1. GENERAL INFORMATION

**Concept:**

The UNWTO Practicum has a duration of 7 days and is conducted at the premises of the World Tourism Organization in Madrid (Spain) and at the Euro-Arab Institute Foundation for Education and Training (INSTEA) in Granada (Spain), where officials will participate in a three-day interactive seminar on Sustainable Tourism and Poverty Alleviation, as well as familiarizing themselves with the UNWTO programmes and meeting with the responsible officials at Headquarters. The language of these activities will be English and Arabic.

This initiative will start with arrival in Madrid (Spain) on 16 September and participants will visit UNWTO Headquarters where they will meet with Programme Directors and Managers, Regional Directors and other UNWTO officials who will provide an overview of the Organization’s activities. Participants will then travel to Granada where they will focus on a three-day interactive seminar on Sustainable Tourism and Poverty Alleviation, which will raise awareness and build capacity among participants about mechanisms and interventions to enhance tourism’s contribution to poverty reduction and, at the same time, examine the implications of this subject in the overall tourism policy of their countries in particular and with regard to the challenges facing today’s rapidly evolving world.

**Objective and structure:**

This UNWTO Practicum session’s programme has been designed to assist UNWTO Member States in building the capacity of the officials of their NTAs at national and regional level, with state-of-the-art knowledge and practical experiences in core areas of responsibilities, such as Tourism and Poverty Alleviation, which is the area to be addressed in this session of the UNWTO Practicum.

**Participants:**

They should be highly qualified officials holding a management-level post with decision-making responsibilities at the NTA, nominated by the highest authority of the National Tourism Administration.
**Conditions:**

Accommodation from 16 to 21 September (included) will be covered by UNWTO and INSTEA and participants will receive a subsistence allowance to help cover any meals not included in the programme and incidental expenses.

Transport from the home country to Madrid (Spain) and back to the home country (from Madrid) will be covered by the Government sending the official. Transport included within the programme of the course will be covered by UNWTO and INSTEA.

**Structure of the Seminar:**

Following the first day of familiarization with UNWTO’s programmes, the three-day Seminar will commence. It will be conducted by UNWTO experts in the area of Sustainable Tourism and Poverty Alleviation and will be highly interactive with workgroup sessions. This hands-on approach enables participants to thoroughly analyse and discuss the most relevant issues.

**2. GENERAL CONDITIONS FOR PARTICIPATION**

To qualify for the *UNWTO Practicum*, a candidate must meet the following conditions:

1) To be a highly qualified official occupying a management post with decision-making responsibilities in the NTA of a UNWTO Member State (or, in the case of a decentralized Administration, to be a regional tourism officer, duly recommended by both the Regional Government and Central.

2) To have been active in UNWTO programme development and implementation. While this is not a *sine qua non* requisite, priority will be given to candidates with this merit;

3) Have completed university education validated by a diploma (at least Bachelors or Masters level);

4) To have sound professional experience in the public sector;

5) To have an **excellent command of English or Arabic**; and

6) To have a clear idea of the professional objectives he/she wishes to attain during the UNWTO Practicum period and how these are applicable to his work at his/her country’s National Tourism Administration.
3. ADMISSIONS PROCEDURE

The eligible candidate should:

a) Previously secure a nomination from his/her Administration, in the form of a letter of nomination from the highest authority of the National Tourism Administration of his/her country;

b) Send a letter of intention to the UNWTO stating:
   1) he/she is fully aware of the details concerning the content and format of the UNWTO Practicum as well as the commitment this entails on his/her part (participation in activities, attendance at the training sessions, etc.)
   2) his/her professional achievements and career goals; and how these relate to the UNWTO Practicum
   3) the professional objectives he/she expects to attain through his/her participation in the UNWTO Practicum

c) Fill in the online application form (https://www.surveymonkey.com/s/Practicum2012_ArabCountries) and send his/her CV and copies of certificates or diplomas obtained and certifying his/her command of English, of his/her passport and a recent photo to UNWTO (themis.omt1@unwto.org). The deadline for application is 20 August 2012, at the latest.

Upon acceptance as a participant the participant will have to:

d) Submit a medical certificate stating that he/she is in good health, fully fit for work and free from infectious disease; and

e) Submit a copy of a current international individual all-risk insurance policy to cover his/her stay abroad prior to participation.