 hours. If the silence is not broken by a Full Member, the decision shall be considered adopted, and the Committee shall take note of such decision at its first formal meeting.

Article 9 **Working methods**

1. Meetings of the Committee shall be convened at dates decided by the Secretary- General in consultation with the Chair, taking into account the calendar of conferences and meetings.

2. The Committee may work remotely. Members of the Committee may join the meetings either in-person or virtually using video conference technology unless the Secretary-General, in consultation with the Chair, decides that the circumstances require that the meeting be held exclusively in-person or virtually.

3. The working language of the Committee shall be English. The Committee may determine other working languages relating both to translation of documentation and interpretation depending on its membership, within the limits of the available funds.

4. The Organization will not cover the cost of participation of Members, observers and invited participants at the Committee meetings either in presence or remote.

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Article 10 **Secretariat**

1. The Secretary-General shall act as Secretary of the Committee. She/he may delegate her/his functions to any other member of the Secretariat.

2. The Secretary-General or her/his duly designated representative may make oral or written statements on any matters under discussion to the Committee at any time.

Article 11 **Conduct of the Meetings**

1. In the case of virtual meetings, the Committee shall apply the Special Procedures governing the conduct of virtual and in-person sessions of the Executive Council during the COVID-19 pandemic[3]. During virtual meetings, the Chair may request the Secretariat to moderate the discussions.

2. The Secretary-General will circulate the provisional agenda and the list of candidatures for the Affiliate Membership at least one month in advance of a session. In the case of extraordinary sessions, the notice periods shall be reduced by half. The Committee will adopt its agenda at the beginning of each session.

3. The Committee may issue:
   (a) Recommendations for the Executive Council and for the Board and the Plenary of the Affiliate Members;
   (b) Reports to the Executive Council on specific topics.

4. The Committee will work on the basis of consensus. In the absence of consensus, decisions, recommendations or reports of the Committee shall be adopted by a majority of the Full Members present and voting.

3 Special Procedures exceptionally adopted by the Executive Council at its 112th session [CE/DEC/2 (CXII)] in Tbilisi, Georgia, September 2020.

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Chapter III
Amendments

Article 12 Amendment of the Charter

1. Proposals for the amendment of the present Charter may be made by the Committee on Matters related to Affiliate Membership or by the Secretary-General.

2. Any such proposal for amendment shall be adopted by the Committee and submitted to the General Assembly for approval, except when it refers to the admission procedure on which the Council is competent to approve.

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Rules of Procedure of the Committee of the Affiliate Members[1]

Chapter I
The Committee of the Affiliate Members

Article 1 The Committee of the Affiliate Members

1. The Affiliate Members may participate in the activities of the Organization individually or grouped in the Committee of the Affiliate Members.

2. The Committee of the Affiliate Members is formed by the following organs:
   (a) The Plenary;
   (b) The Board of the Affiliate Members.

Article 2 The Plenary

2.1 Definition

The Plenary of the Committee of the Affiliate Members shall be composed of all the Affiliate Members, each having one vote.

2.2 Functions

The Plenary may consider any question and make recommendations on any matter in relation to Affiliate Membership. Its functions, other than those which have been conferred on it elsewhere in the present Rules of Procedure, shall be:

a) To make recommendations to the Secretary-General on the implementation of the Programme of Work of the Affiliate Members and make proposals for the following Programme of Work;

1 Text as adopted by the General Assembly at its twenty-fourth session [resolution 749(XXIV)] in Madrid, Spain, December 2021.

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b) To request the Board of the Affiliate Members to undertake reports and submit to it recommendations on any question regarding Affiliate Membership;
c) To inform and make recommendations to the Secretary-General and to the Committee on Matters related to Affiliate Membership on any proposals received by the Board, in order to improve the operations of Affiliate Membership;
d) To carry out any other function regarding Affiliate Membership;
e) To elect the Members of the Board of the Affiliate Members in accordance with Articles 4 and 5 below.

2.3 Working methods

1. The Plenary shall meet in ordinary sessions within the framework of the General Assembly. Extraordinary sessions may be convened by the Secretary-General, or at the request of a majority of the Members of the Board, the date and place of which shall be fixed by the Secretary-General.

2. The Affiliate Members may join the Plenary sessions in-person unless the Secretary-General, in consultation with the Board, decides that the circumstances require that the session be held also virtually using video conference technology.

3. The Secretary-General, in consultation with the Chair of the Board, may invite entities that are not Affiliate Members to attend as observers.

4. The Chair of the Board of the Affiliate Members shall preside over the Plenary.

5. English shall be the working language of the Plenary. The Secretary-General may determine other working languages and decide translation of documentation and interpretation of speeches in other official languages of the Organization.

6. The Secretary-General shall send letters of convocation to the Affiliate Members at least ninety days before the opening of an ordinary session and forty-five days before the opening of an extraordinary session.

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7. The presence of at least ten per cent of the Affiliate Members per region shall be necessary for any decision to be taken.

2.4 Agenda

1. The provisional agenda of ordinary and extraordinary Plenary sessions shall be prepared by the Secretary-General, in consultation with the Board of the Affiliate Members, and shall be attached to the letters of convocation.

2. In exceptional circumstances, the Secretary-General, on his own initiative or at the request of an Affiliate Member of the Organization, may, in consultation with the Chair, include any question suitable for the agenda that may arise after the dispatch of the provisional agenda and up to five days before the opening of the session, in a supplementary provisional agenda which the Plenary shall examine together with the provisional agenda.

2.5 Decisions and recommendations

The decisions and recommendations of the Plenary shall be adopted by consensus, except when a majority is required by the Members.

2.6 Report

The Secretariat shall record the discussions of the Plenary and prepare a report containing the main conclusions adopted during the meeting.

Article 3 **The Board of the Affiliate Members**

3.1 Definition

The Board of the Committee of the Affiliate Members is the representative body of all the Affiliate Members.

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3.2 Functions

The functions of the Board, other than those which have been conferred on it elsewhere in the present Rules of Procedure, shall be:

(a) To elect a Chair and Vice-Chairs;

(b) To take such administrative and technical decisions as may be necessary between sessions of the Plenary and in absence of any contrary provisions of these Rules of Procedure, and to report to the Plenary at its following session, for approval;

(c) To provide recommendations and proposals to the Secretary-General for the preparation of the Programme of Work for the Affiliate Members and on any question regarding Affiliate Membership;

(d) To provide recommendations and proposals to the Committee on Matters related to Affiliate Membership on the annual strategy and the main objectives of Affiliate Membership;

(e) To carry out any other tasks which may be entrusted to it by the Plenary or the Committee on matters related to Affiliate Membership.

3.3 Composition

1. The Board shall be composed of twenty-three Members who shall elect its Chair and First and Second Vice-Chairs. All Members of the Board shall be elected in accordance with Articles 4 and 5 of these Rules of Procedure.

2. Members of the Board shall be bound by and sign the Code of Conduct of the Board of the Affiliate Members annexed to these Rules of Procedure.

3. The term of office of the Members of the Board shall be four years, this shall begin immediately following their election by the Plenary and shall end on the election of their successors.

4. In the case that a Member of the Board is under paragraph 13 of the Financing Rules of the Organization, the Secretariat will inform the Chair of the Board of the Affiliate Members. The Chair shall inform the Member that he/she may not participate in the work of the Board and shall report on the matter to the Board at the following meeting.

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3.4 Working methods

1. The Board shall meet in ordinary session at least twice a year. It shall fix at each session the date of the next session.

2. The Secretary-General may, in consultation with the Chair, convene an extraordinary session of the Board, the date and place of which shall be fixed by the Secretary-General.

3. Members of the Board may join the Board sessions either in-person or virtually using video conference technology unless the Secretary-General, in consultation with the Chair of the Board, decides that the circumstances require that the session be held exclusively in-person or virtually.

4. The Secretary-General, in consultation with the Chair, may invite the Affiliate Members to attend as observers.

5. English shall be the working language of the Board. The Secretary-General may determine other working languages and decide translation of documentation and interpretation of speeches in other official languages of the Organization.

6. The Secretariat shall send letters of convocation to the Members of the Board at least one month before the opening of the ordinary session and fifteen days in the case of extraordinary sessions.

3.5 Agenda

1. The provisional agenda of the meetings of the Board shall be drawn up by the Secretary-General in consultation with the Chair.

2. The Members of the Board can amend the provisional agenda and propose to the Chair other issues to be included in the agenda.

3. The Board shall adopt its final agenda during the session.

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3.6 Decisions and Recommendations

1. The presence of a majority of the Members shall be necessary to constitute a quorum at meetings of the Board.

2. Each Member of the Board, present at the meeting, shall have one vote.

3. The decisions and recommendations of the Board shall be adopted by a simple majority of the Members present and voting.

3.7 Report

The Secretariat shall record discussions of the Board and produce a provisional report which will be distributed to the Members of the Board as soon as possible.

Chapter II
Election Procedure of the Board

Article 4 Participation in the elections for the Board of the Affiliate Members

1. Only Affiliate Members in full exercise of their rights shall be eligible to vote and to be voted for under the conditions stipulated in these Rules of Procedure.

2. The Plenary shall elect twenty Members of the Board, twelve of them through regional representation, in number of two per region, which shall be elected exclusively by the Affiliate Members from their respective regions.

3. For the purpose of the composition and activities of the Board and the election of its twelve Regional Members, the six regions are Africa, the Americas, East Asia and the Pacific, South Asia, Europe, and the Middle East.

4. The remaining eight Members of the Board shall be elected by all the Affiliate Members from all regions.

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5. An Affiliate Member may be a candidate for the positions of Regional Member of the Board and Member of the Board simultaneously. In such cases, if the candidate is elected as Regional Member, its candidacy for Member is automatically eliminated and the corresponding votes eventually received are counted as null and void.

6. The Secretary-General shall designate three additional Members to complete the full membership of twenty-three Members of the Board.

7. The Board shall elect by secret ballot its Chair and First and Second Vice-Chairs among the Members of the Board that have not been designated by the Secretary-General for a term of four years, renewable once.

8. The Affiliate Members elected to membership of the Board shall designate the persons to perform the duties of representatives of their respective organizations who shall not act in their personal capacity. Members of the Board shall communicate any modification related to their authorized representative as provided for in Article 2.2.f) of the Charter of Affiliate Membership.

9. Should the position of Chair fall vacant during its term of office or he/she is unable to perform his/her functions, the First Vice-Chair shall be appointed by the Board to act as its interim Chair or the Second Vice-Chair, if it is the case. A Vice-Chair acting as Chair shall have the same powers and duties as the Chair.

10. When a Member of the Board is terminated its affiliate membership in accordance with Article 4.3 of the Charter of Affiliate Membership, it will automatically cease to be a Member of the Board.

11. Vacancies arising among the Members of the Board shall not be filled until the following election, unless the Board, in consultation with the Secretary-General, decides that a by-election shall be held to replace that Member until the end of its term of office.

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Article 5 **Election procedure**

1. The election of the Members of the Board referred to in Article 4.2. above shall be conducted by secret ballot through mail and/or electronic vote in accordance with these Rules of Procedure and the "Specific Guidelines for the election procedure of the Members of the Board of the Affiliate Members" issued by the Secretariat.

2. Each Affiliate Member may cast two ballots for the election of the candidates. In Ballot 1 the Affiliate Member may choose up to two candidates for the positions of Regional Members of the Board of the respective region and in Ballot 2 up to eight candidates for the positions of Members of the Board.

3. The votes received by mail and/or electronic votes will be opened and counted at the Organization headquarters, on the date indicated in the electoral calendar, in accordance with the "Specific guidelines on the election procedure" issued by the Secretariat.

Chapter III
Participation of the Affiliate Members in the work of bodies and activities of the Organization

Article 6 **Participation in the work of statutory bodies and technical committees**

1. The Affiliate Members shall be represented and participate in the activities of the Organization and the work of the General Assembly and the Executive Council, including their subsidiary organs and any other technical committees, in accordance with the Statutes and their respective Rules of Procedure.

2. The Chair of the Board shall head the representation of the Committee of the Affiliate Members without the right to vote in the work of statutory bodies and technical committees of the Organization, in particular when the participation of more than one Affiliate Member is foreseen, in accordance with the present Rules of Procedure.

3. The Chair of the Board shall report to the General Assembly and the Executive Council on the activities of the Affiliate Members and on points of interest for the discussion, definition and execution of the general Programme of Work for the Affiliate Members.

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4. The Secretariat may organize consultations with the Affiliate Members on matters of general interest or specific themes, as a channel for their participation in the execution of general Programme of Work of the Organization.

Chapter IV
Amendments

Article 7 Amendment of the Rules of Procedure

1. Proposals for the amendment of these Rules of Procedure may be made either by the Secretary-General or by the Board of the Affiliate Members.

2. Any proposed amendment by the Board of the Affiliate Members shall be submitted to the Secretary-General at least four months before the Plenary session to be distributed in advance to all the Affiliate Members.

3. Any proposed amendment by the Secretary-General shall be communicated to the Board of the Affiliate Members and submitted to the Plenary one month before its session.

4. Amendments to these Rules of Procedure must be adopted by a simple majority of the Affiliate Members present and voting at the Plenary, each having one vote.

5. Any such amendment shall be submitted for approval by the General Assembly.

Article 8 Amendment of the Annex Code of Conduct of the Board of the Affiliate Members

1. Proposals for amendment of this Annex may be made by the Secretary-General or by the Committee on Matters related to Affiliate Membership.

2. Any such amendment shall be approved by the Committee on Matters related to Affiliate Membership.

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Annex
Code of Conduct
of the Board of the Affiliate Members

The Members of the Board will abide by the following code of conduct:

(a) Commitment to protect the interests of all the Affiliate Members, demonstrating loyalty to the organization, impartiality in decision-making and their absolute discretion regarding the issues discussed at the meetings.

(b) It is understood that the purpose of serving on the Board is to represent all the Affiliate Members, hence, this presence should not be used to further individual interests of the delegates or only that of the Affiliate Member represented therein.

(c) The Members of the Board shall at no time improperly use the Organization's resources, services or information acquired in the performance of, or as a result of, their duties as Members of the Board for activities not related to such duties.

(d) The Members of the Board have a duty to conduct themselves without conflict to the interests of the Affiliate Members. In their capacity as Board Members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of Affiliate Membership. In situations of potential or perceived conflict of interest and/or of duties, the Members of the Board shall disclose all necessary information to the Secretariat and to the Board and comply with the decisions of the Board as adopted to mitigate or avoid such conflict of interest and/or of duties.

(e) The Members of the Board shall be up to date in their contributions as an Affiliate Member.

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Terms of Reference of the Committee on Statistics[1]

Mission

1. The Committee is a subsidiary advisory body of the Executive Council. As such, it contributes to the fulfilment of Article 13, paragraph 3 of the Agreement signed between the United Nations and UNWTO, which states:

"The United Nations recognizes UNWTO as the appropriate organization to collect, to analyze, to publish, to standardize and to improve the statistics of tourism, and to promote the integration of these statistics within the sphere of the United Nations system".

Consequently, the Executive Council requires the collaboration of the Committee in the following areas:

(a) Proposing initiatives related to the design and implementation of international tourism statistics recommendations;

(b) Promoting international comparability of tourism statistics by proposing initiatives relative to the collection, homogeneity, processing and dissemination of data;

(c) Supporting efforts to integrate such data into the frameworks of the system of national tourism statistics and the Tourism Satellite Account;

(d) Helping member countries in their initiatives to improve their respective national systems of tourism statistics and in the development of the TSA;

(e) Liaising with other international bodies with delegated responsibilities for leadership and coordination of related international statistics and their standards within sphere of the UN system.

1 Text adopted by the Executive Council at its seventy-third session [decision 10 (LXXIII)] in Hyderabad, India, July 2004.

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Composition

[…][2]

2. The Secretariat of the Committee is the Department of Statistics.

Invited observers

3. For each of the Committee's meetings, the Secretariat may extend invitations to non-member countries, national and international organizations and institutions in order to enlarge the perspective of statistics producers, users and stakeholders and facilitate UNWTO's international leadership and coordination activities, according to the content of the agenda.

4. Invited observers may address the Committee only with the permission of its Chairman.

Venues of the meetings

5. The sessions of the Committee shall take place annually and shall be held at the UNWTO headquarters, save on exceptional occasions in which the Secretariat decides otherwise.

Creation of working groups

6. The Committee will determine whether it is relevant to create temporary working groups of these appropriate parties that would strive to solve, clarify or provide insights, advice and liaison assistance on any particular issue of interest related with the UNWTO's statistics programme and its international leadership responsibilities relating to tourism statistics.

2 The Executive Council appoints every four years nine Full Members proposed by the Regional Commissions according to the following distribution: Africa: 2 Members; Americas: 2 Members; East Asia and the Pacific: 1 Member; Europe: 2 Members; Middle East: 1 Member; South Asia: 1 Member. Once formed, the Committee will have to elect its Chair and two Vice-Chairs from among its members. The Committee includes one Associate Member, designated from among them and one Affiliate Member designated according to Article 6 of the Rules of Procedure of the Committee of the Affiliate Members.

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Repercussions on the Programme of Work of the Statistics Department

7. If requested by its members, the Secretariat of the Committee can accept commitments that will partially modify the biannual Programme of Work of the Statistics Department.

8. In no case shall these potential modification/s justify new financial or human resources for the Secretariat.

Communication between meetings

9. The Secretariat of the Committee is responsible for encouraging communication among its members between sessions. In order to enhance its capacity for action, the Secretariat will consider using electronic or other means in order to make it possible for it to continue to work effectively between meetings.

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Rules of Procedure of the Technical Committees on Tourism and Competitiveness and Tourism and Sustainability[1]

[I. Introduction

1. Deleted.]

A. Functions

2. These Technical Committees are subsidiary organs of the Executive Council and report to it.

3. As bodies with an advisory and consultative role, Technical Committees are meant to be the first step of a validation process that channels technical outputs referring to principles, policies, practices and processes such as guidelines, definitions, criteria and standards to the corresponding governing organs for adoption.

B. Areas of work of the Committee on Tourism and Competitiveness (CTC)

4. The areas of work of the Committee on Tourism and Competitiveness aim at:
   a) Reinforcing UNWTO Members' global competitiveness in the tourism marketplace;
   b) Helping UNWTO Members in delivering the highest quality of experience and the best value to visitors;
   c) Contributing to credible, consistent, updated and comparable market intelligence; and
   d) Creating synergies among all the tourism stakeholders for a better performance of destinations.

1 Text as adopted by the Executive Council at its ninety sixth session [decision 9(XCVI)] in Victoria Falls, Zimbabwe, August 2013.

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C. Areas of work of the Committee on Tourism and Sustainability (CTS)

5. The areas of work of the Committee on Tourism and Sustainability aim at:
   a) Advancing the sustainable development and management of tourism; and
   b) Focusing especially on the generation of social, economic and cultural benefits at tourism destinations, while minimizing the negative impacts upon the natural or socio-cultural environments.

D. Composition and terms of office

6. Each Technical Committee is composed of:
   - Nine Full UNWTO Members, designated by the Regional Commissions for a four-year period, distributed as follows[2]:
     - Africa: 2
     - Americas: 2
     - East Asia and Pacific: 1
     - Europe: 2
     - Middle East: 1
     - South Asia: 1
   - One Associate Member, designated among them for a four-year period;
   - One Affiliate Member, according to article 12 (2) of the Rules of Procedure of the Affiliate Members;[3]
   - In addition, invited participants, as proposed by the Secretary-General, in coordination with the Chair of the Executive Council, for approval by the Executive Council, for each Committee, on an ad hoc basis, according to the agenda of one or more specific meeting(s) will participate in the work of the Committee. Those invited participants may be:

2 The Full UNWTO Members of CTC and CTS were elected for a period of four years (2019–2023) at the 111th session of the Executive Council [decision 2 (CX1)] in Saint Petersburg, Russia, September 2019

3 Now article 6 of the Rules of Procedure of the Committee of the Affiliate Members as adopted by the General Assembly at its twenty-fourth session [resolution 749 (XXIV)] in Madrid, Spain, December 2021.

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(a) International organizations;
(b) Public sector, private sector and civil society entities, including educational institutions, destination management organizations (DMOs); and
(c) Individual experts (e.g., researchers, personalities).

7. For each Committee, its Full Members shall elect a chair and a vice-chair among them.

E. Sessions of the Technical Committees

8. The working language of both Committees is English.

9. Both Committees aim at consensus-building.

10. Telephone, video conferences and electronic meetings and consultations will be the main form of interaction.

11. Both Committees conduct in-person meetings once every two years in the framework of the General Assembly.

12. The UNWTO Secretariat will not cover the cost of participation of Committees' Members, observers and invited participants at meetings either in presence or remote.

F. Secretariat

13. The Secretary-General shall act as Secretary of each Committee and may delegate this function to another member of the Secretariat.

G. Conduct of business

14. These Rules of Procedure are adopted pursuant to rule 32 of the Rules of Procedure of the Executive Council, to which they are subordinate. Should circumstances arise, which are not provided for in these Rules of Procedure, the Rules of Procedure of the Executive Council shall apply mutatis mutandis.

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UNWTO Technical Committee on Tourism Online Education[1]

Mandate

1. As bodies with an advisory and consultative role, technical committees are meant to be the first step of a validation process that channels technical outputs referring to policies, principles, practices and processes such as definitions, guidelines, criteria and standards, especially in view of their normative character, to the corresponding governing organs for approval and endorsement, underscoring UNWTO's nature as the specialized UN agency for tourism. This Committee on Tourism Online Education mandate is to provide the Executive Council and the Secretary-General with advice and recommendations on education matters.

2. The competency of the Committee on Online Tourism Education refers to areas of work aiming at:
   (a) Examining, prior to the submission to the Council, all documents in relation to educational matters within the programme of work of the Organization, as prepared by the Secretary-General;
   (b) Monitoring the implementation of the educational program of work and reporting to the Council accordingly;
   (c) Ensuring that the content of the Tourism Online Academy aligns with the priorities of UNWTO;
   (d) Making recommendations to the Secretary-General on the allocation of scholarships for the Tourism Online Academy to Member States;
   (e) Monitoring the management, content and communications strategy of the platform;
   (f) Advising on and approving the strategy to scale up the UNWTO Tourism Online Academy with prospect partners;
   (g) Carrying out any other tasks as entrusted by the Council.

1 Text adopted by the Executive Council at its 112th session [decision 4(CXII)] in Tbilisi, Georgia, September 2020

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Composition

1. The technical committee should be able to tackle all aspects of the reality of tourism and of the relations between the sector and the global challenges of the world. Therefore, they ensure, as much as possible, a diverse and representative participation of the public and private sectors, from national and international levels, as well as representation from the academic institutions that are part of the Tourism Online Academy.

2. The groups of members are listed below, as well as some examples of possible partners to be included as observers:
   (a) Nine Member States as Full Members of the Committee will be approved by the Executive Council upon recommendation of the Regional Commissions, for a four-year period and with the right to vote, distributed as follows:
      – Europe: 2
      – America: 2
      – East Asia and Pacific: 1
      – South Asia: 1
      – Middle East: 1
      – Africa: 2
   (b) One Associate Member, designated among them for a four-year period;
   (c) One Affiliate Member, according to Article 12 of the Rules of Procedure of [the] Committee of Affiliate Members.[2]

   In addition, invited participants, as proposed by the Secretary-General, in coordination with the Chair of the Committee, for each Committee, on an ad hoc basis, according to the agenda of one or more specific meeting(s) will participate in the work of the Committee. Those invited participants may be:[3]
   (a) The IE University as a founding partner of the Tourism Online Academy;
   (b) The first five universities including content in the UNWTO Tourism Online Academy;
   (c) International organizations;

2 Now Article 6 of the Rules of Procedure of the Committee of the Affiliate Members as adopted by the General Assembly at its twenty-fourth session [resolution 749(XXIV)] in Madrid, Spain, December 2021

3 Other invited participants to be included, and their terms of office, will be proposed by the Secretary-General for approval by the Chair of the Committee in between meetings of the Executive Council and for endorsement by the Executive Council

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(d) Public sector, private sector and civil society entities, including educational institutions, destination management organizations (DMOs); and
(e) Individual experts (e.g., researchers, personalities).

Modus operandi

1. New technologies shall be used as much as possible in order to reduce lead times for committee members, i.e., the time between inviting and convening the meeting as well as travel costs and environmental impacts. Hence, telephone and video conferences and also electronic meetings and consultations will be the main form of interaction.

2. However, conventional meetings requiring the actual presence of members are also needed for networking ownership purposes and to ensure the fulfilment of established objectives of area of work. Therefore, it is proposed that the committee meets once a year in the framework of the Executive Council.

3. The logic of a wide support is a key element in the work of these committees. Hence, they will run along a participatory and consensus-building process, leading to a broader legitimacy of the results of their work.

4. For each Committee, its Full Members shall elect a chair and vice-chair among them.
5. The UNWTO Secretariat will not cover the cost of participation of the Committee's members, observers and invited participants at meetings.

6. The Secretary-General, as Secretary of the Committee, will delegate this function to the Innovation, Digital Transformation and Investments Director.

7. The rules of procedure of the committee will be adopted pursuant to rule 32 of the Rules of Procedure of the Executive Council, to which they are subordinate. Should circumstances arise, which are not provided for in the rules of procedure of the committee, the rules of procedure of the Executive Council shall apply *mutatis mutandis.*

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Headquarters Agreement between the Kingdom of Spain and the World Tourism Organization[1]

The Kingdom of Spain and the World Tourism Organization,

Whereas the entry of the World Tourism Organization into the UN system has constituted a qualitative change in that organization, specifically with regard to the provisions contained in the Convention on the Privileges and Immunities of the United Nations of 1946 and the Convention on the Privileges and Immunities of the Specialized Agencies, adopted by the United Nations General Assembly on 21 November 1947;

Whereas the above gives rise to the recognition of the application to the World Tourism Organization of the necessary privileges, immunities, exemptions and facilities established by the Convention on the Privileges and Immunities of the Specialized Agencies, adopted by the United Nations General Assembly on 21 November 1947, to which Spain acceded on 26 September 1974, and Annex XVIII relating to the World Tourism Organization, approved by the General Assembly of the World Tourism Organization in Cartagena de Indias, 2007 [resolution 545 (XVII)];

Whereas it is necessary to harmonize and adapt the Convention between the World Tourism Organization and Spain Concerning the Legal Status of the World Tourism Organization in Spain signed on 10 November 1975, to which other supplementary agreements signed were added, to the status of Specialized Agency of the United Nations, in accordance with resolution 58/232 of the United Nations General Assembly;

1 Text signed on 25 June 2015 and approved by the General Assembly at its twenty-first session [resolution 663 (XXI)] in Medellin, Colombia, on 17 September 2015. The Agreement entered into force definitively on 16 November 2015 in accordance with Article 36. This Agreement supersedes and replaces the Convention between the World Tourism Organization and Spain Concerning the Organization's Legal Status in Spain signed on 10 November 1975.

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Whereas, due to the above circumstances, it is necessary to adapt and unify in one text, in the form of a new Headquarters Agreement, the necessary privileges, immunities, exemptions and facilities, which are to govern the relationship of the World Tourism Organization with Spain;

Have agreed as follows:

Article 1 Definitions

In this Headquarters Agreement:

(a) "Spain" means the Kingdom of Spain;

(b) "UNWTO" means the World Tourism Organization;

(c) "the Parties" means Spain and the UNWTO;

(d) "appropriate authorities" means the appropriate national, regional, local and other authorities in accordance with the laws and regulations of Spain;

(e) "the Convention" means the Convention on the Privileges and Immunities of the Specialized Agencies adopted by the UN General Assembly of 21 November 1947 and Annex XVIII of said Convention relating to the UNWTO;

(f) "the Organization" means the World Tourism Organization;

(g) "archives of the UNWTO" means all records, correspondence, documents, and so forth, whether printed or in electronic form, belonging to or held by the aforementioned UNWTO;

(h) "telecommunications" means any emission, transmission or reception of verbal or written information, images, sounds or information of any nature by wire, radio, satellite, fibre optics or other electronic or electromagnetic means;

(i) "Secretary-General" means the Secretary-General of the UNWTO;

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(j) "officials of the UNWTO" means officials accredited at its headquarters in Spain in accordance with the provisions of Article VI of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations, adopted by the General Assembly of the United Nations on 21 November 1947, and Annex XVIII relating to the UNWTO;

(k) "dependents" means:

- spouses, provided that the marriage has not been the object of annulment or divorce, or partners with whom there exists aunion in force that is equivalent to marriage and who are listed in a public registry established for such purpose in another State;
  - the unmarried children under 18 of officials, or children under 23 attending higher education and financially dependent on their parents;
  - unmarried children who depend on their parents and suffer from a physical or mental disability;
  - the parents of the official and those of the official's spouse or partner, who live in the same household, do not engage in gainful activities and financially dependent on the holder of the accreditation;

(l) "experts on mission" or "experts" means persons, other than officials of the Office, performing missions for the UNWTO and who come within the scope of Articles VI and VII of the Convention on the Privileges and Immunities of the United Nations of 1946, as well as Annex XVIII of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations adopted by the United Nations General Assembly on 21 November 1947, relating to the UNWTO;

(m) "premises" means any land, buildings, structures, and related facilities which the appropriate authorities make available to the UNWTO for its exclusive use;

(n) "property and assets of the UNWTO" means all property, including funds, income and other assets belonging to the UNWTO, or that it holds or administers and that are linked to the performance of its functions;

(o) "affiliate member" means the entities considered as such in the statutes of the UNWTO;

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(p) "Permanent Missions" means Missions of the Member States of the Organization accredited to it;

(q) "diplomatic Missions in Spain" means diplomatic and consular Missions and Missions of International Organizations present in Spain;

(r) "Permanent Representative" means the Head of Mission, permanently accredited by the UNWTO;

(s) "Representative on Mission" means the representative of the Member State to the UNWTO designated to perform a specific mission.

(t) "Representative" means any person designated by a Member State before the UNWTO.

Article 2 Legal personality

Spain recognizes the international personality and legal capacity of the UNWTO.

Article 3 Freedom of action of the Organization

Spain shall guarantee the Organization the independence and freedom of action appropriate to it as an international institution.

Article 4 Immunities and privileges

1. The Organization shall enjoy all the immunities and privileges normally accorded to international organizations of a universal character.

2. The Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations adopted by the United Nations General Assembly in 1947, ratified by Spain on 26 September 1974 and approved by the General Assembly of the UNWTO at its sixteenth session held in Dakar in 2005, in resolution 489(XVI), as well as its Annex XVIII shall apply to the UNWTO. In case of discrepancy between the provisions of said Convention and the provisions of this Agreement, the provision that is more favourable to the Organization shall apply.

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3. If Spain concludes any agreement with an intergovernmental organization containing terms and conditions more favourable than those granted to the UNWTO under this Agreement, Spain shall favourably receive the request of the UNWTO to extend such terms and conditions to the UNWTO. The Parties shall agree on the appropriate way to establish them in accordance with their internal legal requirements.

Article 5 Inviolability

1. The premises of the Organization's headquarters, including buildings, parts of buildings and land forming part of the headquarters shall be inviolable, irrespective of their owner. No agent of the Spanish authorities shall enter them without the consent of the Secretary-General of the Organization or his authorized representative.

2. The Organization's archives, official correspondence and in general all the documents belonging to it or held by it and intended for its official use shall be inviolable wherever they may be.

3. The property and assets of the Organization in Spain shall be immune from all forms of search, requisition, confiscation, expropriation or any other form of interference, whether by executive, administrative, judicial or legislative action.

4. The Organization shall control and police the premises of its headquarters.

5. Spain shall adopt all the appropriate measures for ensuring the protection of the headquarters. If so requested by the Secretary-General, it shall provide the necessary assistance for the maintenance of law and order inside the headquarters.

Article 6 Immunity from legal process

1. The Organization shall enjoy immunity from any penal, civil and administrative proceedings, except insofar as that immunity has been expressly waived by the Secretary-General of the Organization or his authorized representative.

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2. The inclusion in a contract to which the Organization is a Party of a clause giving a Spanish ordinary court jurisdiction shall constitute a formal waiver of the immunity. However, barring an express clause to the contrary, no such waiver of immunity shall extend to any measure of execution.

3. The institution by the Organization of legal proceedings shall imply its waiving of immunity from legal process in the event of a counterclaim.

Article 7 Communications

1. The Organization shall enjoy, for its official communications, treatment not less favourable than that accorded to other international institutions and to diplomatic missions in Spain, especially in the matter of priorities, rates and charges for mail, telegraph, telephone and other communications.

2. The Organization shall have the right to use codes for its official communications. It shall also have the right to dispatch and receive correspondence by duly identified couriers or bags, which shall have the same privileges and immunities as diplomatic couriers and bags.

3. Correspondence and other official communications of the Organization shall be immune from censorship.

4. In the event of force majeure entailing a complete or partial interruption of these services, the needs of the Organization shall be given the same priority as may be enjoyed by the Spanish authorities.

5. None of the provisions of this Article may be interpreted as forbidding the adoption of adequate special security measures, to be determined by agreement between the Contracting Parties.

Article 8 Public services

1. Spain shall facilitate the use by the Organization of all the necessary public services and shall grant reductions in the corresponding rates, where such reductions exist, in the same conditions as granted to the Spanish authorities.

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2. In case of interruption or likely interruption of any such services, Spain shall accord to the Organization, so that it can meet its needs, the same priority as may be enjoyed by the Spanish authorities.

Article 9 Publications

The import and export of the Organization's publications and those intended for it shall not be subject to any restrictions.

Article 10 Taxation

1. The Organization, its property, funds and assets, wherever located and by whomsoever held, shall be exempt from all direct and indirect state, regional and municipal taxes and levies, except those which constitute charges for public utility services.

2. Furthermore, the UNWTO shall be exempt from all indirect taxes, including value added tax or any other taxes levied on goods and services intended for official use.

3. The exemption from value added tax shall be carried out, in general, through the procedure established for the rest of International Organizations and Diplomatic Corps accredited in Spain.

4. The exemption referred to in paragraph 1 of this Article shall not apply to taxes and levies which individuals or bodies corporate coming under a contract with the Organization must pay in accordance with Spanish legislation.

Article 11 Customs

1. The Organization shall be exempt from the payment of all customs duties and related levies of any kind, except charges for storage, transport and services supplied, and from prohibitions and restrictions on the import or export of articles intended for its official use.

2. Articles imported with such exemption shall not be sold or transferred in Spain without the authorization of the State Tax Administration Agency,

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processed through the Ministry of Foreign Affairs and Cooperation, for clearance for home use of the aforesaid articles, subject to compliance with foreign trade formalities and payment of the corresponding taxes.

3. Spain and the UNWTO shall agree on the specific norms for the importation, in accordance with the provisions of paragraphs 1 and 2, of a sufficient number of vehicles for the Organization's official needs.

4. The UNWTO shall be exempt from customs duties, taxes on vehicle ownership, and any other levies on motor vehicles, including spare parts and supplies needed for their official use in Spain, regardless of whether they are imported or acquired in the country. Such vehicles shall be registered in accordance with the applicable laws and regulations in Spain. The UNWTO may freely dispose of these vehicles one year after their acquisition or importation, without any prohibitions, restrictions, customs duties or any other levy. Notwithstanding the foregoing, it may dispose of such vehicles before the indicated date if so authorized by the State Tax Administration Agency with proper justification for the replacement of the vehicle.

5. The procedure concerning applications for the imports and exports provided for in this Article and customs clearance shall be in conformity with the norms laid down by the State Tax Administration Agency. Each application shall be signed by the Secretary-General or, in his absence, by his authorized representative and shall be forwarded through the Ministry of Foreign Affairs and Cooperation.

Article 12 Free disposal of funds

1. For the purpose of achieving its aims, the Organization may hold funds, gold or foreign exchange of any kind and may keep its books in any currency. It may also freely receive and transfer its funds, gold or foreign currency and convert into any other currency the currencies in its possession.

2. Spain shall assist the Organization in obtaining the most favourable conditions for its exchange transactions and its transfers.

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Article 13 **Meetings of the Organization**

1. Spain recognizes the right of the UNWTO to convene, pursuant to its statutes, the meetings of the General Assembly, the Executive Council or other statutory organs or of the United Nations system, and international technical meetings that are in keeping with the objectives of the Organization without the need to sign special agreements. In respect of these meetings, the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations of 1947, Annex XVIII relating to the UNWTO and this Headquarters Agreement shall apply.

2. Meetings organized by the UNWTO in national territory that are held outside the Office shall require prior notification to the Spanish authorities.

3. The Spanish Government shall provide facilities for holding meetings of the General Assembly, Executive Council, committees and working parties that cannot be held in the headquarters building of the organization, by making available appropriate meeting rooms that shall enjoy inviolability and protection on the same terms as those established for the premises of the UNWTO in Article 5 of this Headquarters Agreement.

   The conditions of this cooperation shall be determined for each particular case by a specific agreement between the two parties, which shall additionally specify reception, liaison, cleaning, upkeep, security, and any other services deemed necessary to provide for the holding of such meetings.

4. The Spanish Government as far as possible and by means of all appropriate practical arrangements, shall facilitate the Organization's task of receiving delegates of assemblies, conferences and meetings convened by the Organization, at airports and at other points of entry into Spanish territory.

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Article 14 **Freedom of entry and sojourn**

1. Spain shall take appropriate measures to facilitate the entry into, sojourn in and departure from Spanish territory of the following categories of persons, regardless of their nationality:
   (a) Representatives of Members of the Organization;
   (b) The Secretary-General and the staff of the Organization;
   (c) The spouses, children and members of the families of the persons referred to in (a) and (b) above who live with them;
   (d) Any other persons who, by reason of their functions, must have access to the Organization's headquarters in an official capacity.

2. The facilities set out in this Article shall be granted for the exercise and performance of official duties or functions of the persons mentioned in (a) and (d) of the above paragraph, limited to the time required for their performance.

3. Visas that may be required for persons referred to in this Article shall be granted without charge and as soon as possible.

4. The persons referred to in this Article 14 shall be exempt from the formalities provided for by Spanish laws and regulations with respect to the registration of aliens, residence permits and working permits, provided they are not gainfully employed in Spain in any other capacity.

5. The persons mentioned in the preceding paragraph must have the relevant travel document in order.

6. Spain shall grant an accreditation visa to persons providing services at the UNWTO for a period limited to the performance of their functions, when the nationality of the person so requires.

7. Spain shall preferentially process the request of the persons mentioned in section (b) of paragraph 1 who wish to remain in Spain with their family members upon the conclusion of the exercise of their functions at the UNWTO due to retirement and shall issue as promptly as possible the residence permits and any other documents necessary for the UNWTO officials, their spouses and their dependent family members, provided that the retired staff member accredits own financial means and health insurance.

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Article 15 **Status of the Secretary-General and officials of certain categories**

1. The Secretary-General of the Organization shall be accorded the privileges and immunities, exemptions and facilities accorded to heads of diplomatic missions.

2. The Secretary-General shall designate the senior official of the organization who is to act on his behalf in his absence from duty; during the exercise of these functions, the official so designated shall enjoy the same status as the Secretary-General.

3. Officials belonging to the Professional category at grade P-5 or higher by reason of the responsibilities of their functions shall be accorded the same privileges and immunities, exemptions and facilities as are accorded to diplomatic agents in Spain. The Secretary-General shall periodically notify Spain of the number and names of such officials.
4. The Secretary-General shall designate the officials who by reason of their functions shall be accorded the same privileges and immunities, exemptions and facilities as are accorded to the administrative staff of accredited diplomatic missions in Spain.

5. In respect of officials belonging to the Professional category at a grade lower than P-5 who are Spanish nationals or permanent residents in Spain, the Kingdom of Spain shall not be bound to accord them privileges and immunities exceeding those provided for in the 1947 Convention for such cases or those provided for in this Headquarters Agreement.

6. The Organization shall notify the Ministry of Foreign Affairs and Cooperation of:
   (a) the appointment of its officials, their arrival in or final departure from Spain and the termination of their employment in the Organization;
   (b) the arrival and final departure of any persons belonging to an official's family who live with him and the fact, where applicable, that a person becomes or ceases to be a member of that family.

7. The private residence of the Secretary-General shall enjoy the same inviolability and protection as the premises of the UNWTO. His papers, correspondence and property shall likewise be inviolable in the terms accorded to diplomatic agents.

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Article 16 **Immunities and facilities accorded to all officials**

1. Officials of the Organization, regardless of their nationality, shall be immune from legal process of any kind in respect of words spoken or written and all acts performed by them in the exercise of their functions, even if they have ceased to be officials of the Organization.

2. They shall be exempt from taxation in respect of the salaries, emoluments and indemnities paid to them by the Organization. Benefits paid in any circumstances by a pension fund or provident scheme within the meaning of Article 20 of this Agreement shall also be exempt from taxation at the time of their payment. The same privilege shall be applied to all benefits paid to agents, officials or employees of the Organization for sickness, accidents and so forth.

3. The appropriate authorities shall process applications for visas and residence permits and any other documents that may be required for domestic workers of officials of the Office during the exercise of their functions as promptly as possible, provided that the contracts of the domestic workers comply with the Spanish labour legislation in force on the matter.

Article 17 **Immunities and facilities accorded to officials who are not Spanish nationals or foreigners with permanent residence in Spain at the time of joining the UNWTO**

1. In every case, and to the extent that these privileges are not accorded under the provisions of Articles 15 and 16, the Organization's officials shall enjoy the following privileges:
   (a) immunity from seizure of their personal and official baggage;
   (b) freedom to acquire and keep in Spain or outside it foreign securities, foreign currency accounts and other personal property and, under the same conditions applicable to Spanish nationals, real property; and upon the conclusion of their appointment in the UNWTO in Spain, the right to remove from the country, through authorized channels and without any prohibition or restriction, their funds in the same currencies and in the same amount as they were introduced in Spain.

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(c) in respect of foreign exchange, including the maintenance of foreign currency accounts, they shall enjoy the same facilities accorded to members of diplomatic missions accredited in Spain;

(d) exemption from any military service obligations in Spain;

(e) exemption from immigration restrictions and formalities for the registration of foreigners, for themselves as well as for their spouses and dependents;

(f) the same repatriation facilities for both themselves and their spouses and dependent relatives as are accorded to officials of diplomatic missions of similar rank, in the event of international crisis;

(g) the right to import, free of duty, their furniture and personal effects when moving to Spain to take up their duties, this right remaining valid for one year from the date on which they have definitively taken up their duties;

(h) exemption from taxes on any income or assets, for themselves and for their family members forming part of the household, insofar as such income originates from sources outside Spain or such assets are located outside said country;

(i) exemption from inheritance and gift tax, except in respect of real property situated in Spain insofar as the obligation to pay such taxes results solely from the fact that the officials and their family members forming part of the household are resident in Spain;

(j) exemption from the excise tax on vehicles and the excise tax on fuels;

(k) the right to acquire or import motor vehicles, exempt from taxes and duties while working for the UNWTO in the Kingdom of Spain, under terms no less favourable than those accorded to diplomatic missions, consular offices and international organizations in Spain. Automobiles imported or acquired under this Agreement may be sold in Spain at any time after their importation or purchase, subject to the relevant Spanish legislation;

(l) the right to import, free of duty, articles for use and consumption. The Spanish Government, in agreement with the Secretary-General of the Organization, shall allow duty-free importation, in accordance with the rules contained in this Article, of items intended for use or consumption of officials referred to in this Article. The aforementioned items shall be intended exclusively for use or consumption by the officials of the Organization, with express prohibition of their sale or transfer in Spain in any form or for any purpose.

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2. Supplemental agreements shall be concluded between the Organization and the Spanish Government to regulate the importation of limited quantities of articles for the personal use or consumption of said officials.

Article 18 Experts on mission

1. Experts performing missions for the Office of UNWTO in Spain and who are not UN officials shall be accorded the privileges and immunities, exemptions and facilities under Articles VI and VII of the Convention on the Privileges and Immunities of the United Nations of 1946, as well as those established in Annex XVIII of the Convention on the Privileges and Immunities of the Specialized Agencies of 1947.

2. Experts on mission shall be exempt from taxation on the salaries and other emoluments paid to them by the UNWTO, and may enjoy other privileges, immunities, exemptions and facilities that may be agreed by the parties.

3. The UNWTO shall in all cases duly inform the Spanish Ministry of Foreign Affairs and Cooperation about the arrival and sojourn of experts on mission.

Article 19 Gainful employment in Spain of dependent family members of officials

1. Dependents of the UNWTO officials accredited at its headquarters in Spain may engage in gainful employment for the duration of the appointment of the holder of the accreditation.

2. The request for authorization to engage in the gainful employment in question shall be forwarded to the Ministry of Foreign Affairs and Cooperation. The request may be refused if the job is reserved for Spanish nationals for reasons of security, exercise of public office or protection of State interests.

3. Dependents who obtain employment as permitted by this Agreement shall enjoy no civil, criminal or administrative immunity in respect of activities related to their jobs, and shall be subject to the Spanish laws and courts in respect of such activities.

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Article 20 **Pension fund and special funds**

1. Any pension fund or provident scheme officially operating for the benefit of officials of the Organization shall enjoy legal capacity in Spain provided it observes the forms laid down for this purpose by Spanish law. The benefits provided by such a scheme to the Organization's officials shall enjoy the same exemptions and immunities as apply to those officials under this Headquarters Agreement.

2. Funds and foundations, whether possessing legal personality of their own or not, which are administered under the auspices of the Organization and are intended solely for its official purposes shall enjoy the same exemptions and immunities as the Organization's movable property.

Article 21 **Social security**

1. The Organization shall be exempt from all compulsory contributions to any general social security schemes, including equalization funds, unemployment insurance scheme, accident insurance schemes, and so forth and the officials of the Organization shall be exempt from Spanish social security provisions.

2. This exemption shall also apply to household workers employed in the exclusive service of an official of the Organization provided that:
   (a) they are not Spanish nationals or permanent residents in Spain;
   (b) they are insured by a social security scheme of the Organization.

3. Officials of the Organization who employ persons to whom the exemption provided for in paragraph 2 above does not apply shall comply with the social security obligations which employers are bound to discharge under Spanish legislation.

4. The exemption provided for in the preceding paragraph of this Article shall not prevent voluntary participation of the Organization's officials in the social security system of Spain.

5. The Organization shall be bound to make arrangements for the participation of Spanish or locally recruited officials in the Spanish social security system.

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Article 22 **Purpose of immunities**

1. The privileges and immunities provided for by this Headquarters Agreement are not intended for the personal benefit of the officials of the Organization. They are accorded solely in order to ensure in all circumstances the free operation of the Organization and the complete independence of its officials.

2. The Secretary-General of the Organization shall have the right and duty to waive the immunity of any official whenever, in his opinion, the immunity would impede the normal course of justice and can be waived without prejudice to the interests of the Organization.

Article 23 **Prevention of abuses**

The Organization and Spain shall cooperate at all times to facilitate the proper administration of justice, to ensure observance of police regulations and to prevent occurrences of any abuses of the privileges, exemptions, immunities and facilities provided for by this Headquarters Agreement.

Article 24 **Identity card**

1. The Spanish Ministry of Foreign Affairs and Cooperation shall supply an identity card to each official of the Organization and to his family members who live with him, which shall serve as proof of identity of the official for the Spanish authorities.

2. The Organization shall regularly communicate to the Ministry of Foreign Affairs and Cooperation a list of the officials of the Organization and their family members, indicating for each the date of birth, nationality, address in Spain and the category or grade of each official.

Article 25 **Permanent missions to the UNWTO**

The permanent missions of Member States to the UNWTO shall enjoy the same privileges and immunities accorded to diplomatic missions in Spain.

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Article 26 **Permanent representatives to the UNWTO**

The Permanent Representatives to the UNWTO shall be entitled in Spanish territory to the same privileges and immunities that the Spanish Government accords to heads of diplomatic missions accredited to Spain

Article 27 **Representatives to the UNWTO**

Without prejudice to any other privileges and immunities they enjoy during the exercise of their functions, the representatives of the Member States accredited to the Organization shall enjoy in Spain the privileges and immunities accorded to members of comparable rank of the staff of the mission as established for diplomatic missions in the Vienna Convention of 1961.

Article 28 **Representatives on Mission to the UNWTO**

1. Representatives of Member States at assemblies, conferences and meetings convened by the Organization shall enjoy in Spain the following privileges and immunities:
   (a) inviolability of their person, place of residence and possessions;
   (b) immunity from arrest and detention and immunity from legal process in respect of words spoken and written and all acts done by them in the performance of their official functions;
   (c) customs facilities in respect of their personal effects and exemption from baggage inspection in the same conditions as are accorded to diplomatic agents on temporary mission;
   (d) the right to use codes in their official communications and to receive and dispatch papers and official correspondence by diplomatic courier or in sealed bags;
   (e) exemption from immigration restrictions and aliens' registration, as provided for in Article 13, and from national service;
   (f) exemption from exchange restrictions in the same conditions as accorded to diplomatic agents on temporary mission.
2. Representatives of Affiliate Members shall be entitled solely to the privileges provided for in paragraph 1 (b), (e) and (f).

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Article 29 **Private law disputes**

The Organization shall make provision for appropriate methods of settlement of:

(a) disputes arising out of contracts to which the Organization is a party and other disputes of a private law character;

(b) disputes involving an official of the Organization who, by reason of his official position, enjoys immunity, if that immunity has not been waived in accordance with Article 22.

Article 30 **Non-responsibility of Spain**

Spain shall not incur by reason of the activities of the Organization within its territory any international responsibility for acts or omissions of the Organization or of its officials acting or abstaining from acting within the scope of their functions.

Article 31 **Headquarters building**

Spain has made available to the Organization a building that serves as the headquarters of the Organization and is the subject of a special agreement between the two Parties, of 10 March 1980. The building was handed over through the document signed on 7 May 1981. The headquarters of the Organization is in Madrid.

Article 32 **Consultations between Spain and the World Tourism Organization for the implementation of this Headquarters Agreement**

1. Spain and the Organization shall conduct regular consultations, at the request of either party, for all matters concerning the implementation of this Headquarters Agreement and, especially, to develop the modalities of its practical application and to prevent any abuse in connection with the facilities referred to therein.

2. Should both parties consider it necessary, the results of these consultations may be formalized through the appropriate exchange of letters.

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Article 33 **Cooperation of the Spanish Government with the Organization**

The cooperation of the Spanish Government with the Organization for the purpose of enabling the latter to achieve its aims in the most effective and least onerous manner shall be covered by a special agreement between the two Parties, dealing in particular with the specific spheres in which such cooperation appears desirable in view of the known resources, experience and competence of Spain in the field of tourism.

Article 34 **Settlement of disputes**

1. Any dispute between the Parties concerning the interpretation or application of this Headquarters Agreement, any supplemental agreement or annex or any question concerning the relations between Spain and the Organization which it has not been possible to settle by direct negotiation between the Parties shall be referred by one Party or the other to an Arbitration Tribunal composed of three arbitrators for final decision.

2. Spain and the Organization shall each choose one member of the Arbitration Tribunal.

3. The two members thus chosen shall choose a president.

4. Should the first two members fail to agree upon the president, the latter shall be chosen by the President of the International Court of Justice at the request of one of the members of the Arbitration Tribunal.

5. The Arbitration Tribunal shall establish its own rules of procedure.

Article 35 **Modification of the Headquarters Agreement**

1. This Headquarters Agreement may be modified in full or in part following consultations entered into at the request of Spain or the Organization. Any such modification shall be made by mutual consent.
2. The Parties may enter into such supplemental agreements as they deem necessary.

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Article 36 **Entry into force**

1. This Headquarters Agreement shall be provisionally applied from the date of its signature. It shall enter into force definitively on the date on which the Parties have officially notified each other of the completion of the formalities required by their respective laws and constitutive provisions. Furthermore, this Headquarters Agreement replaces the Convention between the World Tourism Organization and Spain Concerning the Organization's Legal Status in Spain signed on 10 November 1975, and any supplementary and/or special agreements Spain has signed with the UNWTO regarding the same matter, except the Special Agreement on the Headquarters Building of the UNWTO, of 10 March 1980, and the delivery document of the building dated 7 May 1981, which shall continue in full force.

2. Its entry into force shall take place on the date on which the instruments accrediting completion of the procedures referred to in the previous paragraph are exchanged.

3. Spain shall take all necessary measures and coordinate the appropriate authorities to give full effect to the terms of this Agreement.

Done in Madrid on 25th June 2015, in duplicate, in the Spanish, French and English languages, all being equally authentic, with the Spanish version prevailing in the event of conflict between versions.

The Secretary-General of the World Tourism Organization	The Minister of Foreign Affairs and Cooperation
Taleb Rifai	José Manuel García-Margallo y Marfil

Special Agreement on the Headquarters Building of the World Tourism Organization

The Government of Spain (hereinafter called "the Government"), represented by Mr. Ignacio Aguirre Borrell, Secretary of State for Tourism, on the one hand, and the World Tourism Organization (hereinafter called "the Organization"), represented by its Secretary-General, Mr. Robert C. Lonati, on the other hand,

Considering the offer made by Spain at the first session of the Organization's General Assembly (hereinafter called "the General Assembly") and accepted by the latter in decision 11 (I) with a view to establishing the headquarters of the Organization at Madrid,

Given the provisions of Article 24 of the Convention of 10 November 1975 between the Organization and Spain (hereinafter called "the Headquarters Convention"), relative to the conclusion of a special agreement on the building to be used as the permanent headquarters of the Organization (hereinafter called "the headquarters building"),

Given the provisions of Article 11 of the Supplemental Agreement of 19 May 1977 with regard to cooperation between the Government and the Organization under which premises intended for meetings of the statutory organs of the Organization were made available to the latter,

Have agreed as follows:

Article I

The Spanish Government accords to the Organization, which accepts, the right to use for an indefinite period the building at No. 42 Calle Capitán Haya,[1] at Madrid, of which the site plan is attached, as the permanent headquarters of the Organization.

1 Currently renamed "Calle del Poeta Joan Maragall".

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Article II

1. The Government hands over to the Organization the above-mentioned building, equipped and fitted out at the expense of the Government in accordance with the needs of the Organization, which accepts it as its permanent headquarters. The commitment of the Government concerning the provisional premises of the Organization's headquarters at Madrid therefore becomes null and void on the date when the headquarters building is handed over.

2. The Government cedes to the Organization full ownership of the furniture made available to it in the said premises, together with the furnishings in the headquarters building at the moment of its handing over.

Article III

1. As from the date when the building is handed over, the Organization is authorized to use it, with its equipment and installations as required for its headquarters.

2. The Organization may carry out, at its own expense, work deemed necessary for later improvements to the headquarters building, after having obtained authorization from the competent authorities should such authorization be normally required.

3. Should this Agreement be terminated, the Organization must return the headquarters building to the Government, in good repair and condition.

Article IV

The Organization shall pay to the Government for use of the premises, equipment and installations which are the subject of this Agreement an annual nominal rent of one United States dollar, which sum shall be deducted each year from the contribution fixed for Spain as a Full Member of the Organization.

Article V

All expenses incurred by normal use of the headquarters building shall be borne by the Organization. The Government shall bear the cost of maintenance or upkeep of this building and its fixed equipment and fittings, together with the cost of repairs after damage or deterioration due to defects in the initial construction or preparation or to circumstances beyond its control.

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Article VI The Government shall take appropriate steps to avoid any interruption in the functioning of the Organization if the latter has to evacuate temporarily, wholly or in part, the headquarters building, in the event of force majeure or following an accident for which it is not responsible.

Article VII

1. The Government shall make available to the Organization at the former's expense meeting rooms and other premises, installations and auxiliary services at the Convention and Exhibition Centre at Madrid as may be necessary to holding sessions of the General Assembly.

2. Provided that the Organization delivers sufficient advance notice to the Government, the latter shall provide facilities similar to those indicated in the foregoing paragraph for meetings of other statutory organs of the Organization which cannot be held in the headquarters building due to the limited capacity of the conference rooms arranged therein.

3. Throughout the period of their use by the Organization the premises made available to the latter under this Article are regarded as headquarters buildings and benefit from the same legal status as the latter.

Article VIII In all cases for which provision is not expressly made in this Agreement, legal relations between the Organization and the Government with regard to the headquarters building are governed by the Headquarters Convention.

Article IX **Transitional provision**

The Government bears the cost, as being part of the total cost of transferring the Organization's headquarters from Geneva to Madrid, of removal expenses from the temporary headquarters premises to the building which is the subject of this Agreement.

Article X **Entry into force**

1. This Agreement comes into effect provisionally on the date when the headquarters building is handed to the Organization. It comes into force permanently on the date when both sides shall have officially confirmed they have completed the formalities required by their respective laws and statutory provisions.

2. This Agreement will remain in force for the same period of time as the Headquarters Convention.

Done at Madrid on 10 March 1980, in duplicate in Spanish and French, both copies being equally authentic.

For the Spanish Government	For the World Tourism Organization
The Secretary of State for Tourism Ignacio Aguirre Borrell	The Secretary-General Robert C. Lonati

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International Administrative Agreement on the Headquarters Building of the World Tourism Organization, Provided for in the Headquarters Agreement between the World Tourism Organization and the Kingdom of Spain[1]

The Kingdom of Spain, represented by the Secretary of State for Tourism, Mr. Fernando Javier Valdés Verelst, on the one hand, and the World Tourism Organization (hereinafter called "the Organization"), represented by its Secretary-General, Mr. Zurab Pololikashvili, on the other hand,

Considering the offer made by the Kingdom of Spain at the first session of the Organization's General Assembly (hereinafter called "the General Assembly") and accepted by the latter in decision 11 (I) with a view to establishing the permanent headquarters of the Organization in Madrid,

Given the provisions of Article 31 of the Headquarters Agreement between the Kingdom of Spain and the Organization, done in Madrid on 25 June 2015 (hereinafter called "the Headquarters Agreement"), relative to the building that currently serves as the headquarters of the Organization and is the subject of a special agreement of 10 March 1980 and a handover document of 7 May 1981,

Whereas Article 35.2 of the Headquarters Agreement provides that the Parties may enter into such supplementary agreements as they deem necessary,

Within the framework of the Memorandum of Understanding done in Madrid on 17 September 2021 between the Ministry of Foreign Affairs, European Union and Cooperation, the Ministry of Industry, Trade and Tourism and the World Tourism Organization to offer the Organization a new building in Madrid to house its headquarters within Edificio B ("Building B") of the Palacio de Congresos located at No. 99 Paseo de la Castellana,

1 Text signed on 25 March 2022, pending approval by the General Assembly. This Agreement came into effect on the date of its signature in accordance with Article XI.

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And in order to establish a new Agreement to replace the special agreement of 1980,

Have agreed as follows:

Article I

1. The Kingdom of Spain accords to the Organization, which accepts, the right to use as the headquarters of the Organization, free of charge, the Edificio de Exhibiciones (Edificio B) of the Palacio de Congresos de Madrid at No. 99 Paseo de la Castellana (hereinafter called the "new building"), once the necessary remodelling work has been carried out to adapt it to the needs of the UNWTO, as well as 34 parking spaces. The site plan and technical specifications of the new building are attached as annexes, along with the tentative timetable of the remodelling work to be carried out.

2. The new building is a State Property, attached to the Instituto de Turismo de España, O.A. (TURESPAÑA) by virtue of the act signed on 1 December 1994, as the material execution of the Order of the Ministry of Economy and Finance of 30 November 1994. The property is registered in Property Registry no. 14 of Madrid as property 6.053, folio 145, volume 242, book 133. The building that will be handed over to the Organization is the one that is identified as "Edificio de Exposiciones".

3. The handing over of the building is carried out under the concept of concession of state property, under Articles 93 and 137.4 of Law 33/2003, of 3 November, on the Property of Public Administrations and is ceded for a period of 75 years free of charge.

4. The new building is expected to be handed over according to the annexed timetable. At the time of its handing over, a certificate of handover and reception will be signed by the Instituto de Turismo de España, O.A. (TURESPAÑA) and the Organization.

5. Until the completion of the remodelling work of the new building and up to the time when the certificate referred to in the next point of this same Section is signed, the Organization will continue to use as its headquarters the current building intended for this purpose, located at No. 42 Calle Poeta Joan Maragall (formerly, Calle Capitán Haya).

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6. The Organization shall return to the Kingdom of Spain, through a certificate of handover to the Instituto de Turismo de España, O.A. (TURESPAÑA), the building it currently occupies at No. 42 Calle Poeta Joan Maragall within 1 month from the time the new building is handed over. The improvements made by the Organization in the building it currently occupies shall remain in the building at the disposal of TURESPAÑA.

Article II

1. The Kingdom of Spain hands over to the Organization the new building, equipped and fitted out at its own expense in accordance with the needs of the Organization, which accepts it as its permanent headquarters. In particular, the Kingdom of Spain shall provide the facilities, IT and communication equipment, and other elements that are necessary for the maintenance and functioning of the building.

2. The Kingdom of Spain cedes to the Organization full ownership of the furniture made available to it at its current headquarters at the moment of the handing over of the new building.

Article III

The Kingdom of Spain will inform the Organization of the progress of the work of the new building and will consult with the Organization during the execution of such work through a technical subcommittee dependent on the Joint Headquarters Committee which will be created to analyse and implement the technical needs of the Organization and safety standards. In this matter, the Kingdom of Spain may be represented, among others, by TURESPAÑA.

Article IV

1. As from the date when it is handed over, the Organization is authorized to use the new building, with its equipment and installations as required for its headquarters.

   The Organization may carry out, at its own expense, work deemed necessary for later improvements to the building, after having obtained authorization from the competent authorities should such authorization be normally required, and shall inform the Government of the work through prior communication to TURESPAÑA.

2. When, under the provisions of Section XI.3, the validity of this Agreement terminates, the Organization must return to the Kingdom of Spain the

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use of the building, and formalize within 10 months from said termination the certificate in which the return is formalized.

Article V

1. The Kingdom of Spain shall bear the costs of the headquarters of the Organization and, in particular, the costs of security, maintenance and upkeep of the building including its fixed equipment and fittings and compulsory insurance, as well as the cost of repairs after damage or deterioration due to defects in construction or the initial remodelling work or to circumstances beyond its control.

2. All expenses incurred by normal use of the building shall be borne by the Organization.

Article VI

The Kingdom of Spain shall take appropriate steps to avoid any interruption in the functioning of the Organization if the latter has to evacuate temporarily, wholly or in part, the headquarters building, in the event of *force majeure* or following an accident for which it is not responsible.

Article VII

Without prejudice to the provisions of Article 13 of the Headquarters Agreement, upon sufficient notice by the Organization, the Kingdom of Spain shall provide facilities at its own expense for meetings of the statutory bodies of the Organization, commissions and working groups, as well as for any other conference or meeting convened by the Organization that cannot be held in the headquarters building. In particular, the Kingdom of Spain shall make available to the Organization the necessary rooms and facilities with the appropriate equipment, as well as the personnel tasked with reception, liaison, cleaning, maintenance, security services and any other service deemed necessary to effectively organize such meetings.

Article VIII

1. The Government shall be responsible for ensuring the safety and security of the headquarters of the Organization, including its fixed equipment and installations, as well as security and maintenance services.

2. The building shall comply with United Nations security standards.

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Article IX The Kingdom of Spain shall bear the removal costs of transferring the headquarters from the building currently occupied by the Organization to the building which is the subject of this Agreement.

Article X In all cases for which provision is not expressly made in this Agreement, legal relations between the Organization and the Kingdom of Spain with regard to the headquarters building are governed by the Headquarters Agreement.

Article XI

1. This Agreement comes into effect on the date of its signature.

2. This Agreement replaces the Special Agreement on the Headquarters Building of the Organization of 10 March 1980 at the moment of the handing over of the building it currently occupies in accordance with Section I.5 of this Agreement.

3. This Agreement will remain in force as long as the Headquarters Agreement is in force.

Done in Madrid on 25 March 2022, in three copies written in Spanish, each copy being equally authentic.

For the UNWTO	For the Kingdom of Spain
Zurab Pololikashvili Secretary-General	Fernando Valdés Verels Secretary of State for Tourism

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Agreement between the United Nations and the World Tourism Organization[1]

Recalling resolutions 2529 (XXIV) of 5 December 1969 and 32/156 of 19 December 1977 of the General Assembly of the United Nations,

In consideration of the Charter of the United Nations and the Statutes of the World Tourism Organization,

In further consideration of the provisions of Article 57 of the Charter of the United Nations and of article 3, paragraph 3, and article 31 of the Statutes of the World Tourism Organization,

The United Nations and the World Tourism Organization agree as follows:

Article 1 Recognition

1. The United Nations recognizes the World Tourism Organization as a specialized agency of the United Nations responsible for taking such action as may be appropriate under its Statutes for the accomplishment of the objectives set forth therein.

2. The United Nations recognizes the decisive and central role of the World Tourism Organization, as an intergovernmental organization, in world tourism, as enshrined in its Statutes.

3. Convinced that tourism can contribute significantly to the pursuit of the shared objectives of achieving sustainable development and poverty eradication, the United Nations notes that, in accordance with its Statutes, the World Tourism Organization shall pay particular attention to the interests of the developing countries in the field of tourism.

1 Text approved by the General Assembly at its fifteenth session [resolution 453 (XV)] in Beijing, China, on 24 October 2003, and by the General Assembly of the United Nations [resolution 58/232] on 23 December 2003. The Agreement entered into force on 23 December 2003 in accordance with Article 21. A Protocol concerning the entry into force of the Agreement was signed on 14 January 2016.

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Article 2 **Coordination and cooperation**

1. In its relations with the United Nations, its organs and the agencies of the United Nations system, the World Tourism Organization recognizes the coordinating role, as well as the comprehensive responsibilities in promoting economic and social development, of the General Assembly and the Economic and Social Council under the Charter of the United Nations.

2. In exercise of its central coordinating role in the field of tourism undertaken in accordance with its Statutes and with a view to contributing to economic and social development, in particular opportunities for poverty eradication and employment creation in the least developed countries, the World Tourism Organization recognizes the need for effective coordination and cooperation with the United Nations, its organs and the agencies of the United Nations system.

3. The World Tourism Organization, accordingly, agrees to cooperate with the United Nations in whatever measure may be necessary to effect the required coordination of policies and activities.

4. The World Tourism Organization agrees further to participate in, and to cooperate with, any body or bodies that have been established or may be established by the United Nations for the purpose of facilitating such cooperation and coordination, in particular through membership in the United Nations System Chief Executives Board for Coordination, and to furnish such information as may be required for the carrying out of this purpose.

5. The World Tourism Organization shall inform the Economic and Social Council of matters of inter-agency concern within its competence and of any formal agreement on such matters to be concluded between the World Tourism Organization and another agency within the United Nations system.

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Article 3 **Reciprocal representation**

1. Representatives of the United Nations shall be invited to attend the meetings of the General Assembly and the Executive Council of the World Tourism Organization and their subsidiary organs, and to participate, without the right to vote, in the deliberations of these bodies. Written statements presented by the United Nations shall be distributed by the secretariat of the World Tourism Organization to the members of the above-mentioned bodies, in accordance with the relevant rules of procedure.

2. Representatives of the World Tourism Organization shall be invited to attend meetings and to participate, without the right to vote and in accordance with the relevant rules of procedure, in the deliberations of the Economic and Social Council, its commissions and its committees, of the Main Committees and other organs of the General Assembly and of the conferences and meetings of the United Nations, with respect to items on their agenda relating to matters within the scope of the activities of the World Tourism Organization and other matters of mutual interest. Written statements presented by the World Tourism Organization shall be distributed by the Secretariat of the United Nations to the members of the above-mentioned bodies, in accordance with the relevant rules of procedure.

3. Representatives of the World Tourism Organization shall be invited, for purposes of consultation, to attend meetings of the General Assembly when matters defined in paragraph 2 of the present article are under consideration.

Article 4 **Proposals of agenda items**

1. After such preliminary consultations as may be necessary, the World Tourism Organization shall arrange for the inclusion in the agenda of its General Assembly, the Executive Council or their subsidiary bodies, as appropriate, items proposed by the United Nations.

2. After such preliminary consultations as may be necessary, the United Nations shall arrange for the inclusion in the agenda of the Economic and Social Council or, as appropriate and in accordance with the relevant rules of procedure, of other organs or bodies of the United Nations of items proposed by the World Tourism Organization.

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Article 5 **Recommendations of the United Nations**

1. Having regard to the obligations of the United Nations to promote the objectives set forth in Article 55 of the Charter of the United Nations and the functions and powers of the Economic and Social Council, under Article 62 of the Charter, to make or initiate studies and reports with respect to international economic, social, cultural, educational, health and related matters and to make recommendations concerning these matters to the specialized agencies concerned, and having regard also to the responsibility of the United Nations, under Articles 58 and 63 of the Charter, to make recommendations for the coordination of the policies and activities of such specialized agencies, the World Tourism Organization agrees to arrange for the submission, as soon as possible, to the appropriate organ of the World Tourism Organization of all formal recommendations which the United Nations may make to it.

2. The World Tourism Organization agrees to enter into consultations with the United Nations upon request with respect to such recommendations, and in due course to report to the United Nations on the action taken by the World Tourism Organization or by its members to give effect to such recommendations, or on the other results of their consideration.

Article 6 **Assistance to the United Nations**

In accordance with the Charter of the United Nations and the Statutes of the World Tourism Organization, the World Tourism Organization shall cooperate with the United Nations by furnishing to it to the fullest extent possible such special information or studies, and by rendering such assistance to it as the United Nations may request.

Article 7 **Regular reports**

The World Tourism Organization shall submit to the United Nations regular reports on its activities.

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Article 8 **Exchange of information and documents**

Subject to such arrangements as may be necessary for the safeguarding of confidential material, full and prompt exchange of appropriate information and documents shall be made between the United Nations and the World Tourism Organization.

Article 9 **Public information**

Having regard to the aim of the World Tourism Organization, as defined in article 3, paragraph 1, of its Statutes, and with a view to coordinating the activities of the World Tourism Organization in this field with the operations of the information services of the United Nations, supplementary arrangements regarding these matters shall be concluded between the United Nations and the World Tourism Organization.

Article 10 **Relations with the International Court of Justice**

1. The World Tourism Organization agrees to furnish any information which may be requested by the International Court of Justice in pursuance of Article 34 of the Statute of the Court.

2. The General Assembly of the United Nations authorizes the World Tourism Organization to request advisory opinions of the International Court of Justice on legal questions arising within the scope of its competence other than questions concerning the mutual relationships between the United Nations and the World Tourism Organization or other specialized agencies.

3. Such requests may be addressed to the International Court of Justice by the General Assembly or by the Executive Council of the World Tourism Organization acting in pursuance of an authorization by the General Assembly of the World Tourism Organization.

4. When requesting the International Court of Justice to give an advisory opinion, the World Tourism Organization shall inform the Economic and Social Council of the request.

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Article 11 Non-Self-Governing and other Territories

The World Tourism Organization agrees to cooperate within the fields of its competence with the United Nations in giving effect to the principles and obligations set forth in Chapters XI, XII and XIII of the Charter of the United Nations and other internationally recognized principles and obligations regarding colonial countries and peoples, and taking into account the relevant resolutions of the General Assembly of the United Nations, with regard to matters affecting the well-being and development of the peoples of the Non-Self-Governing and other Territories.

Article 12 Technical assistance

The United Nations and the World Tourism Organization undertake to work together in the provision of technical assistance in the field of tourism and tourism development. In particular, they undertake to avoid undesirable duplication of activities and services and agree to take such measures as may be required to achieve effective coordination within the framework of existing coordinating machinery in the field of technical assistance, taking into account the respective roles and responsibilities of the United Nations and the World Tourism Organization under their constituent instruments, as well as those of other organizations participating in technical assistance activities. To this end, the World Tourism Organization recognizes the overall responsibilities of the resident coordinators for operational activities for development, as formulated in the relevant General Assembly resolutions. As one of the smaller specialized agencies without field representation, the World Tourism Organization may use resident coordinators to ensure its representation and promote its role.

Article 13 Statistical services

1. The United Nations and the World Tourism Organization agree to strive for the maximum cooperation, the elimination of all undesirable duplication between them and the most efficient use of personnel in their respective collection, analysis, publication and dissemination of statistical information. They agree to combine their efforts to secure the greatest possible usefulness and utilization of statistical information, to guarantee close coordination in their respective statistical initiatives and to minimize the burden placed upon Governments and other organizations from which such information may be collected.

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2. The World Tourism Organization recognizes that the United Nations is the central agency for the collection, analysis, publication, standardization and improvement of tourism statistics serving the general purposes of international organizations.

3. The United Nations recognizes the World Tourism Organization as the appropriate organization to collect, to analyse, to publish, to standardize and to improve the statistics of tourism and to promote the integration of these statistics within the sphere of the United Nations system.

Article 14 Administrative cooperation

1. The United Nations and the World Tourism Organization recognize the desirability of cooperation in administrative matters of mutual interest.

2. Accordingly, the United Nations and the World Tourism Organization undertake to consult together, and with other agencies concerned within the United Nations system, from time to time concerning these matters, particularly the most efficient and harmonized use of facilities, staff and services and appropriate methods of avoiding the establishment and operation of competitive or overlapping facilities and services with a view to securing as much uniformity in these matters as possible.

3. The consultations referred to in the present article shall be utilized to establish the most equitable manner in which any special services or assistance furnished, on request, by the World Tourism Organization to the United Nations or by the United Nations to the World Tourism Organization shall be financed subject to supplementary arrangements to be concluded for that purpose.

4. The consultations referred to in the present article shall also explore the possibility of continuing or establishing common facilities or services in specific areas, including the possibility of one organization providing such facilities or services to one or several other organizations, and establish the most equitable manner in which such facilities or services shall be financed subject to supplementary arrangements to be concluded for that purpose.

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Article 15 Regional and branch offices

Any regional or branch offices which the World Tourism Organization may establish shall closely cooperate with the regional or branch offices which the United Nations has established or may establish, in particular the offices of the regional commissions and of the resident coordinators.

Article 16 Personnel arrangements

1. The United Nations and the World Tourism Organization agree to develop, in the interests of uniform standards of international employment and to the extent feasible, common personnel standards, methods and arrangements designed to avoid unjustified differences in terms and conditions of employment, to avoid competition in recruitment of personnel and to facilitate any mutually desirable and beneficial interchange of personnel. For this purpose the World Tourism Organization agrees to accept the Statute of the International Civil Service Commission and participate in the United Nations Joint Staff Pension Fund in accordance with the Regulations of the Fund and accept the jurisdiction of the United Nations Administrative Tribunal in matters involving applications alleging non-observance of those Regulations.

2. The United Nations and the World Tourism Organization agree to cooperate to the fullest extent possible in achieving these ends, and in particular they agree:
   (a) To consult together from time to time concerning matters of mutual interest relating to the terms and conditions of employment of the officers and staff, with a view to securing as much uniformity in these matters as may be feasible;
   (b) To cooperate in the interchange of personnel when desirable, on a temporary or a permanent basis, making due provision for the retention of seniority and pension rights;
   (c) To cooperate with the agencies of the United Nations system in the establishment and operation of suitable machinery for the settlement of disputes arising in connection with the employment of personnel and related matters.

3. The terms and conditions under which any facilities or services of the United Nations or the World Tourism Organization in connection with the matters referred to in the present article are to be extended

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to the other shall, where necessary, be the subject of supplementary arrangements concluded for this purpose pursuant to article 20 of the present Agreement.

Article 17 Budgetary and financial matters

1. The World Tourism Organization recognizes the desirability of establishing close budgetary and financial relationships with the United Nations in order that the administrative operations of the United Nations and the agencies within the United Nations system shall be carried out in the most efficient and economic manner possible, and that the maximum measure of coordination and uniformity with respect to these operations shall be secured.

2. The World Tourism Organization agrees to accept the Statute of the Joint Inspection Unit.

3. The World Tourism Organization agrees to conform, as far as may be practicable and appropriate, to standard practices and forms recommended by the United Nations.

4. Financial and budgetary arrangements that may be entered into between the United Nations and the World Tourism Organization shall be approved in accordance with their respective constitutive instruments.

5. In the preparation of the budget of the World Tourism Organization, the Secretary-General of the World Tourism Organization shall consult with the Secretary-General of the United Nations with a view to achieving, insofar as practicable, uniformity in presentation of the budgets of the United Nations and of the agencies within the United Nations system for the purposes of providing a basis for comparison of the several budgets without precluding the use by each organization of different currencies to formulate its budget.

6. The World Tourism Organization agrees to transmit its proposed budgets to the United Nations not later than when the said budgets are transmitted to its members so as to enable the General Assembly of the United Nations to examine them and make recommendations, in accordance with Article 17, paragraph 3, of the Charter of the United Nations.

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7. Representatives of the World Tourism Organization shall be entitled to participate, without vote, in the deliberations of the General Assembly or any committee thereof established by it, at all times when the budget of the World Tourism Organization or general administrative or financial questions concerning the World Tourism Organization are under consideration.

Article 18 United Nations laissez-passer

Officials of the World Tourism Organization shall be entitled, in accordance with such special arrangements as may be concluded between the Secretary-General of the United Nations and the Secretary-General of the World Tourism Organization, to use laissez-passer of the United Nations.

Article 19 Implementation of the Agreement

The Secretary-General of the United Nations and the Secretary-General of the World Tourism Organization may enter into such supplementary arrangements for the implementation of the present Agreement as may be found desirable.

Article 20 Amendment and revision

The present Agreement may be amended or revised by agreement between the United Nations and the World Tourism Organization, and any such amendment or revision shall come into force on its approval by the General Assembly of the United Nations and the General Assembly of the World Tourism Organization.

Article 21 Entry into force

The present Agreement enters into force on its approval by the General Assembly of the United Nations and the General Assembly of the World Tourism Organization.

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Convention on the Privileges and Immunities of the Specialized Agencies[1]

Whereas the General Assembly of the United Nations adopted on 13 February 1946 a resolution contemplating the unification as far as possible of the privileges and immunities enjoyed by the United Nations and by the various specialized agencies; and

Whereas consultations concerning the implementation of the aforesaid resolution have taken place between the United Nations and the specialized agencies;

Consequently by resolution 179 (II) adopted on 21 November 1947, the General Assembly has approved the following Convention, which is submitted to the specialized agencies for acceptance and to every Member of the United Nations and to every other State member of one or more of the specialized agencies for accession.

Article I Definition and scope

Section 1 In this Convention:

(i) The words “standard clauses” refer to the provisions of articles II to IX.

(ii) The words “specialized agencies” mean:
- (a) The International Labour Organisation;
- (b) The Food and Agriculture Organization of the United Nations;
- (c) The United Nations Educational, Scientific and Cultural Organization;
- (d) The International Civil Aviation Organization;
- (e) The International Monetary Fund;
- (f) The International Bank for Reconstruction and Development;

1 Adopted by the General Assembly of the World Tourism Organization at its sixteenth session [resolution 489(XVI)] in Dakar, Senegal, November–December 2005.

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(g) The World Health Organization;
(h) The Universal Postal Union;
(i) The International Telecommunication Union; and
(j) Any other agency in relationship with the United Nations in accordance with Articles 57 and 63 of the Charter.

(iii) The word "Convention" means, in relation to any particular specialized agency, the standard clauses as modified by the final (or revised) text of the annex transmitted by that agency in accordance with sections 36 and 38.

(iv) For the purposes of article III, the words "property and assets" shall also include property and funds administered by a specialized agency in furtherance of its constitutional functions.

(v) For the purposes of articles V and VII, the expression "representatives of members" shall be deemed to include all representatives, alternates, advisers, technical experts and secretaries of delegations.

(vi) In sections 13, 14, 15 and 25, the expression "meetings convened by a specialized agency" means meetings:
(1) of its assembly and of its executive body (however designated), and
(2) of any commission provided for in its constitution;
(3) of any international conference convened by it; and
(4) of any committee of any of these bodies.

(vii) The term "executive head" means the principal executive official of the specialized agency in question, whether designated "Director-General" or otherwise.

Section 2 Each State party to this Convention in respect of any specialized agency to which this Convention has become applicable in accordance with section 37 shall accord to, or in connection with, that agency the privileges and immunities set forth in the standard clauses on the conditions specified therein, subject to any modification of those clauses contained in the provisions of the final (or revised) annex relating to that agency and transmitted in accordance with sections 36 or 38.

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Article II **Juridical personality**

Section 3 The specialized agencies shall possess juridical personality. They shall have the capacity

(a) to contract,

(b) to acquire and dispose of immovable and movable property,

(c) to institute legal proceedings.

Article III **Property, funds and assets**

Section 4 The specialized agencies, their property and assets, wherever located and by whomsoever held, shall enjoy immunity from every form of legal process except in so far as in any particular case they have expressly waived their immunity. It is, however, understood that no waiver of immunity shall extend to any measure of execution.

Section 5 The premises of the specialized agencies shall be inviolable. The property and assets of the specialized agencies, wherever located and by whomsoever held, shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether by executive, administrative, judicial or legislative action.

Section 6 The archives of the specialized agencies, and in general all documents belonging to them or held by them, shall be inviolable, wherever located.

Section 7 Without being restricted by financial controls, regulations or moratoria of any kind:

(a) The specialized agencies may hold funds, gold or currency of any kind and operate accounts in any currency;

(b) The specialized agencies may freely transfer their funds, gold or currency from one country to another or within any country and convert any currency held by them into any other currency.

Section 8 Each specialized agency shall, in exercising its rights under section 7 above, pay due regard to any representations made by the Government of any State party to this Convention in so far as it is considered that effect can be given to such representations without detriment to the interests of the agency.

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Section 9 The specialized agencies, their assets, income and other property shall be:

(a) Exempt from all direct taxes; it is understood, however, that the specialized agencies will not claim exemption from taxes which are, in fact, no more than charges for public utility services;

(b) Exempt from customs duties and prohibitions and restrictions on imports and exports in respect of articles imported or exported by the specialized agencies for their official use; it is understood, however, that articles imported under such exemption will not be sold in the country into which they were imported except under conditions agreed to with the Government of that country;

(c) Exempt from duties and prohibitions and restrictions on imports and exports in respect of their publications.

Section 10 While the specialized agencies will not, as a general rule, claim exemption from excise duties and from taxes on the sale of movable and immovable property which forms part of the price to be paid, nevertheless when the specialized agencies are making important purchases for official use of property on which such duties and taxes have been charged or are chargeable, States parties to this Convention will, whenever possible, make appropriate administrative arrangements for the remission or return of the amount of duty or tax.

Article IV Facilities in respect of communications

Section 11 Each specialized agency shall enjoy, in the territory of each State party to this Convention in respect of that agency, for its official communications, treatment not less favorable than that accorded by the Government of such State to any other Government, including the latter's diplomatic mission, in the matter of priorities, rates and taxes on mails, cables, telegrams, radiograms, telephotos, telephone and other communications, and press rates for information to the press and radio.

Section 12 No censorship shall be applied to the official correspondence and other official communications of the specialized agencies. The specialized agencies shall have the right to use codes and to dispatch and receive correspondence by courier or in sealed bags, which shall have the same immunities and privileges as diplomatic couriers and bags.

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Nothing in this section shall be construed to preclude the adoption of appropriate security precautions to be determined by agreement between a State party to this Convention and a specialized agency.

Article V Representatives of members

Section 13 Representatives of members at meetings convened by a specialized agency shall, while exercising their functions and during their journeys to and from the place of meeting, enjoy the following privileges and immunities:

(a) Immunity from personal arrest or detention and from seizure of their personal baggage, and in respect of words spoken or written and all acts done by them in their official capacity, immunity from legal process of every kind;

(b) inviolability for all papers and documents;

(c) the right to use codes and to receive papers or correspondence by courier or in sealed bags;

(d) exemption in respect of themselves and their spouses from immigration restrictions, aliens' registration or national service obligations in the State which they are visiting or through which they are passing in the exercise of their functions;

(e) the same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign Governments on temporary official missions;

(f) the same immunities and facilities in respect of their personal baggage as are accorded to members of comparable rank of diplomatic missions.

Section 14 In order to secure for the representatives of members of the specialized agencies at meetings convened by them complete freedom of speech and complete independence in the discharge of their duties, the immunity from legal process in respect of words spoken or written and all acts done by them in discharging their duties shall continue to be accorded, notwithstanding that the persons concerned are no longer engaged in the discharge of such duties.

Section 15 Where the incidence of any form of taxation depends upon residence, periods during which the representatives of members of the specialized agencies at meetings convened by them are present in a member State for the discharge of their duties shall not be considered as periods of residence.

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Section 16 Privileges and immunities are accorded to the representatives of members, not for the personal benefit of the individuals themselves, but in order to safeguard the independent exercise of their functions in connection with the specialized agencies. Consequently, a member not only has the right but is under a duty to waive the immunity of its representatives in any case where, in the opinion of the member, the immunity would impede the course of justice, and where it can be waived without prejudice to the purpose for which the immunity is accorded.

Section 17 The provisions of sections 13, 14 and 15 are not applicable in relation to the authorities of a State of which the person is a national or of which he is or has been a representative.

Article VI Officials

Section 18 Each specialized agency will specify the categories of officials to which the provisions of this article and of article VIII shall apply. It shall communicate them to the Governments of all States parties to this Convention in respect of that agency and to the Secretary-General of the United Nations. The names of the officials included in these categories shall from time to time be made known to the abovementioned Governments.

Section 19 Officials of the specialized agencies shall:

(a) Be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity;

(b) Enjoy the same exemptions from taxation in respect of the salaries and emoluments paid to them by the specialized agencies and on the same conditions as are enjoyed by officials of the United Nations;

(c) Be immune, together with their spouses and relatives dependent on them, from immigration restrictions and alien registration;

(d) Be accorded the same privileges in respect of exchange facilities as are accorded to officials of comparable rank of diplomatic missions;

(e) Be given, together with their spouses and relatives dependent on them, the same repatriation facilities in time of international crises as officials of comparable rank of diplomatic missions;

(f) Have the right to import free of duty their furniture and effects at the time of first taking up their post in the country in question.

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Section 20 The officials of the specialized agencies shall be exempt from national service obligations, provided that in relation to the States of which they are nationals, such exemption shall be confined to officials of the specialized agencies whose names have, by reason of their duties, been placed upon a list compiled by the executive head of the specialized agency and approved by the State concerned. Should other officials of specialized agencies be called up for national service, the State concerned shall, at the request of the specialized agency concerned, grant such temporary deferments in the call-up of such officials as may be necessary to avoid interruption in the continuation of essential work.

Section 21 In addition to the immunities and privileges specified in sections 19 and 20, the executive head of each specialized agency, including any official acting on his behalf during his absence from duty, shall be accorded in respect of himself, his spouse and minor children, the privileges and immunities, exemptions and facilities accorded to diplomatic envoys, in accordance with international law.

Section 22 Privileges and immunities are granted to officials in the interests of the specialized agencies only and not for personal benefit of the individuals themselves. Each specialized agency shall have the right and the duty to waive the immunity of any official in any case where, in its opinion, the immunity would impede the course of justice and can be waived without prejudice to the interests of the specialized agency.

Section 23 Each specialized agency shall co-operate at all times with the appropriate authorities of member States to facilitate the proper administration of justice, secure the observance of police regulations and prevent the occurrence of any abuses in connection with the privileges, immunities and facilities mentioned in this article.

Article VII Abuses of privilege

Section 24 If any State party to this Convention considers that there has been an abuse of a privilege or immunity conferred by this Convention, consultations shall be held between that State and the specialized agency concerned to determine whether any such abuse has occurred and, if so, to attempt to ensure that no repetition occurs. If such consultations fail to achieve a result satisfactory

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to the State and the specialized agency concerned, the question whether an abuse of a privilege or immunity has occurred shall be submitted to the International Court of Justice in accordance with section 32. If the International Court of Justice finds that such an abuse has occurred, the State party to this Convention affected by such abuse shall have the right, after notification to the specialized agency in question, to withhold from the specialized agency concerned the benefits of the privilege or immunity so abused.

Section 25

1. Representatives of members at meetings convened by specialized agencies, while exercising their functions and during their journeys to and from the place of meeting, and officials within the meaning of section 18, shall not be required by the territorial authorities to leave the country in which they are performing their functions on account of any activities by them in their official capacity. In the case, however, of abuse of privileges of residence committed by any such person in activities in that country outside his official functions, he may be required to leave by the Government of that country provided that:
   (i) Representatives of members, or persons who are entitled to diplomatic immunity under section 21, shall not be required to leave the country otherwise than in accordance with the diplomatic procedure applicable to diplomatic envoys accredited to that country.
   (ii) In the case of an official to whom section 21 is not applicable, no order to leave the country shall be issued other than with the approval of the Foreign Minister of the country in question, and such approval shall be given only after consultation with the executive head of the specialized agency concerned; and, if expulsion proceedings are taken against an official, the executive head of the specialized agency shall have the right to appear in such proceedings on behalf of the person against whom they are instituted.

Article VIII Laissez-passer

Section 26

Officials of the specialized agencies shall be entitled to use the United Nations laissez-passer in conformity with administrative arrangements to be concluded between the Secretary-General of the United Nations and the competent authorities of the specialized agencies, to which agencies special powers to issue laissez-passer may be delegated. The Secretary-General of

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the United Nations shall notify each State party to this Convention of each administrative arrangement so concluded.

Section 27 States parties to this Convention shall recognize and accept the United Nations laissez-passer issued to officials of the specialized agencies as valid travel documents.

Section 28 Applications for visas, where required, from officials of specialized agencies holding United Nations laissez-passer, when accompanied by a certificate that they are travelling on the business of a specialized agency, shall be dealt with as speedily as possible. In addition, such persons shall be granted facilities for speedy travel.

Section 29 Similar facilities to those specified in section 28 shall be accorded to experts and other persons who, though not the holders of United Nations laissez-passer, have a certificate that they are travelling on the business of a specialized agency.

Section 30 The executive heads, assistant executive heads, heads of departments and other officials of a rank not lower than head of department of the specialized agencies, travelling on United Nations laissez-passer on the business of the specialized agencies, shall be granted the same facilities for travel as are accorded to officials of comparable rank in diplomatic missions.

Article IX Settlement of disputes

Section 31 Each specialized agency shall make provision for appropriate modes of settlement of:

(a) Disputes arising out of contracts or other disputes of private character to which the specialized agency is a party;

(b) Disputes involving any official of a specialized agency who by reason of his official position enjoys immunity, if immunity has not been waived in accordance with the provisions of section 22.

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Section 32 All differences arising out of the interpretation or application of the present Convention shall be referred to the International Court of Justice unless in any case it is agreed by the parties to have recourse to another mode of settlement. If a difference arises between one of the specialized agencies on the one hand, and a member on the other hand, a request shall be made for an advisory opinion on any legal question involved in accordance with Article 96 of the Charter and Article 65 of the Statute of the Court and the relevant provisions of the agreements concluded between the United Nations and the specialized agency concerned. The opinion given by the Court shall be accepted as decisive by the parties.

Article X Annexes and application to individual specialized agencies

Section 33 In their application to each specialized agency, the standard clauses shall operate subject to any modifications set forth in the final (or revised) text of the annex relating to that agency, as provided in sections 36 and 38.

Section 34 The provisions of the Convention in relation to any specialized agency must be interpreted in the light of the functions with which that agency is entrusted by its constitutional instrument.

Section 35 Draft annexes I to IX are recommended to the specialized agencies named therein. In the case of any specialized agency not mentioned by name in section 1, the Secretary-General of the United Nations shall transmit to the agency a draft annex recommended by the Economic and Social Council.

Section 36 The final text of each annex shall be that approved by the specialized agency in question in accordance with its constitutional procedure. A copy of the annex as approved by each specialized agency shall be transmitted by the agency in question to the Secretary-General of the United Nations and shall thereupon replace the draft referred to in section 35.

Section 37 The present Convention becomes applicable to each specialized agency when it has transmitted to the Secretary-General of the United Nations the final text of the relevant annex and has informed him that it accepts the standard clauses, as modified by this annex, and undertakes to give effect

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to sections 8, 18, 22, 23, 24, 31, 32, 42 and 45 (subject to any modification of section 32 which may be found necessary in order to make the final text of the annex consonant with the constitutional instrument of the agency) and any provisions of the annex placing obligations on the agency. The Secretary-General shall communicate to all Members of the United Nations and to other States members of the specialized agencies certified copies of all annexes transmitted to him under this section and of revised annexes transmitted under section 38.

Section 38 If, after the transmission of a final annex under section 36, any specialized agency approves any amendments thereto in accordance with its constitutional procedure, a revised annex shall be transmitted by it to the Secretary-General of the United Nations.

Section 39 The provisions of this Convention shall in no way limit or prejudice the privileges and immunities which have been, or may hereafter be, accorded by any State to any specialized agency by reason of the location in the territory of that State of its headquarters or regional offices. This Convention shall not be deemed to prevent the conclusion between any State party thereto and any specialized agency of supplemental agreements adjusting the provisions of this Convention or extending or curtailing the privileges and immunities thereby granted.

Section 40 It is understood that the standard clauses, as modified by the final text of an annex sent by a specialized agency to the Secretary-General of the United Nations under section 36 (or any revised annex sent under section 38), will be consistent with the provisions of the constitutional instrument then in force of the agency in question, and that if any amendment to that instrument is necessary for the purpose of making the constitutional instrument so consistent, such amendment will have been brought into force in accordance with the constitutional procedure of that agency before the final (or revised) annex is transmitted.

The Convention shall not itself operate so as to abrogate, or derogate from, any provisions of the constitutional instrument of any specialized agency or any rights or obligations which the agency may otherwise have, acquire, or assume.

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Article XI Final provisions

Section 41 Accession to this Convention by a Member of the United Nations and (subject to section 42) by any State member of a specialized agency shall be effected by deposit with the Secretary-General of the United Nations of an instrument of accession which shall take effect on the date of its deposit.

Section 42 Each specialized agency concerned shall communicate the text of this Convention together with the relevant annexes to those of its members which are not Members of the United Nations and shall invite them to accede thereto in respect of that agency by depositing an instrument of accession to this Convention in respect thereof either with the Secretary-General of the United Nations or with the executive head of the specialized agency.

Section 43 Each State party to this Convention shall indicate in its instrument of accession the specialized agency or agencies in respect of which it undertakes to apply the provisions of this Convention. Each State party to this Convention may by subsequent written notification to the Secretary-General of the United Nations undertake to apply the provisions of this Convention to one or more further specialized agencies. This notification shall take effect on the date of its receipt by the Secretary-General.

Section 44 This Convention shall enter into force for each State party to this Convention in respect of a specialized agency when it has become applicable to that agency in accordance with section 37 and the State party has undertaken to apply the provisions of the Convention to that agency in accordance with section 43.

Section 45 The Secretary-General of the United Nations shall inform all Members of the United Nations, as well as all members of the specialized agencies, and executive heads of the specialized agencies, of the deposit of each instrument of accession received under section 41 and of subsequent notifications received under section 43.

The executive head of a specialized agency shall inform the Secretary- General of the United Nations and the members of the agency concerned of the deposit of any instrument of accession deposited with him under section 42.

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Section 46 It is understood that, when an instrument of accession or a subsequent notification is deposited on behalf of any State, this State will be in a position under its own law to give effect to the terms of this Convention, as modified by the final texts of any annexes relating to the agencies covered by such accessions or notifications.

Section 47

1. Subject to the provisions of paragraphs 2 and 3 of this section, each State party to this Convention undertakes to apply this Convention in respect of each specialized agency covered by its accession or subsequent notification, until such time as a revised convention or annex shall have become applicable to that agency and the said State shall have accepted the revised convention or annex. In the case of a revised annex, the acceptance of States shall be by a notification addressed to the Secretary-General of the United Nations, which shall take effect on the date of its receipt by the Secretary-General.

2. Each State party to this Convention, however, which is not, or has ceased to be, a member of a specialized agency, may address a written notification to the Secretary-General of the United Nations and the executive head of the agency concerned to the effect that it intends to withhold from that agency the benefits of this Convention as from a specified date, which shall not be earlier than three months from the date of receipt of the notification.

3. Each State party to this Convention may withhold the benefit of this Convention from any specialized agency which ceases to be in relationship with the United Nations.

4. The Secretary-General of the United Nations shall inform all member States parties to this Convention of any notification transmitted to him under the provisions of this section.

Section 48 At the request of one third of the States parties to this Convention, the Secretary-General of the United Nations will convene a conference with a view to its revision.

Section 49 The Secretary-General of the United Nations shall transmit copies of this Convention to each specialized agency and to the Government of each Member of the United Nations.

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Annex XVIII[2]
World Tourism Organization

In their application to the World Tourism Organization (hereinafter referred to as "the Organization"), the standard clauses shall operate subject to the following modifications:

1. Article V and section 25, paragraphs 1 and 2 (I), of Article VII of the Convention shall extend to the representatives of Associate Members participating in the work of the Organization in accordance with the Statutes of the World Tourism Organization (herein after referred to as "the Statutes")

2. Representatives of Affiliate Members, participating in the activities of the Organization in accordance with the Statutes, shall be granted:
   (a) All facilities in order to safeguard the independent exercise of their official functions;
   (b) Maximum expeditiousness in the processing of their applications for visas, where required and when accompanied by a certificate that they are travelling on the business of the Organization. In addition such persons shall be granted facilities for speedy travel;
   (c) In connection with subparagraph (b) above, the principle contained in the last sentence of section 12 of the standard clauses shall apply.

3. Experts, other than officials coming within the scope of Article VI of the Convention, serving on organs and bodies of, or performing missions for, the Organization, shall be accorded such privileges and immunities as are necessary for the independent and effective exercise of their functions, including the time spent on journeys in connection with service on organs and bodies or missions. In particular they shall be accorded:

2 Text approved by the United Nations Economic and Social Council on 29 April 2008 and by the Executive Council at its eighty-third session [decision 9 (LXXXIII)] in Jeju, Republic of Korea, July 2008, pursuant to the mandate received from the General Assembly at its seventeenth session [resolution 545 (XVII)] in Cartagena de Indias, Colombia, November 2007. The Annex entered into force on the 30 July 2008.

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(a) Immunity from personal arrest or seizure of their personal baggage;
(b) In respect of words spoken or written or acts done by them in the performance of their official functions, immunity from legal process of every kind, such immunity to continue notwithstanding that the persons concerned are no longer serving on organs and bodies of, or employed on mission for the Organization;
(c) Inviolability for all papers and documents relating to the work on which they are engaged for the Organization;
(d) For the purpose of their communications with the Organization, the right to use codes and to receive papers or correspondence by courier or in sealed bags;
(e) The same facilities in respect of currency and exchange restrictions and in respect of their personal baggage as are accorded to officials of foreign Governments on temporary official missions.

4. Privileges and immunities are granted to the experts in the interest of the Organization and not for the personal benefit of the individuals themselves. The Secretary-General of the Organization shall have the right and the duty to waive the immunity of any expert in any case where, in his/her opinion, the immunity would impede the course of justice and it can be waived without the prejudice to the interests of the Organization.

5. Notwithstanding paragraph 2 above, paragraphs 3 and 4 above shall apply to representatives of Affiliate Members performing missions for the Organization as experts.

6. The privileges and immunities, exemptions and facilities referred to in section 21 of the standard clauses shall also be accorded to the Deputy Secretary-General of the Organization, his/her spouse and minor children.

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The **World Tourism Organization (UNWTO),** a United Nations specialized agency, is the leading international organization with the decisive and central role in promoting the development of responsible, sustainable and universally accessible tourism. It serves as a global forum for tourism policy issues and a practical source of tourism know-how. Its membership includes 159 countries, 6 territories, 2 permanent observers and over 500 Affiliate Members.



World Tourism Organization **www.unwto.org**

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