

Information note

CE/116/Note Inf. rev.2
Madrid, 23 May 2022
Original: English

1. Place and dates of the session

In accordance with decision CE/DEC/8(CXV) adopted at its 115th session held in Madrid, Spain, the Executive Council will hold its 116th session in the Kingdom of Saudi Arabia, by invitation of the Kingdom of Saudi Arabia. The session will be held on 7-8 June 2022 at the Ritz Carlton Hotel in Jeddah.

2. Contact information

UNWTO	Kingdom of Saudi Arabia
Ms. Yolanda Sansegundo Conference Services Tel.: +34 91 567 8188 E-mail: ysansegundo@unwto.org council@unwto.org	Ms. Razan Yousef Multilateral Affairs Manager Mobile: +966 569335283 E-mail: yousefr@mt.gov.sa General inquiries on logistics Ministry of Tourism Logistics Team Whatsapp Message: +966 548744717

3. Registration

Registration for the Council session will be carried out online. Participants are kindly requested to complete the registration form by Thursday, 26 May 2022. The form is available on the UNWTO website at www.unwto.org/events/executive-council-116th-session

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. Reception at the airport and transfers

Participants will be provided with transportation upon arrival and departure between the airport and the main hotels and the venue. To avail of this service, arrival and departure information must be provided when completing the online registration form. Airport transportation services will be provided up to one day before and one day after the end of the Meeting

Ground transportation services will be provided up to one hour before the start of the Meeting and up to one hour after the end of the Meeting

To enable the authorities to properly organize the welcome and shuttle services, participants must complete and submit the online registration form indicating their arrival and departure flight information and their accommodation details, before 26 May 2022.

5. Accommodation

The Ministry of Tourism of Saudi Arabia will cover the cost of the accommodation for the participants (head of delegation + 2) at the venue of the session, the [Ritz Carlton Hotel](#) in Jeddah.

Delegates are invited to confirm their participation to KahtaniN@mt.gov.sa by 26 May 2022 in order to make the required reservations.

The following hotels in Jeddah will offer special rates to delegates for a limited number of rooms.

Hotel	Room Type	Rate per night (including breakfast)	Booking contact	Distance from the venue
Shangri-La Hotel, Jeddah ★★★★★	Superior City View	SRI 2,070	Bookings and inquiries should be made to Suzan.bamoallem@shangri-la.com	17, 4 Km 15 min
	Deluxe Sea View	SRI 2,484		
	Horizon Suite City View	SRI 4,969		
	Horizon Suite Sea & City view	SRI 5,797		
	Horizon Suite Sea View	SRI 6,625		
	Horizon Two Bedroom Suite	SRI 8,696		

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. Ilenia Garcia- Riano, UNWTO Protocol Section, at igarcia@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 Annex I and proxy letter in Annex II).

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

7. Status of participants

The Kingdom of Saudi Arabia 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 Kingdom of Saudi Arabia will grant free visas to all delegates attending the 116th session of the Executive Council.

For detailed information on visas and the list of diplomatic and consular missions of Saudi Arabia with their respective countries of jurisdiction, as well as on countries whose nationals require a visa or are exempt from such requirement, visit the website of the Ministry of Foreign Affairs, at: <https://www.mofa.gov.sa/sites/mofaen/>

Delegates are requested to confirm their participation and provide the Ministry of Tourism in KSA with a copy of passports and a full name and positions in order to issue the entry visas. Then, they will need to go to diplomatic or consular missions of Saudi Arabia in their countries in order to receive an entry visa to the Kingdom of Saudi Arabia.

Delegates in whose countries Saudi Arabia has no diplomatic mission are requested to contact the Ministry of Tourism (KahtaniN@mt.gov.sa) and the UNWTO Protocol section (ngogiberidze@unwto.org) sufficiently in advance by Thursday, 26 May 2022 at the least, indicating all the necessary information below in order to enable the authorities of Saudi Arabia to take the necessary measures in this respect.

- Name and surname
- Nationality
- Place and date of birth
- Place of work
- Number and type of passport
- Copy of passport
- Validity of passport (no less than 6 months)
- Travel information (date, time and flight number)

For any enquiries about visas, please contact:

Saudi Arabia

Mr. Naffal Al-Kahtani, Multilateral Affairs Specialist, e-mail: KahtaniN@mt.gov.sa

UNWTO

Ms. Nino Gogiberidze, Office of the Secretary-General, e-mail: ngogiberidze@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 5 March 2022, the following measures will be applied:

1. Lifting the suspension of direct entry to the Kingdom of Saudi Arabia.
2. It is required to download “Tawakkalna” application to allow entry to activities, events and use public transportation.
3. It is mandatory to wear a mask in indoor spaces.

The host will distribute an Advice for Meeting Participants’ package before the meeting.

Updated information is available at: <https://covid19.cdc.gov.sa/>

10. Working languages

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

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. Internet access

An area equipped with several computers with free Internet connection will be reserved and made available to delegates.

13. 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.

14. General information

Official language:

Arabic is the official language of the Kingdom of Saudi Arabia. English serves as an informal second language in the Kingdom and is spoken by a large section of its society.

Local time (spring):

The official time in Saudi Arabia is GMT + 3 hours.

Local currency and exchange rates:

The local currency is the Saudi Riyal. The applicable exchange rate in June 2021 is approximately 4.1 Saudi Riyal for 1 Euro and 3.75 Saudi Riyal for 1 USD (as of March 2022). All banks in the kingdom offer currency exchange services.

Electricity:

The electrical sockets (outlets) in Saudi Arabia usually supply electricity at (127/220) volts AC.

Credit cards, shopping and tipping

Debit and credit cards are accepted across and 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. Credit card, such as Visa, MasterCard and American Express are accepted throughout the kingdom. ATMs are also widely available.

Saudi Arabia imposes an indirect tax of 15% (VAT) on all goods and services purchased and sold by enterprises. There are some exceptions.

The concept of tipping 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.

Health regulations and precautions:

As of 5 March 2022, according to an official source in the Saudi Ministry of Interior, it was decided to end the precautionary and preventive measures related to combating the Corona pandemic, according to the following:

- Suspend the implementation of social distancing measures in all places (closed and open), activities and events.

- Wearing masks is not required in open places, while continuing to be obligated to wear it in closed places.
- Not requiring submitting a negative result for an approved PCR test or for an approved Rapid Antigen Test before coming to the Kingdom.
- Cancelling the application of institutional quarantine and home quarantine for the purpose of combating the pandemic on those coming to the Kingdom.

PCR Test

The PCR tests will be free of charge for all delegates and will take place at the Ritz-Carlton Hotel. In case you need a test, please contact Mr. Antonio Garcia on his cell phone +34 699976040.

Local & international phone calls:

- The international country code for Saudi Arabia is: +966
- To make a local phone call to a Saudi mobile, dial 05 followed by the 8-digit number.

Useful telephone numbers:

Medical emergencies (Ambulances): 997

Police: 999 or 911

UNWTO Safety & Security Coordinator 24/7

Name: Mr. Antonio Garcia

Cell: +34 699976040

Jeddah

The all-year-round warm city of Jeddah, the captivating hub, invites you to be part of the millions of worldwide visitors from traders and explorers since ancient times.

Jeddah is the birthplace of worldwide arts and music, and a gathering spot for multi-vibrant cultures, a unique blend that left its mark on Jeddah's exquisite cuisine of many fine dishes with global tastes.

When you visit Jeddah, you will have the opportunity to witness a global heritage celebrated by UNESCO, from "Historical Jeddah" to exploring the antique designs of balconies, stone walkways and ancient sidewalks, as this destination unearths secrets that have inspired artists and writers.

Here, you will have a chance to see the best view out there of the colourful sunset shades shimmering off the divine Red Sea shores. Underwater, you won't cease to be amazed by a magical diving experience that lets you gaze at the one-of-a-kind coral reefs, which have attracted journeys to discover its magnificence. With that, the vibrant city continues to grant its visitors endless memorable experiences.

15. Side visits

The Ministry of Tourism will be offering side visits to a number of iconic locations in Saudi Arabia including tours of Jeddah, Al Ula, and Al Soudah from the 9 June.

Delegates are encouraged to participate in these side events which will provide a unique opportunity to see the diversity, culture and tourism activities in Saudi Arabia

The Ministry of Tourism will also be offering to arrange Umrah for Muslim delegates.

16. Tourism information

Saudi Tourism Authority: <https://sta.gov.sa/en/>

Visit Saudi official website: <https://www.visitsaudi.com/en>

Jeddah: www.visitsaudi.com/en/see-do/destinations/jeddah

Annex I : Model credentials letter¹

Standard format letter

Official letter-headed paper²

Credentials

I, the undersigned, (name and full title of the competent authority³), hereby attest that the Government of (name of country) has authorized the following delegate to represent it at the 116th session of the Executive Council of the World Tourism Organization, to be held on 7-8 June 2022 in Jeddah, Kingdom of Saudi Arabia:

Delegate: (name and full title)

[Alternate(s)⁴]: (name and full title)

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

Name, full title and signature

¹ It should be pointed out that 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 Executive Council or if an appropriate translation is attached.

² Including official logo of the Ministry.

³ Please note that 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 are regarded as valid.

⁴ Rule 31 of the Rules of Procedure of the Executive Council stipulates: "The delegation of each Full Member of the Council shall consist of one delegate, who may be accompanied by one or more advisers entitled to act as alternates."

Annex II: Model credentials letter for representation (proxy format)¹

Standard format letter²

Official letter-headed paper³

Credentials (for representation-proxy format)

I, the undersigned, (name and full title of the competent authority⁴), will be unable to attend the 116th session of the Executive Council, to be held on 7-8 June 2022, in Jeddah, the Kingdom of Saudi Arabia, due to⁵

Therefore, I hereby authorize (name and full title of delegate⁶) of the delegation of (name of Full Member) to represent and to cast a vote⁷ on behalf of the Government of (name of Full Member) at the 116th session of the Executive Council of the World Tourism Organization.

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

Name, full title and signature

¹ If a Member is unable to participate in the meeting, 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, or 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), credentials in breach of the principle of secrecy of the vote will be considered as invalid.