



113  
EXECUTIVE  
COUNCIL  
MADRID  
18-19 JANUARY 2021

A white silhouette of the facade of the Gijón Palace, a landmark building in Madrid, Spain. The silhouette is positioned to the right of the event title, partially overlapping the text.

# 1. PLACE AND DATES OF THE SESSION

In accordance with decision CE/DEC/15(CXII) adopted at its 112th session held in Tbilisi, Georgia, the Executive Council will hold its 113th session in Madrid, Spain, on 18-19 January 2021.

# 2. CONTACT INFORMATION

## UNWTO

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## SPAIN

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### 3. REGISTRATION

Registration for the Council session will be carried out online. Participants are kindly requested to complete the registration form by 28 December 2020. The form is available on the [UNWTO website](#).

Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

### 4. TRANSFERS

Local transportation for delegation members will be provided between the hotels and the meeting venue, as well as any other necessary local transportation (social events, etc.).



## 5. ACCOMMODATION

The venue for the session is the Hotel Riu Plaza, which will offer special rates to delegates for a limited number of rooms until 18 December 2020.

**Hotel Riu Plaza**  
C/ Gran Vía, 84  
28013 Madrid  
[Web](#)

Room Type	Rate per night (EUR) (including breakfast)	Booking contact	Distance from the venue
Single or Twin	119 (+10% IVA)	<a href="#">In english</a>	Session venue
Single or Twin	137,18 (+10% IVA)		
Superior Suite	182,63 (+10% IVA)		

## 6.

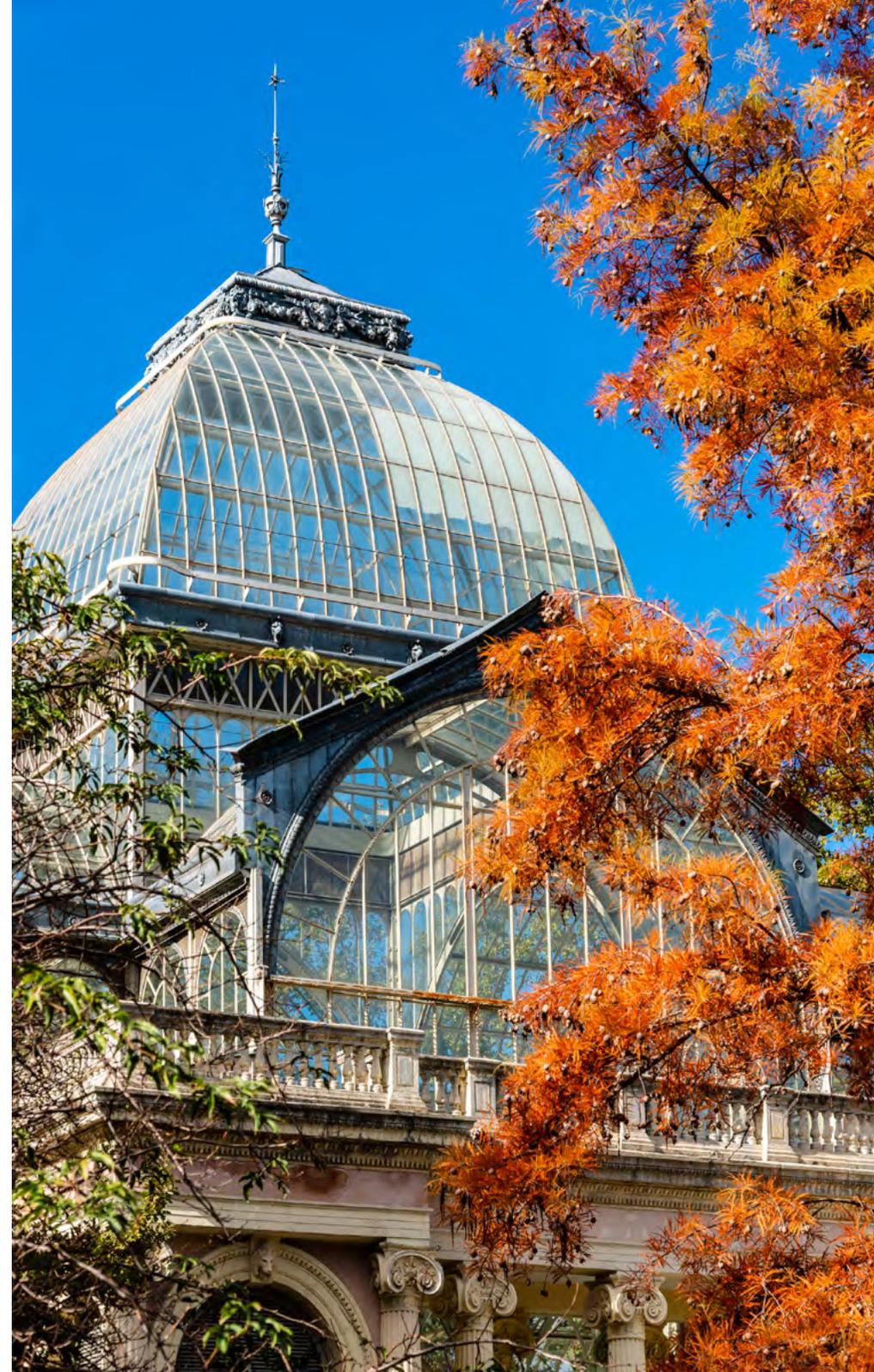
# SUBMISSION OF CREDENTIALS AND IDENTIFICATION PAPERS

With a view to ensuring a smooth verification process, the Member States of the Executive Council are kindly requested to submit their credentials electronically to the Secretariat no later than ten days before the opening of the session.

A scanned copy of the credentials should be sent to Ms. Shirin El Tayan, UNWTO Protocol Officer, at: [seltayan@unwto.org](mailto:seltayan@unwto.org). The originals must be submitted to the Secretary-General at least one day before the opening of the Council session.

Only credentials from Heads of State or Heads of Government, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent will be regarded as valid credentials. Only formal letters or faxes bearing the signature of the competent authority are considered valid. (See model credentials letter in the Annex.)

Only duly accredited delegates shall be authorized to exercise the right to vote and to take the floor at the meetings of the Executive Council.



## 7. STATUS OF PARTICIPANTS

Spain will make the necessary arrangements to facilitate the arrival, stay and departure of all the participants invited by the Organization. During their stay, the participants will enjoy the privileges and immunities conferred to delegates at events of the UNWTO in Spain, in accordance with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations.

## 8. ENTRY FORMALITIES

The Government of Spain will facilitate the processing of visas for all delegates attending the 113th meeting of the Executive Council upon presentation of the letter of invitation to the Council at the corresponding Spanish Embassy, in accordance with Spanish regulations.

Pursuant to European Union regulations, visas on arrival cannot be provided under any circumstances. Participants are kindly requested to make the necessary arrangements to process their visa in advance.

For a detailed list of visa requirements, delegates are kindly requested to consult the following [page](#).

For more information on visas and the list of diplomatic and consular missions of Spain and their jurisdictions, as well as on the countries whose nationals require a visa or are exempt from such requirement, participants can consult the websites of the [Ministry of Foreign Affairs, European Union and Cooperation](#).

For any visa inquiries, participants can contact: Ms. Shirin El Tayan, Protocol Officer, e-mail: [seltayan@unwto.org](mailto:seltayan@unwto.org)

## 9. TRAVEL PROTOCOLS

To ensure the safety of the delegates, a series of measures and a strict sanitary protocol will be applied, in accordance with international guidelines and the recommendations of the World Health Organization on public health emergencies.

As of 23 November 2020, all passengers coming from a country or area of high risk due to the SARS-CoV-2 coronavirus must present a certificate indicating a negative PCR result (RT-PCR for COVID-19).

Updated information is available [here](#).

## 10. WORKING LANGUAGES

The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation of the Council discussions will be provided in these five languages.



## 11. WORKING DOCUMENTS

In light of the United Nations mandate to promote sustainability, UNWTO is strengthening its efforts towards environmental sustainability by implementing paperless events and conferences.

Delegates are kindly requested to take note that the working documents will not be distributed on paper at the venue of the event. Participants are encouraged to bring their own electronic devices to access the working documents during the session.

All the documents will be posted online at the [UNWTO website](#). Delegates will be notified by e-mail of the posting of the documents.

## 12. LIST OF PARTICIPANTS

A provisional list of participants will be available in advance for consultation on the UNWTO website.

The final list of participants will be completed on the basis of the data entered in the registration forms and it will be posted on the UNWTO website shortly after the closure of the Council session.



# 13.

## GENERAL INFORMATION



**Climate:** In January, the average temperature in Madrid can range between 10°C during the day and 3°C at night. Winters in Madrid are cold and dry. However, completely clear days are very typical, so it is possible to enjoy sunny weather at midday.



**Official language:** Spanish.



**Madrid local time (winter) :** GMT +1



**Local currency and exchange rates:** The official currency of Spain is the euro (EUR). The applicable exchange rate in November 2020 is approximately USD 1.18 to EUR 1. Banks are open from Monday to Friday from 9 a.m. to 2 p.m. Throughout Madrid there are foreign exchange offices that are clearly indicated. There is also a currency exchange service at hotels. The city has numerous ATMs, and shops accept major credit cards.



**Electricity:** The electric current in Madrid is 220 volts, 50 Hz AC. Outlets take round pins. In any case, most hotels have adapters for special plugs. Participants should ensure that their electrical devices (computers, mobile phone chargers, razors...) work with this voltage or, if not, use transformers and batteries that allow different voltages.



### Credit cards, shopping and tipping

There are ATMs throughout the city, and in the vast majority of establishments it will be possible to pay for goods and services with a credit card (in the metro you can pay with a card, but not in the urban bus network).

Visa and Mastercard are the most widely accepted types of card, American Express and Diners are less commonly accepted. Information regarding possible commissions for using credit cards in Spain should be consulted with the issuing bank, because transaction fees will depend on the entity managing the corresponding bank account.

Almost all establishments accept card payments, although some require a minimum charge (between 5 and 10 euros). Also, before getting into a taxi when not carrying cash, the driver should be asked if the taxi is equipped with a card payment terminal. There are different applications such as Free Now through which it is possible to request a taxi and pay with a card using it.

The concept of tipping in Madrid is directly related to customer satisfaction regarding the treatment received. Tipping continues to be considered in its original meaning as being “voluntary” and at the discretion of the consumer, at least among the national clientele, and the personnel of the service sector are well aware that nothing is taken for granted.

In some restaurants it is customary to charge an additional 2 to 3 euros for serving bread or a small appetizer - which the establishment is obliged to disclose, and can be rejected if not desired - but, in general, what the customer decides is respected when it comes to expressing appreciation for the friendliness and quality of the service in the final bill.

This custom extends to other tourism services in which there is some type of personal treatment, such as hotels, taxis, beauty salons or hairdressers.

It should be noted that all establishments include the price of the service, but in hotels and restaurants it is common to see “VAT not included” on the menu. This means that a 10% surcharge will be added to the price of what was consumed.



**Health regulations and precautions:** It is not necessary to be vaccinated against any disease in order to travel to Spain.



**COVID-19 situation:** see updated information [here](#).



**Medical services:** Madrid has a good network of health centres (primary care services) and hospitals.



**Local transport rates:** The fare for the taxi ride between the airport and the city ranges between 20 and 30 euros. The price of a single local bus ticket ranges from €1.50 to €2 and tickets for 10 trips can be purchased for €12.20.



**Useful telephone numbers:**

Medical emergencies: 112

Police: 091

## 14. TOURISM INFORMATION

### In Spain

• [Tourism information for Spain](#)

### In Madrid

• [Tourism in the Community of Madrid](#)

• [Tourism in the city of Madrid](#)



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