

Executive Council

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General programme of work

(c) Merging of the Programme Committee and the Committee on Budget and Finance

Introduction

1. The Programme and Budget Committee (PBC) is the result of merger of the Programme Committee (PC) and the Committee on Budget and Finance (CBF). This fusion implies the modification of several articles of the *Rules of Procedure of the Executive Council*, the *Financial Regulations* and the *Detailed Financial Provisions* of the World Tourism Organization. These modifications are mentioned in the first part of the present document.
2. Rules of procedure of the new PBC are submitted to the Executive Council (EC) in the second part of the document for its comments. Once approved, they will come into force immediately after the 19th session of the General Assembly (Republic of Korea). Meanwhile, the current PC and CBF will meet jointly and follow their respective regulations.

I. Proposed modifications of the *Rules of Procedure of the Executive Council*, the *Financial Regulations* and the *Detailed Financial Provisions* of the World Tourism Organization

3. As a result of the fusion of the of the Programme Committee and the Committee on Budget and Finance into one Programme and Budget Committee (PBC), some articles of the *Rules of Procedure of the Executive Council*, the *Financial Regulations* and the *Detailed Financial Provisions* of the World Tourism Organization should be modified as follows:
4. In articles 5.3.a), 5.3.b) and 5.3.c), of the *Financial Regulations*, in the regulation 5, paragraphs 3.07 and 3.08 of the *Detailed Financial Provisions*, as well as in articles 9.1 and 9.3 of the *Rules of Procedure of the Executive Council*, all references to PC and/or CBF should be replaced by references to the PBC.
5. In article 9. 2 of the *Rules of Procedure of the Executive Council*, the text: "These Committees shall elect their own officers, with the exception of the Chairmen, who shall be appointed by the Council." should be replaced with the following text: "The Programme and Budget Committee shall elect a Chairperson and a Vice-Chairperson".

II. Rules of procedure of the PBC

Function

6. The function of the PBC is to be the main instrument of the Executive Council:
 - for the preparation of the Organization's budget and programme of work;
 - for monitoring of the programme of work and its financial implementation; and

- for the systematic evaluation and audit of its outputs, results and overall performance.
7. The PBC:
- examines, 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;
 - reports to the Council accordingly;
 - carries out any other tasks which may be entrusted to it by the Council.

Composition

8. The PBC is a sub-organ of the Executive Council; therefore, all rules applying to EC members also apply to PBC members.
9. The PBC is composed of:
- 2 full members by region, as follows:
 - 6 members of the Executive Council, one by region, each designated by the Council itself.
 - 6 members, one by region, designated by their respective regional commission;
 - The representative of the Associate Members in the Executive Council;
 - The representative of the Affiliate Members in the Executive Council;
10. The PBC elects one Chairperson and one Vice-Chairperson among its members. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.
11. A UNWTO member that is not a member of the PBC may attend any session of the PBC as an observer, i.e. without the right to speak.

Terms of office

12. The renewal of PBC membership could be arranged as follows:
- For the 6 members from the Executive Council, in similar ways as their renewal in the EC¹;
 - For the 6 members designated by the regional commissions, elections will be operated every 4 years.

Sessions of the Committee

13. The Committee meets in regular session immediately before the Council, or at any time as required by the EC.
14. Members of the Committee could be consulted at any time, including by electronic means;
15. Between ordinary sessions of the PBC, the Chairperson of the Committee may, after consulting both the Chairperson of the Council and the UNWTO Secretary-General, call an extraordinary session.
16. The provisional agenda of each session of the Committee shall be drawn up by the Secretary-General in agreement with the Chairperson of the Committee.

Secretariat

17. The Secretary-General shall act as Secretary of the Committee. She/he may delegate her/his functions to any other member of the Secretariat.

¹ EC members are designated for 4 years

18. The Secretary-General may make oral or written statements on any matters under discussion to the Committee at any time.
19. The Secretariat helps the Chairperson in preparing the PBC reports for the Council.

Conduct of business

20. The presence of a majority of the Members of the Committee shall be necessary to constitute a quorum at meetings of the Committee.
21. Interpretation of these rules of procedure will be made considering the standing practice of the Executive Council on the relevant matter.