



Executive Council

108th session
San Sebastián, Spain, 23-25 May 2018

CE/108/Note Inf. 2 rev.1
Madrid, 18 May 2018
Original: Spanish

Information Note 2

1. Registration and badges

The registration desk where participants can collect their badges will be located in the Kursaal Congress Centre.

On 23 May, from 9 a.m. to 6 p.m., the desk will be located next to the entrance of Room 10, where the meeting of the Programme and Budget Committee will take place. On 24 May, from 8 a.m. to 1 p.m., it will be located at the main entrance of the Kursaal Congress Centre.

Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

2. 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. A scanned copy of the credentials should be sent to Ms. Zhanna Yakovleva, Chief of Cabinet 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. The originals may be submitted at the registration desk.

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.



3. Reception at the airport and transfers

The authorities of the host country will organize a reception service for participants at the San Sebastián airport and the Bilbao airport.

From 22 to 26 May, participants will be provided with a free shuttle service upon arrival and departure between the San Sebastián and Bilbao airports and the main hotels¹. To avail of this service, arrival and departure information must be provided when completing the online registration form.

4. Thematic discussion: “Tourism and the digital transformation”

On the morning of May 25, a thematic discussion on “Tourism and the digital transformation” will be held from 10 a.m. to 12 noon. It will feature keynote speakers representing various stakeholders of the global innovation and entrepreneurship ecosystem, such as government, academia, corporations and entrepreneurs.

Participants will then have an opportunity to discuss the current challenges and opportunities arising from the digitalization and innovation processes of the sector. The main topics to be covered include jobs of the future, digital skills gap, access to finance for entrepreneurs, and the use of Big Data to develop sustainable tourism, among others.

Full details of the thematic discussion are in document CE/108/9 rev.1.

5. Provisional programme

The meeting of the Programme and Budget Committee (PBC) and the meetings of the Council will take place at the Kursaal Congress Centre and Auditorium.

Wednesday, 23 May 2018

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| 09:00 – 18:00 | Registration and Credentials at the entrance of Room 10 |
| 15:00 – 17:30 | Programme and Budget Committee (PBC) (Room 10) |
| 19:00 | Transfer from the main hotels for the opening ceremony |
| 19:30 – 21:30 | Opening ceremony and welcome reception at Tabakalera, the International Centre for Contemporary Culture (Dress code: smart casual) |
| 21:30 | Return to the main hotels |

Thursday, 24 May 2018 – Sessions 1 & 2

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| 07:50 | Transfer from the main hotels for the opening ceremony |
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¹ The shuttle service will operate only to the hotels listed in the Info Note 1.

- 08:00 – 13:00 **Registration** at the main entrance of the Kursaal Congress Center
- 08:00 – 08:45 **Credentials** at the main entrance of the Kursaal Congress Center
- 09:00 – 13:00 **Official Opening followed by morning session** (agenda items 1-5)
Group photo for heads of delegation
- 13:00 – 13:30 **Committee for the Review of Applications for Affiliate Membership** (by invitation)
- 13:15 – 13:45 **Press conference** (Room 4)
- 13:15 – 15:00 Lunch (Banquet Hall)
- 15:00 – 18:00 **Afternoon session** (agenda items 6-8)
- 18:00 Departure from the Kursaal Congress Center to the main hotels
- 19:30 Departure from the main hotels for a cocktail dinner
- 20:00 – 22:00 **Cocktail dinner** at the Miramar Palace (Dress code: smart casual)
- 22:00 Return to the main hotels

Friday, 25 May 2018 –Session 3

- 08:45 Transfer from the main hotels to the Kursaal Congress Center
- 09:30 – 13:00 **Morning session** (agenda items 9-11)
- 13:00 Refreshments
- 13:30 Transfer from the Kursaal Congress Center to San Sebastián and Bilbao airports
- 13:45 Transfer from the Kursaal Congress Center to the main hotels

Programme for accompanying persons

Wednesday, 23 May 2018

- 10:15 Group meeting point at the Ni Neu restaurant at the Kursaal
- 10:30 Route of unique shops and boutiques with a personal shopper
- 13:00 “Pintxos” route
- 15:30 Cocktail at the Hotel María Cristina

Thursday, 24 May 2018

- 09:15 Bus departure from the Kursaal to Getaria (30 minute trip)
- 10:00 Visit to Conservas del Cantábrico Maisor
- 10:30 Walk through the Old Town of Getaria to the Cristóbal Balenciaga museum
- 12:30 Visit to the Gaintza winery
- 13:30 Return to San Sebastián

Friday, 25 May 2018

10:00-15:00 Visit to La Bretxa market and preparation of typical dishes with several chefs at the Hotel María Cristina.

6. 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-108th-session>.

7. Environmental sustainability at the Executive Council

The World Tourism Organization and the host institutions (the Government of Spain and the Department of Tourism, Trade and Consumption of the Basque Government), share a commitment to sustainability and therefore, the 108th session of the UNWTO Council Executive will see the implementation a series of measures aimed at mitigating those aspects that may have a negative impact on the environment.

The event complies with the requirements of the Erronka Garbia certificate (meaning “Clean Challenge” in the Basque language), which is issued by the Department of Environment, Territorial Planning and Housing of the Basque Government. The aim is to design and organize this event in accordance with environmental sustainability criteria, while leveraging the joint participation of organizers, suppliers and attendees in order to raise awareness and encourage more environmentally friendly behaviour in terms of the holding of the Council session and future events.

Taking into account the main action areas that are involved in the holding of the event (mobility, procurement, infrastructure/facilities, water, energy, waste and communication), the following measures will be implemented:

Mobility: The main venue of the event is the Kursaal Congress Centre and Auditorium, a facility that is centrally located in the capital of Guipúzcoa province, and is easily accessible by mass public transport. In addition, participants will be given a free travel card valid for the use of public transport during the days of the event.

Procurement: A plan for covering the requirements of the event has been established with the objective of avoiding over-purchasing, in order to reduce waste at the source. The use of recyclable and/or biodegradable materials will be prioritized. At the same time, the production and use of printed material will be reduced and handbooks on best environmental practices will be distributed to suppliers to ensure the proper participation of all the actors involved.

Infrastructure/facilities: The event takes advantage of already existing infrastructure and facilities, and the use of disposable and temporary materials will be minimized. In addition, sustainable criteria will be applied in the design, assembly and disassembly of the facilities.

Water and energy: The venues are equipped with LED lighting systems. Water and energy consumption data will be recorded during the 3 days of the event.

Waste: The Kursaal, the main venue of the event, has UNE-EN ISO 14001:2004 certification, accrediting its commitment to the rational use of resources and optimal waste management.

Communication: In addition to the best practices handbook that will be distributed to suppliers, a communication plan will be carried out through the official website and social networks. Likewise, an effort will be made to optimize the use of available digital and electronic resources to communicate and raise awareness about the criteria and keys for sustainable participation during the event.

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 108th session of the Executive Council of the World Tourism Organization, to be held from 23 to 25 May 2018, in San Sebastián, 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."