

Madrid, 10 September 2020
Original: English

Explanatory note on the conducting of the 112th session of the Executive Council

| Procedure | Physical attendance | Virtual attendance |
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| Registration and credentials | Online registration takes place through the UNWTO website . | |
| | EC Members will notify the Secretary-General of their representatives (name, title and email address) and the capacity in which they will attend. Likewise, invited observers and non-EC Full Members will notify of the names of their representatives. | |
| | Credentials of EC Members shall be submitted to the Secretary-General at least one day before the opening of the meeting. A copy thereof shall be submitted electronically at least one week before the meeting. | |
| Attendance | The number of participants present at the venue of the meeting will be limited in view of health safety measures. | The number of participants, besides EC Members, simultaneously connected to the session may be limited depending on the capacity of the videoconference system. The Secretary-General, in consultation with the Chair of the Council, will optimize the number of connections. |
| Quorum | The quorum will be determined by verifying the presence, physical or online, of representatives of Members of the Council. In case of doubt, a roll call vote may be organized. | |
| Conduct of business | Should quorum be lost due to connectivity issues, the Meeting shall be suspended until such time as a quorum has been re-established. | |
| | Request the floor by raising the nameplate. | Signal wish to speak using through the chat function, typing e.g., “Intervention” or “Point of Order”. Participants should mute their microphones and turn off their cameras when not addressing the Council. |
| | Individual statements should be limited to three minutes. | |
| | EC Members wishing to take the floor in respect of items of the agenda are invited to inform the Secretariat through cose@unwto.org prior to the session. | |
| Written submissions | N/A | Should any non-EC-Member lose connectivity, deliberations shall continue and decisions shall be taken as appropriate. |
| | In order to ensure the smooth conduct of the virtual proceedings and decision-making process, proposals and amendments to decisions relating to agenda items shall be submitted in writing to the Secretary-General at least 72 hours before the discussion of the corresponding item so that he can communicate them to all EC Members no later than 48 hours before. | |
| Decision-making | All decisions should be taken so far as possible by consensus. If a vote is taken, it will be on roll call. Should a voting EC Member experience technical problems during a vote, it will be asked to call the Chair by phone so as to cast its vote, with Members witnessing the casting of the vote. Given the partially virtual nature of the meeting, no decision shall be taken by show of hands or by secret ballot. | |