REPORT ON THE PREPARATIONS
FOR THE SIXTEENTH SESSION OF THE GENERAL ASSEMBLY

Note by the Secretary-General

In the attached document, the Secretary-General reports to the Council on the organization of work for the sixteenth session of the General Assembly.
REPORT ON THE PREPARATIONS
FOR THE SIXTEENTH SESSION OF THE GENERAL ASSEMBLY

I. PLACE AND DATES

1. In accordance with Assembly resolution 474(XV) and rule 1(2) of its Rules of Procedure, the General Assembly will hold its sixteenth session at Convention Center of the hotel Méridien Président at Dakar (Senegal) from 27 November to 2 December 2005 at the invitation of the Government of the Republic of Senegal. The meetings of the other organs, preparatory to that of the Assembly, will be held on 25 and 26 November 2005.

II. PROGRAMME OF MEETINGS

A. Preparatory and related meetings

(i) Credentials Committee

2. The Credentials Committee will meet after the first plenary meeting, on Monday, 28 November 2005, and hold other meetings, if necessary, in order to prepare its report for the Assembly at the end of the morning of the third plenary meeting (Tuesday, 29 November 2005).

(ii) Seventy-sixth and seventy-seventh sessions of the Executive Council

3. The seventy-sixth session of the Council will be held on the afternoon of Saturday, 26 November 2005. It will be entrusted, in particular, with considering the items on the Assembly’s agenda on which an Executive Council recommendation is required as well as the adoption of the Report of the Council to the Assembly.

4. At its seventy-seventh session, to be held in the late morning of Friday, 2 December after the fifth plenary meeting of the Assembly, the Executive Council will have on its agenda the election of its Officers for 2006 and the filling of vacant seats on certain Executive Council bodies for the period 2005-2007.

(iii) Committee on Market Intelligence and Promotion

5. The Committee will hold its second meeting in the framework of this session of the Assembly. It will take place on Friday, 25 November, from 4 to 6 p.m.
(iv) Regional Commissions

6. The planned scheduling of the Regional Commissions is as follows: the Commissions for South Asia and for the Middle East will each hold a meeting on the afternoon of Friday, 25 November 2005, from 3 p.m. to 5 p.m. and from 3.30 p.m. to 5.30 p.m. respectively. The other four will meet on the morning of Saturday, 26 November 2005: that for Europe from 8.30 a.m. to 10.30 a.m., that for East Asia and the Pacific from 9 a.m. to 11 a.m., and that for the Americas from 9.30 a.m. to 11.30 a.m. and that for Africa from 11 a.m. to 1 p.m. Their agendas will include the designation of their respective representatives for the various General Assembly offices, which should be approved by the Assembly at its first plenary meeting. 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 last plenary meeting of the Assembly.

(v) Affiliate Members

7. The Affiliate Members will have Tuesday, 29 November for their deliberations. The General Meeting which will deal with administrative matters (adoption of the programme of activities for 2004-2005 and election of the Officers for that biennium) and the meeting of the Board of the Committee of Affiliate Members will take place on the morning. A Seminar on “The use of new technologies for image building and promotion in tourism” will be held on the afternoon of the same day.

(vi) Round Tables

8. In order to enhance the technical nature of the General Assembly proceedings and to encourage participation by the private sector, round tables have been held during the Assembly since its Buenos Aires session. Given the success of this initiative, two Round Tables will again be held on Wednesday, 30 November 2005, one on “Tourism and Poverty” and the other on “Crisis Management”.

(vii) Education programme

9. The Conference organized by the WTO Education Council on the theme “Contributing to the creation of the destinations of the future: the WTO.Sbest DMO Framework” will take place on Thursday, 1 December. The Conference will be followed by a meeting of the Education Council at the end of the afternoon.

B. General Assembly session

10. The provisional agenda of the sixteenth session of the General Assembly, contained in Annex 1, was drawn up in accordance with rule 5(1) of the Assembly’s Rules of Procedure.
11. The provisional agenda will be attached to the official invitation. Members are 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 Assembly’s Rules of Procedure.

12. In view of the volume of work that the provisional agenda can be expected to entail, the General Assembly, unless otherwise decided by its President, will need to hold two meetings a day.

   (i) Opening ceremony and opening meeting

13. The official opening ceremony is scheduled to take place on Sunday, 27 November 2005 from 6 p.m. to 8 p.m. and will be held in the presence of high-ranking authorities of the Republic of Senegal.

14. A reception to welcome all the delegates will be hosted by the Senegalese authorities on conclusion of the opening ceremony.

15. The Assembly session will be opened at 9 a.m. on Monday, 28 November by the President of the previous session, i.e. the head of the Chinese delegation. The Assembly will then be called upon to elect the President of its sixteenth session, in accordance with rule 16 of its Rules of Procedure.

   (ii) First plenary meeting

16. The Assembly proceedings will continue as follows: during its first plenary meeting, on the morning of Monday 28 November, the General Assembly will be required to discuss items 1 to 9, as currently included in the provisional agenda. After the adoption of the agenda (item 1) and the necessary elections and appointments (items 2, 3 and 4), the Assembly will be requested to consider the agenda items related to the membership of the Organization (item 5). Finally, the three main reports: that of the Secretary-General, that of the Executive Council to the Assembly and that of the Chairman of the Affiliate Members (items 6, 7 and 8) will be presented. The General debate will take place after the presentation of these reports and the end of the morning, and will focus on the state of tourism in the world, tourism’s contribution to the achievement of the Millennium Development Goals, as well as on the Organization’s policy and present and future activities. Heads of delegation that so wish may register for inclusion in the list of speakers.

   (iii) Second and third plenary meetings

17. The meeting in the afternoon of Monday, 28 will be entirely devoted to the continuation of the general debate, as will the morning of 29 November, until 12 noon.
18. To enable the greatest possible number of heads of delegation to take the floor during the general debate and in view of the short time given to the general debate, it will again be necessary to strictly limit speaking time to five minutes for each statement. This does not rule out the submission by delegations to the Secretariat for distribution of longer written statements relating to the general debate.

19. Agenda Items 9 and 10 will be presented to the Assembly at the end of the third meeting, on the morning of Tuesday, 29 November (Report of the Credentials Committee and Follow-up of the transformation of the Organization into a specialized agency).

20. Then, at the beginning of the afternoon session of Tuesday, 29 November, the item relative to the White Paper and Agenda 2010 (item 11) will be examined.

(iv) Committee of the whole

21. Once consideration of item 11 of the agenda is completed, the Assembly will continue its work in the Committee of the whole of the Assembly, open to all its Members, on Wednesday, 30 November. The Committee is responsible for considering items 12 to 15 of the provisional agenda, i.e. technical, administrative, legal and financial matters, including the draft programme budget of the Organization for the period 2006-2007, which the Secretary-General will submit to the Assembly.

(v) Fourth plenary meeting

22. The General Assembly will resume its work in plenary for its fourth meeting on Thursday, 1 December, to discuss items 16 (agreements concluded by the Organization), 17 (World Committee on Tourism Ethics), 18 (World Tourism Day for 2006 and 2007), as well as items 19 and 20 (ST-EP Initiative and Actions in favour of the tsunami-affected countries). The Assembly will then be required to hold three elections: that of the Secretary-General for the period 2006-2009 on the recommendation of the Executive Council (item 21), another to appoint half the Members of the Executive Council for the period 2005-2009 (item 22) and the third to designate the two Full Members that will occupy the posts of Auditor of the Organization for the period 2006-2007 (item 23). Finally, it will be called upon to decide the place and dates of its next session (item 24).

23. If necessary, the Assembly may extend its plenary meeting to the afternoon of Thursday, 1 December.

(vi) Fifth plenary meeting

24. The fifth and final plenary meeting will be held at 9 a.m. on Friday, 2 December to review and approve the draft resolutions resulting from its work both in plenary and in the Committee of the Whole. The Assembly proceedings as such will conclude at the end of the fifth plenary meeting.

25. A timetable of proceedings is attached as Annex 2.
III. FACILITIES PROVIDED TO THE ORGANIZATION BY THE GOVERNMENT OF THE REPUBLIC OF SENEGAL

26. The authorities of the Republic of Senegal have confirmed that they will take all necessary measures to ensure that the proceedings take place in optimum conditions, in particular, the measures taken for the construction of a new annex to the Convention Centre where the plenary sessions will be held. They will also facilitate the entry into their territories of Full, Associate and Affiliate Members of WTO, as well as of the other participants invited by the Secretary-General.

27. The Agreement between the Organization and the host Government should be signed very shortly.

28. This Agreement will establish in particular the obligations and costs that the Government have generously agreed to meet in convening and conducting the proceedings of the sixteenth 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

29. The Secretary-General will send Members their invitations, together with the provisional agenda prepared in accordance with rule 5(1) of the General Assembly's Rules of Procedure, the annotated provisional agenda and an information note, within the prescribed time-limits, i.e. ninety days before the opening of the session.

30. The working documents necessary for the General Assembly's discussions and decisions on the various agenda items will also be dispatched to Members within the time-limits prescribed in rule 8 of the Assembly's Rules of Procedure.

31. The United Nations and the international organizations with which the Organization has concluded agreements or working arrangements or that are in a working relationship with the Organization for a specific project will also receive an invitation to participate in the sixteenth session of the Assembly.

V. LANGUAGES OF THE ASSEMBLY

32. The languages to be used for the Assembly and the other meetings, both preparatory and parallel to it, are as follows:

**Friday, 25 November**

Committee on Budget and Finance: English, French and Spanish
Commission for South Asia: no interpretation
Commission for the Middle East: no interpretation
Committee on Market Intelligence and Promotion: English, French and Spanish
Saturday, 26 November
Commission for Europe:
Commission for East Asia
and the Pacific:
Commission for the Americas:
Commission for Africa:
Executive Council:
English and French
no interpretation
English and Spanish
English and French
English, French, Spanish and Russian

Sunday, 27 November
Opening ceremony:
Arabic, English, French, Spanish and Russian

Monday, 28 November
First and 2nd plenary meetings:
Arabic, English, French, Spanish and Russian

Tuesday, 29 November
Third plenary meeting:
Meeting of the Affiliate Members:
Seminar:
Arabic, English, French, Spanish and Russian
English, French and Spanish
English, French and Spanish

Wednesday, 30 November
First and 2nd meetings of the
Committee of the Whole:
Round Tables No.1 and No. 2:
English, French, Spanish and Russian
English, French and Spanish

Thursday, 1 December
Fourth plenary meeting:
Technical Conference:
Education Council:
English, French, Spanish and Russian
English, French and Spanish
English, French and Spanish

Friday, 2 December
Fifth plenary meeting:
Executive Council:
English, French, Spanish and Russian
English, French, Spanish and Russian

33. In accordance with decision 12(LXIX) of the Executive Council, interpretation from and into Arabic will be provided during the first three plenary meetings.
ANNEX 1

DRAFT PROVISIONAL AGENDA
OF THE SIXTEENTH SESSION OF THE GENERAL ASSEMBLY

1. Adoption of the agenda

2. Election of the President and Vice-Presidents of the Assembly

3. Appointment of the Credentials Committee

4. Appointment of the Chairman of the Assembly’s Committee of the Whole

5. Membership of the Organization
   (a) Approval of applications for membership
   (b) Suspension of membership in accordance with Article 34 of the Statutes
   (c) Requests for temporary exemption from the application of paragraph 13
        of the Financing Rules

6. Report of the Secretary-General

7. Report of the Executive Council to the General Assembly
   (a) Activity report
   (b) Amendments to the Statutes

8. Report of the Chairman of the Affiliate Members

9. Report of the Credentials Committee

10. Follow-up of the transformation of the Organization into a specialized agency
    of the United Nations

11. White Paper and Agenda 2010

12. Report on implementation of the Organization’s general programme of work
    for the period 2004-2005*

    (a) Programme
    (b) Budget
14. Administrative and financial matters* 
   (a) Report of the Secretary-General on the financial situation of the Organization
   (b) Election of the Members of the WTO Staff Pension Committee for the period 2006-2007
   (c) Linguistic diversity

15. Assessment of Members' contributions to the Organization's budget for the period 2006-2007*

16. Consideration and approval of agreements concluded by the Organization

17. Activities of the World Committee on Tourism Ethics


19. ST-EP initiative

20. Actions in favour of the tsunami-affected countries

21. Appointment of the Secretary-General for the period 2006-2009 on the recommendation of the Executive Council

22. Election of Council Members

23. Election of the Auditors for the period 2006-2007

24. Place and dates of the seventeenth session of the General Assembly

25. Review and adoption of the draft resolutions of the sixteenth session of the General Assembly

* It is proposed that this agenda item be considered by the Assembly’s Committee of the Whole
<table>
<thead>
<tr>
<th>DAY</th>
<th>MORNING</th>
<th>LUNCH</th>
<th>AFTERNOON</th>
<th>EVENING</th>
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<tbody>
<tr>
<td>25 November (Friday)</td>
<td>Committee on Budget and Finance</td>
<td>Marketing Committee</td>
<td>Regional Commissions (CSA-CME)</td>
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<td>26 November (Saturday)</td>
<td>Regional Commissions (CEU-CAP-CAM-CAF)</td>
<td>Executive Council (CE/76)</td>
<td>Joint meeting (CAP-CSA)</td>
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<tr>
<td>27 November (Sunday)</td>
<td>FREE (city tour or excursion)</td>
<td>Opening</td>
<td>Welcome banquet</td>
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<tr>
<td>28 November (Monday)</td>
<td>1\textsuperscript{st} plenary (items 1 to 8 and general debate)</td>
<td>2\textsuperscript{nd} plenary (general debate)</td>
<td>Dinner in the honour of the Chiefs of Delegations</td>
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<td>29 November (Tuesday)</td>
<td>3\textsuperscript{rd} plenary (cont. general debate and items 9 and 10) (4 h)</td>
<td>3\textsuperscript{rd} plenary (cont.) (item 11)</td>
<td>Seminar on New Technologies, Instrument of Promotion of the Tourism Image</td>
<td>Dinner in the honour of Affiliate Members</td>
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<tr>
<td>30 November (Wednesday)</td>
<td>Committee of the Whole (items 12 and 13)</td>
<td>Committee of the Whole (items 14 and 15)</td>
<td>Round Table on Crisis Management</td>
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<td>1 December (Thursday)</td>
<td>4\textsuperscript{th} plenary (items 16 to 24)</td>
<td>FREE</td>
<td>Conference (cont.)</td>
<td>Closing dinner</td>
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<td>2 December (Friday)</td>
<td>5\textsuperscript{th} plenary (resolutions)</td>
<td>Executive Council (CE/77)</td>
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