

Annex I. Template Agreement with Host for General Assembly

AGREEMENT

between

THE WORLD TOURISM ORGANIZATION

and

THE GOVERNMENT OF ...

relating to the holding of the ... session of the General Assembly in ..., ..., from ... to (hereinafter, "the Meeting"), following the invitation of the Government of ... (hereinafter, "the Government"), accepted by the General Assembly at its ... session (resolution ...).

The aforesaid agreement is based on Article 32 of the Statutes of the World Tourism Organization (hereinafter, "the Organization"), which reads as follows: "The Organization shall enjoy in the territories of its member States the privileges and immunities required for the exercise of its functions. Such privileges and immunities may be defined by agreements concluded by the Organization", as well as on the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations of 1947 and its Annex XVIII (hereinafter, "the Convention"), adopted by the seventeenth General Assembly through Resolution 545 (XVII) and on Resolution 136(V) of the fifth General Assembly of the Organization (hereinafter, "Resolution 136(V)").

The Government, through its Ministry of ... and represented by its Minister of ..., Mr./Ms. ... and the Organization, represented by its Secretary-General, (*name*), have agreed as follows:

I

Date and Place of the Meeting

1. The Meeting will be held at ..., in ..., ..., from ... to, both inclusive.

II

Attendance at the Meeting

1. Pursuant to the Rules of Procedure of the General Assembly, participants are invited to attend the Meeting by the Secretary-General of the Organization. The Secretariat shall provide in due course the names of those accepting this invitation to the authorities duly designated for this purpose by the Government, so that their travel and stay in ... can be prepared under the best possible conditions.

III

Premises, equipment, utilities and services

1. The Government shall provide such Meeting space and facilities, equipment, utilities and services as are necessary for holding the Meeting, as mentioned in Annex I attached to this Agreement, including:

- (a) Meeting rooms;
- (b) Offices;
- (c) Communications and media facilities;
- (d) Other premises, as required; and
- (e) Utilities and services, as specified.

2. The Organization and the Government will provide for the Meeting the goods and services in kind listed in Annex II and valued at their fair value at the date of conclusion of this agreement. Unless otherwise agreed, the goods in kind will return to the corresponding providing party upon completion of the project.

IV

Climate neutrality

1. In providing the Meeting space, premises, equipment, utilities and services referred to in Article III above, the Government shall strive to reduce the environmental impact of the Meeting, taking into account the list of recommendations included to this effect in Annex II.

V

Medical facilities

1. The Government shall ensure that adequate medical facilities with qualified staff are available within the Meeting premises. Immediate access and admission to hospital shall be assured by the Government whenever required by participants at the Meeting, and the necessary transport shall be constantly available on call. The Meeting participants shall pay for medical treatment whenever obtained by them during their stay in

VI

Accommodation and transportation

1. The Government shall ensure the following services:

- (a) Blocking of a sufficient number of rooms at reduced rates for the participants in the main hotel, as well as in alternative hotels nearby rated in different categories (covering 3, 4 and 5 stars);
- (b) Reception (including a special line for passport clearance) and transfers for the participants

and the Secretariat at the airports (... and ...), including the necessary transfers between airports in ..., and between the airport of ... and the official hotels; a list of delegates of ministerial rank will be provided by the Secretariat in due course for VIP treatment.

- (c) Local transport for the participants and the Secretariat and between the official hotels and the session site, as well as any other local transport required (social events, etc.).
- (d) 2 cars with driver (one for the Secretary-General and one for the Executive Directors), and 1 minibus with driver for the use of the Secretariat.

VII

Communications, websites and outreach

1. Any use of the name and/or emblem, flag or abbreviation of the name of the Organization in connection with the Meeting shall be subject to prior request to the Organization and written authorization from the Secretariat, including the terms and conditions for the use of the Organization signs.
2. The Government shall ensure that the entrance, meetings rooms and press conference rooms at the venue shall be equipped with large-dimension meeting banners and flags along the standards specified by the Organization.
3. The Organization shall implement a communication plan based on its own resources, through specific press activities.
4. All official information concerning the Meeting (including all official working documents) will be made available on the website of the Organization. The Government will make available relevant information for inclusion on the UNWTO website. The Government may wish to include in its own website local information of the Meeting venue. Any link to the website of the Organization shall be subject to previous request and authorization from the Secretariat.
5. The Government shall authorize duty- and tax-free temporary importation of all equipment, including technical equipment, carried by the official representatives of the media. It will swiftly issue any importation or exportation license required for that purpose.

VIII

Liaison officer, local staff and technical staff

1. The parties undertake to maintain constant contact for the preparation and conduct of the Meeting, to inform each other of any issue that might affect the implementation of this Agreement and to cooperate and collaborate on all relevant matters in respect of this Agreement. With this aim, each Party shall appoint its official as the Liaison officer and shall communicate his/her name, position and contact details to the other Party. Each party shall further appoint the necessary officers to take care of all relevant issues, including protocol matters.
2. The Liaison Officer will act as a focal point between the Secretariat and the Government, for coordinating and carrying out the logistical, administrative and staff arrangements for the Meeting, as

required under this Agreement.

3. The Government shall provide and place under the general supervision of the Secretary-General or the person designated by him, the local staff and technical staff required in addition to the staff of the Secretariat to perform the necessary functions for the Meeting, as specified in Annex III of this Agreement.

4. The Organization shall provide the specific services for the preparation and conduct of the Meeting stipulated in Annex V, under the general supervision of the Secretary-General or the person designated by him.

IX

Security

1. Considering the mandatory security standards required by the United Nations Department of Safety and Security (UNDSS), the Government shall take the necessary measures to ensure the safety and security of the delegates, staff and visitors participating in the event. The Host country will provide protection to ensure the effective functioning of the event in an atmosphere of security and tranquillity, free from any security disruption, including the following procedures:

- Designate a Responsible for Security so that the Security Department at UNWTO can liaise with him/her at all times.
- Verify the event's locations (Hotel/Accommodation & event's venue) and perimeter, check the security materials and their good using-order, as well as checking the personnel needed in order to draw-up the Security Plan.
- Check that all valid security measures for the fire, emergency exits, etc. are in force and being carried out at the location and its perimeter.
- Implement a correct access system for the event's location.
- Take all necessary measures for the participants' security at all times, especially in the case of VIPs (pick-up, transfers and placing).
- Distribute relevant security information to participants. This information should cover basic security norms to be followed in the case of emergencies (evacuation plan), indicating emergency routes and exits, the location of the medical facilities, relevant emergency numbers, and others.

2. If the security requirements established by the UNDSS provide for a Memorandum of Understanding to be signed, such Memorandum shall be attached as an Annex to this Agreement and duly accepted by both parties.

X

Privileges, immunities and facilities

1. The Government recognizes the international personality and legal capacity of the Organization and guarantees it the independence and freedom of action consistent with its status as a specialized agency of the United Nations and in accordance with its Statutes. The Convention shall be applicable in

respect of the Meeting.

2. All participants and all persons performing functions in connection with the Meeting shall have the right of unimpeded entry into and exit from The Government shall take appropriate measures to facilitate the entry into, stay and departure from its territory to the participants, regardless of their nationality. The necessary visas should be issued free of charge and without delay.

3. As provided by Article V of the Convention, participants will enjoy the privileges and immunities granted to delegates at the conferences of specialized agencies of the United Nations.

4. The Secretary-General of the Organization shall be accorded the privileges and immunities, exemptions and facilities granted to heads of diplomatic missions, as provided for under Article VI of the Convention.

5. The Organization's officials will also enjoy the privileges and immunities granted for the conferences of specialized agencies of the United Nations as provided for under Articles VI and VIII of the Convention.

6. Without prejudice to the provisions of the Convention, all participants and persons performing functions in connection with the Meeting shall enjoy such privileges and immunities, facilities and courtesies as are necessary for the independent exercise of their functions in connection with the Meeting.

7. The Conference room, offices and other premises made available by the Government shall constitute the conference area and shall be considered as premises of the World Tourism Organization during the Meeting, and for the duration of any additional period necessary to prepare and to conclude the operations of the same.

XI

Financial arrangements

1. As provided for under Rule 1 of the Rules of Procedure of the General Assembly of the World Tourism Organization and in conformity with Resolution 136(V), the Government, in addition to the financial obligations specifically provided for in this Agreement, shall in general bear the actual additional costs directly or indirectly involved in holding the Meeting in ..., ..., rather than at the Headquarters of the Organization, in Madrid, Spain.

2. Such costs shall include, but not be restricted to, the costs of preparatory technical missions required to plan for the Meeting, the cost of shipment of equipment and supplies not readily available locally, and the actual additional costs of travel and staff entitlements of the officials of the Secretariat, interpreters, auditors and invited speakers or special guests assigned to plan for or attend the Meeting. Such entitlements shall be determined according to the rules of the United Nations, especially as regards travel standards, baggage allowances, subsistence allowances and terminal expenses (see Annex IV to this Agreement).

XII

Liability

1. The Government shall not hold the Organization liable for any injury or damage that might occur to the persons or facilities mentioned above, nor for the consequences of any claims made for such damages, except in the case of serious negligence.

XIII

Settlement of disputes

1. The parties shall make every effort to seek an amicable settlement of any difference, controversy or dispute arising out of or in connection with this Agreement. If such difference, controversy or dispute cannot be settled by direct negotiation between the parties, it shall be settled in accordance with Article IX of the Convention.

XIV

Annexes

1. The annexes to this Agreement shall form an integral part hereof and unless expressly provided otherwise, a reference to this Agreement constitutes, at the same time, a reference to any Annex hereto. The exact number of items listed in the Annexes may be subject to modifications.

2. Any amendment to this Agreement or to any Annex hereto shall be effected by mutual agreement of the parties through an appropriate supplementary letter of agreement.

XV

Final provisions

1. This Agreement and its Annexes, which shall be duly signed and approved by both Parties, shall enter into force on the date of signature and remain applicable throughout the Meeting and for the duration of any additional period necessary to prepare for and to conclude the operations thereof.

Done in [place] on [date] in [language]

Option 1 (one language, being an official language of the Organization)

Option 2 (more than one language, one being an official language of the Organization and the other not) [language] and [language], the version in [official language of the Organization or working language] taking precedence in the event of a conflict between the two versions.

Option 3 (more than one language, both being official languages of the Organization) in [language] and [language], the version in [working language] taking precedence in the event of a conflict between the two versions.

For the Government of ...

For the World Tourism Organization

.....

(name)

...

(Place), (date)

.....

(name)

Secretary-General

(Place), (date)

TEMPLATE

Annex I. Premises, equipment, utilities and services

I. The Government shall provide the premises, equipment, utilities and services listed below:

A. Meeting rooms

Some of the rooms indicated below may serve for several meetings. A detailed programme of meetings will be forwarded by the Secretariat in due course.

1. *A conference room for the opening ceremony and plenary sessions, with capacity for approximately 800 persons seated with tables (classroom style), as well as a presidential table with 17 seats, and sufficient space at the back of the room for press representatives and coffee service. Alternatively, the opening ceremony may be held at a different venue.*

Interpretation languages: Arabic, English, French, Russian, Spanish, and any other official language of UNWTO.

Equipment: one bulletin board shall be available at each entrance of the conference room for posting any information of interest to the delegates.

2. *A room for the Ministerial Round Table (no less than 350 square meters), with capacity for approximately 120 persons seated with tables in U shape, plus additional seating for another 100 persons without tables, as well as a presidential table with 9 seats, closing the open end of the U, and sufficient space for press representatives.*

Interpretation languages: Arabic, English, French, Russian, Spanish, and any other official language of UNWTO.

3. *A conference room for the Council session (no less than 350 square meters), with capacity for approximately 120 persons seated with tables in U shape, plus additional seating for another 60 persons without tables, as well as a presidential table with 9 seats, closing the open end of the U.*

Interpretation languages: Arabic, English, French, Russian, Spanish, and any other official language of UNWTO.

4. *A room for the meeting of the Programme and Budget Committee, with capacity for approximately 60 persons seated with tables in U shape, plus additional seating for another 30 persons without tables, as well as a presidential table with 9 seats, closing the open end of the U.*

Interpretation languages: English, French and Spanish.

5. *Five rooms for the Regional Commissions, with tables in U shape and a presidential table (with 9 seats, closing the open end of the U), and with the following capacity:*
 - Regional Commission for Africa (CAF): 100 seats (+50 without tables)
 - Regional Commission for East Asia and the Pacific (CAP): 60 seats (+30 without tables)
 - Regional Commission for Europe (CEU): 80 seats (+40 without tables)
 - Regional Commission for the Americas (CAM): 60 seats (+30 without tables)
 - Regional Commission for South Asia (CSA): 30 seats (+15 without tables)
 - Regional Commission for the Middle East (CME): 40 seats (+20 without tables)

Interpretation languages:

- CAF: English and French (two booths)
- CAP: No interpretation
- CEU: English and French (two booths)
- CAM: English and Spanish (two booths)
- CSA: No interpretation
- CME: No interpretation

6. *A room for the General Meeting of the Affiliate Members, with capacity for approximately 70 persons seated with tables in U shape, plus additional seating for another 35 persons without tables, as well as a presidential table with 9 seats, closing the open end of the U.*

Interpretation languages: English, French and Spanish.

7. *A room for the Affiliate Members Board, with capacity for approximately 30 persons seated with tables in U shape, plus additional seating for another 15 persons without tables, as well as a presidential table with 9 seats, closing the open end of the U.*

Interpretation languages: English, French and Spanish.

8. *A room for the Workshops, with capacity for approximately 200 persons seated in classroom style, as well as a presidential table with 9 seats.*

Interpretation languages:

- Workshop 1: *to be determined*
- Workshop 2: *to be determined*
- Workshop 3: *to be determined*
- Workshop 4: *to be determined*

9. *A room for the ST-EP Board meeting, with capacity for 35 persons seated with tables in U shape.*

Interpretation languages: English, French and Spanish.

10. *Two multi-purpose meeting rooms, each with the following characteristics:*
- Capacity for approximately 15-20 persons seated around one large table.
 - One computer.

B. Offices

1. *An office for the Secretary-General, equipped as follows: 1 desk with 1 chair, plus 2 chairs for visitors; 1 computer; 1 sofa and several armchairs with a coffee table; a meeting space for 8 persons (a round table and 8 chairs).*

2. *An office for the Chief of Cabinet of the Secretary-General and the Protocol Officer, adjacent to the office of the Secretary-General, equipped as follows: 2 tables with 2 chairs each; 2 computers with 1 printer (connected to both computers); 1 medium-speed duplex photocopier; a waiting space with a sofa or several armchairs for the visitors waiting for the Secretary-General.*

3. *Three offices for the Executive Directors, each equipped as follows: 1 table with 3 chairs; 1 computer; a meeting space for 8 persons (a round table with 8 chairs).*

4. *An office for the Assistant to the Executive Directors*, adjacent to their office, equipped as follows: 2 tables with 2 chairs each; 2 computers with 1 printer (connected to both computers and if possible linked to the three computers of the Executive Directors); several armchairs for the visitors.
5. *An office for the Director of Administration and Finance*, equipped as follows: 1 table with 3 chairs; 1 computer; a meeting space for 8 persons (a round table with 8 chairs).
6. *An office for his Assistant*, adjacent to his office, equipped as follows: 1 table with 2 chairs; 1 computer with 1 printer (connected if possible to the computer of the Director of Administration and Finance); several armchairs for the visitors.
7. *An office for the Secretary of the General Assembly and his assistant*, equipped as follows: 3 tables with 2 chairs each; 3 computers with 1 printer (connected to the 3 computers); a meeting space for 8 persons (a round table with 8 chairs).
8. *An Office for the Legal Adviser and the Legal Officer*, equipped as follows: 2 tables with 2 chairs each; 1 computer with 1 printer.
9. *Four offices for the Regional Directors*, each equipped as follows: 2 tables with 2 chairs each; 2 computers with 1 printer (connected to both computers); a meeting space for 6 persons (a round table with 6 chairs).
10. *Two offices for the Programme Directors*, each equipped as follows: 1 table with 2 chairs; 1 computer with 1 printer; a meeting space for 6 persons (a round table with 6 chairs).
11. *An office for the Assistants of the Regional Directors/Programme Directors*, equipped as follows: 2 tables with 2 chairs each; 2 computers and a printer (connected to both computers); a waiting space with a sofa or several armchairs for the visitors waiting for the Regional Directors/Programme Directors.
12. *An office for the Director of the Affiliate Members*, with:
 - 2 tables with 2 chairs each
 - A computer and a printer
 - A meeting space for 6 persons (a round table with 6 chairs)
13. *An office for the Chief of Meetings*, with:
 - 2 tables with two chairs each,
 - 2 computers and 1 printer (connected to the 2 computers)
 - 1 round table with 6 chairs for meetings
14. *An office for the Meetings Secretariat*, with:
 - 3 tables with two chairs each
 - 3 computers and 2 printers (connected to the 3 computers)
 - 1 medium-speed duplex photocopier
 - Office supplies (according to list of supplies provided separately)
 - 3 ballot boxes
15. *A large room for the reproduction and stocking of documents*, preferably situated near the document distribution desk, with:
 - 1 table with 2 chairs

- 1 computer and 1 printer
 - 5 shelves (10-metre long x 0,70-meter large), two tables (10-metre long x 0,70-meter large), and four auxiliary tables for document assembly;
 - 6 high-speed duplex photocopying machines (minimum 90 copies/minute), including sorter, stapling, scanning and printing (in A4 and A3) functions; display in English
 - 1 colour duplex photocopier
 - *The photocopiers are to be accompanied by a sufficient supply of paper¹ (A4, 250,000 sheets and A3, 10,000 sheets), toner and supplies (staplers: two 8 to 15 mm staplers and 10 of 6 mm; staples, clips...)*
 - three trolleys for transporting documents and material for internal use
16. *A multi-purpose office*
- 4 tables with 2 chairs each
 - 4 computers and one printer (connected to the 4 computers)
17. *Five offices for the translators, adjacent to the Meetings Secretariat, with, each:*
- Two tables (one with 2 chairs and one without chairs for documents)
 - A computer,
- and also one common printer (preferably in a corridor) connected to all 5 computers.
18. *An office for the interpreters, with:*
- A round table with 8 chairs
 - 2 computers
 - 1 bulletin board
19. *An office for the officials in charge of the meeting rooms preparation, with:*
- A table with 2 chairs
 - A computer and a printer
 - Large shelves for nameplates in alphabetical order
 - 1 large trolley
20. *The necessary offices for the Chair of the Assembly and officials of the Host Committee.*

C. Communications and media facilities

1. *A Press Conference Room, equipped with:*
- 1 backdrop, 1 table with 3 table microphones, and 2 wireless microphones for questions, as well as earphones for the participants
 - Set up in theatre with seating for representatives of foreign press (10), plus representatives of national press and delegates (maximum 30 seats)
 - Booths for simultaneous interpretation (*to be determined*)
2. *A working area for the journalists, equipped with:*
- Working stations with 5 computers and 2 printers (connected to the 5 computers)
 - 10 working stations without computers, with plugs for laptops
 - 1 table for documentation
 - Screens and CCTV for the sessions to be followed by press

¹ Paper should preferably have a high recycled content and be totally or elementary chlorine free (TCF or ECF).

- Audio exit for sound from plenary room for recording
3. *A room for the Communications team* of the Organization (next to the journalists), equipped with:
 - 3 tables with 2 chairs each
 - 3 computers and 1 printer (connected to the 3 computers)
 - 3 additional chairs for visitors
 - 1 round table with 6 chairs
 4. *A Publications stand*

D. Other premises

1. *A room for the participants* in the vicinity of the conference room, with:
 - 20 computers with free Internet access
 - At least 10 additional tables and plugs for laptops
2. *A VIP area*, adequately furnished for Ministers and high-ranking personalities (maximum 30 seats).
3. *A registration and credentials desk* for 7 persons, including:
 - 1 space for credentials (no computer) and 1 medium-speed photocopier as close as possible to it
 - 6 working posts for registration (including 1 for press registration), equipped with 6 computers
 - Sufficient posts and ropes for organizing the delegates waiting to be registered
 - 1 auxiliary table, if necessary, for the registration material (badges, holders, etc.)
4. *An information desk* for 3 persons (including 1 for local tourist information), with at least one bulletin board next to it for posting any information of interest to the delegates.
5. *A document distribution desk* for 4 persons, with a back area with 400 pigeon-holes measuring 30 x 20 x 20 cm, and large shelves or tables for depositing documents. Posts and ropes for organizing the delegates waiting for their documents.
6. *A space for the poster competition*, ideally in the vicinity of the registration desk or entrance hall, with 8 plasma screens for display of the finalists posters (one for each Regional Commission, one for the Public Award and one for displaying all the participating posters), each of them with some kind of plate or frame to include the mention "*Vettor Giusti Poster Competition – Name of the UNWTO Region*", or "*Vettor Giusti Poster Competition – Public Award*".

II. The following rules will apply to all facilities mentioned above:

- (a) All the premises for the holding of the General Assembly and related meetings should be housed in the same building.
- (b) For legal and security reasons, the building shall be reserved for the exclusive use of the

Organization. If compliance with this condition raises serious difficulties, the Government should at least clearly define the area of the building specifically assigned to the Organization, under the responsibility of its Secretary-General, and ensure that it is accessible only to bearers of identification badges issued by the Organization and in compliance with UNDSS security requirements. This area should be available at all times, day and night, for Members of the Secretariat.

- (c) All meeting rooms shall be equipped with adequate *lighting* and *sound* systems.
- (d) All meeting rooms shall be *soundproof* and equipped with *ventilation* and *air-conditioning/heating* systems. The specific concepts for these operations shall be assessed in close cooperation with the Secretariat during the technical missions.
- (e) All rooms and offices shall be *furnished* in accordance with the use for which they are intended. In particular, in all meeting rooms, tables shall be large enough for handling working documents and taking notes.
- (f) All rooms and offices shall be *available* at least 48 hours in advance of the opening of the meetings. The offices for the Meetings Secretariat and room for document reproduction shall be available before, on a date to be communicated in due time (i.e., the date of arrival of the Secretariat staff), and for the period necessary to prepare and to conclude the operations of the meeting.
- (g) All meeting rooms shall be *equipped* with:
- A large-dimension *banner* indicating the name, place and dates of the Meeting in the specified languages, with the logo of the host country on its top left hand-side and the Organization logo on its top right hand-side. The design of the banners will be provided by the Organization.
 - An *additional table* for 3 persons next to or behind the presidential table.
 - A *standing podium* next to the presidential table equipped with *one computer*.
 - An area with *tables* inside the room for the distribution of documents.
 - At least one large-dimension *screen* (according to the size of the room) and technical equipment for data and video *projections*.
 - *Nameplates* (presidential table and classroom style tables), preferably made of cardboard (design provided by the Organization).
 - A digital system for double *recording of the proceedings* (from the floor, and also from the English booth for meetings with more than one working language). The Government shall hand over the recordings to the Secretariat on conclusion of each meeting.
 - One national *flag* (size: 170 cm. high) and one UNWTO flag (to be provided by the Organization), both with pole.
- (h) Additionally, all rooms with meetings requiring interpretation shall be equipped with:
- *Earphones*: 1 pair for each participant.
 - *Microphones*: 1 per person at the presidential table, 1 at the standing podium, 1 per every 3 participants at tables and a sufficient number of hand-held wireless microphones.
 - *Double booths for simultaneous interpretation*: 1 per interpretation language, along the specifications of the International Association of Conference Interpreters (AIIC): <http://www.aiic.net/ViewPage.cfm/page587.htm>

<http://www.aiic.net/ViewPage.cfm/page590.htm>

In case interpretation to and from ... is deemed necessary, an additional booth would be required.

- (i) Communications.- All offices should be connected with the *internal telephone network*, and allow transference of calls between them. The offices of the Secretary-General and his Chief of Cabinet, of the three Executive Directors and their Assistant, of the Director of Administration and his Assistant, of the Regional Directors Assistants, of the Communications Team and of the Meetings Secretariat shall be provided with one *international telephone line*. The offices of the Regional Directors and of the Chief of Languages shall be linked to the *city telephone network*. The office of the Cabinet of the Secretary-General and of the Meetings Secretariat shall also be equipped each with a *direct international fax*, with a separate telephone line. In addition, the Government shall provide 15 *radio units* (and chargers) as a means of communication during the set-up, duration and dismantling of the Meeting. The cost of communications shall be covered by the Government. All meeting rooms and offices will be provided with free Wi-Fi access to the internet.
- (j) Internet connection.- The connection to the internet shall keep the following specifications:
- Wi-Fi connectivity through ADSL
 - Bandwidth: 10 Mb, limited to 200 Kbps per user
- (k) Computers and printers.- The computers and printers supplied by the Government shall keep the following specifications:
- Processor: Pentium IV 2.0 GHz or higher
 - Memory: 1 Giga minimum
 - Monitor: TFT 15' minimum
 - Keyboard: QWERTY international
 - System: Windows 7
 - Programme: Microsoft Office 2010
 - CD-Rom/DVD Read/Write Unit
 - Internet connection
 - Mouse
 - Printers: laserjet printers, or similar quality printing
- (l) 1 printing calculator

III. The Government shall provide directly the following services:

1. Registration service, including software and necessary supplies. The design of the badges shall be submitted for approval by the Organization.
2. Adequate signage, including door signs for offices and meeting rooms, as well as a sufficient number of signs to guide participants through the premises. The design and the list of signs shall be submitted for approval by the Organization.
3. At the venue, availability of a Business Centre (on a commercial basis), a banking service for participants, (including ATM machines and foreign currency exchange), a car rental office and

a travel agency (for confirmation or changes in air tickets and optional tour programme for the delegates).

4. Drinking water and coffee service: a water service shall be provided to the meeting rooms, including interpreters' booths and to all offices since the arrival of staff. For meetings scheduled to last a minimum 2 and a half hours, coffee service shall be provided inside the room, since there will be no coffee breaks.
5. Bars and restaurants within the meeting area, offering possibilities for a quick lunch at reasonable prices (on a commercial basis). Opening hours shall be arranged to coincide with the working hours of the participants and staff of the Organization.
6. A sufficient number of daily flight connections to the venue in IATA-approved companies.
7. Discounts on air fares for the participants on business and economy class.
8. Social programme (including technical visits, accompanying person programme and optional tour programme).
9. When necessary, issuance of visas upon arrival and customs clearance for participants.
10. Coordination of any receptions that the delegations decide to host.
11. Information desk at official hotels.

The Government is invited to exhibit local tourist attractions and culture in an adequate space in the vicinity of the entrance or the main meeting room.

Annex II. Climate neutrality

The Government and the Organization shall strive to reduce the environmental impact of the Meeting, taking into account the following list of recommendations:

1. Participants and organizers shall be advised in advance that the meeting will strive to minimize environmental impacts. Such *communication* shall be included in the Information Note sent by the Organization and on the website of the Organization.
2. For all *goods* procured for the meeting, preference should be given to the most environmentally-appropriate, locally-produced alternatives that are available at a reasonable price.
3. The Government and the Organization shall both try to avoid the need for *paper*, and if used ensure that it is printed double sided. Paper products used (including fine paper, computer paper, tissues, toilet paper, paper towels and paper for guests) should have a high recycled content (ideally 100%) and be totally or elementary chlorine free (TCF or ECF).
4. *Gifts* for participants should be minimized but, when provided, minimally packaged and aimed to minimize the use of toxic materials.
5. Invitations and other documents shall be sent by *email*, and posted online. Registration of participants shall also be done *online*.
6. Steps should be taken to minimize environmental impact of transportation to/from the meeting and during the meeting, ensuring that the largest amount possible of the energy used during the Meeting comes from renewable sources. Measures should also be taken to cut *water and electricity consumption*. *Water bottles* should preferably be made of recyclable PET and be BPA-free (no Bisphenol A).
7. *Venues* shall be evaluated in part based on their environmental policies and practices.
8. *Hotels* shall be preferred that have effective and comprehensive environmentally-friendly policies and operations.
9. A *residual waste management* programme should be put in place, paper recycling bins provided throughout the venue, including offices.
10. *Meals* should preferably be prepared on food locally sourced and organic (if available at a reasonable price).

Annex III. Local staff

I. Local staff responsible to the Secretary-General of the Organization

Job descriptions, the exact number and a schedule of work for local staff will be provided by the Secretariat in due time. The operators in charge of document reproduction, computer technicians and assistants for setting-up of the meeting rooms will often be required to work at night.

1. Conference officers:

- 5 conference officers to provide assistance in the plenary sessions in English, French and Spanish and 3 for other meetings;
- 6 conference officers to take care of on-site registration of the participants, with a good knowledge of the same three languages;
- 3 conference officers for the information desk, with a good knowledge of the same three languages;
- 4 conference officers for the document distribution desk, with a good knowledge of the same three languages;
- 1 conference officer for the publication stand, with a good knowledge of English;
- 1 conference officer for the press centre of the Organization, with a good knowledge of English.

2. Hostesses

- 1 hostess for the office of the Secretary-General (English speaking);
- 3 hostesses, one for each office of the Executive Directors (English speaking);
- 1 hostess for the office of the General Assembly Secretary (English speaking);
- 1 hostess for the Regional Directors' office (English speaking);
- 1 liaison hostess for the registration desk (English speaking);
- 2 hostesses for the Meetings Secretariat office (English speaking).

3. Technicians and drivers

- 2 shifts of 4 operators for document reproduction service during the days with General Assembly sessions, and only 3 operators for the remaining days (all teams including one technician in charge), with a good knowledge of English;
- 1 maintenance technician (for the photocopying machines) at all times (including the night prior to the adoption of the resolutions), with a good knowledge of English;
- 2 technicians responsible at all times for recording the deliberations and for audio-visual equipment, with a good knowledge of English;
- 2 computer technicians responsible at all times for solving any possible technical problem, with a good knowledge of English;
- 3 drivers (Secretary-General, Executive Directors and Meetings Secretariat) with a good knowledge of English;
- 1 counterpart from hotel for setting-up of the meeting rooms (with a good knowledge of English).

4. Press

- 1 official photographer to report to Communications officers of the Organization, delivering material throughout the day.
- 1 person for video coverage of all sessions, reporting to Communications officers of the Organization.

Annex IV. Travel and staff entitlements

Travel entitlements shall be determined according to the rules of the United Nations, especially as regards travel standards, baggage allowances, subsistence allowances and terminal expenses.

I. Travel and transportation

1. The cost of travel, 50% daily subsistence allowances and accommodation for officials designated by the Secretary-General, as well as transportation for necessary materials shall be covered by the Government. Staff travelling to ..., ..., shall not exceed 50 persons, plus staff members travelling for the necessary preliminary visits.

2. The Government shall also provide the following air tickets:

- (a) 20 air tickets from one point of origin to the venue of the Meeting and return for non-locally recruited interpreters;
- (b) 2 air tickets for the two Auditors of the Organization. Class of air tickets should be decided in accordance with length of flight;
- (c) 10 to 12 air tickets from a place of origin/venue/place of origin for invited speakers or special guests. Class of air tickets should be decided in accordance with length of flight;
- (d) 10 air tickets from a place of origin/venue/place of origin for foreign press representatives.

3. All air tickets for the staff of the Organization and the interpreters shall be issued in business class when the total duration of the journey (including stopovers) is nine hours or longer, according to UN regulations, and made available to the Secretariat at least 15 days before the respective dates of travel.

4. The air transport of supplies and equipment to and from the venue to the Headquarters of the Organization shall be provided for by the Government, through the mode of shipment determined by the Secretariat (MCO, excess baggage, courier company, etc.) for a maximum 700 kg each way.

II. Accommodation and allowances

1. The Government shall provide accommodation and breakfast for the staff designated by the Secretary-General in one single hotel near the venue. The Secretary-General shall be accommodated in senior suite, and the three Executive Directors and the Director of Administration in junior suites.

2. The Government shall also provide accommodation and breakfast for the Auditors of the Organization, as well as for the non-locally recruited interpreters, invited speakers or special guests and foreign press representatives.

3. One month in advance of the inauguration of the General Assembly session, the Government shall transfer to the Organization the sum corresponding to the entitlements due to the staff of the Organization when working out of their duty station. The amount corresponding to Daily Subsistence Allowances (DSAs) in ... shall be reduced by 50 per cent since accommodation and breakfast will be provided by the Government. This sum shall be transferred by the Government on presentation of the corresponding detailed proforma invoice issued by the Organization. By way of indication, the amounts established as

daily subsistence allowances by the United Nations for Madrid and (venue) in (month) (year) are US\$... and US\$..., respectively.

4. In accordance with the rules of the International Association of Conference Interpreters (AIIC), a Government disbursement service shall pay non-locally recruited interpreters, on arrival, the fees corresponding in the contracts to their return travel days / loss of earnings (in US dollars), in addition to the subsistence allowances (in local currency) payable under the United Nations scale, and other due entitlements. The amount corresponding to DSAs in ... shall be reduced by 50 per cent since accommodation and breakfast will be provided by the Government. Such payments to the interpreters shall be based on a detailed statement to be prepared by the Secretariat and submitted to the Government sufficiently in advance, indicating the duration of travel and stay of each interpreter.

5. The Government disbursement service shall pay the entitlements due upon the arrival of the Auditors and invited speakers or special guests, based on a detailed statement to be prepared by the Secretariat and submitted to the Government sufficiently in advance, indicating the duration of travel and stay of each of them. The amount corresponding to DSAs in ... shall be reduced by 50 per cent since accommodation and breakfast will be provided by the Government.

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Annex V. Other services to be provided by the Organization

I. Participation in the Meeting

1. The Organization shall send invitations in all its official languages to the official recipients of the Organization within the statutory deadlines, as well as the corresponding reminders, to ensure the highest possible level of participation.
2. The Organization shall disseminate among its Members the necessary information on the venue to facilitate their attendance in optimal conditions.
3. The Organization shall prepare a provisional list of participants before the session, which shall be disseminated electronically among the registered participants. During the session, a copy of the provisional list will be available at the information desk for ease of consultation by the delegates. After the session, the Organization shall prepare the final list of participants, which shall also be disseminated electronically among the registered participants and posted on the website of the Organization.

II. Logistics of the Meeting

1. The Organization shall send up to 3 officers for the preliminary visits to the venue of the meeting, in order to make the final selection of the most adequate facilities for the holding of the Meeting, the accommodation of the participants and the social programme, as well as to establish working contact with the local coordinators. The tickets required for these preliminary visits will be provided by the Hosts, as well as the corresponding DSAs, to be reimbursed by the Hosts to the UNWTO on receipt of a formal proforma invoice for each visit.
1. The Organization shall regularly communicate to the authorities duly designated by the Government the names and contact details of the participants registered through its website, and shall generally coordinate all logistical aspects of the meeting with the host country.
2. The Organization shall supervise the arrangements for the meeting room, as well as the registration of the participants at the venue.
3. During the session, the Organization shall convey to the participants all logistical information of their interest (schedule of the sessions, transfers, social events, etc.).
4. At the end of the session, the Organization shall disseminate electronically an evaluation questionnaire among the participants.

III. Agenda and debates

1. The Organization shall structure the agenda and programme of the meeting.
2. The Organization shall take on the conduct of business throughout the sessions. In particular, it shall ensure the smooth running of the Assembly proceedings as well as of the other meetings held in conjunction with the Assembly, in accordance with the responsibilities defined in the relevant Articles of

the Organization's Statutes and in the Rules of Procedure of the General Assembly, the Executive Council and the Committee of Affiliate Members.

IV. Documentation

1. The Organization shall take on the drafting of the documents for the session, translate them at its own expenses into its official languages and disseminate them before, during and after the session, as well as coordinate the reproduction on paper of those produced at the venue and publish them on its website. It will also disseminate the decisions taken at the session through email and posting on its website.

V. Interpretation services

1. The Organization shall select and contract as many international-level – AIIIC members – interpreters as necessary to service the needs of the session in the five working languages of the Organization, in accordance with the Agreement UN/AIIC, and will take on the payment of their fees. Some interpreters may be recruited locally provided they are members of the International Association of Conference Interpreters (AIIIC) and meet the requirements of the Organization. The interpreters' fees shall be paid by the Organization.

2. In case the authorities of the host country should determine that interpretation to and from ... is necessary for all or part of the sessions, the due selection and hiring of the corresponding team(s) of interpreters would be up to the Government.

Annex VI. Goods and services in kind

1. The following table shows the goods and services in kind to be provided to the Meeting by the Organization and by the Government together with their fair value at the date of the conclusion of this agreement.

2. After the completion of the project and if applicable, goods in kind of the project will be returned to the corresponding provider.

Goods and services in kind to be provided to the project by the Government

<u>Description</u>	<u>Output</u>	<u>Activity</u>	<u>Fair value (currency)</u>
a) Goods in kind			
xxx			
xxx			
<i>Sub total</i>			
b) Services in kind			
xxx			
xxx			
<i>Sub total</i>			
Total			

Goods and services in kind to be provided to the project by the UNWTO

<u>Description</u>	<u>Output</u>	<u>Activity</u>	<u>Fair value (currency)</u>
a) Goods in kind			
xxx			
xxx			
<i>Sub total</i>			
b) Services in kind			
xxx			
xxx			
<i>Sub total</i>			
Total			