Information Note

1. Place and dates of the meetings

Further to the convocation letter sent on 22 March 2022 to the Members of the World Tourism Organization (UNWTO), the First Extraordinary Session of the General Assembly will be held on 27-28 April 2022 in Madrid, Spain, at the hotel NH Collection Eurobuilding.

2. Contact details of the Organizing Committee

<table>
<thead>
<tr>
<th>UNWTO coordinators</th>
<th>Host-country coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Zhanna Yakovleva</td>
<td>Mr. Javier Fernández González</td>
</tr>
<tr>
<td>Chief of Cabinet</td>
<td>Deputy Director General of Cooperation and Tourism Competitiveness</td>
</tr>
<tr>
<td>Office of the Secretary-General</td>
<td>State Secretariat for Tourism</td>
</tr>
<tr>
<td>Tel.: +34 91 567 8100</td>
<td>Tel.: +34 91 732 6456</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:cos@unwto.org">cos@unwto.org</a></td>
<td>E-mail: <a href="mailto:asambleaOMTmadrid@mincotur.es">asambleaOMTmadrid@mincotur.es</a></td>
</tr>
<tr>
<td>Ms. Yolanda Sansegundo</td>
<td>Ms. Teresa Gancedo Nieto</td>
</tr>
<tr>
<td>Conference Services</td>
<td>Chief, International Relations Area</td>
</tr>
<tr>
<td>Tel.: +34 91 567 8188</td>
<td>State Secretariat for Tourism</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ysansegundo@unwto.org">ysansegundo@unwto.org</a></td>
<td>Tel.: +34 91 732 6503</td>
</tr>
<tr>
<td><a href="mailto:assembly@unwto.org">assembly@unwto.org</a></td>
<td>E-mail: <a href="mailto:asambleaOMTmadrid@mincotur.es">asambleaOMTmadrid@mincotur.es</a></td>
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3. Official website

All official documents are available on the UNWTO website: [www.unwto.org/event/first-extraordinary-session-of-the-general-assembly](http://www.unwto.org/event/first-extraordinary-session-of-the-general-assembly)

4. Online registration and accreditation badges

Registration for the Assembly session will be carried out online until Monday, 18 April 2022. The participation form is available on the website: [www.unwto.org/event/first-extraordinary-session-of-the-general-assembly](http://www.unwto.org/event/first-extraordinary-session-of-the-general-assembly)

Accreditation badges are issued to specific individuals and are not transferable.

Participants can collect their accreditation badges at the registration desk located in the Hotel NH Collection Eurobuilding (venue of the event).

The registration desk will be open on the following days:

At the UNWTO Headquarters:
- Tuesday, 26 April: 15.00 - 18.00
At NH Collection Eurobuilding
- Wednesday, 27 April: 08:00 - 10:00
- Thursday, 28 April: 08:00 - 10:00

5. **Access to the meetings**

In light of the currently evolving situation of the COVID-19 pandemic and the related worldwide restrictions of gatherings, access to the venue of the session is limited to the Head of Delegation plus 2 persons.

Only participants who have filled in the registration form and presented their valid credentials will be granted access to the meeting room.

6. **Submission of credentials and identification papers**

The credentials of the delegates of Full Members and Associate Members, issued by the competent authority of the State, shall be handed to the Secretary-General, if possible, at least one day before the session of the Assembly opens. (Rule 12(2) of the Rules of Procedure of the General Assembly)

Only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. 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, as well as Ambassadors of States accredited to Spain, are regarded as valid.

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. Please refer to the model credentials letter (Annex 1).

With a view to ensuring a smooth verification process, Member States are kindly requested to submit their credentials electronically to the Secretariat **no later than 18 April 2022**. A scanned copy of the credentials should be sent to Ms. Ilenia García-Riano, Protocol Office, at igarcia@unwto.org. Delegates must submit the original upon their arrival in Madrid prior to collecting their identification badges.

7. **Procedure for proxies**

If a Full Member is unable to participate in the General Assembly, it can be exceptionally represented 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 it and, if applicable, giving him/her the power to vote on its behalf. It should be noted 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.

Furthermore, it should be noted that the General Assembly, at its twentieth session, adopted resolution 633(XX), which stipulates the following regarding mandates for representation:

(a) A mandate for representation can be given only in exceptional circumstances, duly explained in writing by the State giving the mandate;
(b) The Credentials Committee will assess the validity of these explanations;
(c) Only one mandate for representation may be given to a delegate representing another State;
(d) A mandate for representation may not be given to the Head of Delegation of another State; and
(e) The mandate for representation is valid for the whole session of the General Assembly.

The General Assembly, at its twenty-first session in Medellin, Colombia, in 2015 (resolution 649(XXI)) decided the following:
(a) The Credentials Committee will consider as invalid credentials in breach of the principle of secrecy of the vote;
(b) Once the Report of the Credentials Committee is issued, no further credentials or proxy letters will be considered by the Committee except:
   - When the Committee itself has invited the Full or Associate Member concerned to regularize its credentials or its proxy; and
   - When a State whose credentials have been accepted by the Committee does not have a representative for the remaining part of the session for reasons duly explained in writing by the State giving the mandate; in such case, the Committee will assess the existence of the exceptional circumstances justifying the proxy;
(c) The Chairs of the Regional Commissions will verify that the credentials and proxy letters comply with the applicable rules.

Please refer to the model of credentials for representation (proxy format) in Annex 2.

8. Seating arrangements

Delegations will be seated in the plenary meetings in Spanish alphabetical order, beginning with the Member that is hosting the session of the General Assembly.

9. 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.

10. Conditions of entry to Spain relative to health measures

The requirements for entry to Spain, according to country of origin, can be found at the following link: https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov/spth.htm

11. Accommodation

The following hotels will offer special rates to delegates for a limited number of rooms:

**NH Collection Eurobuilding (Venue)**
Padre Damián 23, 28036 Madrid
Tel.: +34 916 00 81 62
[Booking weblink](#)

<table>
<thead>
<tr>
<th>Special rate</th>
<th>Room, single occupancy: 155 € per night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10% VAT not included</td>
</tr>
<tr>
<td></td>
<td>Buffet breakfast included</td>
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</table>

**Hotel Meliá Castilla**
Poeta Joan Maragall, 43, 28020 Madrid
Tel.: +34 91 567 50 77
[Booking weblink](#)

<table>
<thead>
<tr>
<th>Special rate</th>
<th>Room, single occupancy: 142 € per night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10% VAT included</td>
</tr>
<tr>
<td></td>
<td>Buffet breakfast included</td>
</tr>
</tbody>
</table>
Hotel Crisol Via Castellana  
Paseo de la Castellana, 220, 28046 Madrid  
Tel: +34 91 567 43 00  
Booking weblink

| Special rate | 12% discount using the code UNWTO |

Hotel Exe Plaza  
Paseo de la Castellana, 191, 28046 Madrid  
Tel.: +34 91 453 19 00  
Booking weblink

| Special rate | 12% discount using the code UNWTO |

Hotel Barcelo Imagine  
C. Agustín de Foxá, 32, 28036 Madrid  
Tel.: +34 91 732 70 19  
Booking weblink

| Special rate | 12% discount on best available rate |

In order to make the reservation, please send an e-mail to reservas1.centro@barcelo.com indicating that you will be attending the UNWTO Extraordinary General Assembly.

Canopy by Hilton Madrid Castellana  
Pl. de Carlos Trías Bertrán, 4, 28020 Madrid  
Tel.:+34 91 178 18 00  
Booking weblink

| Special rate | 15% discount on best available rate using the group code AOMTR (room only) and AOMTBB (bed and breakfast) |

12. Working languages

The documents for the Assembly session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation in these five languages plus Chinese will be provided at the plenary sessions.
13. Working documents

In compliance with the United Nations system’s environmental protection policy, please note that no hard copies of the working documents will be distributed at the venue of the event. Delegates are kindly requested to bring with them copies of the documents they need. The documents will be posted at the following link: www.unwto.org/event/first-extraordinary-session-of-the-general-assembly. Delegates will also be notified by e-mail.

14. Statements for interpretation

In meetings where interpretation is provided, statements made in any of the six official languages of the United Nations are interpreted into the other official languages. Delegations are requested to submit their statements by email to statements@unwto.org well in advance of the meeting but no later than 2 hours before delivery and not in hard-copy format.

The name of the meeting and the speaker, as well as the agenda item, should be indicated in the subject line of the email message and in the heading of the statement. The statements will not be published or shared with anyone but the interpreters.

Speakers are requested to deliver their statements at a speed that is interpretable. Although delegations are increasingly being given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, if possible, to enable the interpreters to give an accurate and complete rendition of their statements.

When statements are delivered at a fast pace to comply with the time limit, the quality of interpretation may suffer. It is suggested that statements be delivered at a speed not exceeding the equivalent of 100 to 120 words per minute in English.

15. Practical information

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 at:
https://cnecovid.isciii.es/covid19/

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

Reference hospital:
Hospital Universitario La Paz
Paseo de la Castellana, 261, 28046 Madrid
Emergency services: 24 hours
Tel.: +34 91 727 70 00

Useful telephone numbers:
Emergency: 112
Police: 091 or 112
Ambulance: 112
Fire: 112

Callers can request to speak in English, German, French or Spanish.

In the event of any emergency during the days of the General Assembly, you can also contact the UNWTO Security Officer: Mr. Antonio García. Tel.: +34 699976040.
16. Tourism information

In Spain
Tourism information for Spain: www.spain.info/es/

In Madrid
Tourism in the Community of Madrid: www.turismomadrid.es/es/
Tourism in the city of Madrid: www.esmadrid.com/
Annex 1: Model credentials letter

Standard format letter

Official letter-headed paper

Credentials

I, the undersigned, (name and full title of the competent authority), hereby attest that the Government of (name of country) has authorized the following delegation to represent it at the first extraordinary session of the General Assembly of the World Tourism Organization, to be held on 27-28 April 2022, in Madrid, Spain:

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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1 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.

2 Including official logo of the Government, Ministry or Embassy.

3 Pursuant to resolution 591(XIX), only credentials issued and signed by Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent, as well as Ambassadors of States accredited to Spain, will be 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)\(^1\)

**Standard format letter\(^2\)**

*Official letter-headed paper\(^3\)*

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

I, the undersigned, (name and full title of the competent authority\(^4\)), will be unable to attend the first extraordinary session of the General Assembly of the World Tourism Organization, to be held on 27-28 April 2022, in Madrid, Spain, for the following reasons:\(^5\) ………………

Therefore, I hereby authorize (name and full title of delegate\(^6\)) of the delegation of (name of Full Member) to represent and to cast a vote\(^7\) on behalf of the Government of (name of Full Member) at the first extraordinary 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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\(^1\) 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.

\(^2\) 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.

\(^3\) Including official logo of the Government, Ministry or Embassy.

\(^4\) Pursuant to resolution 591(XIX), only credentials issued and signed by Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent, as well as Ambassadors of States accredited to Spain, will be regarded as valid.

\(^5\) 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.

\(^6\) 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.

\(^7\) 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.