



## **UNWTO Commission for Europe**

Sixty-first meeting

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Item 4 (c) of the Provisional Agenda

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### **Item 4 (c) of the Provisional Agenda**

#### **REPORT ON THE IMPLEMENTATION OF THE GENERAL PROGRAMME OF WORK FOR 2016-2017**

##### **Affiliate Members Activities**

##### **Note by the Secretary-General**

The Secretary-General presents to the Members of the UNWTO Commission for Europe the activities carried out by the Affiliate members in the framework of the General Programme of Work for 2016-2017.

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## Implementation of the General Programme of Work for 2016-2017

### Affiliate Members Activities

#### (a) Report of the Chair of the Affiliate Members

##### I. Introduction

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1. The purpose of this report is to present an overview of the latest initiatives carried out by the Affiliate Members Programme since the date of the last report, presented at the 104th session of the UNWTO Executive Council in October 2016 in Luxor, Egypt, up until the date of the present report.
2. The activities of the 2016 and 2017 Action Plan are being carried out as indicated, with the support of an increasing number of Affiliate Members in the different initiatives underway. The Affiliate Members Programme is continuing to use various tools such as networks, working groups, prototypes, reports, joint research projects with the Affiliate Members and technical conferences. These initiatives contribute to the practical application of public-private collaboration by engaging and grouping together different members, according to areas of interest, encouraging interaction and networking, as well as knowledge exchange.
3. The 504 current Affiliate Members of the Organization constitute an enormously valuable asset for projecting and broadening the principles and image of the UNWTO in the outside world. Today, we can feel satisfied over the high sense of commitment of these entities to the best values of world tourism, setting a clear example for the world's other tourism organizations. In turn, their diversity, prestige and professionalism link us with the best management practices that they represent. The more details on the affiliate members situation are included in the Annex I.

##### II. Activities

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4. In line with the Action Plan of the Affiliate Members Programme and since the last Executive Council, a series of actions based on the work areas detailed in the previous report have been carried out. These actions are the following:
  - (a) [13th UNWTO Awards on Excellence and Innovation in Tourism](#)
    - (i) The Affiliate Members Programme has been serving as the Secretariat of the UNWTO Awards projects. Since its creation in 2003, the UNWTO Awards have become the flagship event for the global tourism sector, seeking to recognize and stimulate knowledge creation, dissemination and innovative applications in tourism and to bring to light the latest advances in the sector.
    - (ii) 12 finalists were selected among 139 applicants from 55 countries in four categories:
      - 1) Public Policy and Governance, 2) Enterprises, 3) Non-Governmental

- Organizations and 4) Research and Technology. The UNWTO Lifetime Achievement Award and the UNWTO Ulysses Prize winner were selected as well.
- (iii) The UNWTO Ethics Award was introduced for the first time as the new category of the UNWTO Awards. Evaluated by the World Committee on Tourism Ethics (WCTE), this new Award aims to recognize tourism companies and associations for their commitment and work in the promotion and implementation of the principles of the Global Code of Ethics of Tourism.
  - (iv) The projects of finalists and winners were presented at the UNWTO Awards Forum held in Palacio Neptuno on 16 January. These projects were examples of how the principles of the UNWTO Global Code of Ethics for Tourism and the objectives set in the Sustainable Development Goals (SDGs) can inspire sustainable tourism worldwide. The Awards Ceremony, held in the framework of FITUR 2017 on 18 January hosted 400 high level participants.
  - (v) The 13th UNWTO Awards were supported by a number of sponsors and partners which made it a fully self-financed project.
- (b) With the aim of presenting the current opinions and perceptions from our members around the world in respect to recent issues, UNWTO has conducted two online surveys to better understand current perspectives on the following areas of work:
- (i) Survey on Gastronomy Tourism (results will be included in the 2nd UNWTO Global Report on Gastronomy Tourism); and
  - (ii) Survey on LGBT Travel (results will be included in the 2nd UNWTO Global Report on LGBT Tourism).
- (c) The following additional reports are under way:
- (i) 2nd UNWTO Global Report on Gastronomy Tourism (to be presented in the 3rd UNWTO World Forum on Gastronomy Tourism, San Sebastian, Spain, 8-9 May 2017);
  - (ii) Second edition of UNWTO Global Report on LGBT Tourism (joint research with IGLTA);
  - (iii) UNWTO and Madison MK Global Report on Visitor Experience Management;
  - (iv) UNWTO and JTTA, Gurunavi Inc. joint research report on Gastronomy tourism in Japan;
  - (v) UNWTO and OSTELEA Global Report on Sports Tourism (to be presented in the 1st UNWTO Conference on Sports Tourism for Regional Development through Public Private Partnerships, Valladolid, Spain, 5-6 July 2017);
  - (vi) Knowledge Network Issue Paper Series: Talent Development and Tourism Competitiveness, in collaboration with CENFOTUR; and
  - (vii) Knowledge Network Issue Paper Series: Innovation in Tourism Experiences in City Tourism, in collaboration with the University Deusto, Spain.
5. In line with the Action Plan of the Affiliate Members Programme, the following action is also planned in the following months and the preparation for these activities have been undertaken:
- (a) [3rd UNWTO World Forum on Gastronomy Tourism, San Sebastian, Spain](#)

- (i) In collaboration with the Basque Culinary Centre in San Sebastian, the third edition of the World Forum on Gastronomy Tourism will be held in San Sebastian, Spain and its surroundings on 8-9 May 2017.
  - (ii) This forum will be held in the new and unique format, with different workshops being held in various gastronomy hubs across the Basque Country, showcasing the variation of products offered.
- (b) Presentation of the Knowledge Network Publication on 'Innovation in Tourism: Bridging Theory and Practice'
- (i) The UNWTO Knowledge Network Publication on 'Innovation in Tourism: Bridging Theory and Practice' will be presented at the UNWTO headquarters in the month of April. The twenty-three authors have contributed the twelve case studies on "Innovation in Tourism", which was carefully selected by sixteen scientific committee members from the 2nd UNWTO Knowledge Network Global Forum in Mexico.

(c) [Fieldwork for 'Prototype on Wine Tourism'](#)

In line with the launch of the second prototype on wine tourism in Mendoza, Argentina, fieldwork will commence in April to conduct technical visits and meetings with participants of the project.

(d) The Joyful Journey - A UNWTO Wine Tourism Network

- (i) Further to the completion of phases 1 to 3 of "The Joyful Journey Prototype", which was presented at the 103rd Session of the UNWTO Executive Council (Málaga, May 11, 2016), it will now proceed to enter phases 4 and 5, the "activation" stage. In these phases, UNWTO will support the presentations of the project from its launch to its commercialization accordingly, contributing to its visibility. In this line, in Phases 4 and 5 it is proposed to create a Wine Tourism Network, "The Joyful Journey - A UNWTO Wine Tourism Network" (hereinafter "the Network"). The Terms and Conditions for participating in the Network are included in Annex II. The Network aims at facilitating the coordination of the first application carried out in Spain with those to be carried out in other parts of the world, such as the prototype to be developed in Mendoza, Argentina, during 2017.
- (ii) Network membership will be open to all UNWTO Members (Member States, Associate Members and Affiliate Members) who have led the development of a UNWTO Wine Tourism Prototype.
- (iii) An annual fee will be established and an agreement will be signed in each case with Members who have carried out the respective prototype. This model can be extrapolated to other prototypes, in other areas, that can be carried out in the future.
- (iv) For the communication purposes, the Network will have a logo in the form of a "stamp" ("The Joyful Journey" (A UNWTO Wine Tourism Network or Network seal) that integrates the name "The Joyful Journey" and the endorsement "A UNWTO Wine Tourism Network" along with a symbol designed to enhance the text. The Guidelines for the use of its specific logo that will be applicable in future Prototypes are included in Annex II.

- (v) The Members of the Wine Tourism Network "The Joyful Journey - A UNWTO Wine Tourism Network" and those entities that obtain explicit authorization for its use may use the name together with the logo of the regional initiative in which they participate in compliance with the stipulated terms and conditions to such effect.
- (e) [Fieldwork for 'UNWTO Global Conference on Building Partnerships for Sustainable Tourism for Development'](#)

A technical visit will be conducted in preparation of the upcoming UNWTO Global Conference on Building Partnerships for Sustainable Tourism for Development which will take place in November, Montego Bay, Jamaica.

### **III. The reform of the Rules of Procedure of the Affiliate Members**

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6. Six years after the last integral reform of the *Rules of Procedure of the Committee of the Affiliate Members* [A/RES/602(XIX)], the need for updating the text has been expressed by both the UNWTO Secretariat and the Board of the Affiliate Members. The objective is to strengthen the integration and participation of the Affiliate Members within the Organization, to align the admission to affiliate membership with that of the Statutes, to improve the election of the Members of the Board and, ultimately, to consolidate in one body the rules and regulations applicable to this membership category.
7. During its 43rd Meeting in Yerevan (October 2016), the Board of Affiliate Members proposed the creation of a working group in charge of reviewing and proposing amendments to the *Rules of Procedure of the Committee of Affiliate Members*. Consequently, a draft version of these Rules of Procedure was submitted to the 44th Meeting of the Board of Affiliate Members in Madrid (January 2017) and then enriched with subsequent comments and suggestions by the other Members of the Board, alongside with the revision and from UNWTO's Secretariat. The result of this exercise is incorporated to the present document as Annex III.
8. Insofar as the Executive Council endorses the proposal submitted by the Working Group and the UNWTO Secretariat, the Rules of Procedure will be submitted to the next session of the Plenary of the Affiliate Members for approval, prior to the ratification by the 22nd session of the General Assembly, in accordance with Article 13 of the Rules of Procedure of the Committee of the Affiliate Members.

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**Annex: Affiliate Members**


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**I. General situation of the Affiliate Members**

- (a) The number of Affiliate Members is currently 504.
- (b) The geographic distribution of the Affiliate Members is as follows:
  - (i) Africa: 30
  - (ii) Americas: 107
  - (iii) Asia-Pacific: 61
  - (iv) Europe: 291
  - (v) Middle East: 15

The Affiliate Members represent the following areas:

- (i) University and Research Programmes: 131
  - (ii) Professional Associations: 51
  - (iii) National, Regional, Local, and City Promotion Boards: 57
  - (iv) Tourism Business Management & Consultancy: 50
  - (v) Destination Management Organizations: 20
  - (vi) Hotels/Accommodation: 22
  - (vii) Trade Fairs & Exhibition Management: 24
  - (viii) Travel Agencies & Tour Operators: 51
  - (ix) Air, Rail & Road Transport: 13
  - (x) Research Social, Economic and Cultural Impacts of Tourism: 19
  - (xi) Mass Media: 9
  - (xii) Other activities: 59
- (c) 87 research and innovation institutions are part of the Knowledge Network.
  - (d) At the last Executive Council session in October/November 2016, 33 Affiliate Members joined the Organization. These new Members come from 18 countries and 5 regions (1 Peru; 3 USA; 3 Italy; 1 Ukraine; 5 France; 1 Germany; 6 Spain; 1 Israel; 1 Slovakia; 1 Turkey; 2 Switzerland; 1 The Netherlands; 1 Russian Federation; 2 Japan; 3 China; 1 UAE; 1 Morocco)
  - (e) At the date of this report, 16 new entities have applied for affiliate membership in UNWTO. (Angola 3; Canada 1; Spain, 4; ; France, 3; Hungary 1; Russia 1; Uruguay 1; ; USA, 1; Switzerland 1; )

## II. The Joyful Journey - A UNWTO Wine Tourism Network

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### ‘THE JOYFUL JOURNEY - A UNWTO WINE TOURISM NETWORK’: DESCRIPTION AND TERMS AND CONDITIONS OF PARTICIPATION

#### INTRODUCTION

Wine tourism, an essential component of food tourism, has become in recent years a strategic component that allows us to experience the culture and lifestyle of the different places and a determining factor when selecting destinations.

Wine tourism presents the classic values that are associated with new trends in tourism: respect for culture and tradition, authenticity, experience...

Also, wine tourism represents an opportunity to boost and diversify tourism, promote local economic development, involving different professional sectors (producers, expert sommeliers, gourmet shops...) and incorporates new uses to the primary sector.

In the words of Dr. Taleb Rifai, UNWTO Secretary-General, "Wine tourism represents a growing segment with immense opportunities to diversify demand."

This prominent role of wine tourism in the choice of destination and tourism consumption has resulted in the growth of wine tourism offerings based on quality local products and in the consolidation of a market for wine tourism.

For these reasons, to promote the development of this tourism segment, UNWTO has decided to launch its wine tourism network: The Joyful Journey - A UNWTO Wine Tourism Network.

#### WHAT IS "THE JOYFUL JOURNEY - A UNWTO WINE TOURISM NETWORK"

"The Joyful Journey - A UNWTO Wine Tourism Network" is a forum for work and reflection within the framework of the Affiliate Members Programme in which participants will be able to interact, share and access relevant information.

They can also benefit from a platform to generate, disseminate and apply specific knowledge in order to take advantage of the enormous potential of gastronomy to mobilize a wide variety of sectors and resources.

In this forum, experts, destinations, academic institutions and a wide variety of public and private sector actors can work together in shaping the future of the tourism sector linked to wineries.

"The Joyful Journey - A UNWTO Wine Tourism Network" will be officially launched in May 2017, after approval by the Executive Council.

#### Objectives

- To promote the dissemination of trends with the aim of improving the development and management of wine tourism, and transmit successful experiences of initiatives at a global level.
- To promote the concept of innovation in wine tourism, trying to lay the foundations for sustainable development.
- To promote the creation of an instrument of knowledge for UNWTO Members about the potential of wine tourism by encouraging the participation of all stakeholders in the sector.
- To promote the collaboration of the UNWTO with other representative organizations in the field of wine tourism.

- To promote training programmes and research on wine tourism in collaboration with other institutions.
- To establish mechanisms of exchange among UNWTO members and to define needs and issues in the development of wine tourism.

## **TERMS AND CONDITIONS FOR PARTICIPATION IN “THE JOYFUL JOURNEY - A UNWTO WINE TOURISM NETWORK”**

Members of “The Joyful Journey - A UNWTO Wine Tourism Network” must comply with these rules. The UNWTO reserves the right to suspend or terminate the membership of entities in the Network at any time and without any economic or other liability in case of non-compliance and if they no longer qualify to participate, as well as for any other duly justified cause.

### **1. Membership**

Membership in “The Joyful Journey - A UNWTO Wine Tourism Network” (hereinafter referred to as “the Network”) is open to all UNWTO Members (Member States, Associate Members and Affiliate Members) that:

- have led the development of a UNWTO prototype on wine tourism;
- comply with all obligations arising from the membership described below and with the terms and conditions included in this document.

### **2. Obligations of the members of the Network**

- Maintain their status as a UNWTO Member;
- Respect, meet and disseminate the principles, values, standards and policies of the UNWTO;
- Respect and comply with the agreements concluded and the decisions taken by the organs of the Affiliate Members, as well as by the governing bodies of the UNWTO;
- Respect and comply with the UNWTO's guidelines and conditions of use the signs of the UNWTO and of the “Joyful Journey, a UNWTO Wine Tourism Network”, and ensure that they are likewise respected and fulfilled by their own members and collaborators;
- Respect and observe the UNWTO Global Code of Ethics for Tourism;
- Comply with the conditions described in section 8 "Financial provisions"

### **3. Legal status and liability**

3.1. The UNWTO shall be exempt from all liability for the acts and omissions of the members of the Network and shall not be subject to legal proceedings or be subject to any kind of liability, financial or otherwise, with the sole exception of the expressly established precepts in these Terms and Conditions.

3.2. The members of the Network agree to hold free from all responsibility and, if applicable, defend the Organization with respect to any legal action, claim or demand related to the member and its activities.

#### 4. Monitoring and evaluation

The UNWTO may at any time carry out an evaluation of the activities of any member of the Network in order to verify that it meets all terms and conditions. The Organization shall send the member of the Network, as soon as possible, a report on any monitoring or evaluation carried out.

#### 5. Use of the name and logos of the Network

- (a) Members of the Network may use the attached logo (hereinafter referred to as the “The Joyful Journey - A UNWTO Wine Tourism Network” logo or “seal of the Network”) which shall coexist with the logo of the regional initiative in accordance with the protocol of use of the seal of the Network:

**Endorsement brand “The Joyful Journey – A UNWTO Wine Tourism Network”**



**A UNWTO  
Wine Tourism Network**

**Brand architecture: how the UNWTO logo coexists with the regional logo designated for the commercialization of the products designed in the prototype. Example resulting from the exercise carried out in Spain with the Renowned Brands Forum.**



**A UNWTO  
Wine Tourism Network**

- (b) Network members may use the name of the Network and of the UNWTO only in relation with activities of the Network.
- (c) Members of the Network shall not use in any way the name, emblem, abbreviation or flag of the UNWTO in relation with its own affairs or other scope unless they are granted prior written authorization by the UNWTO, and comply with the terms and conditions established by the Organization.
- (d) The UNWTO and the members of the Network shall coordinate and establish a communication strategy and policy to be applied in the communication and dissemination of all activities jointly carried out. Any action prior to its approval must have the prior agreement of the parties.

## **6. Exclusivity**

The parties agree that these terms and conditions do not confer any exclusivity with respect to the activities they regulate and that the parties may collaborate in similar activities with other partners.

## **7. General terms and conditions**

7.1. Neither acceptance as a member of the Network nor participation in the Network may be interpreted as giving rise to a joint venture or employment relationship or representation between the parties, or any other type of relationship from which any kind of shared responsibility shared between the member of the Network and the UNWTO.

7.2. The Network member confirms that it is not directly involved in the production of goods, the provision of services or any other activity that would be contrary to the objectives or principles of UNWTO or the United Nations.

7.3. The member of the Network shall respect the legislation of the countries in which it operates. The member of the Network shall not allow any official of the Organization to receive a direct or indirect benefit for due to its participation in the Network or in relation to any subsequent agreement between the parties.

7.4. The parties shall not assign, transfer, pledge or otherwise alienate any rights, titles or obligations arising from their participation in the Network or this document, except with the prior written approval of the other party. Any of the aforementioned actions that are carried out without such written approval shall not be valid.

7.5. The member of the Network shall not be involved in any way in actions or behaviours that could have a negative impact on the UNWTO.

## **8. Financial provisions**

8.1. As in the rest of the phases of the prototype, phases 4 and 5 shall have their cost to be defined in each case.

8.2. The members of the Network shall pay the amount of 5,000 euros per year for access to participation in the Network as described in this Annex. This amount is exempt from any direct or

indirect taxes and expenses of any nature and may only be adjusted or revised upon written agreement of the parties.

8.3. In case of loss of UNWTO Member status or termination of agreement between the UNWTO and the Network member, the annual amount to be paid referred to in 8.1 for the year in which the participation in the Network ends shall be prorated to the effective date of loss of UNWTO Member status or termination of such agreement, following UNWTO's prorating policy.

8.4. If as at every 31 December from the date of signature of the agreement between the UNWTO and the member of the Network for the implementation of phases 4 and 5 of the prototype of the UNWTO and until the end of the agreement, the member has not paid the amount per year referred to in 8.1, the member's participation in the Network shall be deemed to have terminated at that date.

8.5. The UNWTO may, in accordance with its rules and regulations, receive voluntary contributions from Network Members, other Members of the Organization or external sources to support the Network's programme of work.

## **9. Immunities and Privileges**

No provision in this Agreement or in relation thereto shall constitute an express or implied waiver of the privileges and immunities of the UNWTO.

## **GUIDELINES ON THE USE OF THE "JOYFUL JOURNEY - UNWTO WINE TOURISM NETWORK" SIGNS BY ORGANIZATIONS OTHER THAN THE UNWTO SECRETARIAT**

### **1. The logo of the UNWTO Wine Tourism Prototype "The Joyful Journey"**

The basic visual communication element of The Joyful Journey is the logo, which includes the name "The Joyful Journey" along with the endorsement "A UNWTO Wine Tourism Network" and a symbolism that enhances the verbal message.

Members of the "The Joyful Journey - A UNWTO Wine Tourism Network" may use the "Joyful Journey" logo together with the "A UNWTO Wine Tourism Network" endorsement, provided that such use is made in accordance with the values, principles and objectives of the Organization and of the Network and in compliance with the terms and requirements established in these Guidelines under the following conditions:

- (a) The designated official must issue a specific written authorization for a specified period of time and, where appropriate, the specific conditions of use;
- (b) The "Joyful Journey" logo along with the "A UNWTO Wine Tourism Network" endorsement must appear in a secondary position, i.e., it should not appear at the same level as the institution;
- (c) The "Joyful Journey" logo along with the "A UNWTO Wine Tourism Network" endorsement may only be used in documents, publications and communications that are directly related to the prototype, and provided that the use pursues any of the following aims:

- To support the objectives of the prototype carried out, as well as policies and activities of the UNWTO and the “The Joyful Journey - A UNWTO Wine Tourism Network “;
- To help raise funds for the benefit of the Organization and/or “The Joyful Journey - A UNWTO Wine Tourism Network “;
- To cover educational or informational purposes.

All members of the Network have a duty to protect the signs of the Network and those of the UNWTO and to take any timely action and do everything on their part to avoid any unauthorized use of both the signs of the Network and those of the UNWTO.

## **2. The “Joyful Journey - A UNWTO Wine Tourism Network” seal or endorsement brand**

### **2.1. Introduction**

The endorsement logo (hereinafter, 'the "The Joyful Journey - A UNWTO Wine Tourism Network" seal') or 'Network seal') comprises the name “The Joyful Journey” and the endorsement “A UNWTO Wine Tourism Network” and a symbolism that enhances the verbal message.

The members of “The Joyful Journey - A UNWTO Wine Tourism Network” and those entities that obtain express authorization for it may use it together with the logo of the regional initiative in which they participate.

In order to obtain electronic originals, as well as to resolve any doubts about the brand structure or application of colour, typography, proportions, etc., please contact the communication department of The Joyful Journey.

No redrawing of the basic elements, or variation of existing ones, shall be allowed.

### **2.2. Authorization for the use of the seal of the Network**

#### **a. Use by members of the Network**

In general terms, only members of “The Joyful Journey - UNWTO Wine Tourism Network” may use the seal of the Network, provided that such use is made in accordance with the values, principles and objectives of the Organization and of the Network and complies with the terms and requirements established in these Guidelines.

Said use shall be made following the technical indications of the previous section and only to indicate the membership in the Network through the regional initiative in which the user participates. For this reason, the seal must always be used alongside the logo of the regional initiative in which the member of the Network in question participates, never in isolation. All members of the Network are expected to duly inform the UNWTO about its use.

All members of the Network have the duty to protect the signs of Network and to take any timely action and do everything on their part to avoid any unauthorized use of both the Network's signs and those of the UNWTO.

**b. Use of the seal by commercial entities participating in regional initiatives:**

The use of the seal by the commercial entities participating in the regional initiatives may also be authorized when they expressly request it. To do this, they must complete the forms attached as Annex A and Annex B, which they must send to the contact person of the Network well in advance of the expected start of use.

**3. Responsibility**

All entities authorized to use the signs of the Network, must accept the following provisions on waiver of liability:

- a. The entity has a responsibility to ensure that activities are carried out in accordance with applicable law and to ensure that the appropriate level of insurance is maintained to cover the risks arising from such activities;
- b. Neither the UNWTO nor the United Nations assumes any responsibility for the activities carried out by the undersigned and
- c. The entity shall hold free of liability and defend the UNWTO, the United Nations and its officials from any claims that may be brought against the Organization, the United Nations and its officials as a result of the use of the seal.

**4. Conditions of use:**

- a. Authorization is granted for the sole purpose of using the signs, so any modification, in particular of its components, proportions or colour, is prohibited. UNWTO will provide to the entities authorized to use the logo all high-resolution applications of the black and white and colour versions for use in paper or electronic format, as well as the proportions between the logo of the Network and the logo of the regional initiative in which the member of the Network in question participates.
- b. The beneficiary of the authorization may not transfer, sell, exchange or obtain any economic or commercial benefit from the same.
- c. The use of the signs of the Network must have a direct connection with the activities of the Network.
- d. The use of the signs of the Network must not damage the reputation of the Network, the UNWTO, the United Nations or the United Nations system, or its specialized agencies, programmes, funds or offices.
- e. The Organization assumes no responsibility for the activities of the beneficiary in connection with the signs of the Network.

f. The beneficiary agrees to hold free of liability and defend the Organization and its officials against any action that may be taken against them in connection with the use of the signs of the Network.

g. The Secretariat of the Organization may at any time terminate the authorization to use the signs, without the Organization incurring any liability.

## **5. Use of the UNWTO name, acronym, flag and emblem**

The authorization to use the signs of the Network does not authorize in any case the use of the name, emblem, acronym or flag of the UNWTO, which shall require the prior written authorization of the UNWTO and compliance with the terms and conditions established by the Organization in the Guidelines on the use of UNWTO signs by entities other than the UNWTO Secretariat.

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**III. Rules of Procedure of the Committee of the Affiliate Members**

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**Rules of Procedure of the Committee of the Affiliate Members****Contents****CHAPTER I. 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 of the Organization shall be open to intergovernmental and non-governmental organizations, tourism bodies without political competence subordinate to territorial entities, professional and labor 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, and in compliance with the requirements set forth in Article 3.

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. In case of discrepancy between these Rules and the Statutes of the Organization or any other rule or policy in force, the latter shall prevail

#### 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) Access the UNWTO Financial Report and Audited Financial Statements ;
  - (d) Participate in the Plenary of Affiliate Members;
  - (e) Obtain and share information, knowledge and good practices with other Members through the collaborative tools provided to them by UNWTO or through other means;
  - (f) Present candidatures and participate in the election of the organs provided for in Article 5 of these Rules of Procedure;
  - (g) Receive all the technical and institutional services provided at any given time by UNWTO to its Affiliate Members;

- (h) 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) Respect and observe rules, policies, agreements and decisions adopted by the organs of the Affiliate Members as well as the governing organs of UNWTO;
- (c) Pay their contributions as defined in the Statutes, in these Rules of Procedure and in any other applicable rule or regulation adopted by the Governing Bodies of the Organization;
- (d) Respect and observe UNWTO guidelines, terms and conditions for the use of the UNWTO signs and to obtain the appropriate authorizations;
- (e) Respect and observe the UNWTO Global Code of Ethics for Tourism;
- (f) Communicate to UNWTO any modification in their structure, authorized representative, location of Headquarters, or any other change that could affect their membership.

### **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 its 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 in accordance with the criteria for support of Affiliate Members adopted by the Governing Bodies of UNWTO.

2. Insofar as the requirements set forth in paragraph 1 above are met, the application shall be circulated to the Members of the Board of the Affiliate Members for information, comments and recommendations and to the Members of the Committee for the Review of Applications for Affiliate Membership.

3. The Committee shall submit its report to the Executive Council of UNWTO for the provisional admission of candidatures pending ratification by the General Assembly in its following session.

4. Affiliate Members that are provisionally admitted to UNWTO will enjoy recognition of all the rights and obligations of the Affiliate membership.

5. Notwithstanding the above, 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, unless no Full Member objects to the introduction of the candidature of said entity or to its admission to the Organization.

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

1. 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.

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

## **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 for the Affiliate Members to function more effectively, working groups or committees, networks, 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 and will count with the full support of the Secretariat.

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

1. The Plenary is the organ in which all Affiliate Members are represented, and shall be composed of all the Members, each having voice and one vote.

2. Ordinary sessions of the Plenary shall be convened annually 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, or by the request by a majority of the Board 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 notice periods shall be reduced by half.

4. The Board of the Affiliate Members or the Secretary-General, in consultation with the Chair of that Board, may invite enterprises or entities that are not Affiliate Members to attend as Observers and contribute to the Plenary sessions without the right to vote.

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

1. The Board of the Affiliate Members is the representative body of all the Affiliate Members and shall assist and advise the Secretary-General on the following matters:

- (a) The integration and contribution of the Affiliate Members to the goals, mission and the general programme of work of UNWTO;
- (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;
- (c) To approve the Minutes of the Ordinary and Extraordinary Board Meetings;
- (d) Access the UNWTO Financial Report and Audited Financial Statements;
- (e) To propose to the Chair of the Board topics for the Agenda of the Board Meetings.

2. 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 8 and 9 of these Rules of Procedure and shall be bound by the Code of Conduct under paragraph 10 below.

3. The term of office of the Members of the Board shall be two years.
4. The Board shall meet at least twice a year, with each meeting being convened with at least a two months' notice.
5. If events requiring immediate action occur, the Secretary-General may, in consultation with the Chair, convene the Board in emergency session, the date and place of which shall be fixed by the Secretary-General.
6. The provisional agenda of the meetings of the Board shall be established by the Secretary-General in consultation with the Chair. The Members of the Board can propose to the Chair topics for the provisional Agenda.
7. The presence of a majority of the Members shall be necessary to constitute a quorum at meetings of the Board.
8. The decisions in the Board shall be adopted by simple majority of the Members present and voting, provided there is quorum, except when a qualified majority is required by the Members.
9. The Members of the Board will abide by the following code of conduct:
  - (a) Commitment to protect the interests of all 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 Affiliate Members, whereby, this presence is not 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.

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**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 20 Members of the Board, 12 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 12 Regional Members, the six UNWTO regions are Africa, the Americas, East Asia and the Pacific, South Asia, Europe, and the Middle East.
4. The remaining 8 Members of the Board shall be voted by all Affiliate Members from all regions.
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 for a Regional Membership, 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 for a term of two years to complete the full membership of 23 members of the Board.
7. In its first meeting, the Board shall elect its Chair and First and Second Vice-Chairs among all representatives of the Members of the Board and will exercise this function in their personal capacity. Should the Chair cease to be an Affiliate Member or the individual designated by the Affiliate Member cease as its representative, the position of Chair will fall vacant.
8. The Members of the Board designated by the Secretary-General may vote but may not receive votes for the position of Chair or Vice-Chairs.

**Article 9. Election procedure**

1. The election of the Members of the Board referred to in Article 8.2 above shall be conducted by mail and/or electronic vote prior to the ordinary session of the General Assembly in accordance with these Rules of Procedure, 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.
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 8 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 UNWTO headquarters, on the date indicated in the electoral calendar, in accordance with the "Specific guidelines on the election procedure" issued by the Secretariat.
4. In case any region fails to elect two Regional Members of the Board, that position shall remain vacant.
5. The Chair of the Board and the Vice-Chairs may be elected for up to two consecutive terms.
6. Should the position of Chair fall vacant during its term, the First Vice-Chair shall be appointed by the Board to act as its interim Chair. In the event that this was not possible or that position falls vacant, the Board would then appoint the Second Vice-Chair to act as the interim Chair.
7. Vacancies arising among the Members of the Board shall not be filled until the following election.
8. In respect of aspects not covered in these Rules of Procedure, the election for the Chair, Vice-Chairs, and Membership of the Board 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 relevant 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, 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.
4. When an Affiliate Member falls under the provisions of Article 34 of the Statutes of UNWTO, the Secretary-General shall request the Affiliate Member to settle its arrears or to submit a payment plan within six months of the date of such notification, or to withdraw from the Organization as provided under Article 4.2 above. If such a Member does not comply with its request, the General Assembly, upon a proposal of the Secretary-General, may decide that it has ceased to be an Affiliate Member as from such date as the General Assembly may determine.



## 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, their subsidiary organs and technical committees in accordance with the Statutes and the Rules of Procedure of the respective bodies.
2. The Chair of the Board or another member of the Board designated by the former shall head the representatives of the Affiliate Members that will attend and participate in the work of such meetings, when the participation of more than one representative of the Affiliate Members is foreseen.
3. The Chair of the Board 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 Chair of the Board together with the corresponding Regional Members of the Board 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.
6. The Committees in which Affiliate Members can participate include but are not limited to the following: Programme and Budget Committee, Committee on Tourism and Sustainability, Committee for the Review of Applications for Affiliate Membership, Committee on Statistics and the Tourism Satellite Account, Committee on Tourism and Competitiveness, Quality Support and Trade Committee, World Committee on Tourism Ethics. The participation of the Affiliate Members in the Committees must be done in accordance with the respective Rules of Procedure of such organs.
7. Through their participation in such organs and activities, Affiliate Members will be able to engage in global and regional debates on strategies and emerging issues in the Tourism field, network with Tourism regulators, policy-makers and experts from industry and academia and contribute to global standards and best practices.

## 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 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 adopted 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 approval by the General Assembly.

## 1. Amendments to the Rules of Procedure of the Committee of the Affiliate Members

CURRENT TEXT	PROPOSED NEW TEXT
<b>Contents</b>	<b>Contents</b>
<b>CHAPTER I. AFFILIATE MEMBERS</b>	<b>CHAPTER I. AFFILIATE MEMBERS</b>
Article 4. Suspension and termination of affiliate membership	Article 4. Suspension and withdrawal of affiliate membership
<b>CHAPTER I. AFFILIATE MEMBERS</b>	<b>CHAPTER I. AFFILIATE MEMBERS</b>
<p><b>Article 1. Affiliate Members</b></p> <p>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.</p> <p>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.</p>	<p><b>Article 1. Affiliate Members</b></p> <p>2. Affiliate membership of the Organization shall be open to intergovernmental and non-governmental organizations, tourism bodies without political competence subordinate to territorial entities, professional and labor 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, and in compliance with the requirements set forth in Article 3.</p> <p>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. In case of discrepancy between these Rules and the Statutes of the Organization or any other rule or policy in force, the latter shall prevail.</p>
<p><b>Article 2. Rights and obligations</b></p> <p>1. The Affiliate Members shall have the right to:</p> <p>(a) Contribute to the preparation of the general programme of work of UNWTO;</p> <p>(b) Participate in the activities and organs of UNWTO in the form stipulated for such purpose;</p>	<p><b>Article 2. Rights and obligations</b></p> <p>1. The Affiliate Members shall have the right to:</p> <p>(a) Contribute to the preparation of the general programme of work of UNWTO;</p> <p>(b) Participate in the activities and organs of UNWTO in the form stipulated for such purpose;</p>

<p>(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;</p> <p>(d) Present candidatures and participate in the election of the organs provided for in Article 5(1) of these Rules of Procedure;</p> <p>(e) Receive all the technical and institutional services provided at any given time by UNWTO to its Affiliate Members;</p> <p>(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.</p>	<p>(c) Access the UNWTO Financial Report and Audited Financial Statements;</p> <p>(d) Participate in the Plenary of Affiliate Members;</p> <p>(e) Obtain and share information, knowledge and good practices with other Members through the collaborative tools provided to them by UNWTO or through other means;</p> <p>(f) Present candidatures and participate in the election of the organs provided for in Article 5 of these Rules of Procedure;</p> <p>(g) Receive all the technical and institutional services provided at any given time by UNWTO to its Affiliate Members;</p> <p>(h) 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.</p>
<p>2. The Affiliate Members shall have the obligation to:</p> <p>(a) Respect, observe and disseminate the principles, values, standards and policies of UNWTO;</p> <p>(b) Collaborate, as far as possible, with other Affiliate Members of UNWTO;</p> <p>(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;</p>	<p>2. The Affiliate Members shall have the obligation to:</p> <p>(a) Respect, observe and disseminate the principles, values, standards and policies of UNWTO;</p> <p>(b) Respect and observe rules, policies, agreements and decisions adopted by the organs of the Affiliate Members as well as the governing organs of UNWTO;</p> <p>(c) Pay their contributions as defined in the Statutes, in these Rules of Procedure and in any other applicable rule or regulation adopted by the Governing Bodies of the Organization;</p>

<p>(d) Respect and observe agreements and decisions adopted by the organs of the Affiliate Members as well as the governing organs of UNWTO;</p> <p>(e) Pay their contributions as defined in the Statutes and in these Rules of Procedure;</p> <p>(f) Respect and observe UNWTO guidelines, terms and conditions for the use of the UNWTO signs and to obtain the appropriate authorizations;</p> <p>(g) Respect and observe the UNWTO Global Code of Ethics for Tourism.</p>	<p>(d) Respect and observe UNWTO guidelines, terms and conditions for the use of the UNWTO signs and to obtain the appropriate authorizations;</p> <p>(e) Respect and observe the UNWTO Global Code of Ethics for Tourism;</p> <p>(f) Communicate to UNWTO any modification in their structure, authorized representative, location of Headquarters, or any other change that could affect their membership.</p>
<p><b>Article 3. Admission procedure</b></p> <p>(b) Information on the candidate's objectives and activities, demonstrating their connection with the principles and values promoted by UNWTO;</p> <p>(d) An official endorsement from the government of the State of domicile of the candidate.</p> <p>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.</p> <p>3. All applications should be thereafter submitted to the General Assembly in its following session for ratification, as stipulated by the Statutes of UNWTO.</p>	<p><b>Article 3. Admission procedure</b></p> <p>(b) Information on the candidate's objectives and activities, demonstrating its connection with the principles and values promoted by UNWTO.</p> <p>(d) An official endorsement from the government of the State of domicile of the candidate in accordance with the criteria for support of Affiliate Members adopted by the Governing Bodies of UNWTO.</p> <p>2. Insofar as the requirements set forth in paragraph 1 above are met, the application shall be circulated to the Members of the Board of the Affiliate Members for information, comments and recommendations and to the Members of the Committee for the Review of Applications for Affiliate Membership.</p> <p>3. The Committee shall submit its report to the Executive Council of UNWTO for the provisional admission of candidatures pending ratification by the General Assembly in its following session.</p> <p>4. Affiliate Members that are provisionally admitted to UNWTO will enjoy recognition of all the rights and obligations of the Affiliate membership.</p> <p>5. Notwithstanding the above, the General Assembly shall abstain from considering the candidature of</p>

	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, unless no Full Member objects to the introduction of the candidature of said entity or to its admission to the Organization.
<p><b>Article 4. Suspension and termination of affiliate membership</b></p> <p>1. 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.</p>	<p><b>Article 4. Suspension and withdrawal of affiliate membership</b></p> <p>1. 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.</p> <p>2. An Affiliate Member may withdraw from the Organization on the expiry of one year's notice in writing to the Secretary-General.</p>
<p><b>CHAPTER II</b></p> <p><b>ORGANIZATIONAL STRUCTURE OF THE AFFILIATE MEMBERS</b></p>	<p><b>CHAPTER II</b></p> <p><b>ORGANIZATIONAL STRUCTURE OF THE AFFILIATE MEMBERS</b></p>
<p><b>Article 5. Organizational structure of the Affiliate Members</b></p> <p>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.</p> <p>3. The creation of such groups and their mandate will be recommended by the Board of the Affiliate Members to the Secretary-General.</p>	<p><b>Article 5. Organizational structure of the Affiliate Members</b></p> <p>2. As needed, and for the Affiliate Members to function more effectively, working groups or committees, networks, or any other operational body may be created to more effectively perform specific objectives.</p> <p>3. The creation of such groups and their mandate will be recommended by the Board of the Affiliate Members to the Secretary-General, and will count with the full support of the Secretariat.</p>
<p><b>Article 6. The Plenary</b></p> <p>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.</p>	<p><b>Article 6. The Plenary</b></p> <p>1. The Plenary is the organ in which all Affiliate Members are represented, and shall be composed of all the Members, each having voice and one vote.</p>

<p>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.</p> <p>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.</p> <p>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.</p>	<p>2. Ordinary sessions of the Plenary shall be convened annually 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, or by the request by a majority of the Board of the Affiliate Members.</p> <p>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 notice periods shall be reduced by half.</p> <p>4. The Board of the Affiliate Members or the Secretary-General, in consultation with the Chair of that Board, may invite enterprises or entities that are not Affiliate Members to attend as Observers and contribute to the Plenary sessions without the right to vote.</p>
<p><b>Article 7. The Board of the Affiliate Members: definition, functions and composition</b></p> <p>1. The Board of the Affiliate Members is an advisory body to the Secretary-General whose main functions are:</p> <p>(a) The integration and contribution of the Affiliate Members to the goals, mission and the general programme of work of UNWTO; and</p> <p>(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.</p>	<p><b>Article 7. The Board of the Affiliate Members: definition, functions and composition</b></p> <p>1. The Board of the Affiliate Members is the representative body of all the Affiliate Members and shall assist and advise the Secretary-General on the following matters:</p> <p>(a) The integration and contribution of the Affiliate Members to the goals, mission and the general programme of work of UNWTO;</p> <p>(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;</p> <p>(c) To approve the Minutes of the Ordinary and Extraordinary Board Meetings;</p> <p>(d) Access the UNWTO Financial Report and</p>

<p>2. The Board of the Affiliate Members shall be composed of 23 members, of whom 8 Vice-Chairmen shall be elected by all Affiliate Members, three Vice-Chairmen shall be designated by the Secretary-General and 12 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.</p> <p>3. The term of office of the members of the Board of the Affiliate Members shall be two years.</p> <p>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.</p>	<p>Audited Financial Statements;</p> <p>(e) To propose to the Chair of the Board topics for the Agenda of the Board Meetings.</p> <p>2. 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 8 and 9 of these Rules of Procedure and shall be bound by the Code of Conduct under paragraph 10 below.</p> <p>3. The term of office of the Members of the Board shall be two years.</p> <p>4. The Board shall meet at least twice a year, with each meeting being convened with at least a two months' notice</p> <p>5. If events requiring immediate action occur, the Secretary-General may, in consultation with the Chair, convene the Board in emergency session, the date and place of which shall be fixed by the Secretary-General.</p> <p>6. The provisional agenda of the meetings of the Board shall be established by the Secretary-General in consultation with the Chair. The Members of the Board can propose to the Chair topics for the provisional Agenda.</p> <p>7. The presence of a majority of the Members shall be necessary to constitute a quorum at meetings of the Board.</p> <p>8. The decisions in the Board shall be adopted by simple majority of the Members present and voting, provided there is quorum, except when a qualified majority is required by the Members.</p> <p>9. The Members of the Board will abide by the</p>
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	<p>following code of conduct:</p> <p>(a) It is understood that the purpose of serving on the Board is to represent all Affiliate Members, whereby, this presence is not used to further individual interests of the delegates or only that of the Affiliate Member represented therein.</p> <p>(b) 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.</p> <p>(c) 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.</p>
<p><b>Article 8. Participation in the elections for the Board of the Affiliate Members: voters and candidates</b></p> <p>Every two years, the Affiliate Members shall elect 12 Regional Vice-Chairmen and 8 Vice-Chairmen for the Board of the Affiliate Members.</p> <p>The Regional Vice-Chairmen, in number of two per region, shall be elected exclusively by the Affiliate Members from their respective regions.</p> <p>For the purpose of the composition and activities of</p>	<p><b>Article 8. Participation in the elections for the Board of the Affiliate Members: voters and candidates</b></p> <p>19. Every two years, the Affiliate Members shall elect 20 Members of the Board, 12 of them through regional representation, in number of two per region, which shall be elected exclusively by the Affiliate Members from their respective regions.</p> <p>20. For the purpose of the composition and activities of the Board and the election of its 12 Regional Members, the six UNWTO regions are Africa, the Americas, East Asia and the Pacific, South Asia, Europe, and the Middle East.</p> <p>21. The remaining 8 Members of the Board shall be</p>

<p>the Board of the Affiliate Members and the election of its 12 Regional Vice-Chairmen, the six UNWTO regions are Africa, the Americas, East Asia and the Pacific, South Asia, Europe, and the Middle East.</p> <p>The 8 Vice-Chairmen to be elected shall be voted by all Affiliate Members from all regions.</p> <p>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.</p> <p>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.</p> <p>In its first meeting, during the General Assembly the members of the Board shall elect one of its members as Chairman.</p> <p>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.</p> <p>The Members of the Board will abide by the following code of conduct:</p> <p>Commitment to protect the interests of all Affiliate Members, demonstrating loyalty to the organization, impartiality in decision-making and their absolute discretion regarding the issues discussed at the meetings.</p>	<p>voted by all Affiliate Members from all regions.</p> <p>22. 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 for a Regional Membership, its candidacy for Member is automatically eliminated and the corresponding votes eventually received are counted as null and void.</p> <p>23. The Secretary-General shall designate three additional Members for a term of two years to complete the full membership of 23 members of the Board.</p> <p>24. In its first meeting, the Board shall elect its Chair and First and Second Vice-Chairs among all representatives of the Members of the Board and will exercise this function in their personal capacity. Should the Chair cease to be an Affiliate Member or the individual designated by the Affiliate Member cease as its representative, the position of Chair will fall vacant.</p> <p>25. The Members of the Board designated by the Secretary-General may vote but may not receive votes for the position of Chair or Vice-Chairs.</p>
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<p>It is understood that purpose of the presence on the Board is to represent all Affiliate Members, whereby, this presence is not used to further individual interests of the delegates or only that of the Affiliate Member represented therein.</p>	
<p><b>Article 9. Election procedure</b></p> <ol style="list-style-type: none"> <li>1. The election of the 12 Regional Vice-Chairmen and 8 Vice-Chairmen, referred to in Article 8(2) above, for the Board of the Affiliate Members shall be conducted by mail and/ or electronic vote, 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, prior to the General Assembly in order to convene the new Board at its first meeting and proceed to elect the Chairman during the aforementioned General Assembly.</li> <li>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.</li> <li>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.</li> <li>4. In case any region fails to elect two Regional Vice-Chairmen, that position shall remain vacant.</li> <li>5. The Chairman of the Board may be elected for up to two consecutive terms.</li> <li>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-</li> </ol>	<p><b>Article 9. Election procedure</b></p> <ol style="list-style-type: none"> <li>1. The election of the Members of the Board referred to in Article 8.2 above shall be conducted by mail and/or electronic vote prior to the ordinary session of the General Assembly in accordance with these Rules of Procedure, 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.</li> <li>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 8 candidates for the positions of Members of the Board.</li> <li>3. The votes received by mail and/or electronic votes will be opened and counted at UNWTO headquarters, on the date indicated in the electoral calendar, in accordance with the "Specific guidelines on the election procedure" issued by the Secretariat.</li> <li>4. In case any region fails to elect two Regional Members of the Board, that position shall remain vacant.</li> <li>5. The Chair of the Board and the Vice-Chairs may be elected for up to two consecutive terms.</li> <li>6. Should the position of Chair fall vacant during its term, the First Vice-Chair shall be appointed by</li> </ol>

<p>Chairmen and the Vice-Chairmen shall not be filled until the following election.</p> <p>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.</p>	<p>the Board to act as its interim Chair. In the event that this was not possible or that position falls vacant, the Board would then appoint the Second Vice-Chair to act as the interim Chair.</p> <p>7. Vacancies arising among the Members of the Board shall not be filled until the following election.</p> <p>8. In respect of aspects not covered in these Rules of Procedure, the election for the Chair, Vice-Chairs, and Membership of the Board 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.</p>
<p><b>Article 10. Management of the Affiliate Members</b></p> <p>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.</p>	<p><b>Article 10. Management of the Affiliate Members</b></p> <p>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 relevant Operational, Regional and Support Programmes of UNWTO.</p>
<p style="text-align: center;"><b>CHAPTER III</b></p> <p style="text-align: center;"><b>AFFILIATE MEMBER CONTRIBUTIONS</b></p>	<p style="text-align: center;"><b>CHAPTER III</b></p> <p style="text-align: center;"><b>AFFILIATE MEMBER CONTRIBUTIONS</b></p>
<p>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.</p>	<p>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, to be approved by the General Assembly.</p> <p>4. When an Affiliate Member falls under the provisions of Article 34 of the Statutes of UNWTO, the Secretary-General shall request the Affiliate Member to settle its arrears or to submit a payment plan within six months of the date of such notification, or to withdraw from the Organization as provided under Article 4.2 above. If</p>

	such a Member does not comply with its request, the General Assembly, upon a proposal of the Secretary-General, may decide that it has ceased to be an Affiliate Member as from such date as the General Assembly may determine.
<b>CHAPTER IV</b> <b>PARTICIPATION OF THE AFFILIATE MEMBERS IN UNWTO ORGANS AND ACTIVITIES</b>	<b>CHAPTER IV</b> <b>PARTICIPATION OF THE AFFILIATE MEMBERS IN UNWTO ORGANS AND ACTIVITIES</b>
<p><b>Article 12. Participation in the General Assembly, Executive Council, Regional Commissions and Technical Committees</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. The Chairman of the Affiliate Members together with the corresponding Regional Vice-Chairmen shall participate in the Regional Commission meetings.</li> <li>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.</li> </ol>	<p><b>Article 12. Participation in the General Assembly, Executive Council, Regional Commissions and Technical Committees</b></p> <ol style="list-style-type: none"> <li>1. As part of UNWTO's membership structure, the Affiliate Members shall be represented and participate in UNWTO's General Assembly, Executive Council, their subsidiary organs and technical committees in accordance with the Statutes and the Rules of Procedure of the respective bodies.</li> <li>2. The Chair of the Board or another member of the Board designated by the former shall head the representatives of the Affiliate Members that will attend and participate in the work of such meetings, when the participation of more than one representative of the Affiliate Members is foreseen.</li> <li>3. The Chair of the Board 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.</li> <li>4. The Chair of the Board together with the corresponding Regional Members of the Board shall participate in the Regional Commission meetings.</li> <li>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</li> </ol>

	<p>programme of work of UNWTO.</p> <p>6. The Committees in which Affiliate Members can participate include but are not limited to the following: Programme and Budget Committee, Committee on Tourism and Sustainability, Committee for the Review of Applications for Affiliate Membership, Committee on Statistics and the Tourism Satellite Account, Committee on Tourism and Competitiveness, Quality Support and Trade Committee, World Committee on Tourism Ethics. The participation of the Affiliate Members in the Committees must be done in accordance with the respective Rules of Procedure of such organs.</p> <p>7. Through their participation in such organs and activities, Affiliate Members will be able to engage in global and regional debates on strategies and emerging issues in the Tourism field, network with Tourism regulators, policy-makers and experts from industry and academia and contribute to global standards and best practices.</p>
<p><b>CHAPTER V</b> <b>AMENDMENT OF THE RULES OF PROCEDURE</b></p>	<p><b>CHAPTER V</b> <b>AMENDMENT OF THE RULES OF PROCEDURE</b></p>
<p><b>Article 13. Amendment of the Rules of Procedure</b></p> <p>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.</p> <p>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.</p> <p>3. If it is upon the initiative of the Secretary-General, he/she shall communicate it to the Board of the Affiliate Members.</p> <p>4. Amendments to the Rules of the Procedure must be approved by a two-thirds majority of</p>	<p><b>Article 13. Amendment of the Rules of Procedure</b></p> <p>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.</p> <p>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 Affiliate Members.</p> <p>3. If it is upon the initiative of the Secretary-General, he/she shall communicate it to the Board of the Affiliate Members.</p> <p>4. Amendments to the Rules of the Procedure must be adopted by a two-thirds majority of</p>

<p>those present and voting at the Plenary, with each Affiliate Member having one vote.</p> <p>5. Any such amendment shall be submitted for ratification by the General Assembly.</p>	<p>those present and voting at the Plenary, with each Affiliate Member having one vote.</p> <p>5. Any such amendment shall be submitted for approval by the General Assembly.</p>
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