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UNWTO COMMISSION FOR EAST ASIA AND THE PACIFIC
UNWTO COMMISSION FOR SOUTH ASIA
Twenty-fifth Joint Meeting
Hyderabad, India
13 April 2013

Item 8 of the Provisional Agenda
PREPARATIONS FOR THE 20TH SESSION OF THE UNWTO GENERAL ASSEMBLY

Note by the Secretary-General

The Secretary-General submits to the Members of the two Commissions information related to the on-going preparations for the forthcoming 20th UNWTO General Assembly

Report on the preparations for the twentieth session of the General Assembly

I. Place and dates

1. At its last session, the General Assembly unanimously decided to accept the generous invitation of the Governments of Zambia and Zimbabwe (resolution A/RES/610(XIX)). Its next session and other related meetings will be held in the Victoria Falls area, at the border between Zambia and Zimbabwe, from 24 to 29 August 2013, in accordance with rule 1(2) of its Rules of Procedure.

II. Programme of meetings

2. The Secretariat has established the structure of the next session (see Annex 1) taking into account the experience of the 19th session, the observations received from Members and, most importantly, the fact that the Assembly will be split between two different venues in two countries.

A. Ministerial roundtable

3. In order to enhance the technical nature of the General Assembly and to take advantage of the participation of ministers and other top-ranking authorities, a ministerial roundtable will be organized in the framework of the Assembly on a highly topical subject.

B. Preparatory and related meetings

Programme and Budget Committee (PBC), and ninety-sixth and ninety-seventh sessions of the Executive Council

4. The PBC meeting will take place on the first day of the session, 24 August, and the ninety-sixth session of the Council will be held on 25 August, on the eve of the first plenary session of the General Assembly, for transmission to the Assembly of items on which an Executive Council recommendation is required. The ninety-seventh session of the Council will be held immediately after the last plenary session of the Assembly for the election of Council Officers for 2014 and the filling of vacant seats on certain subsidiary organs of the Executive Council for the period 2013-2017.

Regional Commissions

5. All Regional Commissions will hold a meeting in the framework of the Assembly. Their agendas will include the designation of their respective representatives for the various General Assembly offices, which should be approved by the Assembly. Each Commission will also be required to designate its representatives to serve on those subsidiary bodies of the Council whose membership is to be renewed. Finally, they will be required to put forward candidates for the vacant seats on the Executive Council, for which elections will be held during the Assembly.

Affiliate Members

6. The Affiliate Members will have one full afternoon for their deliberations. The General Meeting of the Affiliate Members, which will deal with administrative matters, will take place in the afternoon of 27 August.

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Credentials Committee

7. The Credentials Committee will meet after the first plenary session of the Assembly. It will present its report to the Assembly at the second plenary session.

Side events

8. In order to enhance the technical nature of the General Assembly proceedings and to encourage high-level participation of the private and public sectors, a number of side events will be organized in the framework of the Assembly. Detailed information on them will be communicated at a later stage.

C. General Assembly session

9. The provisional agenda will be attached to the official invitation. Members are kindly reminded that they may propose the inclusion of new items in the provisional agenda, provided they follow the procedure laid down for this purpose in rule 5(3) of the Rules of Procedure of the Assembly.

Opening meeting and opening ceremony

10. A spectacular official opening ceremony, followed by a welcome dinner, is scheduled to take place on Sunday, 25 August.

11. The first plenary session of the Assembly will be held on Monday, 26 August, in the afternoon. It will be opened by the President of the previous session, i.e., the head of the delegation of the Republic of Korea. The Assembly will then be called upon to elect the President of its twentieth session, in accordance with rule 16 of its Rules of Procedure.

III. Facilities provided to the Organization by the Governments of Zambia and Zimbabwe

12. The authorities of Zambia and Zimbabwe have already taken all necessary measures to host this session in optimum conditions in the facilities of the Elephant Hills Resort Hotel (www.africansunhotels.com) in Victoria Falls and the Sun International Resort Hotel (www.suninternational.com) in Livingstone and to provide all kinds of appropriate services to the delegates of UNWTO Members. They will also facilitate the entry into their territory of Full, Associate and Affiliate Members of the UNWTO, as well as of the other participants invited by the Secretary-General.

13. The Agreement between the Organization and the host Governments establishes in particular the obligations and commitments that the Governments have generously agreed to meet in convening and conducting the proceedings of the twentieth session of the General Assembly and the other related meetings, in accordance with the Statutes, rules and practices of the Organization.

IV. Invitations and working documents

14. The corresponding convocation letters and invitations issued by the Secretary-General to all Members, together with the provisional agenda prepared in accordance with rule 5(1) of the General Assembly's Rules of Procedure, the annotated provisional agenda and an information note, will be sent by e-mail within the prescribed time limits, i.e., ninety days before the opening of the session, and posted in electronic format on the UNWTO website.

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15. The working documents necessary for the General Assembly's discussions and resolutions on the various agenda items will also be sent by e-mail to Members within the time limits prescribed in rule 8 of the Assembly's Rules of Procedure. They will also be posted in electronic format on the UNWTO website.

16. The United Nations and the international organizations with which the Organization has concluded agreements or working arrangements or have a working relationship with the Organization for a specific project will also receive an invitation to participate in the twentieth session of the Assembly.

V. Languages of the Assembly

17. The five official languages will be used for the Assembly and the other related meetings, in part or in totality, as each meeting requires.

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Annex 1. Structure of the twentieth session of the General Assembly and related meetings
Victoria Falls, Zambia/Zimbabwe, 24-29 August 2013

DAY	BREAKFAST	MORNING	LUNCH	AFTERNOON	RECEPTION/DINNER
Sat. 24		**PBC** (10:00-12:00)		**Regional Commissions** CAF (14:30-16:00); CAM (16:30-18:00)	
Sun. 25		**Regional Commissions** CAP (9:00-10:30); CSA (11:00-12:30) CEU (9:30-11:30); CME (10:30-12:00) ***Technical tour*** *(9:00-12:30)*	**Committee Review Aff. Members** *(working lunch)*	**96th Executive Council** (14:30-17:30) ***Technical tour*** *(13:30-17:00)*	**Opening ceremony & welcome dinner** (19:00-22:00)
Mon. 26	SPECIAL EVENTS	**Ministerial roundtable** (9:30-12:00) **Media Conference** (12:00-12:30)	**Luncheon for ministers** (13.00-14.30)	**1st Plenary Session**: - Agenda items 1 to … (15:30-17:00) - General debate (17:00-18:30) **Credentials Committee** (17:00-18:30)	SPECIAL EVENTS
Tues. 27	SPECIAL EVENTS	**2nd Plenary Session**: - Agenda items (9:00-10:30) - General debate (10:30-12:00) *(ST-EP Technical Visit)* ***Associate Members meeting*** *(11:00-12:00)*	**Luncheon for heads of delegation** *hosted by the Secretary-General* (12:15-14:15)	**Gen. Meeting of the Affiliate Members** (15:00-17:00) ***Technical tour*** ***ST-EP Board meeting*** *(17:00-18:30)*	**Dinner for heads of delegation** (19:00-21:00)
Wed. 28	SPECIAL EVENTS	**3rd Plenary Session:** - Agenda items (9:00-12:00) **Media briefing** (12:00-12:30)	SPECIAL EVENTS	**4th Plenary Session**: Agenda items (14:30-16:00) General debate (16:00-17:30)	**Closing dinner** (19:00 – 22:00)
Thurs. 29	SPECIAL EVENTS	**5th Plenary Session**: - Agenda items (9:00-12:00)	SPECIAL EVENTS	**6th Plenary Session**: - Agenda items (14:00-16:00) **97th Executive Council** (16:30-17:30)	SPECIAL EVENTS
Fri. 30		***Technical tour*** *(9:00-12:30)*		***Technical tour*** *(13:30-17:00)*	

ZAMBIA

ZIMBABWE

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