



2017  
INTERNATIONAL YEAR  
OF SUSTAINABLE TOURISM  
FOR DEVELOPMENT



## General Assembly

Twenty-second session  
Chengdu, China, 11-16 September 2017

A/22/Note Inf.2  
Madrid, 11 August 2017  
Original: English

### Information Note No. 2

#### 1. Registration

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Participants are kindly reminded that **registration** for the Assembly session is being carried out **online**. The participation form is available on the UNWTO website at: <http://imd.unwto.org/event/general-assembly-twenty-second-session-0>. The deadline has been extended **until Friday, 18 August**. For specific queries on registration, please contact UNWTO at: [assembly@unwto.org](mailto:assembly@unwto.org).

The website of the event, [www.unwtoga22.org](http://www.unwtoga22.org), provides detailed information on the host country, meeting venues, side and special events, technical visits, social programmes, transport, accommodation and tours.

#### 2. Credentials and proxies

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Further to the indications contained in Information Note No. 1, delegates are kindly reminded to provide a **scanned copy of their credentials**. Those wishing to be represented by another delegation must provide their **proxies**. Please see the model credential letter in Annex 1 and model proxy format in Annex 2.

**Scanned credentials and proxies** are to be **e-mailed, by Friday, 1 September**, to Ms. Zhanna Yakovleva (Protocol Officer) at [zyakovleva@unwto.org](mailto:zyakovleva@unwto.org).

The mandate of representation is valid for the whole session of the General Assembly and, if needed, for the previous meeting of the Regional Commission.

#### 3. Accreditation badges

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Accreditation badges will be issued upon submission of credential letters (Full Members) and identification papers (Affiliate Members) at the registration desk in the venue hotel, InterContinental Century City Chengdu Convention Center.

The registration desk will be open on the following days:



- Sunday, 10 September: 10:00-17:00
- Monday, 11 September: 08:00-17:00
- Tuesday, 12 September: 08:00-19:00
- Wednesday, 13 September: 07:30-17:00
- Thursday, 14 September: 08:00-17:00

#### 4. Accommodation

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- The address of InterContinental Century City Chengdu: 88 Shijicheng Rd, Wu Hou Qu, Chengdu, China.
- The address of Holiday Inn Chengdu Century City-WestTower: 208 East Tower, Century City Blvd, Chengdu, China.

#### 5. Requests for bilateral meetings

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For better coordination and scheduling of bilateral meetings between the Members and the UNWTO Secretary-General, Members are kindly advised to address the requests to Ms. Egle Miskinyte, Cabinet of the Secretary-General, via e-mail ([emiskinyte@unwto.org](mailto:emiskinyte@unwto.org)) or telephone: +34 629 072 111.

Meetings between 2 or more Members, should be coordinated directly by the requesting parties. Only requests for the meeting rooms should be addressed to Ms. Egle Miskinyte via e-mail ([emiskinyte@unwto.org](mailto:emiskinyte@unwto.org)) or telephone: +34 629 072 111.

#### 6. High-Level Segment

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In the context of the General Assembly, a High-Level Segment on 'Tourism and the Sustainable Development Goals & Building Partnerships for Development: the Example of the Belt and Road Initiative' will be held in the morning of **Wednesday, 13 September**, after the opening of the Assembly. The programme will be communicated shortly.

The High-Level Segment aims to stimulate the discussion among policymakers at the 22nd UNWTO General Assembly on how to advance the contribution of tourism to the SDGs. After the historic agreement on the 2030 Agenda for Sustainable Development, 2016 began as the first year of country-planning and implementation on the SDGs. The shift from commitment to actions and results can only be achieved if sustainable development moves from the periphery to the core of decision-making in both public and private domains. While the universal SDGs offer a new direction, tourism can and must play a leadership role in delivering a better future for people and the planet.

#### 7. Video competition

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The deadline for entries for the UNWTO Tourism Video Competition has been extended **until Saturday, 12 August** – see <http://imd.unwto.org/unwto-tourism-video-competition-2017>.

The seven winners of the 2017 edition of the UNWTO Tourism Video Competition (one for each region

of the UNWTO, plus the “People’s Choice Award”) will be announced during the third Plenary session of the 22nd General Assembly.

For any questions, please contact UNWTO’s Communications Team at [comm@unwto.org](mailto:comm@unwto.org).

## 8. Technical visits

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For updated information on technical visits and the programme for accompanying persons, please visit the link [www.unwtoga22.org](http://www.unwtoga22.org).

## 9. Contact details

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UNWTO coordinators	Host-country coordinators
Mr. Munir RAYES Chief of Conference Services Tel.: +34 915 678 189 E-mail: <a href="mailto:conf@unwto.org">conf@unwto.org</a>	Ms. TAO Li China National Tourism Administration (CNTA) E-mail: <a href="mailto:ltao@unwto.org">ltao@unwto.org</a>
Ms. Yolanda SANSEGUNDO Conference Services Tel.: +34 915 678 188 E-mail: <a href="mailto:assembly@unwto.org">assembly@unwto.org</a>	Ms. WEN Mingjun China National Tourism Administration (CNTA) E-mail: <a href="mailto:mwen@unwto.org">mwen@unwto.org</a>

**Annex 1: Model credentials letter<sup>1</sup>**

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**Standard format letter**

*Official letter-headed paper<sup>2</sup>*

**Credentials**

I, the undersigned, (name and full title of the competent authority<sup>3</sup>), hereby attest that the Government of (name of country) has authorized the following delegation to represent it at the twenty-second session of the General Assembly of the World Tourism Organization, to be held from .. to .. ... 2017, in Chengdu, China:

Head of Delegation: (name and full title)

Alternate Head of Delegation: *(name and full title)*

Members of Delegation: *(names and full titles)*

Done at *(name of city)*, on *(date)*

Name, full title and signature

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<sup>1</sup> It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

<sup>2</sup> Including official logo of the Ministry.

<sup>3</sup> Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent and Ambassadors of States accredited to Spain are regarded as valid. Please also note that in accordance with resolution 649 (XXI), the Credentials Committee will consider as invalid credentials or proxies in breach of the principle of secrecy of the vote.

**Annex 2: Model credentials letter for representation (proxy format)<sup>4</sup>**

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**Standard format letter<sup>5</sup>**

*Official letter-headed paper<sup>6</sup>*

**Credentials (for representation-proxy format)**

I, the undersigned, (name and full title of the competent authority<sup>7</sup>), will be unable to attend the twenty-second session of the General Assembly of the World Tourism Organization, to be held from .. to .. ... 2017, in Chengdu, China, for the following reasons<sup>8</sup>: ..... Therefore, I hereby authorize (name and full title of delegate<sup>9</sup>) of the delegation of (name of Full Member) to represent and to cast a vote<sup>10</sup> on behalf of the Government of (name of Full Member) at the twenty-second session of the General Assembly of the World Tourism Organization:

Done at (*name of city*), on (*date*)

Name, full title and signature

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<sup>4</sup> If a Full Member is unable to participate in the General Assembly, it can be represented exceptionally by a member of another State's delegation, provided it submits a formal letter or fax signed by the competent authority designating the individual who will represent the State and, if applicable, giving him/her the power to vote on its behalf.

<sup>5</sup> It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

<sup>6</sup> Including official logo of the Ministry.

<sup>7</sup> Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent and Ambassadors of States accredited to Spain are regarded as valid.

<sup>8</sup> In accordance with resolution 633(XX), (a) a mandate for representation can be given only in exceptional circumstances, duly explained in writing by the State giving the mandate, and (b) the Credentials Committee will assess the validity of these explanations.

<sup>9</sup> In accordance with resolution 633(XX), (c) only one mandate for representation may be given to a delegate representing another State, and (d) a mandate for representation may not be given to the Head of Delegation of another State.

<sup>10</sup> Please note that, unless the items for which the power to vote is given are clearly specified, it will be understood that the delegate has full powers to cast a vote on behalf of the Government he/she is representing by proxy on any agenda item. Please also note that in accordance with resolution 649 (XXI), the Credentials Committee will consider as invalid credentials or proxies in breach of the principle of secrecy of the vote.

