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Report of the Secretary-General

Part II: Administrative and statutory matters

(a) Financial report of the Organization for 2018

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I. Budgetary performance of the Regular Budget at 31 March 2018

A. Introduction

1. The Regular Budget is financed from assessed contributions from Members¹ and budgetary allocations. The Regular Budget of the Organization covering the two-year budget period 2018-2019 (A/22/10(II)) was approved by the General Assembly (A/RES/688(XXII)) at EUR 27,603,000 broken down by the 2018 and 2019 annual budgets which amounted to EUR 13,609,000 and 13,994,000 respectively.

2. In accordance with UNWTO Financial Regulation (FR) 14.7, the Secretary-General issues an interim financial statement to the Executive Council twice each year.

3. Table 1 below establishes a comparison between: (a) the approved income and appropriations for the year 2018 (approved income/original budget column), (b) an estimate of income receivable and consistent expenditure limits for the year 2018 as at 31 March 2018 (plan of income and expenditure column), and (c) the budgetary cash balance at 31 March 2018 based on cash received to date and actual expenditures to date and commitments to 31 December 2018 (budgetary cash balance column).

Table 1 - Comparison of budget, plan of income and expenditure and budgetary cash balance - Regular Budget at 31 March 2018

Euros

	Approved income / Original budget ¹	Plan of income and expenditure	Budgetary cash balance (cash-in less expenditure)
Budgetary difference	0.00	0.00	-2,347,991.08
<i>Budgetary income</i>	<i>13,609,000.00</i>	<i>12,113,000.00</i>	<i>8,206,061.82</i>
Contributions from Full and Associate Members	12,623,000.00	10,000,000.00	6,445,446.88
Full Members	12,414,000.00	0.00	6,261,192.88
Associate Members	209,000.00	0.00	184,254.00
Other income sources	986,000.00	763,000.00	640,015.94
Allocation from Publication store Accumulated Surplus	333,000.00	333,000.00	333,000.00
Affiliate Members	653,000.00	430,000.00	307,015.94
Arrear contributions	0.00	1,350,000.00	1,120,599.00
<i>Budgetary expenditure</i>	<i>13,609,000.00</i>	<i>12,113,000.00</i>	<i>10,554,052.90</i>

Remarks:

¹ Before transfers. In accordance to Programmes structure and appropriations approved originally by A/RES/688(XXII) of document A/22/10(II) and the Secretary-General proposal of structure modification.

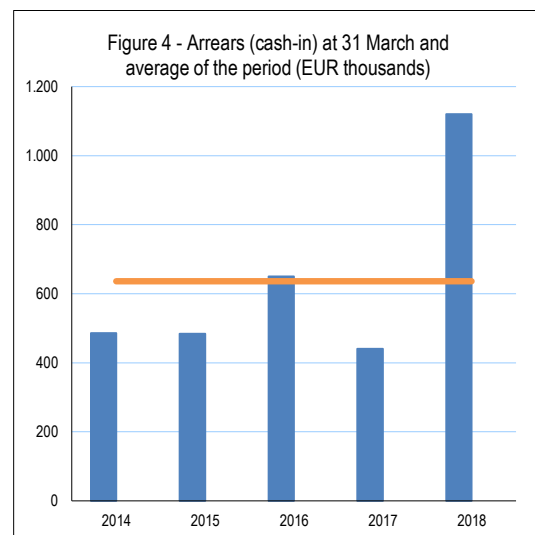
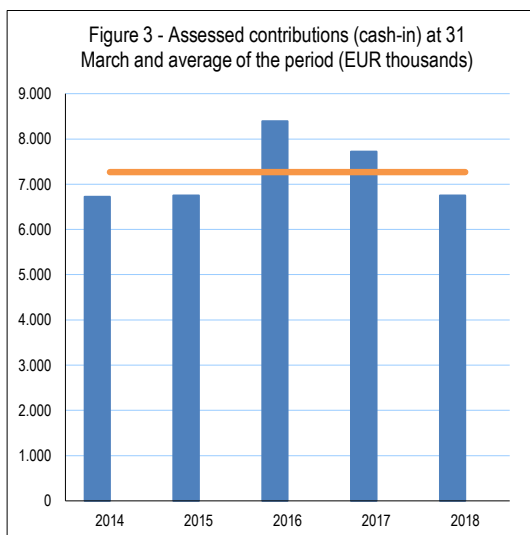
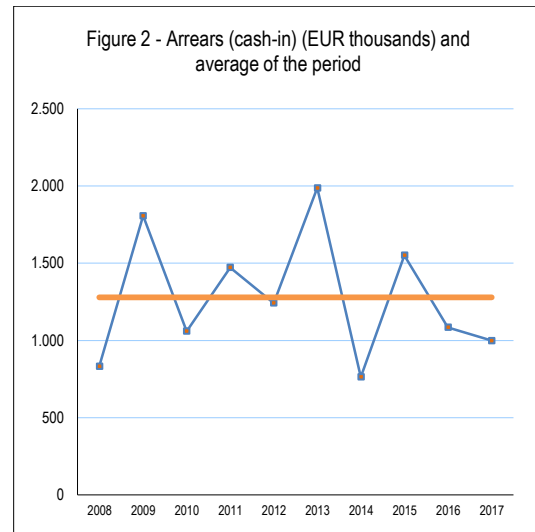
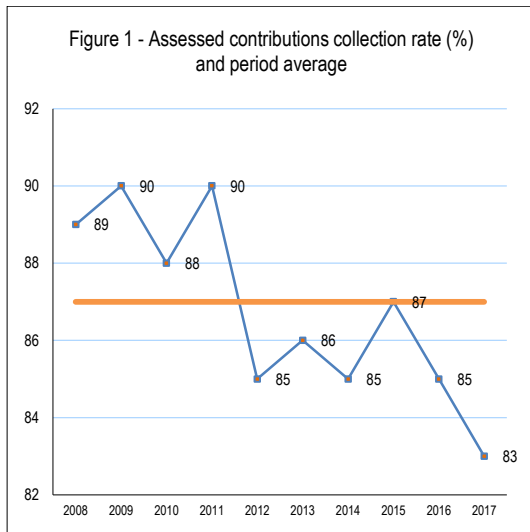
B. Plan of income and expenditure for 2018

4. In accordance with UNWTO Detailed Financial Rule (DFR) III.4 and in line with the practice in previous years, the Secretary-General prepares a plan of income and expenditure in light of: (a) the approved appropriations and forecast income, (b) the experience of previous financial years, and (c) the recommendation of the General Assembly at its 22nd session that care be taken to ensure that the programme of work and budget is executed according to the amounts collected (A/RES/688(XXII)). The plan of income and expenditure shows the forecast of budgetary income receivable, the proposed level of budgetary expenditure and the forecast of budgetary result for the financial year 2018.

¹ UNWTO Financial Regulation (FR) 6

5. This section shows the plan of income and expenditure prepared by the Secretary-General at 31 March 2018.

Budgetary income



6. Budgetary income from contributions assessed from Full, Associate and Affiliate Members to be received in the current financial year has been estimated at EUR 10,430,000, i.e., 78 per cent of total assessed contributions. This estimate is based on the average percentage of contributions received in the past five years (85%) and the decrease on the percentage of collection of assessed contributions in the years 2017/2016 (-2.4%) and 2017/2015 (-4.8%), brought up to date using information on income actually received as of 31 March 2018.

7. The level of contributions receipts from Full, Associate and Affiliate Members at 31 March 2018 (EUR 6,752,463) represents 65% of the estimate plan of income. This percentage is lower than that in previous two years (67% in 2017 and 74% in 2016) but higher than in 2015 and 2014 (61% in 2015 and 63% in 2014) and is below the average level of collection of the past five years (i.e., EUR 7,268,015).

8. The budgetary allocation from the Publications store accumulated surplus has been maintained at the level approved by the General Assembly (EUR 333,000), so the budgetary income estimated for the financial year and its implementation stand for 100%.

9. As for budgetary income from arrear contributions, it has been estimated that an amount of around EUR 1,350,000 will be received during 2018 based on the average level of collection of the past ten years (i.e., EUR 1,279,888), brought up to date using information on income actually received as of 31 March 2018 and taking into account collection of arrears during non-General Assembly years.

10. The amount of arrears collected to 31 March 2018 (EUR 1,120,599) represents 83% of the estimated income. This percentage is rather higher than in the previous year (28% in 2017, 54% in 2016 and 32% in both 2015 and 2014) and is also above the average level of collection of the past five years (i.e., EUR 636,156). Despite the Secretariat's best efforts and the good intentions of the Members with arrears, some Members are not yet in a position to make a firm commitment to repay their contribution arrears or to adopt a suitable payment plan. The Secretariat will persist in its policy of encouraging those Members that are in arrears with their contributions to present proposals for the payment of their arrears at least in instalments.

11. All in all, budgetary income for the year 2018 has been estimated at EUR 12,113,000. The income received to date represents 68% of the estimated plan of income which is a higher percentage than that in 2017 (63%), 2015 (59%) and 2014 (62%) but lower than that in 2016 (76%).

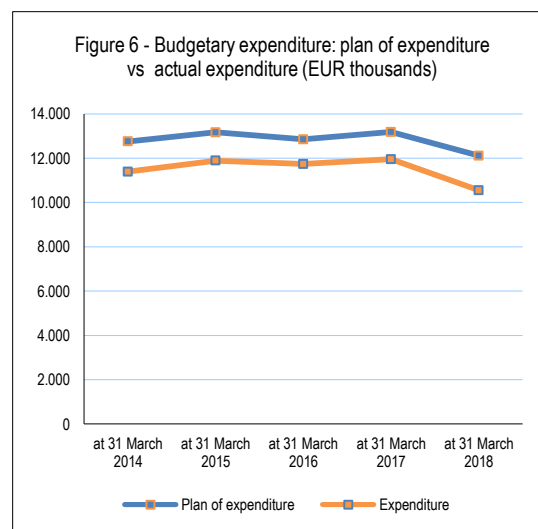
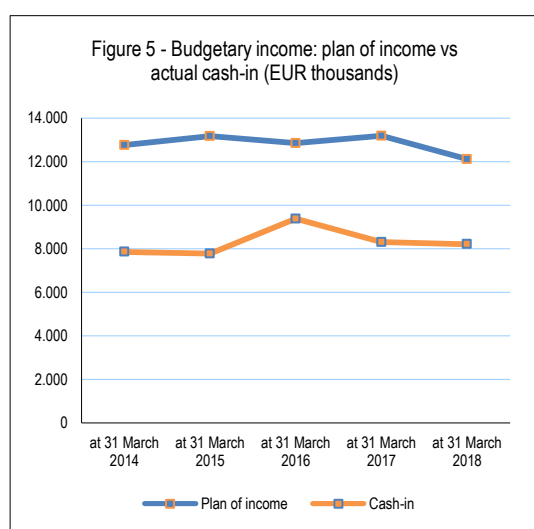
Budgetary expenditure and budgetary difference

12. Budgetary expenditures in this financial year have been initially planned to be EUR 12,113,000 which corresponds to the estimated income and amounts to 89% of the approved appropriations.

13. The budgetary expenditure to date represents 87% of the estimated plan of expenditure for the current year, a lower percentage to those in previous years at 31 March (91% in both 2017 and 2016, 90% in 2015 and 89% in 2014). For non-staff costs, the implementation level stays at 69% at 31 March 2018, a percentage that is similar to that in 2017 (67%) and 2016 (71%) at the same date. As for staff costs, the implementation level amounts to 94%, a percentage lower than in 2017 and 2016 (100% and 99% respectively). It should be noted that budgetary expenditures to date include budgetary and legal commitments up to the end of the year.

14. Through these adjustments, the budgetary income and expenditure for the financial year are expected to be in balance.

C. Budgetary result of the Regular Budget at 31 March 2018



15. This section analysis the status of the budgetary result (cash balance) of the Regular Budget at 31 March 2018 based on cash received to date and actual expenditures to date and commitments to 31 December 2018.

Budgetary income (cash-in)

16. The total budgetary income received (cash-in) amounts to EUR 8,206,062, including the Members' arrears received during the period ended 31 March 2018. The income received to date represents 60% of the approved budgetary income.

17. The level of contribution receipts for the current year from Full, Associate and Affiliate Members amounts to EUR 6,752,463 which represents 51% of the assessed contributions receivable of this year (i.e., EUR 13,311,529), the lowest percentage in the last four years (59%, 64% and 52% at 31 March 2017, 2016 and 2015 respectively).

18. Arrear contributions received to date (EUR 1,120,599) are rather above those received in the previous four years at 31 March (EUR 440,310 in 2017, EUR 650,176 in 2016, EUR 483,880 in 2015 and EUR 485,813 in 2014).

Budgetary expenditure

19. The budgetary expenditure amount to EUR 10,554,053 which includes accrued expenses and reconciling items up to 31 March 2018 (EUR 2,803,296) and commitments up to 31 December 2018 (EUR 7,750,757). For non-staff costs, budgetary and legal commitments up to 31 December 2018 amount to 68% (78% in 2017) and accrued expenses and reconciling items up to 31 March 2018 to 32% (22% in 2017). As for staff costs, the amount paid in the form of salaries during the first three months of the year amounts to EUR 2,038,711, amount slightly lower than the previous three years (i.e., EUR 2,208,815 in 2017, EUR 2,197,746 in 2016 and EUR 2,238,000 in 2015) representing 25% (23% in 2017) and budgetary commitments up to 31 December 2018 represent 75% (78% in 2017).

Budgetary result (cash balance)

20. At 31 March 2018, the budgetary cash balance (total budgetary income received (cash-in) less budgetary expenditure) may result in a cash deficit of EUR -2,347,991 (EUR -3,649,210 in 2017 and EUR 2,359,843 in 2016). Presently, on the basis of actual budgetary expenditures to date, there is a treasury surplus of EUR 5,402,765 (EUR 5,561,361 in 2017 and EUR 6,587,649 in 2016).

21. The budgetary cash balance is dependent on the timing of the payment of assessed contributions by Members. The Organization's ability to meet its short-term obligations and comply with the programme of work could be impacted if delays are encountered in the collection of Members' contributions. Paragraph 12 of the Financing Rules attached to the Statutes stipulates that "The Members of the Organization shall pay their contribution in the first month of the financial year for which it is due..."

22. In compliance with the above rule, at 31 January 2018 contributions received from Members totalled EUR 3,278,564 (EUR 3,796,276 in 2017) representing 25% of the total amount receivable for 2018 Members' contributions (i.e., EUR 13,311,529), compared with 29% in 2017, 32% in 2016 and 28% in 2015, and 25% of the budgeted contributions approved for 2018 (i.e., EUR 13,276,000), compared with 28% in 2017, 31% in 2016 and 27 % in 2015.

23. Annex I to this document on assessed contributions at 31 March 2018 contains a statement of contributions due by Members at 31 March 2018 and arrear contributions received from Members for the period ended 31 March 2018.

II. Voluntary contributions, in-kind donations and Initiative projects at 31 March 2018

24. Voluntary contributions, in-kind donations and unused balances on completion of voluntary contributions projects (Initiative projects) serve to diversify the sources of financing UNWTO activities in support of the aims of the Organization and augment the necessary resources.

A. Voluntary contributions

25. Total voluntary contributions received (cash-in) for the period to 31 March 2018 amount to EUR 405,735, a lower amount compared to the voluntary contributions received for the same period in 2017 and 2016 (i.e., EUR 610,470 and EUR 1,239,133 respectively).

26. The top five donors for this period have been the Republic of Korea, China Chamber of Tourism, UNDP, Qatar Tourism Authority and Secretariat for Economic Affairs of the Swiss Confederation. The analysis by project shows that the projects which have received higher voluntary contributions this period are UNWTO Awards for Excellence and Innovation in Tourism, Asia Activity Fund, Study on Buddhist Tourism in Asia and Pacific, "Formulation d'une Stratégie de marketing et de promotion de l'image de l'Algérie" and Implementation of the New Tourism Strategy and Action Plan in Qatar.

27. Annex III on Voluntary contributions for the period ended 31 March 2018 shows a list of voluntary contributions received (cash-in) by donor and project.

B. In-kind contributions

28. The Organization also receives in-kind contributions in the form of travel and use of conference facilities. For the period to 31 March 2018 these donations amount to EUR 205,761 (EUR 50,825 in 2017 and EUR 156,207 in 2016). For travel, the main donors for this period have been Ministerio de Turismo de Argentina, Yamagata Prefecture (Japan) and Ministry of Tourism and Sports of Thailand, while for the use of conference facilities, the main donor has been Yamagata Prefecture (Japan), Madison MK (TELECYL S.A.) (Spain), Ghana. Annex IV on In-kind donations for the period ended 31 March 2018 shows a list of in-kind contributions received per type and by donor.

C. Initiative projects

29. On completion of voluntary contributions project activities, unused balances remain at UNWTO for related activities unless otherwise agreed with the Donor. The Secretary-General has decided to conduct a thorough analysis of the Initiative Projects and their results since their creation in order to report to the Executive Council, including any proposed policy on unused funds of voluntary contributions that might be advisable in order to strengthen the resources of the Organization while improving internal governance and transparency vis-à-vis Donors and Member States.

30. Annex V on Initiative projects at 31 March shows a summary of these projects' movements since their creation. The list will be revised as appropriate in the report to be prepared by the Secretary-General.

III. Staff costs

31. By virtue of Article 16 of the “Agreement between the United Nations and the World Tourism Organization” adopted on 23 December 2003, UNWTO agreed to accept the Statute of the United Nations International Civil Service Commission (ICSC) and to develop with the United Nations uniform standards of international employment.

32. The remuneration of staff in the Professional and higher categories consists of a base salary and a post adjustment. The base salary scale is periodically published and updated by the ICSC. The post adjustment is an amount paid in addition to base salary which ensures that no matter where United Nations system staff work, their remuneration has a purchasing power equivalent to that at the base of the system, i.e., New York. The post adjustment index is monthly published by the ICSC reflecting the evolution of the cost of living and is normally updated every five years following the ICSC methodology based on place-to-place salary surveys.

33. During October 2016, a place-to-place salary survey was conducted for Madrid, where UNWTO's Headquarters is located and which is the duty station of all staff except for one in the Professional and higher categories. The outcome of the survey was a decrease of 5.9 points in the Madrid post adjustment effective 1 August 2017. For a period of six months from 1 August 2017, the ICSC applied a transitional measure, a Personal Transition Allowance (PTA), which approximately compensated the decrease in the post adjustment. From 1 February 2018, net take-home salary of staff members in the Professional and higher categories based in Madrid underwent a loss of approximately 3%.

34. Following the United Nations General Assembly resolution A/RES/72/255, the salary scale for staff in the Professional and higher categories was revised on a “no loss, no gain” basis and without impact on the levels of pensionable remuneration effective 1 January 2018.

35. The remuneration of staff in the General Service category is based on a salary scale published by the ICSC and is updated on the basis of the 90% of the Madrid consumer price index (CPI) movement from the latest increase if such movement is positive following the ICSC methodology. The salary scale for staff in the General Service category was revised effective 1 October 2017 and will be updated effective 1 October 2018. At the date of this report this percentage is not yet known.

IV. Proposed amendments to the Detailed Financial Rules Annex I - Travel guidelines

36. The present report includes the proposed amendments to the UNWTO Detailed Financial Rules (DFR) Annex I on Travel guidelines as shown in Annex VI to this document to bring them more into line with the UN travel policies used as benchmark by the UN system and to align them with UNWTO current structure and practices. The UN Joint Inspection Unit (JIU) report (JIU/REP/2017/3) on “Review of air travel policies in the United Nations system: Achieving efficiency gains and cost savings and enhancing harmonization” and the documentation produced by the UN Inter-agency Travel Network (IATN) on main travel policies with the UN system have been used as the rationale for the said proposed amendments.

37. Under regulation 13(1)(a) of the FR of the Organization, approval of the DFR is under the authority of the Secretary-General in consultation with the Executive Council. The amendments will enter into force upon approval of the 108th session of the Executive Council.

V. Action by the Executive Council

DRAFT DECISION²

The Executive Council,

Having examined the Financial report of the Organization for 2018 (document CE/108/7(a)),

1. *Takes note* of the plan of income and expenditure for the financial year 2018 presented by the Secretary-General at 31 March 2018 with budgetary income and expenditure estimated at EUR 12,113,000 each;
2. *Takes note* of the level of collection of assessed contributions from Members for financial year 2018 as of 31 March 2018 amounting to EUR 6,752,463, and also of the collection of contributions in arrears, amounting to EUR 1,120,599;
3. *Urges* Members that have not yet complied with their financial obligations to take the necessary steps to pay their contributions for 2018 thereby averting delays that could hamper programme execution;
4. *Takes note with appreciation* of the voluntary contributions and in-kind contributions, and welcomes the proposal of the Secretary-General to submit a report to the Executive Council on the Initiative projects and unused funds from voluntary contributions with a view to diversifying the sources of financing of UNWTO activities in support of the aims of the Organization while improving internal governance and transparency;
5. *Takes note* of the salary scales approved by the United Nations and applied by the Secretary-General in accordance with Staff Rule 33(1) as follows:
 - (a) the outcome of the October 2016 place-to-place salary survey to revise the Madrid post-adjustment for staff in the Professional and higher categories effective 1 August 2017 and the application of a Personal Transition Allowance for period of six months from 1 August 2017 and the corresponding ones for Geneva,
 - (b) the revised salary scale for staff in the Professional and higher categories effective 1 January 2018, and
 - (c) the updated salary scale for staff in the General Service (GS) category effective 1 October 2017; and
6. *Approves* the amendments to the Detailed Financial Rules Annex I - Travel guidelines, as proposed in Annex VI of document CE/108/7(a), which will come into force after the 108th session of the Executive Council.

² This is a draft decision. For the final decision adopted by the Council, please refer to the Decisions document issued at the end of the session.

Annex I: Assessed contributions at 31 March 2018

A. Statement of contributions due by Members at 31 March 2018

Statement of contributions due to the General Fund
at 31 March 2018

Euros

Members	Years	Arrear	Current year	Total
Total		16,764,962.48	6,873,646.70	23,638,609.18
<i>Full Members</i>		14,945,002.95	6,196,111.12	21,141,114.07
<i>Budgetary contributions</i>		14,945,002.95	6,153,265.12	21,098,268.07
Afghanistan	81-87, 89-08, 10, 12, 14, 18	703,988.77	26,779.00	730,767.77
Albania	18	0.00	49,541.00	49,541.00
Algeria		0.00	0.00	0.00
Andorra	18	0.00	48,201.00	48,201.00
Angola	18	0.00	43,654.00	43,654.00
Argentina		0.00	0.00	0.00
Armenia	18	0.00	34,544.00	34,544.00
Austria		0.00	0.00	0.00
Azerbaijan	18	0.00	43,654.00	43,654.00
Bahamas		0.00	0.00	0.00
Bahrain	79-84, 02, 10	297,226.05	0.00	297,226.05
Bangladesh	18	0.00	34,544.00	34,544.00
Barbados	18	0.00	32,134.00	32,134.00
Belarus		0.00	0.00	0.00
Benin	18	0.00	26,779.00	26,779.00
Bhutan		0.00	0.00	0.00
Bolivia	81-87, 89-98, 18	416,180.57	32,134.00	448,314.57
Bosnia and Herzegovina	18	0.00	48,201.00	48,201.00
Botswana	18	0.00	53,558.00	53,558.00
Brazil	18	0.00	276,476.00	276,476.00
Brunei Darussalam		0.00	0.00	0.00
Bulgaria		0.00	0.00	0.00
Burkina Faso	12, 16-18	78,401.00	26,779.00	105,180.00
Burundi	77-07, 11-13, 15-18	786,702.78	26,779.00	813,481.78
Cabo Verde		0.00	0.00	0.00
Cambodia	82-92, 18	270,225.39	34,544.00	304,769.39
Cameroon	17-18	23,758.33	32,134.00	55,892.33
Central African Republic	07-18	253,685.20	26,779.00	280,464.20
Chad	12-18	156,563.56	26,779.00	183,342.56
Chile	18	0.00	107,114.00	107,114.00
China	18	0.00	342,766.00	342,766.00
Colombia	18	0.00	69,760.47	69,760.47
Congo	16-18	32,576.38	32,134.00	64,710.38
Costa Rica		0.00	0.00	0.00
Croatia		0.00	0.00	0.00
Cuba		0.00	0.00	0.00
Cyprus		0.00	0.00	0.00
Czech Republic	18	0.00	160,671.00	160,671.00
Côte d'Ivoire	17-18	7,887.85	26,779.00	34,666.85
Democratic People's Republic of Korea	17-18	26,779.00	26,779.00	53,558.00
Democratic Republic of the Congo	98-00, 02-06, 08-12, 16-18	312,954.26	26,779.00	339,733.26
Djibouti	03-18	331,054.00	24,101.00	355,155.00

Members	Years	Arrear	Current year	Total
Dominican Republic	18	0.00	64,269.00	64,269.00
Ecuador	16	1,568.84	0.00	1,568.84
Egypt	18	0.00	118,898.00	118,898.00
El Salvador	18	0.00	48,093.36	48,093.36
Equatorial Guinea	13-15, 17-18	114,874.00	36,180.00	151,054.00
Eritrea	18	0.00	26,779.00	26,779.00
Ethiopia	17-18	26,779.00	28,787.00	55,566.00
Fiji		0.00	0.00	0.00
France		0.00	0.00	0.00
Gabon	15-18	160,311.56	53,558.00	213,869.56
Gambia	97-05, 08-10, 13, 18	262,709.33	26,779.00	289,488.33
Georgia		0.00	0.00	0.00
Germany		0.00	0.00	0.00
Ghana	15-18	66,402.00	32,134.00	98,536.00
Greece	18	0.00	203,518.00	203,518.00
Guatemala	18	0.00	48,201.00	48,201.00
Guinea	96, 98-00, 07-09, 14-18	239,286.01	26,779.00	266,065.01
Guinea-Bissau	92-96, 99-18	530,363.55	26,779.00	557,142.55
Haiti	18	0.00	596.67	596.67
Honduras	18	0.00	32,134.00	32,134.00
Hungary		0.00	0.00	0.00
India		0.00	0.00	0.00
Indonesia		0.00	0.00	0.00
Iran, Islamic Republic of	15, 17-18	87,484.00	87,308.00	174,792.00
Iraq	91-06, 12, 18	1,750,627.70	43,654.00	1,794,281.70
Israel		0.00	0.00	0.00
Italy		0.00	0.00	0.00
Jamaica		0.00	0.00	0.00
Japan	18	0.00	342,766.00	342,766.00
Jordan		0.00	0.00	0.00
Kazakhstan	18	0.00	69,088.00	69,088.00
Kenya	16	465.79	0.00	465.79
Kuwait	98, 18	34,309.21	160,671.00	194,980.21
Kyrgyzstan	97-10, 12-15	425,368.71	0.00	425,368.71
Lao People's Democratic Republic	90-95, 04, 18	140,252.53	26,779.00	167,031.53
Lebanon	17-18	107,114.00	99,080.00	206,194.00
Lesotho	18	0.00	26,779.00	26,779.00
Liberia	12-18	156,570.00	26,779.00	183,349.00
Libya	14-18	227,322.00	64,269.00	291,591.00
Lithuania		0.00	0.00	0.00
Madagascar	16-18	43,909.26	26,779.00	70,688.26
Malawi	11-18	179,344.99	26,779.00	206,123.99
Malaysia		0.00	0.00	0.00
Maldives		0.00	0.00	0.00
Mali	18	0.00	26,779.00	26,779.00
Malta		0.00	0.00	0.00
Mauritania	78-05, 15-18	709,963.16	26,779.00	736,742.16
Mauritius		0.00	0.00	0.00
Mexico		0.00	0.00	0.00
Monaco		0.00	0.00	0.00
Mongolia	16-18	43,814.00	32,134.00	75,948.00
Montenegro	18	0.00	32,134.00	32,134.00

Members	Years	Arrear	Current year	Total
Morocco	18	0.00	72,838.00	72,838.00
Mozambique	17-18	26,779.00	26,779.00	53,558.00
Myanmar	18	0.00	28,787.00	28,787.00
Namibia	08	44,358.00	0.00	44,358.00
Nepal	17-18	24,361.55	26,779.00	51,140.55
Netherlands		0.00	0.00	0.00
Nicaragua	02, 08-09	51,309.04	0.00	51,309.04
Niger	83-87, 90-07, 10-11, 14-18	680,132.81	26,779.00	706,911.81
Nigeria	15-18	80,907.74	43,654.00	124,561.74
Oman	18	0.00	78,301.00	78,301.00
Pakistan	15-18	7,506.26	43,654.00	51,160.26
Panama	18	0.00	57,575.00	57,575.00
Papua New Guinea	08-16, 18	223,396.00	26,779.00	250,175.00
Paraguay	18	0.00	930.97	930.97
Peru	15, 17-18	9,409.78	69,088.00	78,497.78
Philippines	18	0.00	72,838.00	72,838.00
Poland		0.00	0.00	0.00
Portugal		0.00	0.00	0.00
Qatar		0.00	0.00	0.00
Republic of Korea		0.00	0.00	0.00
Republic of Moldova		0.00	0.00	0.00
Romania		0.00	0.00	0.00
Russian Federation		0.00	0.00	0.00
Rwanda	12, 15-18	82,860.04	26,779.00	109,639.04
Samoa		0.00	0.00	0.00
San Marino		0.00	0.00	0.00
Sao Tome and Principe	86-14, 18	594,813.65	16,067.00	610,880.65
Saudi Arabia	03	101,628.00	0.00	101,628.00
Senegal	15, 17-18	30,014.46	29,724.00	59,738.46
Serbia		0.00	0.00	0.00
Seychelles		0.00	0.00	0.00
Sierra Leone	80-00, 03-18	824,927.12	26,779.00	851,706.12
Slovakia		0.00	0.00	0.00
Slovenia		0.00	0.00	0.00
South Africa	18	0.00	160,671.00	160,671.00
Spain	18	0.00	342,766.00	342,766.00
Sri Lanka		0.00	0.00	0.00
Sudan	89-03, 06-08, 13-14, 18	455,898.18	32,134.00	488,032.18
Swaziland	18	0.00	32,134.00	32,134.00
Switzerland		0.00	0.00	0.00
Syrian Arab Republic	12-18	375,760.00	59,448.00	435,208.00
Tajikistan	18	0.00	26,779.00	26,779.00
Thailand	18	0.00	172,721.00	172,721.00
The former Yugoslav Republic of Macedo		0.00	0.00	0.00
Timor-Leste	15-18	28,202.70	28,787.00	56,989.70
Togo	05-06, 17-18	66,752.83	26,779.00	93,531.83
Trinidad and Tobago		0.00	0.00	0.00
Tunisia	18	0.00	59,448.00	59,448.00
Turkey	18	0.00	214,229.00	214,229.00
Turkmenistan	95-98, 00-12, 16-18	582,449.40	43,654.00	626,103.40
Uganda	96-00, 02-04, 10-12, 15-18	301,491.05	32,134.00	333,625.05
Ukraine	18	0.00	72,838.00	72,838.00

Members	Years	Arrear	Current year	Total
United Arab Emirates	81-87, 18	518,247.76	203,518.00	721,765.76
United Republic of Tanzania	13-18	154,938.31	32,134.00	187,072.31
Uruguay	02-03, 18	103,577.22	69,088.00	172,665.22
Uzbekistan	18	0.00	28,787.00	28,787.00
Vanuatu	10-18	164,998.00	23,029.00	188,027.00
Venezuela	16, 18	10,400.27	98,949.00	109,349.27
Viet Nam		0.00	0.00	0.00
Yemen	79-89, 95, 14-18	353,742.45	32,134.00	385,876.45
Zambia	14, 17-18	39,318.55	28,787.00	68,105.55
Zimbabwe	18	0.00	25,267.65	25,267.65
<i>Extrabudgetary contributions</i>		<i>0.00</i>	<i>42,846.00</i>	<i>42,846.00</i>
Comoros	18	0.00	16,067.00	16,067.00
Somalia	18	0.00	26,779.00	26,779.00
<i>Associate Member</i>		<i>0.00</i>	<i>24,351.00</i>	<i>24,351.00</i>
<i>Budgetary contributions</i>		<i>0.00</i>	<i>24,351.00</i>	<i>24,351.00</i>
Aruba	18	0.00	250.00	250.00
Flemish Community of Belgium		0.00	0.00	0.00
Hong Kong, China		0.00	0.00	0.00
Macao, China		0.00	0.00	0.00
Madeira		0.00	0.00	0.00
Puerto Rico	18	0.00	24,101.00	24,101.00
<i>Affiliate Member</i>		<i>815,477.50</i>	<i>652,184.58</i>	<i>1,467,662.08</i>
<i>Former Full Member</i>		<i>918,478.93</i>	<i>0.00</i>	<i>918,478.93</i>
<i>Former Associate Member</i>		<i>1,947.90</i>	<i>0.00</i>	<i>1,947.90</i>
<i>Former Affiliate Member</i>		<i>84,055.20</i>	<i>1,000.00</i>	<i>85,055.20</i>

Remarks:

Full Members	Financial year start month
Bangladesh	July
Botswana	April
Colombia	May
Egypt	July
Gabon	June
Gambia	July
Indonesia	April
Iran, Islamic Republic of	March
Japan	April
Lesotho	April
Malawi	June
Mauritius	July
Pakistan	July
South Africa	April
Turkey	March
Uganda	July
United Republic of Tanzania	July

B. Arrear contributions received from Members for the period ended 31 March 2018**Arrear contributions received from Members
for the period ended 31 March 2018**

Euros

Members	Contribution year	31/03/2018
Total		1,141,599.00
<i>Full Members</i>		<i>1,093,599.00</i>
Bahrain	78-79	34,489.00
Botswana	17	53,558.00
Brazil	17	257,187.00
Brunei Darussalam	17	53,558.00
Central African Republic	16	15,244.90
Benin	12-16	104,451.00
Dominican Republic	16-17	128,536.00
Kuwait	16-17	321,342.00
Kyrgyzstan	96-97	23,631.59
Madagascar	14-16	29,072.77
Nicaragua	01-02	17,103.00
Sudan	86-17	55,425.74
<i>Affiliate Members</i>	<i>14-17</i>	<i>48,000.00</i>

Annex II: Appropriations authorized for 2018 by major programmes and programmes

Appropriations authorized for 2018 by major programmes and programmes at 31 March 2018

Euros

2018 appropriations approved by A/RES/688(XXII)						2018 revised appropriations in accordance to new structure proposed by the Secretary-General					
Major programmes / programmes	P	G	Appropriations ¹ (EUR)			Major programmes / programmes	P	G	Appropriations ² (EUR)		
			Staff	Non-staff	Total				Staff	Non-staff	Total
Grand total	106					Grand total	106				
Total	55	51	10,050,000	3,559,000	13,609,000	Total	55	51	10,050,000	3,559,000	13,609,000
<i>A Member Relations</i>	13	7	1,921,000	523,000	2,444,000	<i>A Member Relations</i>	13	7	1,921,000	523,000	2,444,000
A01 Regional Programme, Africa	3	1	407,000	115,000	522,000	A01 Regional Programme, Africa	3	1	407,000	115,000	522,000
A02 Regional Programme, Americas	2	1	291,000	115,000	406,000	A02 Regional Programme, Americas	2	1	291,000	115,000	406,000
A03 Regional Programme, Asia and the Pacific	3	1	407,000	115,000	522,000	A03 Regional Programme, Asia and the Pacific	3	1	407,000	115,000	522,000
A04 Regional Programme, Europe	2	1	290,000	66,000	356,000	A04 Regional Programme, Europe	2	1	290,000	66,000	356,000
A05 Regional Programme, Middle East	2	1	290,000	66,000	356,000	A05 Regional Programme, Middle East	2	1	290,000	66,000	356,000
A06 Affiliate Members (Knowledge Network)	1	2	236,000	46,000	282,000	A06 Affiliate Members (Knowledge Network)	1	2	236,000	46,000	282,000
<i>B Operational</i>	16	13	2,630,000	846,000	3,476,000	<i>B Operational</i>	15	13	2,515,000	846,000	3,361,000
B01 Sustainable Development of Tourism	3	2	467,000	106,000	573,000	B01 Sustainable Development of Tourism	3	2	467,000	106,000	573,000
B02 Technical Cooperation	2	3	411,000	76,000	487,000	B02 Technical Cooperation	2	3	411,000	76,000	487,000
B03 Statistics, Trends and Policy	5	4	818,000	242,000	1,060,000	B03 Statistics, Trends and Policy	5	4	818,000	242,000	1,060,000
B04 Destination Management and Quality	2	1	291,000	42,000	333,000	B04 Destination Management and Quality	1	1	176,000	42,000	218,000
B05 Ethics and Social Responsibility	1	1	176,000	42,000	218,000	B05 Ethics and Social Responsibility	1	1	176,000	42,000	218,000
B06 Themis - Education and Training	0	0	0	117,000	117,000	B06 Themis - Education and Training	0	0	0	117,000	117,000
B07 Institutional Relations and Resource Mobilization	2	1	291,000	120,000	411,000	B07 Institutional Relations and Resource Mobilization	2	1	291,000	120,000	411,000
B08 Special Field Projects	1	1	176,000	32,000	208,000	B08 Special Field Projects	1	1	176,000	32,000	208,000
B9 UNWTO Liaison Offices	0	0	0	69,000	69,000	B9 UNWTO Liaison Offices	0	0	0	69,000	69,000
<i>C Support - Direct to Members</i>	19	15	3,729,000	693,000	4,422,000	<i>C Support - Direct to Members</i>	20	15	3,844,000	693,000	4,537,000
C01 Conferences Services	5	2	698,000	157,000	855,000	C01 Conferences Services	5	2	698,000	157,000	855,000
C02 Management	12	9	2,560,000	351,000	2,911,000	C02 Management	13	9	2,675,000	351,000	3,026,000
C03 Communications and Publications	2	4	471,000	185,000	656,000	C03 Communications and Publications	2	4	471,000	185,000	656,000
<i>D Support - Indirect to Members</i>	7	16	1,770,000	1,497,000	3,267,000	<i>D Support - Indirect to Members</i>	7	16	1,770,000	1,497,000	3,267,000
D01 Budget and Finance	2	2	351,000	160,000	511,000	D01 Budget and Finance	2	2	351,000	160,000	511,000
D02 Human Resources	2	2	351,000	102,000	453,000	D02 Human Resources	2	2	351,000	102,000	453,000
D03 Information and Communication Technology	2	3	411,000	339,000	750,000	D03 Information and Communication Technology	2	3	411,000	339,000	750,000
D04 General Services	1	9	657,000	596,000	1,253,000	D04 General Services	1	9	657,000	596,000	1,253,000
D05 ASEB Provisions	0	0	0	300,000	300,000	D05 ASEB Provisions	0	0	0	300,000	300,000

Remarks:

¹ Before transfers. In accordance to Programmes structure and appropriations approved originally by A/RES/688(XXII) of document A/22/10(II)

² Before transfers. In accordance to Programmes structure and appropriations approved originally by A/RES/688(XXII) of document A/22/10(II) and the Secretary-General proposal of structure modification as presented in document CE/105/5(b)

Annex III: Voluntary contributions received for the period ended 31 March 2018**A. Voluntary contributions received (cash-in) by donor for the period ended 31 March 2018**

Voluntary contributions received for the period ended 31 March 2018				
Euros				
Donor	Project	Currency	Amount	31/03/2018 EUR
Voluntary contributions received				405,734.57
Republic of Korea	Asia Activity Fund	EUR		75,257.01
China Chamber of Tourism	Study on Buddhist Tourism in Asia and Pacific-Towards Sustainable Development	EUR		67,000.00
UNDP	Formulation d'une Strategie de marketing et de promotion de l'image de l'Algerie	USD	49,862.00	40,138.91
Qatar Tourism Authority	Implementation of the New Tourism Strategy and Action Plan in Qatar	USD	49,038.90	39,966.70
Secretariat for Economic Affairs of The Swiss Confederation	Tourism for SDGs Platform (Pilot Phase)	CHF	30,000.00	25,450.60
Macao Government Tourist Office	UNWTO Awards	EUR		30,000.00
European Bank for Reconstruction and Development	Cultural Heritage Framework, Uzbekistan	EUR		23,010.00
ITAIPU	UNWTO Awards	EUR		15,000.00
The Peace Parks Foundation (PPF)	Updating 2009 TSA	EUR		12,903.40
Botswana Tourism Organization	Hotel Classification Scheme, Botswana	USD	12,840.00	10,747.08
Indonesia	UNWTO Awards	EUR		10,000.00
Ras Al Khaimah Tourism Development Authority	UNWTO Awards	EUR		10,000.00
Patrimonio Autonomo FONTUR	UNWTO Awards	EUR		10,000.00
Instituto Nacional de Promoción Turística	UNWTO Awards	EUR		10,000.00
Nigerian Tourism Development Corporation	National Tourism Statistical System and TSA, Nigeria	USD	9,758.40	7,855.52
Seoul Tourism Organization (STO)	International Forum "The Value of Human Rights on the Camino de Santiago"	EUR		5,000.00
Horwath HTL	Investour	EUR		5,000.00
Institución Ferial de Canarias (INFECAR)	Investour	EUR		3,000.00
Quantum Solutions Emerging Markets	Investour	EUR		3,000.00
UNESCO	Silk Road Training and Capacity Building Programme	USD	2,988.00	2,405.35

Remarks:

Contributions received in currency other than EUR are converted to EUR using UN Operational Exchange Rate (UNORE) at the date of reception of fund.

B. Voluntary contributions received (cash-in) by project for the period ended 31 March 2018**Voluntary contributions received
for the period ended 31 March 2018**

Euros

Project	Donor	Currency	Amount	31/03/2018
				EUR
Voluntary contributions received		EUR		405,734.57
UNWTO Awards for Excellence and Innovation in Tourism		EUR		85,000.00
	<i>Macao Government Tourist Office</i>	<i>EUR</i>	<i>30,000.00</i>	
	<i>ITAIPI</i>	<i>EUR</i>	<i>15,000.00</i>	
	<i>Indonesia</i>	<i>EUR</i>	<i>10,000.00</i>	
	<i>Ras Al Khaimah Tourism Development Authority</i>	<i>EUR</i>	<i>10,000.00</i>	
	<i>Patrimonio Autonomo FONTUR</i>	<i>EUR</i>	<i>10,000.00</i>	
	<i>Instituto Nacional de Promoción Turística</i>	<i>EUR</i>	<i>10,000.00</i>	
Asia Activity Fund	Republic of Korea	EUR		75,257.01
Study on Buddhist Tourism in Asia and Pacific- Towards Sustainable Development	China Chamber of Tourism	EUR		67,000.00
Formulation d'une Strategie de marketing et de promotion de l'image de l'Algerie	UNDP	USD	49,862.00	40,138.91
Implementation of the New Tourism Strategy and Action Plan in Qatar	Qatar Tourism Authority	USD	49,038.90	39,966.70
Tourism for SDGs Platform (Pilot Phase)	Secretariat for Economic Affairs of The Swiss Confederation	CHF	30,000.00	25,450.60
Uzbekistan: Cultural Heritage Framework	European Bank for Reconstruction and Development	EUR		23,010.00
Updating 2009 TSA	The Peace Parks Foundation (PPF)	EUR		12,903.40
Foro de Inversiones y Negocios Turisticos para Africa - Investour		EUR		11,000.00
	<i>Horwath HTL</i>	<i>EUR</i>	<i>5,000.00</i>	
	<i>Institución Ferial de Canarias (INFECAR)</i>	<i>EUR</i>	<i>3,000.00</i>	
	<i>Quantum Solutions Emerging Markets</i>	<i>EUR</i>	<i>3,000.00</i>	
Hotel Classification Scheme in Botswana	Botswana Tourism Organization	USD	12,840.00	10,747.08
National Tourism Statistical System and TSA in Nigeria	Nigerian Tourism Development Corporation	USD	9,758.40	7,855.52
Intern. Forum "The Value of Human Rights on the Camino de Santiago"	Seoul Tourism Organization (STO)	EUR		5,000.00
UNWTO Silk Road Training and Capacity Building Programme	UNESCO	USD	2,988.00	2,405.35

Remarks:

Contributions received in currency other than EUR are converted to EUR using UN Operational Exchange Rate (UNORE) at the date of reception of fund.

Annex IV: In-kind contributions received for the period ended 31 March 2018

In-kind contributions received for the period ended 31 March 2018			
Euros			
			31/03/2018
Donor	Project	Currency	EUR
In-kind contributions received			190,498.57
<i>Other Premises & Equipment</i>			<i>136,629.07</i>
Yamagata Prefecture	12th UNWTO Asia/Pacific Executive training	EUR	61,670.56
Madison MK (TELECYL S.A.)	Feria Internacional de Turismo 2018	EUR	20,500.00
Ghana	UNWTO Themis Course on Tourism Marketing: From product to Experience	EUR	13,250.00
Universidad Complutense de Madrid	International Conference on Tourism and Snow Culture	EUR	12,000.00
State Government of Kerala	1ra Conferencia de La OMT sobre Turismo Deportivo	EUR	10,000.00
Feria Internacional de Turismo	10mo Congreso Mundial de Turismo de Nieve y de Montaña	EUR	9,276.00
Andorra	UNWTO Awards	EUR	4,300.00
Helsinki España	Foro Internacional "El Valor de los DDHH en el camino de Santiago"	EUR	3,096.00
Guinea	Renforcement des Capacités en Matière de Developpment Turistique	EUR	2,536.51
<i>Donated Travel</i>			<i>53,869.50</i>
Ministerio de Turismo de Argentina		EUR	10,870.00
Yamagata Prefecture		EUR	5,574.85
Ministry of Tourism and Sports of Thailand		EUR	4,205.56
Ministry of Tourism and Antiquities Indonesia		EUR	3,864.10
Nigeria		EUR	3,200.00
JTB TOHOKU Inc.		EUR	2,750.00
China		EUR	2,500.00
Turismo De Portugal		EUR	2,497.58
India		EUR	2,222.62
South Africa		EUR	1,936.86
Egypt		EUR	1,830.00
Cabo Verde		EUR	1,709.43
Ministry of Toruism of Bulgaria		EUR	1,671.31
Andorra		EUR	1,428.21
World Tourism Cities Federation		EUR	1,410.80
Ministry of Culture and Tourism, Azerbaijan		EUR	960.00
Best of the Alps		EUR	940.50
United Nations Enviroment Programme (UNEP)		EUR	670.00
Messe Berlin Gmbh		EUR	569.69
CLUB Tourismus		EUR	565.00
Basque Tour, Turismoaren Euskal Agentzia		EUR	542.35
APTEC		EUR	381.67
Pakistan Tourism Development Corporation		EUR	373.31
Member of the European Parliament		EUR	294.10
PL GLOB		EUR	269.40
Gurunavi Inc.		EUR	252.60
Ministry of Tourism of Syria		EUR	229.56
Blue Flag		EUR	150.00
Various Donors (in-kind travel)		EUR	15,262.04

Annex V: Initiative projects at 31 March 2018**Initiative projects**

Euros

at 31 March 2018

Unused voluntary contribution project balance source	Transfer date	Amount	Initiative projects			
			Resulted Initiative project	Amount	Movements since creation	Balance
China - Guilin / Web Information Sharing	09/02/2016	186,413.33	China Initiative Fund - Asia	186,413.33	111,691.88	74,721.45
Boao Forum Hainan / Assist to prep of Boao Int'l Tour Forum & Build Hainan into an Int'l Tour Island	09/02/2016	5,347.86				
China - Guandong / World Tourism Day	09/02/2016	102,261.98				
China / Implem of the Research Project 'MICE Industry: Global Trend and Dvlpm Strategy for Hangzhou'	09/02/2016	71,845.09				
		6,958.40				
		55,652.02	China-Initiative-Funds-TECO	55,652.02	14,456.87	41,195.15
China / The Formulation of Criteria for the Best Tourism Cities of China	27/05/2016	2,290.41				
China / Preparation of a Coastal Holiday Tourism Plan for China Shangdong Province	27/05/2016	19,696.02				
China-Guilin / Design and Development of a Diploma Program in Hospitality Management	27/05/2016	26,884.69				
CICETE / Tibet Development and Poverty Alleviation Programme	27/05/2016	6,780.90				
		1,967.67	Project Reserve Funds-Regional Programme for the Americas (PRF-RPA)	1,967.67	0.00	1,967.67
Mapfre / Estudio y Publicacion: Turismo en las Americas	01/10/2016	1,967.67				
		6,692.76	PRF-UN-BONN	6,692.76	3,650.00	3,042.76
UN Bonn offices based projects	01/09/2017	6,692.76				
		553,959.32		553,959.32		
STEP Initiatives / UNWTO	01/03/2016	431,193.07	Project Reserve Fund (PRF)	145,889.02	48,868.54	97,020.48
Fundación Cultural Banesto / Solidarity & Sustainable Tourism in Africa	21/04/2016	7,181.19	Regional Programme for Africa Support (PRF-RPAF)	38,000.00	38,000.00	0.00
SNV-Nepal / Preparation of a Project Document for the National Tourism -Strategy Plan for Nepal	21/04/2016	702.19	Regional Programme for Europe Support (PRF-RPEU)	38,614.40	38,614.40	0.00
SNV Nepal / Development of the National Tourism Strategy Plan for Nepal	21/04/2016	15,607.59	Technical Cooperation Support (PRF-TECO)	81,000.00	1,500.00	79,500.00
DPR Korea / Preparatory Assistance Mission to draw up a Plan for the Master Plan for Mt. Kumgang	27/05/2016	744.90	EU Horizon 2020 Support (PRF-EU2020)	4,000.00	1,000.00	3,000.00
UNIDO / Coast - Dem & Cap best Pract and Technol for Red of Land-Sourced Impact from Coastal Tourism	26/07/2016	49,581.07	Project Reserve Fund / Tourism, Sports and Mega Events (PRF-OFTS)	246,455.90	134,964.82	111,491.08
PSC-TECO Allocation	03/05/2017	14,346.00				
PSC-OFSG Allocation	26/01/2017	34,603.31				

Remarks

¹ Egypt Fund Project reported in CE/104/7(a) rev.1 was adjusted back to a voluntary contribution project.

² Project Reserve Funds / Office for Technology and Innovation in Tourism and PRF-RPEU project reported in CE/105/7(a) were adjusted fully and partially back to PRF respectively. PRF-RPAF reported in CE/104/7(a) and A/22/10(III)(b) was further replenished from PRF. PRF-RPAM and PRF-UN-BONN are reported for the first time in this report.

³ PRF reported in CE/104/7(a) rev.1 was further replenished with UNIDO / Coast - Dem & Cap best Pract and Technol for Red of Land-Sourced Impact from Coastal Tourism and other PSC funds (PSC-TECO Allocation and PSC-OFSG Allocation) and reclassified to PRF-RPAF, PRF-RPEU, PRF-TECO, PRF-EU2020 and PRF-OFTS as show in this table.

Annex VI: Amended Detailed Financial Rules Annex I - Travel guidelines compared to the current text of the Detailed Financial Rules Annex I - Travel guidelines

Current Detailed Financial Rules Annex I - Travel guidelines	Amended Detailed Financial Rules Annex I - Travel guidelines
Annex I Travel guidelines	Annex I Travel guidelines
(in accordance with Detailed Financial Rule VI.39)	(in accordance with Detailed Financial Rule VI.39)
Standards of travel and accommodation	Standards of travel and accommodation
Mode of transportation	Mode of transportation
8. The standards of air travel is at economy class in the most direct and economical route as determined by the Director of Administration. In line with UN standards, for travel of nine hours or more, one class above economy may be granted.	8. The standards of air travel is at economy class in the most direct and economical route, as determined by the Director of Administration/ <u>Secretary-General</u> . In line with UN standards, for travel of nine hours or more <u>for direct flights, and eleven hours or more for non-direct flights, business class may be granted.</u>
Rest periods	Rest periods
16. For travel by air or mostly by air, travellers shall be entitled to rest periods before commencing duties or a stopover for rest purposes as follows :	16. For travel by air or mostly by air, travellers shall be entitled to rest periods before commencing duties or a stopover for rest purposes as follows :
(a) If the scheduled travel time is from ten to twelve hours, in normal circumstances the traveller will not be obliged to take up her / his duties in the twelve hours following her / his arrival.	(a) If the scheduled travel time is from <u>six</u> to <u>eleven hours travelling in economy class</u> , in normal circumstances the traveller will not be obliged to take up her / his duties in the twelve hours following her / his arrival.
(b) If, after a stopover of not more than twelve hours, the duration of a journey is more than ten hours, the traveller will not have to assume her / his duties in the twelve hours following her / his arrival (half a day on the outward journey and half a day on the return journey). This will be applicable only if the duration of travel before the stopover exceeds ten hours.	(b) If, after a stopover of not more than twelve hours, the duration of a journey is more than <u>six</u> hours <u>travelling in economy class</u> , the traveller will not have to assume her / his duties in the twelve hours following her / his arrival (half a day on the outward journey and half a day on the return journey). This will be applicable only if the duration of travel before the stopover exceeds <u>six</u> hours <u>travelling in economy class</u> .

(c) If the travel time exceeds twelve hours, in normal circumstances the traveller will not have to assume her / his duties in the twenty four hours (one day) following her / his arrival at the destination.

(d) There will be no entitlement to a rest period for day-time travel lasting less than ten hours.

(e) If the rest period falls on a public holiday, a Saturday or a Sunday, the traveller will not be granted a compensatory working day off.

(f) If a traveller is asked to travel on mission on a non-working day, she / he will not be granted any compensatory time off.

(g) For long journeys by air (ten to twelve hours), per diem for an extra day in lieu of the rest day is not payable.

Travel advances

Daily subsistence allowance (per diem)

20. The DSA is calculated on a twenty-four hour basis, account being taken of the nights spent away from the duty station. If outward and return travel is undertaken on the same day, without an overnight stay and with travel duration of no less than ten hours, half the DSA will be paid. If outward and return travel is undertaken on different days, with at least an overnight stay and with a difference between the departure time and the arrival time of no less than ten hours, half the DSA will be paid.

(c) If the travel **is in business class time exceeds twelve hours**, in normal circumstances the traveller will **not** have to assume her / his duties **within a reasonable time in the twenty four hours (one day)** following her / his arrival at the destination.

(d) There will be no entitlement to a rest period for day-time travel lasting less than **six** hours **travelling in economy class**.

(e) If the rest period falls on a public holiday, a Saturday or a Sunday, the traveller will not be granted a compensatory working day off.

(f) If a traveller is asked to travel on mission on a non-working day, she / he will not be granted any compensatory time off.

(g) For long journeys by air (**more than six hours travelling in economy class**), per diem for an extra day in lieu of the rest day is not payable.

Travel advances

Daily subsistence allowance (per diem)

20. The DSA is calculated on a twenty-four hour basis, account being taken of the nights spent away from the duty station, **except for overnight travel to the mission destination, when fifty per cent DSA is calculated, and overnight travel to the duty station, when no DSA is calculated**. If outward and return travel is undertaken on the same day, without an overnight stay and with travel duration of no less than ten hours, half the DSA will be paid. If outward and return travel is undertaken on different days, with at least an overnight stay and with a difference between the departure time and the arrival time of no less than ten hours, half the DSA will be paid.

Travel claims for official travel other than the lump-sum option

40. Exceptional expenses not covered by the DSA, such as airport taxes, passport and visa fees, vaccination costs, taxi fares for the transport of heavy documents and material necessary for the official mission, communication costs, etc. may be claimed. Any purchase made for work purposes during an official mission and for which reimbursement is requested are considered property of the Organization.

Travel claims for official travel other than the lump-sum option

40. Exceptional expenses not covered by the DSA, such as airport taxes, passport and visa fees, vaccination costs, taxi fares for the transport of heavy documents and material necessary for the official mission, communication costs, **early check-in and late check-out costs**, etc. may be claimed. Any purchase made for work purposes during an official mission and for which reimbursement is requested are considered property of the Organization.
