



Executive Council

105th session
Madrid, Spain, 10-12 May 2017

CE/105/Note Inf. rev.1
Madrid, 10 April 2017
Original: Spanish

Information Note

1. Place and dates of the session

In accordance with decision CE/DEC/17(CIII) adopted by the Executive Council at its 103rd session in Málaga, Spain, the Executive Council will hold its 105th session on **10 to 12 May 2017** in **Madrid, Spain**. The working sessions of the Council will take place at the Hotel Meliá Castilla (a 1-minute walk from the UNWTO Headquarters).

In the framework of this session of the Council, the High Level Task Force on Tourism and Security will be held on the morning of 10 May.

Also on 10 May, in the afternoon, a round table will be held on the theme “Sustainable Urban Tourism”.

Immediately after the Council session, on the afternoon of 12 May and the morning of 13 May 2017, the third meeting of the Working Group on the Framework Convention on Tourism Ethics will also be held. The meeting will take place at the UNWTO Headquarters and participation is open to representatives of Member States and Associate Members.

2. Contact information of the organizing committee

UNWTO coordinators	Host country coordinators
<p>Mr. Munir Rayes Chief, Conference Services World Tourism Organization Tel.: +34 91 567 8189 E-mail: conf@unwto.org</p>	<p>Mr. Antonio Nieto Magro Deputy Director-General, Cooperation and Tourism Competitiveness State Secretariat for Tourism – MINETAD Tel.: +34 91 732 64 58 E-mail: sgcooperacionturistica@minetad.es</p>
<p>Ms. Yolanda Sansegundo Conference Services World Tourism Organization Tel.: +34 91 567 8188 E-mail: conf@unwto.org; council@unwto.org</p>	<p>Ms. Ángeles Martínez Minguenza Chief of International Relations State Secretariat for Tourism – MINETAD Tel.: +34 91 732 64 60 E-mail: sgcooperacionturistica@minetad.es</p>



3. Registration for the Council session

Registration for the Council session will open on 9 March and will be carried out online. It will also be possible to register to participate in the meeting of the High Level Task Force on Tourism and Security, the Round Table on “Sustainable Urban Tourism” and the meeting of the Working Group on the Framework Convention on Tourism Ethics.

Participants are requested to complete the registration form, available on the UNWTO website at <http://lmd.unwto.org/event/executive-council-105th-session-madrid-spain-0>, before 20 April 2017.

4. Status of participants

The Government of Spain will make the necessary arrangements to facilitate the arrival, stay and departure of all the participants invited by the Organization. During their stay, the participants will enjoy the privileges and immunities conferred to delegates at events of the UNWTO in Spain, in accordance with the provisions of the Headquarters Agreement of the UNWTO.

5. Entry formalities

The Government of Spain will grant visas to all delegates attending the 105th session of the Executive Council, upon presentation of the letter of invitation to attend the Council session at the corresponding Embassy of Spain, in accordance with Spanish legislation.

Important note: Due to European Union regulations, **NO visas-on-arrival can be issued**. Participants are kindly requested to make the necessary arrangements to obtain their visas beforehand.

Visas will be required for participants from countries whose nationals require a visa to enter Spanish territory. For a detailed list of visa requirements, delegates are requested to visit the following web page: <http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx>

For more information on visas and the list of diplomatic and consular missions of Spain with their respective countries of jurisdiction, as well as on countries whose nationals require a visa or are exempt from such requirement, visit the website of the Ministry of Foreign Affairs and Cooperation, at:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Documents/listapaisesvisado.pdf>

For any enquiries about visas, please contact Ms. Zhanna Yakovleva, Protocol Officer at the UNWTO, zyakovleva@unwto.org.

6. Transfers

The authorities of the host country will provide the delegates with transport service to the social events scheduled in the programme.

7. Accommodation

The Madrid hotels listed below, which are recommended due to their proximity to the venue of the session (5 to 10 minutes' walk), are offering a **limited number of rooms** at special prices for participants in the Council session.

Hotel	Room type	Daily rate (including VAT and breakfast)	Walking distance to the event venue
Meliá Castilla (4*) Calle Capitán Haya, 43 28020 Madrid, Spain Tel.: +34 915675077 reservas.grupos.melia.castilla@melia.com www.melia.com/en/hotels/spain/madrid/melia-castilla/index.html Code: ID 3648773 (no. 1 on the map)	Classic	€159.50	(venue)
Hotel Via Castellana (4*) Paseo de la Castellana, 220 28046 Madrid, Spain Tel.: +34 915674300 reservas@hotelviacastellana.com www.hotelviacastellana.com/ Code: UNWTO (no. 2 on the map)	Double	€95.70	10 min.
Hotel Exe Plaza (4*) Paseo de la Castellana 191 28046, Madrid, Spain Tel.: +34 914531900 reservas@hotelexeplaza.com www.exehotels.com/exe-plaza.html Code: UNWTO (no. 3 on the map)	Double	105.60 €	10 min.
Hotel Senator Castellana (3*) Calle General Varela 37 28020, Madrid, Spain Tel.: + 34 915799738 reservas@playasenator.com www.senatorcastellanahotel.com/ (no. 4 on the map)	Single	97.90 €	5 min.
	Double	114.40 €	



8. Registration and badges

On 10 May, the registration desk will be open at the UNWTO Headquarters from 9:00 to 18:00 and on 11 May, at the Hotel Meliá Castilla from 9:00 to 13:00.

Accreditation badges will be issued at the desk upon completion of registration. Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

9. Submission of credentials and identification papers

With a view to ensuring a smooth verification process, the Member States of the Executive Council are kindly requested to submit their credentials electronically to the Secretariat no later than **2 May 2017**, ten days before the opening of the session.

A scanned copy of the credentials should be sent to Ms. Zhanna Yakovleva, Protocol Officer at the UNWTO: zyakovleva@unwto.org. The originals must be submitted to the Secretary-General at least one day before the opening of the Council session.

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 will be regarded as valid credentials. Only formal letters or faxes bearing the signature of the competent authority are considered valid. (See model credentials letter in Annex.)

Only the duly accredited delegates shall be authorized to exercise the right to vote and to take the floor at the meetings of the Executive Council.

10. Working languages

The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation of the Council discussions will be provided in these five languages.

11. Working documents

Delegates are kindly requested to take note that the working documents will not be distributed on paper at the venue of the event. Therefore, delegates are kindly requested to bring with them copies of the documents they wish to have on paper. All the documents will be posted at the following link: <http://lmd.unwto.org/event/executive-council-105th-session-madrid-spain-0>. Delegates will be notified by e-mail of the posting of the documents.

12. Internet access

An area equipped with several computers with free Internet connection will be reserved and made available to delegates.

13. List of participants

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

The final list of participants will be completed on the basis of the data entered in the registration forms. It will be sent to the participants shortly after the closure of the Council session. It will be also posted on the UNWTO website.

14. Provisional programme

Wednesday, 10 May 2017

- 09:00 – 18:00 **Registration and credentials** (Headquarters)
- 10:00 – 13:00 **Programme and Budget Committee (PBC)** (Headquarters)
- 11:00 – 13:00 **High Level Task Force on Tourism and Security** (Venue: TBC)
- 16:30 – 19:30 **Round Table on Sustainable Urban Tourism** (Venue: Jardines de Cecilio Rodríguez, Retiro Park)

Thursday, 11 May 2017 – Sessions 1 & 2

- 09:00 – 13:00 **Registration** (Meliá Castilla hotel)
- 09:00 – 11:00 **Credentials** (Meliá Castilla hotel)
- 09:30 – 10:00 **Official opening** (Meliá Castilla hotel)
- 10:00 – 13:00 **Morning session** (agenda items 1-4) (Meliá Castilla hotel)
- 13:00 **Group photo for heads of delegation**
- 13:00 – 14:30 Lunch for delegates hosted by Spain at the Meliá Castilla hotel
- 13:00 – 14:30 **Working lunch of the Committee for the Review of Applications for Affiliate Membership** (by invitation)
- 14:30 – 18:00 **Afternoon session** (agenda items 5-8)
- 19:30 Transfer from the main hotels and UNWTO Headquarters for dinner
- 20:30 – 22:00 Dinner at the Prado Museum hosted by Spain (by invitation)
- 22:00 Return to the main hotels

Friday, 12 May 2017 – Session 3

- 09:00 – 13:00 **Morning session** (agenda items 9-13. Agenda item 10 will be addressed in a private meeting) (Meliá Castilla hotel)

- 14:00 – 14:30 Press conference (Meliá Castilla hotel)
- 14:30 – 18:00 **Meeting of the Working Group on the UNWTO Framework Convention on Tourism Ethics**
(Headquarters)

Saturday, 13 May 2017

- 09:00 – 13:00 **Meeting of the Working Group on the UNWTO Framework Convention on Tourism Ethics**
(Headquarters)

15. Practical information

- **Local currency and exchange rates:** The official currency of Spain is the euro (EUR). The exchange rate applicable in February 2017 is approximately 1.07 USD to 1 EUR.
Banks are open Monday to Friday from 8:30 to 14:00. Throughout Madrid there are currency exchange offices, which are clearly marked. There is also a currency exchange service in hotels. The city has numerous ATMs and shops accept major credit cards.
- **Weather:** In May, the average temperature in Madrid can range from 22°C during the day to 10°C at night.
- **Official language:** Spanish
- **Local time in Madrid (summer time):** GMT +2
- **Electricity:** Electric power in Madrid is 220 volts, 50 hertz alternating current. Outlets take plugs with two round pins. In any case, most hotels have adaptors for different plug types. Please make sure that the electrical devices you will be using (computers, mobile phone chargers, electric shavers...) are suitable for this voltage, otherwise, transformers or batteries are advisable.
- **Health requirements and precautions:** No vaccinations are required to enter Spain.
- **Medical services:** Madrid has a good network of health centres (primary care services) and hospitals. The venue of the meeting will have a medical service providing first aid.
- **Local transport rates:** Taxi rides to and from the airport cost between 20 and 30 euros. Fares for local buses are between €1.50 and €2 for a single ride and 10-ride tickets can be purchased for €12.20.

16. Tourist information

Spain

- Tourism information on Spain: <http://www.spain.info/>

Madrid

- Tourism in the Community of Madrid: <http://www.turismomadrid.es/>
- Tourism in the city of Madrid: <http://www.esmadrid.com/es/portal.do>

Annex: 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 delegate to represent it at the 105th session of the Executive Council of the World Tourism Organization, to be held from 10 to 12 May 2017, in Madrid, Spain:

Delegate: (name and full title)

[Alternate(s)⁴]: (name and full title)

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

Name, full title and signature

¹ It should be pointed out that 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 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.

⁴ Rule 31 of the Rules of Procedure of the Executive Council stipulates: "The delegation of each Full Member of the Council shall consist of one delegate, who may be accompanied by one or more advisers entitled to act as alternates."