



2017
INTERNATIONAL YEAR
OF SUSTAINABLE TOURISM
FOR DEVELOPMENT



General Assembly

Twenty-second session
Chengdu, China, 11-16 September 2017

A/22/Note Inf.1 rev.1
Madrid, 16 June 2017
Original: English

Information Note No. 1

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1. Place and dates of the meetings

In accordance with resolution A/RES/672(XXI), the General Assembly of the World Tourism Organization (UNWTO) will hold its twenty-second session in Chengdu, China. As agreed with the host country, the meetings of the Assembly will take place from 11 to 16 September 2017 at the InterContinental Century City Chengdu Convention Center (www.intercontinental.com).

At the beginning of the first plenary session, the General Assembly may establish, in accordance with Article 12(j) of the Statutes, an ad hoc Committee composed by Member States to prepare the final draft text of the Convention on Tourism Ethics to be submitted to the General Assembly for consideration.

2. Contact details of the Organizing Committee

UNWTO coordinators	Host-country coordinators
<p>Mr. Munir RAYES Chief of Conference Services Tel.: +34 915 678 189 E-mail: conf@unwto.org</p> <p>Ms. Yolanda SANSEGUNDO Conference Services Tel.: +34 915 678 188 E-mail: assembly@unwto.org</p>	<p>Ms. TAO Li China National Tourism Administration (CNTA) E-mail: ltao@unwto.org</p> <p>Ms. WEN Mingjun China National Tourism Administration (CNTA) E-mail: mwen@unwto.org</p>

3. Official websites

All official documents will be made available on the UNWTO website: <http://lmd.unwto.org/event/general-assembly-twenty-second-session-0>.

The website of the event, www.unwtoga22.org, will provide detailed information on the host country, meeting venues, side and special events, technical visits, social programmes, transport, accommodation and tours.

4. Online registration

Registration for the Assembly session will be carried out **online** until **Monday, 31 July**. The participation form is available on the website: <http://lmd.unwto.org/event/general-assembly-twenty-second-session-0>.

5. Access to the meetings

Full Members

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. (Rule 9(1) of the Rules of Procedure of the General Assembly)

Associate Members and Affiliate Members

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 9(3) of the Rules of Procedure of the General Assembly)

Non-members and international organizations

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. (Rule 9(2) of the Rules of Procedure of the General Assembly)

6. Submission of credentials and identification papers

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. (Rule 12(1) of the Rules of Procedure of the General Assembly)

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. (Rule 12(2) of the Rules of Procedure of the General Assembly)

It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent are regarded as valid. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached. Please refer to the model credential letter (Annex 1).

Identification papers of the observers of Affiliate Members and invited representatives of intergovernmental and non-governmental international organizations to attend as observers shall be handed to the Secretary-General, if possible, at least one day before the session of the Assembly opens. (Rule 12(3) of the Rules of Procedure of the General Assembly)

To facilitate the work of the Credentials Committee, delegations are kindly requested to submit a **scanned copy** of their credentials at least fifteen days in advance **by e-mail** to Ms. Zhanna Yakovleva (Protocol Officer) at zyakovleva@unwto.org, and to submit the original upon their arrival in Chengdu prior to collecting their identification badges.

7. Procedure for proxies

If a Full Member is unable to participate in the General Assembly, it can be exceptionally represented by a member of another State's delegation, provided it submits a formal letter or fax signed by the

competent authority designating the individual who will represent it and, if applicable, giving him/her the power to vote on its behalf. Please note that, unless the items for which the power to vote is given are clearly specified, it will be understood that the delegate has full powers to cast a vote on behalf of the government he/she is representing by proxy on any agenda item.

Furthermore, it should be noted that the General Assembly, at its twentieth session, adopted resolution 633(XX), which stipulates the following regarding mandates for representation:

- (a) A mandate for representation can be given only in exceptional circumstances, duly explained in writing by the State giving the mandate;
- (b) The Credentials Committee will assess the validity of these explanations;
- (c) Only one mandate for representation may be given to a delegate representing another State;
- (d) A mandate for representation may not be given to the Head of Delegation of another State; and
- (e) The mandate for representation is valid for the whole session of the General Assembly.

The General Assembly, at its twenty- first session in Medellín, Colombia, in 2015 (resolution 649(XXI)) decided the following:

- (a) The Credentials Committee will consider as invalid credentials in breach of the principle of secrecy of the vote;
- (b) Once the Report of the Credentials Committee is issued, no further credentials or proxy letters will be considered by the Committee except:
 - When the Committee itself has invited the Full or Associate Member concerned to regularize its credentials or its proxy; and
 - When a State whose credentials have been accepted by the Committee does not have a representative for the remaining part of the session for reasons duly explained in writing by the State giving the mandate; in such case, the Committee will assess the existence of the exceptional circumstances justifying the proxy;
- (c) The Chairs of the Regional Commissions will verify that the credentials and proxy letters comply with the applicable rules.

Please refer to the model of credentials for representation (proxy format) in Annex 2.

8. Seating arrangements

Delegations will be seated in the plenary meetings in English alphabetical order, beginning with the Member that is hosting the session of the General Assembly.

9. General debate

The General Debate of the twenty-second session of the UNWTO General Assembly will be a continuation of the High-Level/Ministerial Segment meeting that will precede the Assembly on 13 September. It will focus on the theme: "Tourism and the Sustainable Development Goals – Journey to 2030".

The guidelines for participation in the General Debate are available online: <http://lmd.unwto.org/event/general-assembly-twenty-second-session-0>.

Delegations wishing to take the floor during the General Debate are kindly requested to e-mail the Secretariat by 31 August (zyakovleva@unwto.org) indicating "General Debate" in the subject.

The Secretariat will place their names on a speakers' list so that the Debate may be organized as satisfactorily as possible. In view of time constraints, it is essential to limit the speaking time of each head of delegation to a maximum of three minutes.

Speakers are requested to provide the Secretariat with a copy of their statements at least 30 minutes before they are scheduled to take the floor.

10. Media

Chinese media wishing to cover the General Assembly session should contact Ms. LI Xiaoliang at xinwenban@cmta.gov.cn.

International media wishing to cover the General Assembly session should contact the UNWTO Communications Programme at comm@unwto.org.

11. Entry formalities

Participants who do not require a visa

According to bilateral agreements, citizens of some countries holding appropriate passports may enter China without a visa (List of Agreements on Mutual Visa Exemption between the P.R. of China and Foreign Countries <http://cs.mfa.gov.cn/wqrlh/bgzi/P020140328398504621618.pdf>).

Citizens of Singapore, Brunei and Japan holding ordinary passports may enter China without a visa through the ports of entry open to foreigners provided that they come to China for tourism, family visit, business or transit, and intend to stay in China for no more than 15 days. Foreigners holding a valid Foreigner's Permanent Residence Card of the PRC or Residence Permit for Foreigners in the PRC may enter China without a visa. Foreigners holding an APEC Business Travel Card may enter China without a visa.

Participants who require a visa

For others, to enter Chinese territory, participants must take their original passport (at least six months of validity) to the nearest Chinese embassy to apply for a Chinese visa.

For more information on visas, please refer to the following resources:

- China Consular Affairs: <http://cs.mfa.gov.cn/wqrlh/lhqz/lhqzjjs/t1095035.shtml>
- Chinese Visa Application Service Center: <http://www.visaforchina.org>
- Host-country website for the 22nd UNWTO General Assembly: www.unwtoga22.org

Further questions about visas can also be addressed to the UNWTO Protocol Officer, Ms. Zhanna Yakovleva, at zyakovleva@unwto.org.

12. Partnership opportunities

Partnership opportunities are available at the 22nd UNWTO General Assembly.

For more information, please visit the following link:

http://cf.cdn.unwto.org/sites/all/files/pdf/partnership_br_web_0.pdf

13. Status of participants

In respect of the Assembly, the Convention on Privileges and Immunities of the Specialized Agencies of the United Nations of 21 November 1947 and its Annex XVIII shall apply. Representatives of Member States shall enjoy the privileges and immunities of Article V of the Convention.

All participants and all persons exercising functions related to the Assembly shall have the right to enter and leave China without impediment and will enjoy the necessary facilities for the independent exercise of their functions in connection with the meeting. The Government of the People's Republic of China will take the necessary steps to facilitate the arrival, departure and stay of participants invited by the Organization regardless of nationality. The necessary visas will be issued without delay.

14. Transport information

Participants invited to the Assembly session are recommended to choose Chengdu Shuangliu International Airport for arrival and departure.

Chengdu Shuangliu International Airport offers an average of 2368 domestic non-stop flights each week operated by Air China, Sichuan Airlines, Chengdu Airlines, Tibet Airlines, Lucky Air, China Eastern Airlines, Shenzhen Airlines and China Southern Airlines.

For more information on transport, please visit the website of the host country at: www.unwtoga22.org.

15. Reception at airports and transfers

The Government of the People's Republic of China will set up separate reception desks for the participants at Terminal 1 and Terminal 2 of the Chengdu Shuangliu International Airport. There will be dedicated staff at these desks to provide information to participants and to offer them the necessary assistance to complete the entry formalities.

Free transfers between the Chengdu Shuangliu International Airport and the main hotels will be provided for the delegates upon arrival and departure from 10 to 17 September 2017. The transfer takes about half an hour. Transfer service will be available only to/from the hotels indicated in this Note.

16. Accommodation

The Chengdu hotels listed below are offering special rates for participants. Participants are kindly advised to make their own bookings directly with the hotels as indicated in the table below.

Rooms will be blocked for the participants at the official hotels until **28 August 2017**. After this date, availability cannot be guaranteed.

All room rates in Chengdu, China, will be charged in United States dollars. **Rates include breakfast, tax and service charge.** Payment by bank transfer is accepted, though credit card payment is highly recommended.

Hotel	Room Type	Nightly rate in US Dollars	Room Reservation
Intercontinental 5 stars www.ihg.com/intercontinental/hotels/gb/en/chengdu/ctuha/hoteldetail# (Letter B in map)	Single Room	USD 173	Mr. Jeremy Yan Sales Executive Tel: +86 28 8538 9999 -2354 Mobile: +86 152 8109 8100 Email:Jeremy.yan@ihg-etghotels.com Reservation link
	Twin Room	USD 190	
	Suite	USD 321	
	Executive Suite	USD 485	
Holiday Inn 4 stars www.ihg.com/holidayinn/hotels/gb/en/reservation#scmisc=header_ic (Letter C in map)	Single Room	USD 100	Mr. Alvin Li Sales Executive Tel: 86 28 8538 9999 -2546 Mobile: +86 187 8023 3677 Email:Alvin.li@ihg-etghotels.com Reservation link
	Twin Room	USD 106	
	Executive single Room	USD 121	
	Executive Suite	USD 182	
Quan Ji Hotel 3 stars www.huazhu.com (Letter E in map)	Single Room	USD 63	Ms. Li Qiong Sales Manager Tel: 86 28 6203 8111-0 Mobile: +86 139 8350 0651 Email: liqiong004@huazhu.com Reservation link
	Twin Room	USD 69	

MAP SHOWING THE LOCATION OF THE HOTELS



17. Working languages

The documents for the Assembly session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation in these five languages plus Chinese will be provided at the plenary sessions.

18. Working documents

In compliance with the United Nations system's environmental protection policy, please note that no hard copies of the working documents will be distributed at the venue of the event. **Delegates are kindly requested to bring with them copies of the documents they need.** The documents will be posted at the following link: <http://lmd.unwto.org/event/general-assembly-twenty-second-session-0>. Delegates will also be notified by e-mail.

19. List of participants

A provisional list of participants will be sent in advance to all registered participants and will be available for consultation at the information desk at the meeting venue.

The final list of participants will be sent to the participants shortly after the closure of the Assembly session. It will also be posted on the UNWTO website.

20. Assembly Daily

The Assembly Daily will be available in electronic format at www.unwto.org. Each issue of the Daily will summarize the previous day's meetings and corresponding decisions as well as the list of meetings and events to be held during the day and the main items to be dealt with.

21. UNWTO Tourism Video Competition

The UNWTO Tourism Video Competition gives awards to outstanding country promotional videos, thus recognizing the significant importance of multimedia in marketing tourism destinations.

The seven winners of the 2nd Edition of the UNWTO Tourism Video Competition (one for each region of the UNWTO, plus the "People's Choice Award") will be announced during the 22nd General Assembly

Details of the competition will be communicated directly to all Member States by the end of June 2017.

22. Business centre and Internet lounge

Participants in the General Assembly session are requested to make their own arrangements for secretarial assistance. The meeting venue and the hotels offer business service centres.

In addition, there will be a lounge for delegates, with Internet access, at the meeting venue. The computers will be available on a first-come, first-served basis.

23. Practical information

Country information

Country name: People's Republic of China

Capital: Beijing

Main cities: Beijing, Shanghai, Guangzhou, Shenzhen, Tianjin, Chongqing, Hangzhou, Nanjing and Chengdu, among others

Population: 1.4 billion

Climate: Temperate to tropical zone

Form of government: Socialist republic

Religion: Freedom of religion

Language: Chinese

Head of State: Xi Jinping

Chairman of China National Tourism Administration: LI Jinzao

About Chengdu: Located in Southwest China at middle reaches of the Minjiang River in the west of Sichuan Basin at an altitude of 387-5364m (E. 102°54'-104°53'; N. 30°05'-31°26'), Chengdu is the capital city of Sichuan province, a sub-provincial city and one of China's national central cities. It administers 20 districts and counties and High-tech Industrial Development Zone and Tianfu New Area under the direct administration of the Chengdu Municipal Government.

The urban area is 14,300 km² with a permanent resident population of over 16 million. The city's history goes back over 2300 years and it has enjoyed the reputation of "The Land of Abundance" since ancient times. With world natural and cultural heritage properties such as Mount Qingcheng, the Dujiangyan Irrigation System and the giant panda habitat as well as over 40 AAAA-rated scenic spots like Wuhou Temple, Dufu's Thatched Cottage and Jinsha Relics, the city enjoys numerous distinctions as a famous historical and cultural city in China, having been named as the City of Gastronomy by UNESCO and as Best Tourist City of China jointly by the UNWTO and the China National Tourism Administration.

Local currency and exchange rate: The currency of China is the renminbi, denominated in yuan (CNY). The exchange rate, as at May 2017, is 1 USD to approximately 6.88 yuan and 1 EUR to approximately 7.66 yuan. Banknotes come in denominations of 1, 5, 10, 20, 50 and 100 CNY, and 1, and 5 jiao (1 jiao=0.10 yuan). Coins come in denominations of 1 CNY, 1 and 5 jiao, 1 and 5 fen (1 fen=0.01 yuan).

Credit cards are accepted at most hotels, department stores and restaurants.

Exchanging currency: Currency and travellers' cheques can be exchanged at almost any Chinese bank or hotel upon proof of identity.

Climate: Temperatures in Chengdu in September can reach 25-29°C during the day, and can drop to 17-19°C at night.

Dress code

For attendance at the sessions of the Assembly: Informal attire is recommended (no necktie for men). The rooms where the meetings will be held are air-conditioned.

For attendance at evening social events: Long-sleeved shirts and neckties are recommended for men and formal attire for women.

Official language: The official language of China is Chinese. English is widely spoken among young people.

Local time in Chengdu: The official time in September in China is 7 hours ahead Greenwich Mean Time (GMT+7).

Electricity: Electricity in China is 220 volts, 50 Hz. Outlets take flat, two-pronged or three-pronged plugs at most hotels.



Health requirements and precautions: No vaccinations are required to enter China.

Insurance: Participants may wish to take out adequate travel insurance and health insurance before leaving their respective countries. The hosts have no insurance coverage for the participants and will not be held responsible for any accident that may occur during the conference.

Telephones: Participants can bring their mobile phones to China and buy a local SIM card. When purchasing a local SIM card, their personal information will be registered. Roaming and rental services are also available in China.

(86)	China prefix
(28)	Chengdu area code
(10)	Beijing area code
(0)	Prefixes for making domestic calls
(00)	Prefixes for making international calls from China

Tips and taxes: In China, tipping is voluntary. There is no requirement for tipping.

Automated Teller Machines (ATMs): Travellers who carry internationally recognized credit cards can get cash in the local currency at ATMs.

Business hours: Government offices are open from 9 a.m. to 5 p.m. (with a one-hour lunch break at noon) on weekdays, and are closed on weekends. Banks are open from 9 a.m. to 5 p.m. on weekdays and from 9 a.m. to 4 p.m. on public holidays. Different banks may have different office hours. Post offices are open from 9:30 a.m. to 5 p.m. from Monday to Sunday. Hospitals receive outpatient visits from 7 a.m. to 5 p.m. and provide 24-hour emergency services. Most pharmacies open from 9 a.m. to 5 p.m. Some are open 24 hours a day. Most department stores are open from 9 a.m. to 10 p.m. Monday to Sunday.

Emergency phone numbers: The Unified Emergency Number in Chengdu is 110. Dialling this number provides access to assistance in situations related to safety, security, emergencies, disasters and psychosocial support.

Annex 1: Model credentials letter¹

Standard format letter

Official letter-headed paper²

Credentials

I, the undersigned, (name and full title of the competent authority³), hereby attest that the Government of (name of country) has authorized the following delegation to represent it at the twenty-second session of the General Assembly of the World Tourism Organization, to be held from .. to 2017, in Chengdu, China:

Head of Delegation: (name and full title)

Alternate Head of Delegation: *(name and full title)*

Members of Delegation: *(names and full titles)*

Done at *(name of city)*, on *(date)*

Name, full title and signature

¹ It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

² Including official logo of the Ministry.

³ Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent and Ambassadors of States accredited to Spain are regarded as valid. Please also note that in accordance with resolution 649 (XXI), the Credentials Committee will consider as invalid credentials or proxies in breach of the principle of secrecy of the vote.

Annex 2: Model credentials letter for representation (proxy format)⁴

Standard format letter⁵

Official letter-headed paper⁶

Credentials (for representation-proxy format)

I, the undersigned, (name and full title of the competent authority⁷), will be unable to attend the twenty-second session of the General Assembly of the World Tourism Organization, to be held from .. to 2017, in Chengdu, China, for the following reasons⁸: Therefore, I hereby authorize (name and full title of delegate⁹) of the delegation of (name of Full Member) to represent and to cast a vote¹⁰ on behalf of the Government of (name of Full Member) at the twenty-second session of the General Assembly of the World Tourism Organization:

Done at (*name of city*), on (*date*)

Name, full title and signature

⁴ If a Full Member is unable to participate in the General Assembly, it can be represented exceptionally by a member of another State's delegation, provided it submits a formal letter or fax signed by the competent authority designating the individual who will represent the State and, if applicable, giving him/her the power to vote on its behalf.

⁵ It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

⁶ Including official logo of the Ministry.

⁷ Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent and Ambassadors of States accredited to Spain are regarded as valid.

⁸ In accordance with resolution 633(XX), (a) a mandate for representation can be given only in exceptional circumstances, duly explained in writing by the State giving the mandate, and (b) the Credentials Committee will assess the validity of these explanations.

⁹ In accordance with resolution 633(XX), (c) only one mandate for representation may be given to a delegate representing another State, and (d) a mandate for representation may not be given to the Head of Delegation of another State.

¹⁰ Please note that, unless the items for which the power to vote is given are clearly specified, it will be understood that the delegate has full powers to cast a vote on behalf of the Government he/she is representing by proxy on any agenda item. Please also note that in accordance with resolution 649 (XXI), the Credentials Committee will consider as invalid credentials or proxies in breach of the principle of secrecy of the vote.