

**FOR DECISION**

Agenda item 3(b)i  
**Report of the Programme and Budget Committee**

CE/109/3(b)i  
Manama, 30 October 2018  
Original: English

**Executive summary**

The Programme and Budget Committee examined, prior to their submission to the Council, all documents in relation with the budget and programme of work of the Organization, as prepared by the Secretary-General.

The PBC examined the following documents: a) General Programme of Work, b) UNWTO Financial Report for the period ended 30 June 2018 and its addendum UNWTO Financial Report for the period ended 30 September 2018, c) Progress on the Joint Inspection Unit (JIU) recommendations and d) Human resources.

The PBC recommends the Executive Council to approve all the reviewed reports.

**Action by the Executive Council**

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**DRAFT DECISION<sup>1</sup>**

*The Executive Council,*

*Having examined* the report of the Programme and Budget Committee (document CE/109/3(b)i),

*Takes note* of the recommendations presented in the report.

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<sup>1</sup> 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.

## I. Introduction

1. The Programme and Budget Committee (PBC) held its fifteenth meeting in Manama, Bahrain, on 30 October 2018, under the chairmanship of India. A list of participants is annexed to this report.
2. The PBC members approved the agenda and proceeded to consider the following points and corresponding documents submitted to the Executive Council at its 109th session (31 October 2018):

### Documents

General Programme of Work	CE/109/3(a) rev.1
UNWTO Financial Report for the period ended 30 June 2018	CE/109/3(b)ii rev.1
UNWTO Financial Report for the period ended 30 September 2018	CE/109/3(b)ii Add.1
Progress on the Joint Inspection Unit (JIU) recommendations	CE/109/3(c)
Human resources	CE/109/3(d)ii

### A. General Programme of Work - CE/109/3(a)

3. The Secretary-General presented an update of the activities carried out by the Secretariat, as well as some elements regarding the way forward, in order to respond to the priorities of the Secretary-General, as approved by Executive Council during its last session (May 2018).
4. The PBC took note of the activities presented and recommends the Executive Council to approve the report, including the Secretary-General's proposal to work with all UNWTO Members on the UNWTO Strategic Plan towards 2030 and to present a preliminary draft at the 110th session of the UNWTO Executive Council in 2019.

### B. UNWTO Financial Reports for the period ended 30 June 2018 (CE/109/3(b)ii rev.1) and for the period ended 30 September 2018 (CE/109/3(b)ii Add.1)

5. The Secretary-General presented the Financial Report of the Organization for 2018 at 30 June 2018 and its addendum at 30 September 2018, informing on the budgetary cash surplus of the Regular Budget, the updated 2018 Plan of income and expenditure of the Regular Budget and the revised 2018 Regular Budget structure and appropriations also at the same date.
6. The Secretary-General also presented the provisional interim unaudited UNWTO Statement of Financial Position at 30 September 2018 and UNWTO Statement of Financial Performance for the period ended 30 September 2018, as well as his proposals on the use of the project support costs and project reserve fund projects available balance at 30 September 2018. The PBC took note of the document and recommends the Executive Council to approve it.

### C. Progress on the Joint Inspection Unit (JIU) recommendations (CE/109/3(c))

7. The Secretary-General presented the progress achieved by the Secretariat at 31 August 2018 in implementing the JIU's recommendations issued until 2016. Since January 2018, the Secretariat has prioritized those recommendations that have an impact on budget control and cost optimization.

8. In addition, the PBC Members were informed of the actions by the UNWTO Secretariat in order to respond to new Joint Inspection Unit recommendations produced during the year 2017. It took note of all actions, implemented and suggested, and recommends the Executive Council to approve the report.

**D. Human resources (CE/109/3(d)ii)**

9. The Secretary-General presented the human resources situation of the Organization as at 1 August 2018. He provided updated statistics on staff and other personnel, and information on personnel matters, including proposed amendments to the Staff Rules and Staff Regulations and the new structure of the Secretariat, within the approved resources and number of staff positions.
10. The PBC Members reviewed the report and recommends the Executive Council to approve it.

**E. Place and dates of the 16th meeting of the PBC**

11. The Committee agreed that its sixteenth meeting would be held in the framework of the 110th session of the Executive Council, in Baku, Azerbaijan.

**Annex I: List of participants**

<b>I. Chair</b>	
<b>India</b>	<p>Mr. Alphons Joseph Kannanthanam Minister Ministry of Tourism</p> <p>Mr. Suman Billa Joint Secretary Ministry of Tourism</p> <p>Mr. Satish Kumar Sharma Delegate Ministry of Tourism Government of India</p> <p>Mr. Om Prakash Second Secretary (Commerce) Embassy of India in Bahrain</p>
<b>II. Members of the Committee</b>	
<b>France</b>	<p>Ms. Cecile Longé Ambassador of France to the Kingdom of Bahrain French Ministry for Europe and Foreign Affairs</p> <p>Ms. Caroline Guillois Public Affairs Officer French Ministry for Europe and Foreign Affairs</p>
<b>Japan</b>	<p>Mr. Jun Takashina Vice Commissioner Japan Tourism Agency Ministry of Land, Infrastructure, Transport and Tourism</p> <p>Ms. Ryoko Okada Assistant Director for Intercontinental Organization Japan Tourism Agency Ministry of Land, Infrastructure, Transport and Tourism</p>
<b>Mexico</b>	<p>Mr. Javier Guillermo Molina Head of the Unit of International Affairs and Cooperation Secretariat of Tourism</p>
<b>Saudi Arabia</b>	<p>Mr. Khaled Alzahrani International Cooperation Specialist Saudi Commission for Tourism and National Heritage</p> <p>Mr. Farouq Al-Khozaim Member of the Saudi Delegation Deputy VP for Financial Affairs Saudi Commission for Tourism and National Heritage</p> <p>Mr. Obaid Malhan Member of the Saudi Delegation Director of Legal Affairs Department Saudi Commission for Tourism and National Heritage</p>

<b>Representative of Associate Members</b>	Mr. Jan Korthoutd Director - Tourism Policy Advisor Coordination – Tourism Flanders
<b>III. Observers</b>	
<b>Greece</b>	Ms. Evrydiki Kourneta Secretary General of Tourism Ministry of Tourism  Mr. Dimitrios Karakonstantis Diplomatic Advisor to The Minister of Tourism Ministry of Tourism  Ms. Aikaterini Kontoudaki Alternate Director of Strategic Planning Ministry of Tourism
<b>Lithuania</b>	Mr. Renaldas Ciužas Head of Tourism Policy Department Ministry of Economy of the Republic of Lithuania
<b>Paraguay</b>	Ms. Sofia Montiel de Afara Ministra Secretaría Nacional de Turismo SENATUR  Ms. Rosa Sanabria de Radice Directora de Relaciones Internacionales e Institucionales Secretaría Nacional de Turismo SENATUR  Mr. Diego Estigarribia Deputy Head of MissionEmbassy of Paraguay  Ms. Norma Beatriz Valdez De Silguero Secretaria Privada SENATUR
<b>Russian Federation</b>	Mr. Oleg Safonov Head Federal Agency for Tourism  Mr. Evgeniy Pankevich Chairman Committee for tourism development Saint Petersburg Government  Ms. Alina Volynets Head of Department Saint-Petersburg City Tourist Information Bureau  Ms. Anna Isaeva Consultant Federal Agency for Tourism
<b>Spain</b>	Mr. Antonio Nieto Magro Sub-director General State Secretariat for Tourism  Mr. Francisco Javier Dago Elorza Assistant Deputy Director General for International Technical Organizations

	Ministry of Foreign Affairs and Cooperation
<b>Sudan</b>	<p>Ms. Somia Idris Osman Mohammedokoued State Minister Ministry of Culture, Tourism &amp; Antiquities</p> <p>Mr. Siddig Mohamed Gasm Elseed Hamid Deputy Undersecretary Ministry of Culture, Tourism and Antiquities</p> <p>Ms. Safa Hussein Alemam Mohamed Director of State Minister Ministry of Culture, Tourism and Antiquities</p> <p>Ms. Hiyam Balla Third Secretary Embassy of Sudan</p>
<b>UNWTO Secretariat</b>	
<p>Mr. Zurab Pololikashvili, Secretary-General</p> <p>Mr. Jaime Cabal, Deputy Secretary-General</p> <p>Mr. Manuel Butler, Executive Director</p> <p>Mr. Shanzhong Zhu, Executive Director</p> <p>Ms. Zhanna Yakovleva, Chief of Cabinet</p> <p>Ms. Alicia Gómez, Legal Counsel</p> <p>Mr. Philippe Lemaistre, Officer, Internal Coordination</p>	