



## UNWTO Commission for the Middle East

Fortieth meeting  
Dubai, United Arab Emirates, 5 May 2015  
Provisional agenda item 8

CME/40/8  
Madrid, March 2015  
Original: English

### **8. Preparations for the 21<sup>st</sup> session of the General Assembly**

#### **I. Place and dates**

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1. At its last session, the General Assembly decided to accept the generous invitation of the Government of Colombia (resolution A/RES/640(XX)). Its next session and other related meetings will be held in Medellín, from 12 to 17 September 2015, in accordance with rule 1(2) of its Rules of Procedure.

#### **II. Programme of meetings**

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2. The Secretariat has established the structure of the next session taking into account the experience of the previous sessions and the observations received from Members.

##### **A. Ministerial roundtable**

3. In order to enhance the technical nature of the General Assembly and to take advantage of the participation of ministers and other top-ranking authorities, a ministerial roundtable will be organized in the framework of the Assembly on a highly topical subject.

##### **B. Preparatory and related meetings**

###### **Programme and Budget Committee (PBC), and 101st and 102nd sessions of the Executive Council**

4. The PBC meeting will take place on the first day of the session, 12 September, and the 101st session of the Council will be held on 13 September, on the eve of the first plenary session of the General Assembly, for transmission to the Assembly of items on which an Executive Council recommendation is required. The 102nd session of the Council will be held immediately after the last plenary session of the Assembly for the election of Council Officers for 2016 and the filling of vacant seats on certain subsidiary organs of the Executive Council for the period 2015-2019.

### **Regional Commissions**

5. All Regional Commissions will hold a meeting in the framework of the Assembly. Their agendas will include the designation of their respective representatives for the various General Assembly offices, which should be approved by the Assembly. Each Commission will also be required to designate its representatives to serve on those subsidiary bodies of the Council whose membership is to be renewed. Finally, they will be required to put forward candidates for the vacant seats on the Executive Council, for which elections will be held during the Assembly.

### **Credentials Committee**

6. The Credentials Committee will meet after the first plenary session of the Assembly. It will present its report to the Assembly at the second plenary session.

### **Affiliate Members**

7. The General Meeting of the Affiliate Members, which will deal with administrative matters, will take place in the afternoon of 15 September.

### **Side events**

8. In order to enhance the technical nature of the General Assembly proceedings and to encourage high-level participation of the private and public sectors, a number of side events will be organized in the framework of the Assembly. Detailed information on them will be communicated at a later stage.

## **C. General Assembly session**

9. The provisional agenda of the twenty-first session of the General Assembly is being drafted in accordance with rule 5(1) of its Rules of Procedure. Members are kindly reminded that they may propose the inclusion of new items in the provisional agenda, provided they follow the procedure laid down for this purpose in rule 5(3) of the Rules of Procedure of the Assembly.

### **Opening meeting and opening ceremony**

10. A welcome ceremony, followed by a dinner, is scheduled to take place on Sunday, 13 September.

11. The official opening will be held on Monday, 14 September, in the morning, followed by the ministerial roundtable.

12. The first plenary session of the Assembly will be held on Monday, 14 September, in the afternoon. The Assembly will be called upon to elect the President of its twenty-first session, in accordance with rule 16 of its Rules of Procedure.

## **III. Facilities provided to the Organization by the Government of Colombia**

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13. The authorities of Colombia have already taken all necessary measures to host this session in optimum conditions in the facilities of Plaza Mayor Medellín Convenciones y Exposiciones (<http://www.plazamayor.com.co>) in Medellín and to provide all kinds of appropriate services to the delegates of UNWTO Members. They will also facilitate the entry into their territory of Full, Associate

and Affiliate Members of the UNWTO, as well as of the other participants invited by the Secretary-General.

14. The Agreement between the Organization and the host Government establishes in particular the obligations and commitments that the Government has generously agreed to meet in convening and conducting the proceedings of the twenty-first session of the General Assembly and the other related meetings, in accordance with the Statutes, rules and practices of the Organization.

#### **IV. Invitations and working documents**

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15. The corresponding convocation letters and invitations issued by the Secretary-General to all Members, together with the provisional agenda prepared in accordance with rule 5(1) of the General Assembly's Rules of Procedure and an information note, will be sent by e-mail within the prescribed time limits, i.e., ninety days before the opening of the session, and posted in electronic format on the UNWTO website.

16. The working documents necessary for the General Assembly's discussions and resolutions on the various agenda items will also be sent by e-mail to Members within the time limits prescribed in rule 8 of the Assembly's Rules of Procedure. They will also be posted in electronic format on the UNWTO website.

#### **V. Languages of the Assembly**

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17. The five official languages will be used for the Assembly and the other related meetings, in part or in totality, as each meeting requires.

#### **VI. Actions to be taken by the Commission**

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18. The Commission is invited to take note of the present report.