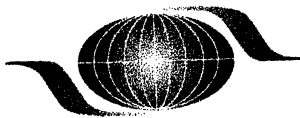




**WORLD TOURISM ORGANIZATION  
EXECUTIVE  
COUNCIL**



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Provisional agenda item 6(c)

**COOPERATION WITH THE UNITED NATIONS SYSTEM**

**(c) Joint Headquarters Committee**

**Note by the Secretary-General**

In the following document, the Secretary-General reports to the Executive Council on the establishment of the Joint Headquarters Committee and its follow-up.

## **COOPERATION WITH THE UNITED NATIONS SYSTEM**

### **(c) Joint Headquarters Committee**

1. Following the transformation of the Organization into a specialized agency, the Secretary-General, in collaboration with the Executive Council, approached the host country in 2004 for the establishment of a Headquarters Committee that is to deal with all legal and practical matters relative to the presence of the UNWTO in Spain, following the example of existing committees for other United Nations agencies in the countries where they are based.
2. A preparatory meeting was held on 14 October 2005 between representatives of the Ministries of Foreign Affairs and of Industry, Tourism and Commerce of Spain on the one hand, and of the Secretariat on the other, in order to initiate discussions regarding what the actual composition of this organ would be, its working methods and the subjects that it is to deal with.
3. The first meeting of the Committee took place on 13 March 2006 at the Spanish Secretariat of Tourism. Mr. Luis Calvo Merino, Under-Secretary of the Ministry of Foreign Affairs and Cooperation, and Mr. Raimon Martínez Fraile, Secretary-General of Tourism, headed the Spanish delegation, and Mr. Francesco Frangialli, Secretary-General, headed that of the Organization. The Rules of Procedure of this Committee were approved at this meeting and are reproduced in the annex to the present document.
4. In accordance with the agenda of the meeting, various matters were taken up, such as the holding of meetings at the Organization's headquarters and the use of the Spanish language at UNWTO meetings. The first matter is the subject of a document of this Council and the second is to be discussed in greater depth within the Committee.
5. As for the other items on the agenda, which can be grouped into two main areas of intervention of the Committee—issues relative to the headquarters building and its security, and the status of UNWTO officials in Spain, including that of their families and of retired officials—it was decided to create two working groups in charge of following up on these two matters.
6. The Group in charge of matters concerning the headquarters building met at the Secretariat on 25 April 2006 and discussed the two major subjects of the building's security and its capacity. The corresponding studies are underway in preparation for the deliberations of the next meeting.
7. The Group in charge of issues relative to the status of the staff is to hold a meeting in June.



## ANNEX

### RULES OF PROCEDURE OF THE JOINT HEADQUARTERS COMMITTEE

#### 1. Definition and purpose of the Committee

The Committee is a joint consultative body with the authority to deliberate on legal and practical issues deriving from the presence of the headquarters of the World Tourism Organization in Spain, following the example of other such committees that already exist for other United Nations organizations in the countries where they are based.

The Committee has the authority to approve its own programme of work. Likewise, it may also approve the constitution of working groups when the nature and complexity of the issues being addressed so require.

#### 2. Composition

The Committee shall be composed of representatives of the World Tourism Organization and of the Spanish public administration.

By virtue of their post, the following shall be included as *ex officio* members of the Committee on the part of the Spanish public administration:

1. The Undersecretary of the Ministry of Foreign Affairs and Cooperation
2. The Secretary-General of Tourism of the Ministry of Industry, Tourism and Trade
3. The Director-General for the United Nations, Human Rights and Multilateral Organizations
4. The Deputy Director-General for International Technical Organizations of the Ministry of Foreign Affairs and Cooperation
5. The Deputy Director-General for Diplomatic Missions of the Ministry of Foreign Affairs and Cooperation
6. The Deputy Director-General for Cooperation and Tourism Coordination of the Ministry of Industry, Tourism and Trade



and on the part of the World Tourism Organization:

1. The Secretary-General of the World Tourism Organization
2. The Regional Representative for the Americas
3. The Director of Administration
4. The Chief of Conferences, Translation and Documents
5. The Chair of the Staff Association
6. The Chief of the Human Resources Section
7. The Chief-of-Staff of the Secretary-General
8. The Chief of Protocol

Each member of the Committee may delegate any person the member deems appropriate.

Staff members of the Public Administration or of the UNWTO who are invited by the Chair on the basis of the particular characteristics of the matters included in the corresponding Agenda may attend meetings of the Committee, with voice but without vote.

### **3. Chair and Secretariat**

The Chair shall be held jointly by the Secretary-General of Tourism and the Secretary-General of the UNWTO.

The work of the Secretariat of the Committee shall also be carried out in a joint manner, for which purpose each Delegation shall designate one of its members.

### **4. Functions of the Chair and the Secretary of the Committee**

The functions of the Chair shall be the following:

- a) Convening in a concerted manner the meetings of the Committee and setting its agenda
- b) Presiding over the meetings of the Committee and moderating the proceedings of the sessions
- c) Creating, modifying or eliminating working groups, to which specific tasks are to be entrusted
- d) Ensuring the coordination of activities with those of the working groups that may be established.



The functions of the Secretariat of the Committee shall be the following:

- a) Ensuring the smooth functioning of the Committee and of the working groups that may be established
- b) Ensuring the normal conduct of the sessions of the Committee by carrying out preparations for the meetings
- c) Providing the members of the Committee with the documents necessary for their participation in the meetings
- d) Preparing the minutes of the sessions of the Committee
- e) Providing assistance to the Chair of the Committee in the performance of the Chair's functions

## **5. Periodicity of meetings**

The Committee shall meet at least once a year, and by agreement of the parties when it is considered appropriate to do so.

## **6. Notification of Committee meetings**

Notice of Committee meetings shall be given at least thirty days before the date on which the meeting is to be held, with the possibility of reducing this notification period to ten days when the Chair considers that there are urgent reasons to do so. The Secretary shall be in charge of carrying out the notification by order or delegation of the Chair.

The notice of the meeting shall be accompanied by the proposed Agenda.

## **7. Quorum of the Committee**

For the Committee to be validly constituted for the purpose of holding meetings, deliberations and the adoption of resolutions, the presence of the Chair and the Secretary or of the persons attending in their stead is required, as well as the presence of at least half plus one of the members of the Committee or the persons they have delegated to attend.



## **8. Agenda**

The agenda of the Committee shall be submitted by the Chair to the members present for approval at the start of the meeting.

For the preparation of the proposed agenda, the Chair or the Secretary, as the case may be, shall take into account the resolutions and conclusions of previous meetings and the proposals made to them by the members of the Committee.

The meetings shall follow the proposed Agenda as adopted by those present at the start of the meeting. No resolution shall be adopted concerning other matters unless it is declared unanimously to be of such urgency that it cannot be postponed.

## **9. Minutes of Committee sessions**

The minutes of each session of the Committee shall be prepared by the Secretary(ies), and shall be subject to the approval of its members at the next meeting.

## **10. Language of the meetings and documents**

The language in which the meetings of the Committee are to be conducted and in which all documents are to be provided shall be Spanish.

## **11. Place of meetings**

The meetings shall be held alternately at the invitation of each party (at the place decided by consensus by the Chair, or when another member offers the means to organize it, at the place proposed by such member, if the majority of the members do not object).

## **12. Regime governing resolutions**

Since the Committee is a Joint Committee of a consultative nature, the resolutions adopted at its meetings must be ratified by the competent organs of both parties, and shall be binding only in the terms in which they are formalized, and only on their signatories.

## **13. Modification of the rules of procedure**

These rules of procedure may be modified by mutual agreement between the parties, at the proposal of either party.