

FOR DECISION

Agenda item 4

**Proposal to create a task force on
“Redesigning Tourism for the Future”**

CE/117/4

Madrid, 26 October 2022

Original: English

Note by the Secretariat: The present document consists of the proposal submitted by the UNWTO Secretary-General, the Kingdom of Saudi Arabia and the Kingdom of Spain to define the mandate, composition and modus operandi of the task force on “Redesigning Tourism for the Future”.

FOR DECISION

Agenda item 4

Mandate, composition and *modus operandi* of the Redesigning Tourism for the Future Task ForceCE/117/4 Madrid
Madrid, 26 October 2022
Original: English**Executive summary**

The 24th General Assembly, in its resolution A/RES/741(XXIV), agreed to the creation of a Redesigning Tourism for the Future Task Force (the “**Task Force**”) which would, among other things, reinvigorate UNWTO and improve its working methods.

Further to (a) the functions of the Executive Council set out in Article 19(a) and (g) of the Statutes of the World Tourism Organization and Rules 2(a) and 2(h) of the Rules of Procedure of the Executive Council; and (b) the General Assembly’s resolution A/RES/741(XXIV), the Executive Council is tasked with setting out the mandate, composition and *modus operandi* of the Task Force. The 116th Executive Council decided to defer consideration and evaluation of the proposal to create the Task Force to its next session (CE/DEC/6(CXVI)).

This agenda item, submitted jointly by the UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain, proposes the mandate, composition and *modus operandi* of the Task Force, for approval by the Executive Council. This proposal was, from its inception, consulted with the UNWTO Secretary-General to ensure that it aligns with the legal framework of UNWTO.

Its aim is to deliver a vision and a plan to empower UNWTO to lead the global tourism sector in its recovery from the COVID-19 crisis, towards a tourism sector that is more inclusive, more resilient and more sustainable than ever before. This important task should start without delay.

Action by the Executive Council**DRAFT DECISION¹**

The Executive Council,

Noting that the Minister of Tourism of the Kingdom of Saudi Arabia, H.E. Mr. Ahmed Al Khateeb, communicated to the UNWTO Secretary-General a proposal of the Kingdom of Saudi Arabia to establish a Task Force which would, among other things, reinvigorate the work of UNWTO and improve its working methods, and consulted with the UNWTO Secretary-General extensively in regards to that proposal,

Recognizing that tourism is a vital sector for the global economy, which contributed 10% of global GDP before the pandemic, and that global leadership is imperative to restore the tourism sector as a major driver of economic growth and job creation,

Noting that restoring tourism to its former position in the global economy will require foresight, planning and dedicated leadership, especially from the United Nations’ only specialized agency dedicated to tourism, UNWTO,

Recalling that the General Assembly at its 24th session through its resolution A/RES/741(XXIV) agreed on the creation of the Task Force, urging the Executive Council to set the mandate, composition and *modus operandi* of the Task Force and recommending the Kingdom of Saudi Arabia and the Kingdom of Spain to be appointed as Co-Chairs of the Task Force,

¹This is a draft decision. For the final decision adopted by the Council, please refer to the Decisions document issued at the end of the session.

Having examined the proposal that, after consulting with the UNWTO Secretary-General, has been submitted by the UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain, regarding the mandate, composition and *modus operandi* (including funding arrangements) of the Task Force reflected in the Rules of Procedure of the Task Force in Annex II to the agenda item 4,

1. *Thanks* the Kingdom of Saudi Arabia and the Kingdom of Spain for taking the initiative to set out a plan for the Task Force and for consulting the UNWTO Secretary-General on this proposal;
2. *Recalls* the decision of the General Assembly to agree to the creation of the Task Force at its 24th session through its resolution A/RES/741(XXIV) and the decision of the Executive Council to defer consideration and evaluation of the proposal on the Task Force to its next (117th) session through its decision CE/DEC/6(CXVI);
3. *Recognizes* that the General Assembly has urged the Executive Council to set the mandate, composition and *modus operandi* of the Task Force;
4. *Agrees on* the mandate, composition and *modus operandi* (including funding arrangements) of the Task Force as set out in document CE/117/4 and reflected, where relevant, in the Rules of Procedure of the Task Force in Annex II to CE/117/4;
5. *Appoints* the UNWTO Secretary-General, the Kingdom of Saudi Arabia and the Kingdom of Spain as Co-Chairs of the Task Force in accordance with the General Assembly's recommendation in its resolution A/RES/741(XXIV) and the Rules of Procedure of the Task Force in Annex II to CE/117/4;
6. *Delegates* to the Task Force powers needed to execute its mandate, functions and other activities provided in the Rules of Procedure of the Task Force in Annex II to CE/117/4; and
7. *Thanks in advance* the UNWTO Secretary-General and the chairs of UNWTO Regional Commissions for selecting the members of the Task Force in accordance with the Rules of Procedure of the Task Force in Annex II to CE/117/4.

I. Introduction

1. On 25 October 2021, the Kingdom of Saudi Arabia proposed to the General Assembly of UNWTO the creation of a Task Force (defined in the Executive Summary above) that would reinvigorate UNWTO by, *inter alia*, considering changes to UNWTO's current working methods, as well as the establishment of improved programmes and initiatives to ensure that UNWTO can service the existing and future needs of the tourism sector. On further discussion of the proposal between the Kingdom of Saudi Arabia and other Full Members, including particularly the Kingdom of Spain, the 24th General Assembly considered an amended proposal (A/24/11 rev.3 dated 2 December 2021) (the "**Agenda Item**") during its 24th session between 30 November and 3 December 2021.
2. The 24th General Assembly, by resolution A/RES/741(XXIV), agreed on the creation of the Task Force. It also urged the Executive Council to consider the proposal and set out the Task Force's mandate, composition and *modus operandi* "based on the guiding principles set forth in the [A]genda [I]tem" (see A/RES/741(XXIV), paragraph 6).
3. Under Article 19(a) and (g) of the Statutes of the World Tourism Organization and Rules 2(a) and 2(h) of the Rules of Procedure of the Executive Council, the Executive Council must take all appropriate measures, in consultation with the UNWTO Secretary-General, for the implementation of the decisions and recommendations of the General Assembly and must carry out any other tasks which may be entrusted to it by the General Assembly. The Executive Council, by decision CE/DEC/6(CXVI), decided to defer consideration and evaluation of the proposal to create a Task Force to its next (117th) session.
4. By letter dated 24 October 2022, the Minister of Tourism of the Kingdom of Saudi Arabia, H.E. Mr. Ahmed Al Khateeb and the Minister of Industry, Trade and Tourism of the Kingdom of Spain, H.E. Ms. María Reyes Maroto Illera, asked the UNWTO Secretary-General to place the joint proposal of all three of those two Ministers and the UNWTO Secretary-General on the Task Force on the provisional agenda of the 117th Executive Council session. This proposal is in response to the General Assembly's resolution A/RES/741(XXIV) and was, from its inception, drafted in consultation with the UNWTO Secretary-General to ensure that it aligns with the legal framework of UNWTO. It sets out the proposed mandate, composition and *modus operandi* of the Task Force. It also includes the Rules of Procedure of the Task Force. A copy of the letter is attached to the present document as **Annex I**. The Rules of Procedure of the Task Force are attached to the present document as **Annex II**.
5. At the request of the UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain, the UNWTO Secretary-General transmits this proposal on the mandate, composition and *modus operandi* of the Task Force for decision by the Executive Council, in accordance with Rule 28 of the Rules of Procedure of the Executive Council.

II. Mandate of the Task Force

6. As provided in the Agenda Item, tourism is a major driver of the global economy. However, the COVID-19 pandemic has had a devastating impact globally and has seriously affected this vital sector. For the sector to recover, flourish, become resilient to future global shocks, and provide the jobs and growth necessary for a growing global population, it needs change, commitment and investment to benefit people worldwide.
7. The UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain propose that the mandate of the Task Force is to strengthen UNWTO and ensure that UNWTO can service the existing and future needs of the tourism sector. To that end, the Task Force may endorse a five-year strategy for reforming and strengthening UNWTO that shall be prepared by the UNWTO Secretary-General with the feedback of the Task Force Voting Members and Co-Chairs.
8. Without prejudice to the functions entrusted to the Task Force by Rule 5 of the Rules of Procedure of the Task Force in **Annex II** and described in paragraph 7 above, the mandate of the Task Force shall exclude the matters listed in Articles 38.2(d), 38.2(e) and 38.3 of the Rules of Procedure of the General Assembly.

9. The UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain propose that the Task Force present its recommendations at the 25th ordinary session of the General Assembly and that the term of the Task Force continue as: (1) recommended by the UNWTO Secretary-General; then (2) endorsed by a majority vote of the Task Force's voting members; and then (3) approved by the unanimous consent of the Co-Chairs.
10. The aforementioned mandate and term of the Task Force are based on the guiding principles set out in paragraphs 7 to 9 of the Agenda Item, which align with UNWTO's aims and purposes. They are reflected in Rule 4 of the Rules of Procedure of the Task Force in **Annex II**.

III. Composition of the Task Force

11. The UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain propose three Co-Chairs of the Task Force. The General Assembly recommended the Kingdom of Saudi Arabia and the Kingdom of Spain as Co-Chairs in its resolution A/RES/741(XXIV). In addition, and to ensure alignment between the Task Force and UNWTO, the UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain propose that the UNWTO Secretary-General also acts as a Co-Chair.
12. As provided in the Agenda Item, the Task Force will also be composed of Full Members selected from UNWTO Regional Commissions. The UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain propose that eight Full Members are recommended for selection to the Task Force by the UNWTO Secretary-General in consultation with the chairs of UNWTO Regional Commissions. The eight members shall be selected having regard to fair and equitable geographical distribution, as follows: two from the Full Members of the Commission for Africa; two from the Full Members of the Commission for the Americas; one from the Full Members of the Commission for East Asia and the Pacific; one from the Full Members of the Commission for Europe; one from the Full Members of the Commission for the Middle East; and one from the Full Members of the Commission for South Asia.
13. In addition, the UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain propose that Full Members may participate in the discussions of the Task Force as non-voting members and other individuals or representatives may attend meetings of the Task Force as observers. Such consultation will allow the Task Force to collaborate with all stakeholders to safeguard against future challenges to the tourism sector and UNWTO's work.
14. The foregoing is reflected in Rules 2 and 3 of the Rules of Procedure of the Task Force in **Annex II**.

IV. Modus operandi of the Task Force

15. The draft resolution in the Agenda Item sets out a proposal for the operation of the Task Force.
16. In light of the Task Force's proposed mandate and term, as set out above, the UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain propose that the Task Force will:
 - (a) meet regularly and in a flexible manner, including at least twice a year;
 - (b) in line with its mandate and in the manner set forth in the Rules of Procedure of the Task Force in **Annex II**, recommend changes to UNWTO's working methods, strategy and measures to materially improve UNWTO's programmes and initiatives;
 - (c) within the budget of the Task Force, commission consultants to conduct research and financial, procedural and administrative evaluations of UNWTO;
 - (d) in the manner set forth in the Rules of Procedure of the Task Force in **Annex II**, submit interim and final reports on its activities with proposals on changes to UNWTO's

current working methods, strategy (including a strategy for UNWTO and a five-year plan for the implementation of that strategy) and measures to materially improve UNWTO's programmes and initiatives and/or reforms of UNWTO to the 25th ordinary session of the General Assembly; and

- (e) submit reports on the implementation of the proposals in the reports at sub-paragraph (d) above.
17. The Executive Council delegates to the Task Force the powers needed to perform its mandate and functions.
 18. Meetings, communications, discussions and documentation of Task Force will be transparent and made available to the UNWTO members and Secretariat, in accordance with the usual procedures of UNWTO. Such transparency will facilitate full and frank discussions, while not disclosing publicly the contents of informal deliberations and/or draft documents.
 19. The UNWTO Secretary-General will also, in consultation with the Co-Chairs, perform such other roles as secretary normally entrusted to the UNWTO Secretary-General by other bodies or organs of UNWTO.
 20. The *modus operandi* are based on the Agenda Item and are reflected and set out in further detail in the Rules of Procedure of the Task Force in **Annex II** (see, for example, Rules 5, 6, 7, 10 and 12 of the Rules of Procedure in **Annex II**).

V. Funding of the Task Force

21. The UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain further propose that the budget of the Task Force shall be assigned by the Executive Council from any voluntary contributions by members of UNWTO (as defined in the Statutes of the World Tourism Organization).
22. To the extent relevant to rules of procedure, the funding arrangements of the Task Force are reflected in Rule 14 of the Rules of Procedure of the Task Force in **Annex II**.

Annex I: Letter from the UNWTO Secretary-General, the Minister of Tourism of the Kingdom of Saudi Arabia, and the Minister of Industry, Trade and Tourism of the Kingdom of Spain



24 October 2022

The Members of the UNWTO Executive Council
C/o H.E. Mr. Zurab Pololikashvili
Secretary-General
United Nations World Tourism Organization
Calle Poeta Joan Maragall 42
28020 Madrid, Spain

Your Excellencies,

We take this opportunity to present our compliments to the Members of the UNWTO Executive Council. We look forward to seeing Your Excellencies at the upcoming 117th session of the Executive Council, in Marrakesh, Morocco, on 23-25 November 2022.

We have the pleasure to refer to the resolution of the 24th session of the General Assembly (A/RES/741(XXIV)), by which the General Assembly agreed on the creation of a Redesigning Tourism for the Future Task Force (the “**Task Force**”) and urged the Executive Council to set the mandate, composition and *modus operandi* of the Task Force. We also refer to the decision of the 116th session of the Executive Council (CE/DEC/6(CXVI)), by which the Executive Council deferred consideration and evaluation of the proposal to create the Task Force to its next session.

With this in mind, it is our pleasure to convey to Your Excellencies a joint proposal of the UNWTO Secretary-General, the Kingdom of Saudi Arabia, and the Kingdom of Spain, entitled “Mandate, composition and *modus operandi* of the Redesigning Tourism for the Future Task Force”, which will be placed on the agenda of the 117th session of the Executive Council. From its inception, this proposal was drafted in consultation with the UNWTO Secretary-General to ensure that it aligns with the legal framework of the UNWTO.

We look forward to working closely with you, the UNWTO Secretariat, and all stakeholders for the benefit of all UNWTO members. The General Assembly overwhelmingly supported the Task Force and, since then, many members have expressed their enthusiastic support and interest in participating in its activities.

We convey our appreciation to Your Excellencies personally for your kind attention and consideration of this proposal and look forward to seeing you in Marrakesh soon.

Please accept, Your Excellencies, the assurance of our highest consideration.

Ahmed Al Khateeb
Minister of Tourism
Kingdom of Saudi Arabia

Zurab Pololikashvili
Secretary-General
United Nations World
Tourism Organization

Maria Reyes Maroto Illera
Minister of Industry, Trade
and Tourism
Kingdom of Spain

**Rules of Procedure of the Redesigning Tourism for the Future Task Force of the
United Nations World Tourism Organization**

Preamble

These Rules of Procedure are adopted pursuant to the Assembly Resolution A/RES/741 (XXIV) and [*insert relevant decision of the 117th Executive Council*].

**Rule 1
Definitions**

In these Rules of Procedure:

- a. “Affiliate Member” has the meaning given to it in the Statutes;
- b. “Agenda Item 11” means Agenda Item 11 (Proposal of the Kingdom of Saudi Arabia: Redesigning Tourism for the Future) (document A/24/11), as presented by the Kingdom of Saudi Arabia on 25 October 2021, amended in agreement with the Kingdom of Spain on 1 December 2021;
- c. “Associate Member” has the meaning given to it in the Statutes;
- d. “Rules of Procedure” means these rules of procedure of the Redesigning Tourism for the Future Task Force of UNWTO;
- e. “Council” has the meaning given to it in the Statutes;
- f. “Full Member” has the meaning given to it in the Statutes;
- g. “Assembly” has the meaning given to it in the Statutes;
- h. “Members” means Voting Members and Non-Voting Members of the Task Force;
- i. “Non-Voting Member” has the meaning provided in Rule 2(4) of the Rules of Procedure;
- j. “Observers” has the meaning provided in Rule 3 of the Rules of Procedure;
- k. “Participants” means the individuals representing the Members and Observers at a meeting of the Task Force;

- l. “Secretariat” has the meaning given to it in the Statutes;
- m. “Secretary-General” has the meaning given to it in the Statutes, save that references to any action to be taken by the Secretary-General alone, jointly or in consultation shall be deemed to include references to any official of the Secretariat whom the Secretary-General may appoint for the purpose of taking any such action on his or her behalf;
- n. “Statutes” means the Statutes of the World Tourism Organization;
- o. “Task Force” means the Task Force of UNWTO created by Assembly Resolution A/RES/741 (XXIV);
- p. “UNWTO” means the United Nations World Tourism Organization; and
- q. “Voting Member” has the meaning provided in Rule 2(2) of the Rules of Procedure.

Rule 2

Composition

- 1. The Task Force will be composed of one representative of each Member. Voting Members will have the right to vote on matters of the Task Force. Non-Voting Members may take part in the functions of the Task Force but will not have the right to vote on matters of the Task Force.
- 2. The Task Force will be composed of 11 Voting Members as follows:
 - a. three Co-Chairs of the Task Force, who shall be the UNWTO Secretary-General, the Kingdom of Saudi Arabia and the Kingdom of Spain; and
 - b. eight Full Members, which shall be selected having regard to fair and equitable geographical distribution, as follows: (a) two Full Members selected from the Full Members of the Commission for Africa; (b) two Full Members selected from the Full Members of Commission for the Americas; (c) one Full Member selected from the Full Members of the Commission for East Asia and the Pacific; (d) one Full Member selected from the Full Members of the Commission for Europe; (e) one Full Member selected from the Full Members of the Commission for the Middle East; and (f) one Full Member selected from the Full Members of the Commission for South Asia.

3. The eight Voting Members who are not Co-Chairs, as set forth in Rule 2(2)(b) above, shall be recommended for selection to the Task Force by the UNWTO Secretary-General in consultation with the chairs of the Regional Commissions. The Full Members who are so recommended by the UNWTO Secretary-General shall be appointed to the Task Force when their selection is approved by the Co-Chairs. The UNWTO Secretary-General shall provide his or her recommendations under this Rule by 23 December 2022.
4. Non-Voting Members are Full Members, other than Voting Members selected under Rule 2(2) of the Rules of Procedure, who join the Task Force after they are (1) recommended by a majority vote of the Voting Members present and voting; then (2) endorsed by the UNWTO Secretary-General; and then (3) approved by the unanimous consent of the Co-Chairs. Non-Voting Members may participate in, but shall not be permitted to vote on, the Task Force's deliberations with regard to the discussions in which they are invited to participate by the Co-Chairs.
5. If a Voting Member steps down as Voting Member, the UNWTO Secretary-General shall nominate a Full Member to take its place and the nominee will become a Voting Member provided the Co-Chairs unanimously consent to that replacement.
6. Voting Members shall be permitted to attend, through designated representatives, any meeting of the Task Force. Non-Voting Members shall be permitted to attend, through designated representatives, any discussion in which they are invited to participate by the Co-Chairs.

Rule 3 **Observers**

Representatives of entities other than Members may attend meetings of the Task Force as observers without the right to vote if they are: (1) recommended by a majority vote of the Voting Members present and voting; then (2) endorsed by the UNWTO Secretary-General; and then (3) approved by the unanimous consent of the Co-Chairs. Such Observers may include representatives of Full Members, Affiliate Members, Associate Members, international organisations, NGOs and private sector entities with similar interests to those of UNWTO. Observers shall only be permitted to speak at any meeting of the Task Force that they attend at the discretion of the Co-Chairs.

Rule 4
Mandate and term

1. In accordance with paragraph 7 of Agenda Item 11, the mandate of the Task Force is to strengthen UNWTO and ensure that UNWTO can service the existing and future needs of the tourism sector. To that end, the Task Force may endorse, as set forth in these Rules of Procedure, a five-year strategy for reforming and strengthening UNWTO that shall be prepared by the UNWTO Secretary-General with the feedback of the Task Force Voting Members and Co-Chairs.
2. As provided by paragraph 9 of Agenda Item 11, the Task Force will present its recommendations at the 25th ordinary session of the Assembly. The term of the Task Force shall continue as: (1) recommended by the UNWTO Secretary-General; then (2) endorsed by a majority vote of the Voting Members present and voting; and then (3) approved by the unanimous consent of the Co-Chairs.
3. Without prejudice to the functions entrusted to the Task Force by the present rule, the mandate of the Task Force shall exclude the matters listed in Rules 38.2(d), 38.2(e) and 38.3 of the Rules of Procedure of the Assembly.

Rule 5
Functions

1. Without prejudice to other functions assigned to it by the Council, the Task Force will:
 - a. in line with its mandate and paragraph (c) below, recommend changes to UNWTO's current working methods, strategy and measures to materially improve UNWTO's programmes and initiatives;
 - b. within the budget of the Task Force, commission consultants to conduct research and financial, procedural and administrative evaluations of UNWTO after such consultants are: (1) recommended by the UNWTO Secretary-General; then (2) endorsed by a majority vote of the Voting Members present and voting; and then (3) approved by the unanimous consent of the Co-Chairs;
 - c. submit interim and final reports on its activities with proposals on changes to UNWTO's current working methods, strategy (including a strategy for UNWTO and a five-year plan for the implementation of that strategy) and measures to materially improve UNWTO's programmes and initiatives, and/or reforms of UNWTO to the 25th ordinary session of the Assembly. Such reports shall be submitted to the Council after they are: (1)

prepared by the UNWTO Secretary-General with the feedback of the Task Force Voting Members and Co-Chairs; then (2) endorsed by a majority vote of the Voting Members present and voting; and then (3) approved by the unanimous consent of the Co-Chairs; and

d. submit reports on the implementation of the proposals in the reports described in Rule 5(1)(c) above. Such reports shall be submitted to the Council after they are: (1) prepared by the Secretary-General with the feedback of the Task Force Voting Members and Co-Chairs; then (2) endorsed by a majority vote of the Voting Members present and voting; and then (3) approved by the unanimous consent of the Co-Chairs.

2. The Task Force can, in writing or orally or a combination thereof, consult with relevant stakeholders, including Full Members, Associate Members, Affiliate Members, the Secretariat, international organisations, NGOs and private sector entities (“**Third Parties**”) in the performance of its functions. Such Third Parties shall be consulted only after they are: (1) recommended by a majority vote of the Voting Members present and voting; then (2) endorsed by the UNWTO Secretary-General; and then (3) approved by the unanimous consent of the Co-Chairs.

3. On a request approved by a majority of the Voting Members present and voting or approved by the unanimous consent of the Co-Chairs, the Task Force will have access to all documents, information and materials of UNWTO. The Secretariat is required to comply with all such requests for information subject to the timelines provided by the Task Force, subject to statutory and regulatory requirements.

4. The General Assembly agreed on the creation of Task Force in Assembly Resolution A/RES/741 (XXIV).

5. The Task Force may commence its functions when a simple majority of Voting Members (including the Co-Chairs) has been selected. For the avoidance of doubt, the Task Force may thus commence its function when three Voting Members have been selected, in addition to the three Co-Chairs.

Rule 6

Role of the Secretariat

1. The UNWTO Secretary-General will, in consultation with the Co-Chairs, perform the roles given to him or her in these Rules of Procedure and such other roles as secretary normally entrusted to the UNWTO Secretary-General by other bodies or organs of UNWTO.

2. In addition to attending the meetings of the Task Force as a Co-Chair and a Voting Member, the UNWTO Secretary-General will also attend the meetings of the Task Force as the Secretary of the Task Force.

Rule 7 Meetings

1. The Task Force will meet no less than twice every year and more frequently if so decided by the Co-Chairs. The Task Force will, at each meeting, fix the date of its next meeting.
2. Between meetings of the Task Force, the UNWTO Secretary-General may convene an extraordinary meeting of the Task Force or change the date of an already scheduled meeting. No meeting may be convened with fewer than ten working days' notice.
3. The Co-Chairs will decide the location of each meeting of the Task Force. The Co-Chairs may decide to hold a meeting of the Task Force in person or virtually. Nonetheless, Members can choose to attend any meeting virtually.
4. The Co-Chairs will jointly draw up a provisional agenda and the UNWTO Secretary-General will submit the provisional agenda electronically to Participants at least seven days before the meeting.
5. The Task Force will adopt its agenda at each meeting of the Task Force. Any Member may propose amendments to the agenda at the start of the meeting, before the Task Force adopts its final meeting agenda.
6. The Secretariat will verify the credentials of the individuals representing Members at the first meeting of the Task Force that those individuals attend. Unless the individual representing a Member changes, such individuals will not be required to submit credentials at subsequent meetings of the Task Force.

Rule 8 Co-Chairmanship

1. The Co-Chairs will serve a term equal to the term of the mandate specified in Rule 4(2) of the Rules of Procedure.
2. If the term of the mandate is continued, the term of the Co-Chairs will also be continued automatically to the same extent.

3. Jointly, the Co-Chairs will:
 - a. ensure observance of the Rules of Procedure;
 - b. declare the opening and closing of each Task Force meeting;
 - c. direct the discussions of the Task Force, including opening and closing any debates;
 - d. grant the right to speak, including with a limitation of time;
 - e. rule on any points of order of the Task Force meetings;
 - f. ensure the orderly conduct of business at each Task Force meeting;
 - g. put questions to the vote;
 - h. announce the decisions of the Task Force and of the Co-Chairs;
 - i. represent the Task Force (if so determined by the Task Force) between its meetings; and
 - j. undertake any other tasks entrusted to them by the Rules of Procedure or by a decision of the Task Force.

Rule 9 **Conduct of business**

1. The presence of a simple majority of Voting Members (i.e., six Voting Members) will be necessary to constitute a quorum at meetings of the Task Force.
2. Subject to the provisions of this Rules of Procedure, the Task Force may delegate any of its functions to one or more of its Voting Members. The UNWTO Secretary-General will coordinate the work of such Voting Member(s), among other administrative matters, to ensure: (a) coherence of the delegated function and proper handling of functions that cut across other functions of the Task Force; (b) adherence by the relevant Voting Member(s) to timelines set by the Task Force; (c) access to, and cooperation of, UNWTO, including the Secretariat and any organs of UNWTO; and (d) where relevant, uniform reporting in terms of form by such Voting Member(s).

3. Voting Member(s) delegated functions by the Task Force will present the completed work to the Task Force within the timeframe set by the Task Force.
4. The final version of any report will be adopted after it has been: (1) prepared by the UNWTO Secretary-General with the feedback of the Task Force Voting Members and Co-Chairs; then (2) endorsed by a majority vote of the Voting Members present and voting; and then (3) approved by the unanimous consent of the Co-Chairs.
5. Any Voting Member may propose amendments to the final drafts of any reports and/or proposals of the Task Force that are intended for submission to the Assembly. Such amendments will be presented to the Co-Chairs, who will communicate them to the Members. Any amendment may only be accepted in the manner set forth for the adoption of a final report in Rule 9(4) directly above.

Rule 10

Conduct of meetings

During the discussion of the draft reports and/or proposals of the Task Force:

- a. The Co-Chairs will preside over the meetings of the Task Force, decide on any point of order and on the conduct of business.
- b. Members may only speak with the permission of the Co-Chairs. The Co-Chairs may limit the time to be allowed to each speaker.
- c. Any Member may propose a motion to the Task Force.
- d. The Voting Members will vote on the endorsement of a draft report and/or proposal in line with Rule 11 of the Rules of Procedure, save that, if a draft report and/or proposal is the subject of an amendment, the amendment will be put to a vote first.

Rule 11

Voting

1. Each Voting Member will have one vote.
2. Under the Rules of Procedure, the term “present and voting” will be understood to mean:
 - a. “present and voting for or against”. Voting Members which abstain from voting will be regarded as not voting; and
 - b. “present and voting in-person and/or virtually”.

3. The Task Force will take decisions by a simple majority vote of the Voting Members present and voting, save for decisions relating to the adoption of the final report of the Task Force, which the Task Force will take by a two-thirds majority of the Voting Members present and voting. The Task Force will make decisions by a show of hands (in-person or virtual, as appropriate) of the relevant majority of the Voting Members present and voting. In virtual meetings, the vote will be by nominal call.

Rule 12

Transparency

Meetings, communications, discussions, and documentation of the Task Force will be transparent and made available to UNWTO Members and Secretariat, in accordance with the usual procedures of UNWTO. For the avoidance of doubt, under the usual procedures of UNWTO, the Task Force may, in order to facilitate full and frank discussions, decide not to disclose publicly the contents of informal deliberations and/or draft documents.

Rule 13

Working language

The working language of the Task Force will be English.

Rule 14

Funding

The budget of the Task Force shall be assigned by the Council from any voluntary contributions by Members of UNWTO (as defined in the Statutes). The budget shall be coordinated and allocated to the functions of the Task Force: (1) on the recommendation of the UNWTO Secretary-General in consultation with the Co-Chairs; then (2) as endorsed by a majority vote of the Voting Members present and voting; and then (3) as approved by the unanimous consent of the Co-Chairs. The coordination and allocation of the spending and budget of the Task Force shall be in accordance with the Financing Rules and the Financial Rules and Regulations. The UNWTO Secretary-General will report on the allocation of the spending and budget of the Task Force to the Council at each of its plenary meetings.

Rule 15

Entry into force

The Rules of Procedure will enter into force upon their adoption by the Council.