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### **Report on the progress of the reform of the Organization (White Paper)**

#### **Annex 2**

#### **Draft Rules of Procedure of the Committee of the Affiliate Members**

##### **I. General introduction**

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The Statutes of the Organization stipulate in Article 7(5) that the Committee of Affiliate Members shall establish its own rules, which shall be submitted to the General Assembly for approval<sup>1</sup>.

As a development of this statutory provision, the General Assembly, at its sixth session held in Sofia, Bulgaria, on 17 to 26 September 1985, approved the Rules of Procedure of the Committee of Affiliate Members [GA/RES/171(VI)] that regulates the composition and the election of its internal organs and its general system of management.

The need for modifying the text that has governed the organization of the UNWTO's Committee of Affiliate Members since 1985 has been expressed by governing bodies of the Organization and the Affiliate Members and by the Secretary-General, with the objective of strengthening the role of the Affiliate Members within the Organization and to accentuate their integration and regionalization. Furthermore, the view that there is a need to update such regulations has been shared for several years by the Affiliate Members themselves, through their Board, in order to adapt it to their needs and expectations.

It should be mentioned that the 2005 General Assembly, through resolution 511 (XVI), decided to merge the Affiliate Members with the Associate Members, with all of them adopting the designation of Associate Members. To date, this modification of the Statutes of the Organization has not come into force, as only nine Member States out of the required two-thirds have ratified it. While this amendment to the Statutes has not been ratified, the attached Rules of Procedure of the Committee of the Affiliate Members are being submitted to the General Assembly for approval in accordance with the Statutes currently in force.

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<sup>1</sup> See part 11 of the White Paper (A/19/11) on "Partnerships and Affiliate Members".

## **1. History of the reform process**

The current reform process of the Rules of Procedure was initiated at the General Assembly held in Kazakhstan on 5-8 October 2009 (A/RES/561(XVIII)). Since that date, different documents relative to the reform process have been debated on various occasions by the Board of the Affiliate Members, such as the 27th meeting of the Board (Madrid, December 2010), and its 28th meeting (Berlin, April 2011). Moreover, the members of the Board of the Affiliate Members were consulted through surveys and contributed their comments and suggestions. As a result of the above-mentioned debate and participation process relative to the reform, the document *CE/90/11 doc.inf. Document for Information: Draft Rules of Procedure of the Affiliate Members of UNWTO* was presented to the 90th session of the Executive Council (Mombasa, Kenya, 19-21 June 2011).

The text was then referred for consultation with the members of the Executive Council and again to the members of the Board of the Affiliate Members so that they could express their opinions and proposals.

Upon the conclusion of this consultation process, the current draft of the Rules of Procedure (attached to the present document), which complies with the stipulations of the Statutes of UNWTO currently in force, is presented to the Board of the Affiliate Members and submitted for the consideration of the General Meeting of the Affiliate Members set to be held in the context of the 19th session of the General Assembly for approval in accordance with Article 13 of the current Rules of Procedure of the Committee of Affiliate Members.

The draft Rules of Procedure will be presented for the final approval of the General Assembly, in accordance with the provisions of Article 7(5) of the Statutes and of Article 13 of the Rules of Procedure of the Committee of Affiliate Members.

## **2. Highlights of the reform**

The most significant aspects contained in the text of the Rules of Procedure are the following:

- (a) The mission of the Affiliate Members;
- (b) A systematic set of rights and obligations, notable among which is the commitment to the Global Code of Ethics for Tourism;
- (c) A more formal, more structured and clearer set of conditions for admission to affiliate membership;
- (d) The organizational structure, with the creation of the Plenary and the Board of the Affiliate Members as governing organs. The former is of a representative nature, while the latter is of an advisory nature;
- (e) The functions and composition of the Board of the Affiliate Members, a new feature of which is specific regional representation that balances the regional presences in this body. Moreover, the electoral procedure to determine the composition of the aforementioned Board is established, with the adoption of system of voting by mail; and
- (f) A more participative system for the Affiliate Members in the organs of the Organization.

### **3. Forthcoming aspects of the current reform process**

Certain aspects of this regulation that have been debated all throughout the consultation process must, at this time, be left out of the document submitted for approval and for ratification by the competent organs of the Organization insofar as they might modify the Statutes currently in force.

These aspects could be discussed and addressed in the future, and would require corresponding statutory amendments in accordance with Article 33 of the Statutes.

### **4. Transitional provisions**

- (a) With the objective of having the next Board of the Affiliate Members formally constituted within the first quarter of 2012, the election procedure shall follow a timetable making it possible to do so.
- (b) Exceptionally, for the period between the Plenary session to take place in the context of the UNWTO General Assembly in October 2011 and the constitution of the new Board of the Affiliate Members (February 2012), the term of the outgoing members of the Board is accordingly extended on an interim basis till February 2012.

## **II. Draft Rules of Procedure of the Committee of the Affiliate Members**

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## **CHAPTER I AFFILIATE MEMBERS**

### **Article 1. Affiliate Members**

1. The Affiliate Members form an integral part of UNWTO membership with the objective of contributing to sustainable global tourism, in which knowledge and innovation are applied to making tourism more responsible and competitive, in accordance with the Global Code of Ethics for Tourism and the purposes and principles of the United Nations.

2. Affiliate membership is open to all intergovernmental and nongovernmental organizations, tourism management bodies and other areas of tourism interest, professional and labour organizations, universities and other educational, vocational training and research institutions, as well as to business associations and commercial bodies whose activities are directly or indirectly connected with tourism, related to the mission of UNWTO and meet the requisites set forth in the Statutes of UNWTO and in these Rules of Procedure.

3. Affiliate Members have the status of Member of the World Tourism Organization in accordance with the Statutes of UNWTO and these Rules of Procedure.

### **Article 2. Rights and obligations**

1. The Affiliate Members shall have the right to:

- (a) Contribute to the preparation of the general programme of work of UNWTO;
- (b) Participate in the activities and organs of UNWTO in the form stipulated for such purpose;
- (c) Obtain and share information, knowledge and good practices with other Members through the collaborative tools provided to them by UNWTO or through other means;
- (d) Present candidatures and participate in the election of the organs provided for in Article 5(1) of these Rules of Procedure;
- (e) Receive all the technical and institutional services provided at any given time by UNWTO to its Affiliate Members;
- (f) Display their brand in connection with the UNWTO programmes and activities in which they participate and to use the UNWTO name and acronym in their activities, in accordance with the provisions of the pertinent regulations and subject to the guidelines, terms and conditions for the use of the UNWTO name, acronym, emblem and flag, also referred to as signs. Affiliate Members may use the UNWTO emblem provided they have requested and obtained from the Secretariat a written authorization.

2. The Affiliate Members shall have the obligation to:

- (a) Respect, observe and disseminate the principles, values, standards and policies of UNWTO;
- (b) Collaborate, as far as possible, with other Affiliate Members of UNWTO;

- (c) Contribute their knowledge and experience for the analysis of global, regional, local and sectorial other tourism-related issues, and to collaborate in finding the best solutions;
- (d) Respect and observe agreements and decisions adopted by the organs of the Affiliate Members as well as the governing organs of UNWTO;
- (e) Pay their contributions as defined in the Statutes and in these Rules of Procedure;
- (f) Respect and observe UNWTO guidelines, terms and conditions for the use of the UNWTO signs and to obtain the appropriate authorizations;
- (g) Respect and observe the UNWTO Global Code of Ethics for Tourism.

### **Article 3. Admission procedure**

1. Applications for affiliate membership shall be addressed to the Secretariat of UNWTO and must be accompanied by:

- (a) A profile of the candidate;
- (b) Information on the candidate's objectives and activities, demonstrating their connection with the principles and values promoted by UNWTO;
- (c) A statement of commitment to the Global Code of Ethics for Tourism and acceptance of the Statutes of UNWTO and of the regulations of the Affiliate Members;
- (d) An official endorsement from the government of the State of domicile of the candidate.

2. Following verification of compliance with the established requirements, the application shall be circulated to Members of the Board of the Affiliate Members for information before submission to the Executive Council of UNWTO for approval, which shall confer effect to and recognition of all the rights and obligations of the Affiliate Member.

3. All applications should be thereafter submitted to the General Assembly in its following session for ratification, as stipulated by the Statutes of UNWTO.

### **Article 4. Suspension and termination of affiliate membership**

Any Affiliate Member found to conduct or persist in policies and practices contrary to the obligations listed in Article 2(2) of these Rules of Procedure shall be subject to suspension of membership, in accordance with the Statutes.

## CHAPTER II ORGANIZATIONAL STRUCTURE OF THE AFFILIATE MEMBERS

### **Article 5. Organizational structure of the Affiliate Members**

1. The organs of the Committee of the Affiliate Members are:
  - (a) The Plenary;
  - (b) The Board of the Affiliate Members.
2. As needed, and in order for the Affiliate Members to function more effectively, working groups or committees, networks, regional chapters, or any other operational body may be created to more effectively perform specific objectives.
3. The creation of such groups and their mandate will be recommended by the Board of the Affiliate Members to the Secretary-General.

### **Article 6. The Plenary**

1. The Plenary is the organ in which all Affiliate Members are represented, and shall be composed of all the membership, each having voice and vote.
2. Ordinary sessions of the Plenary shall be convened biennially by the Secretary-General, after consultation with the Board of the Affiliate Members. The Plenary may meet in extraordinary sessions upon convocation by the Secretary-General, as well as at the request of the Board of the Affiliate Members or of the majority of the Affiliate Members.
3. The agenda of ordinary Plenary sessions shall be prepared by the Secretary-General, at the proposal of the Board of the Affiliate Members issued two months prior to the date of the session, and shall be communicated to the Affiliate Members at least one month in advance of the session. In the case of extraordinary sessions, the aforementioned notice periods shall be reduced by half.
4. The Board of the Affiliate Members or the Secretary-General, in consultation with the Chairman of that Board, may invite enterprises or entities that could contribute to the Plenary sessions, even if they are not Affiliate Members.

### **Article 7. The Board of the Affiliate Members: definition, functions and composition**

1. The Board of the Affiliate Members is an advisory body to the Secretary-General whose main functions are:
  - (a) The integration and contribution of the Affiliate Members to the goals, mission and the general programme of work of UNWTO; and
  - (b) The design of the strategy, as well as to approve the draft programme of work and follow up on its implementation, and integration in the general programme of work of UNWTO.

2. The Board of the Affiliate Members shall be composed of 23 members, of whom 10 Vice-Chairmen shall be elected by all Affiliate Members, three Vice-Chairmen shall be designated by the Secretary-General and 10 shall be elected exclusively by the Affiliate Members from the respective regions, the latter also being referred to as Regional Vice-Chairmen. The Board shall be chaired by one of its members, who shall be elected in accordance with Article 8(8) of these Rules of Procedure.

3. The term of office of the members of the Board of the Affiliate Members shall be two years.

4. The Board of the Affiliate Members shall meet at least twice a year, with each meeting being convened with at least a two months' notice, and with the provisional agenda established by the Secretary-General in consultation with the Chairman of the Board.

### **Article 8. Participation in the elections for the Board of the Affiliate Members: voters and candidates**

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

2. Every two years, the Affiliate Members shall elect 10 Regional Vice-Chairmen and 10 Vice-Chairmen for the Board of the Affiliate Members.

3. The Regional Vice-Chairmen, in number of two per region, shall be elected exclusively by the Affiliate Members from their respective regions.

4. For the purpose of the composition and activities of the Board of the Affiliate Members and the election of its 10 Regional Vice-Chairmen, the five regions are Africa, the Americas, Asia and the Pacific, Europe, and the Middle East.

5. The 10 Vice-Chairmen to be elected shall be voted by all Affiliate Members from all regions.

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

7. The Secretary-General shall designate three additional Vice-Chairmen for a term of two years so as to complete the full membership of 23 members of the Board of the Affiliate Members.

8. In its first meeting, the members of the Board shall elect one of its members as Chairman.

9. The members of the Board of the Affiliate Members designated by the Secretary-General may vote but may not receive votes for the position of Chairman.

### **Article 9. Election procedure**

1. The election of the 10 Regional Vice-Chairmen and 10 Vice-Chairmen, referred to in Article 8(2) above, for the Board of the Affiliate Members shall be conducted by mail.

2. Each Affiliate Member may cast two ballots for the election of the candidates. In Ballot I the Affiliate Member may choose up to two candidates for the positions of Regional Vice-Chairmen of the respective region and in Ballot II up to 10 candidates for the positions of Vice-Chairmen.
3. Upon the announcement of the results of the voting for Regional Vice-Chairmen and subject to Article 8(6) of these Rules of Procedure, the counting of the votes for Vice-Chairmen shall proceed.
4. In case any region fails to elect two Regional Vice-Chairmen, that position shall remain vacant and the number of the Vice-Chairmen shall be increased so as to maintain the composition of 23 members in the Board of the Affiliate Members.
5. The Chairman of the Board may be elected for up to two consecutive terms.
6. Should the position of Chairman fall vacant, the Board of the Affiliate Members shall select one of its Members to act as an interim Chairman. Vacancies arising among the Regional Vice-Chairmen and the Vice-Chairmen shall not be filled until the following election.
7. In respect of aspects not covered in these Rules of Procedure, the elections for the Chairmanship, Regional Vice-Chairmanship and Vice-Chairmanship of the Board of the Affiliate Members shall be conducted in accordance with the "Guiding Principles for the Conduct of Elections by Secret Ballot", annexed to the Rules of Procedure of the General Assembly, and with the specific guidelines on the election procedure issued by the Secretariat.

#### **Article 10. Management of the Affiliate Members**

1. The Secretary-General shall assign the appropriate staff to manage the affairs of the Affiliate Members within the Secretariat of UNWTO. The Secretary-General shall discharge these responsibilities through a dedicated structure, which shall conduct its responsibilities in coordination with the different Operational, Regional and Support Programmes of UNWTO.

### **CHAPTER III AFFILIATE MEMBER CONTRIBUTIONS**

#### **Article 11. Contributions**

1. The Affiliate Members shall pay their contribution in the first month of the financial year for which it is due, in accordance with the Statutes.
2. The aforementioned contribution of the Affiliate Members shall be proposed by the Secretary-General in the Programme of Work and Budget of UNWTO, in consultation with the Board of the Affiliate Members, to be approved by the General Assembly.
3. With the approval of the Secretary-General and in accordance with its rules and regulations, UNWTO may receive voluntary contributions from external sources or from its own Affiliate Members to support the programme of work of the Affiliate Members.

## **CHAPTER IV PARTICIPATION OF THE AFFILIATE MEMBERS IN UNWTO ORGANS AND ACTIVITIES**

### **Article 12. Participation in the General Assembly, Executive Council, Regional Commissions and Technical Committees**

1. As part of UNWTO's membership structure, the Affiliate Members shall be represented and participate in UNWTO's General Assembly, Executive Council, and their subsidiary organs, in accordance with the Statutes and the Rules of Procedure of the respective bodies.
2. The Chairman of the Board of the Affiliate Members or another member of the Board delegated by the Chairman shall head the representatives of the Affiliate Members that will attend and participate in the work of such meetings.
3. The representative of the Affiliate Members shall report to these organs on the activities of the Affiliate Members and on points of interest for the discussion, definition and execution of the general programme of work of UNWTO.
4. The Chairman of the Affiliate Members together with the corresponding Regional Vice-Chairmen shall participate in the Regional Commission meetings.
5. 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 UNWTO.

## **CHAPTER V AMENDMENT OF THE RULES OF PROCEDURE**

### **Article 13. Amendment of the Rules of Procedure**

1. The initiative to amend the present Rules of Procedure is the competence of the Board of the Affiliate Members or of the Secretary-General.
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 so as to be distributed in advance to all Affiliate Members.
3. If it is upon the initiative of the Secretary-General, he/she shall communicate it to the Board of the Affiliate Members.
4. Amendments to the Rules of the Procedure must be approved by a two-thirds majority of those present and voting at the Plenary, with each Affiliate Member having one vote.
5. Any such amendment shall be submitted for ratification by the General Assembly.

### **Transitional provisions**

1. With the objective of having the next Board of the Affiliate Members formally constituted within the first quarter of 2012, the election procedure shall follow a timetable making it possible to do so.
2. Exceptionally, for the period between the Plenary session to take place in the framework of the 2011 UNWTO General Assembly and the constitution of the new Board of the Affiliate Members, the term of the outgoing members of the Board is accordingly extended on an interim basis.

### **Final provisions**

#### **First:**

1. Instruments of cooperation with Affiliate Members or other organizations in force as of the date of the entry into force of these Rules of Procedure shall continue in execution for the period of time expressly specified, subject to stipulations contained in such instruments. Extension of these instruments or the formalization of new ones for cooperation after the entry into force of these Rules of Procedure shall conform to the mandates contained herein.
2. As for the responsibilities and functions of the Chairman and other members of the Board of the Affiliate Members, the provisions contained in Article 13 of the Statutes of the World Tourism Organization and in Rule 17 of the Rules of Procedure of the General Assembly shall be applicable, *mutatis mutandis*, in all matters where they are not contradicted by or incompatible with the stipulations of the present Rules of Procedure.
3. Without prejudice to such provisions as the Board of the Affiliate Members may adopt, these Rules of Procedure shall be applicable, *mutatis mutandis*, to subsidiary organs established by the Board of the Affiliate Members.
4. Once the General Assembly approves these Rules of Procedure, the Secretary-General shall call elections for the Board of the Affiliate Members, which shall be conducted by mail in accordance with these Rules of Procedure, with the "Guiding Principles for the Conduct of Elections by Secret Ballot" annexed to the Rules of Procedure of the General Assembly, and with the specific guidelines for the election procedure of the members of the Board of the Affiliate Members issued by the Secretariat.

**Second:** These Rules of Procedure shall replace the Rules of Procedure approved by the General Assembly in its 6<sup>th</sup> session in 1985 [GA/RES/171(VI)] and enter into force on the date of their adoption by the General Assembly.