



## Executive Council

Ninety-sixth session  
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Provisional agenda item 2(i)

CE/96/2(i)  
Madrid, 10 July 2013  
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### Report of the Secretary-General on administrative and statutory matters

#### (i) Rules of procedure of the Technical Committees on Competitiveness and Sustainability

##### I. Introduction

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1. These Rules of Procedure are proposed for adoption, in accordance with rule 8(2) of the Rules of Procedure of the Executive Council, following the proposal (Document CE/95/3(l)(e)) made by the Secretary-General to the Executive Council in its 95<sup>th</sup> session (Serbia, May 2013) and its corresponding decision CE/DEC/7(XCV):

*"The Executive Council,*

*Endorses the proposal of the Secretary-General concerning the two renewed Committees on competitiveness and sustainability issues: (...),*

*Requests the Secretary-General (...) to submit to the 97<sup>th</sup> session of the Executive Council the rules of procedures" for the two Committees (...)."*

##### II. Rules of Procedures of the Technical Committees on Competitiveness and Sustainability

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###### A. Functions

2. These Technical Committees are subsidiary organs of the Executive Council and report to it.

3. As bodies with an advisory and consultative role, Technical Committees are meant to be the first step of a validation process that channels technical outputs referring to principles, policies, practices and processes such as guidelines, definitions, criteria and standards to the corresponding governing organs for adoption.

###### B. Areas of work of the Committee on Tourism and Competitiveness (CTC)

4. The areas of work of the Committee on Tourism and Competitiveness aim at:

(a) reinforcing UNWTO Members' global competitiveness in the tourism marketplace,



- (b) helping UNWTO Members in delivering the highest quality of experience and the best value to visitors,
- (c) contributing to credible, consistent, updated and comparable market intelligence, and
- (d) creating synergies among all the tourism stakeholders for a better performance of destinations.

#### C. Areas of work of the Committee on Tourism and Sustainability (CTS)

5. The areas of work of the Committee on Tourism and Sustainability aim at:

- (a) advancing the sustainable development and management of tourism, and
- (b) focusing especially on the generation of social, economic and cultural benefits at tourism destinations, while minimizing the negative impacts upon the natural or socio-cultural environments.

#### D. Composition and terms of office

6. Each Technical Committee is composed of:

- ***Nine Full UNWTO Members, designated by the Regional Commissions for a four-year period, distributed as follows<sup>1</sup>:***
  - *Africa: 2*
  - *Americas: 2*
  - *East Asia and Pacific: 1*
  - *Europe: 2*
  - *Middle East: 1*
  - *South Asia: 1;*
- ***One Associate Member, designated among them for a four-year period;***
- ***One Affiliate Member, according to article 12(2) of the Rules of Procedure of the Affiliate Members<sup>2</sup>;***
- ***In addition, invited participants, as proposed by the Secretary-General, in coordination with the Chair of the Executive Council, for approval by the Executive Council, for each Committee, on an ad hoc basis, according to the agenda of one or more specific meeting(s) will participate in the work of the Committee. Those invited participants may be:***
  - (a) International organizations,
  - (b) Public sector, private sector and civil society entities, including educational institutions, destination management organizations (DMOs) and

<sup>1</sup> The Full UNWTO Members of CTC and CTS were elected for a period of four years (2011-2015) at the 19<sup>th</sup> session of the General Assembly (see document CE/95/3(l)(e), paragraph 13)

<sup>2</sup> **Article 12. Participation in the General Assembly, Executive Council, Regional Commissions and Technical Committees.** (...) 2. The Chairman of the Board of the Affiliate Members or another member of the Board delegated by the Chairman shall head the representatives of the Affiliate Members that will attend and participate in the work of such meetings.

(c) Individual experts (e.g., researchers, personalities).

7. For each Committee, its Full Members shall elect a chair and a vice-chair among them.

#### **E. Sessions of the Technical Committees**

8. The working language of both Committees is English.

9. Both Committees aim at consensus-building.

10. Telephone, video conferences and electronic meetings and consultations will be the main form of interaction.

11. Both Committees conduct in-person meetings once every two years in the framework of the General Assembly.

12. The UNWTO Secretariat will not cover the cost of participation of Committees' Members, observers and invited participants at meetings either in presence or remote.

#### **F. Secretariat**

13. The Secretary-General shall act as Secretary of each Committee and may delegate this function to another member of the Secretariat.

#### **G. Conduct of business**

14. These Rules of Procedure are adopted pursuant to rule 32 of the Rules of Procedure of the Executive Council, to which they are subordinate. Should circumstances arise, which are not provided for in these Rules of Procedure, the Rules of Procedure of the Executive Council shall apply *mutatis mutandis*.

### **III. Actions to be taken by the Executive Council**

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15. The Executive Council is requested to adopt the present Rules of Procedure.