Executive Council
Ninety-sixth session
Victoria Falls, Zimbabwe, 25 August 2013
Provisional agenda item 2(a)

Report of the Secretary-General on administrative and statutory matters

(a) Report of the Programme and Budget Committee

I. Introduction

1. The Programme and Budget Committee held its third meeting at Livingstone, Zambia, on 24 August 2013, under the chairmanship of Argentina, represented by Mr. Enrique Meyer, Minister of Tourism. Delegations of the following States participated in this meeting of the Committee: Benin, Croatia, India, Indonesia, Italy, Kenya, Maldives, Saudi Arabia, and the Associate Member Flemish Community of Belgium. The delegations of the following States not Members of the Committee also participated as observers: Burkina Faso, Democratic Republic of the Congo, Spain, Japan and Madagascar.

2. The UNWTO Secretariat was represented by the Secretary-General, the Executive Director for Programme and Coordination, and the Director of Administration and Finance. A list of participants is attached to this report (Annex A).

3. The Committee adopted the provisional agenda PBC/3/1 prov. and proceeded to consider the following documents, which will be submitted to the Executive Council at its ninety-sixth session (25 August 2013).

Documents

Adoption of the Agenda
PBC/3/1 prov.

Update on the implementation of the programme of work
A/20/5/(I)(b) annexes and Addendum
2012-2013

Updated report on the financial situation
A/20/5/(II)(b)
A/20/5/(II)(b) Add.1
CE/96(2)(c)
CE/96(2)(c) Add.1

Suspension of membership in accordance with Article
A/20/4(b)
34 of the Statutes, and Requests for temporary exemption
II. Update on the implementation of the Programme of Work 2012-2013 A/20/5(II)(b) (annexes and addendum)

4. The Executive Director for Programme and Coordination presented an update of the activities carried out by the Secretariat since the last PBC meeting, based on the reference documents of the General Assembly. The PBC Members thanked the Secretariat for this brief update and took note that a comprehensive presentation of the implementation of the programme of work of the current biennium would be given during the second plenary session of the General Assembly.

III. Updated report on the financial situation A/20/5(II)(b), A/20/5(II)(b) Add.1 and documents CE/96(2)(c) and CE/96(2)(c) Add.1

5. The Committee took note of document A/20/5(II)(b) Add.1, which updates to 30 June 2013 the information contained in the main document A/20/5(II)(b). The Committee noted with satisfaction that as of end of June, the level of contributions collected for the current year had risen to EUR9,255,417.10. This represents 76 per cent of the total amount of contributions payable by Members in 2013 (EUR12,188,000) and 85 per cent of the estimated income from contributions (EUR10,913,000). Consequently, income targets are expected to be met by year end. After the addition of allocations from sundry income and publications the total budgetary income received amounts to EUR10,564,530.61 representing 85 per cent of the income estimates for the year (EUR12,392,000).

6. The Committee took note that arrears of Members’ contributions collected as of 30 June 2013 were 66 per cent of the forecasted amount (EUR1,100,000).

7. The Committee also took note that the implemented expenditure amounts to EUR11,595,690.83 out of which EUR5,637,646.77 have already been disbursed, furthermore EUR5,958,044.06 are already committed until year end, staff costs included.

8. In relation to the text of the Detailed Financial Rules submitted to the 96th session of the Executive Council (documents CE/96/2(c) and CE/96/2(c) Add.1), the Committee took note of the review already made on the rules, and recommended the Executive Council the adoption of the modified texts in DFR’s 3.07 and 6.25 as reflected in Add.1.
IV. Suspension of membership in accordance with Article 34 of the Statutes and requests for temporary exemption from the application of paragraph 13 of the Financing Rules document A/20/4(b)

9. The Committee noted with satisfaction that Myanmar and Pakistan are no longer subject to the provisions of paragraph 13 of the Financing Rules, the first one having settled its arrear contributions in full and the second one having reduced its contribution arrears to less than two years.

10. It noted with satisfaction that Full Members Burkina Faso, Côte d’Ivoire and Uganda submitted payment plans approved by the Executive Council at its 95th session as well as the Affiliate Members Fundaçao Comissao de Turismo Integrado do Nordeste – Fundaçao CTI-NE and United Federation of Travel Agents Association (UFTAA) while the Full Member Niger submitted a payment plan to the 96th session of the Executive Council.

11. It welcomed the fact that Cambodia, Guinea and Lao People’s Democratic Republic have complied with the terms established in their respective payment plans during the two-year period 2012-2013 and Iraq’s payment plan will become in effect on 1 January 2014.

12. The Committee also noted that the provisions of Article 34 of the Statutes will be applicable in 2014 to the Full Members Vanuatu and The Former Yugoslav Republic of Macedonia if by that time they have failed to cancel arrears or to agree with the Secretary-General on a payment plan to settle their arrears in instalments.

V. Information and communication technologies at the Secretariat CE/96/2(f)

13. The Director of Administration and Finance presented an update of the activities carried out by ICT at the Secretariat since the last 94th session of the Executive Council, based on the document of reference. The PBC Members thanked the Secretariat for this briefing and took note of the activities carried out by the Secretariat in this regard.

VI. Place and date of the fourth meeting of the PBC

14. It was decided to hold the fourth meeting of the Committee on Programme and Budget at the Organization’s Headquarters in Madrid in the spring of 2014 and prior to the 98th session of the Executive Council.

VII. Actions to be taken by the Executive Council

15. The Executive Council is requested:

(a) To take note of the level of collection of contributions from Members and of the adjustments made by the Secretary-General on the structure of programmes for 2013 as well as of the budgetary pressures experienced by the Organization due to the zero nominal growth policy already followed for a period of six years,
(b) To recommend the Executive Council to approve the Detailed Financial Rules as proposed in CE/96/2(c) with the text for DFR’s 3.07 and 6.25 as per its Add.1,

(c) To propose to the General Assembly that it renew the temporary exemption from the provisions of paragraph 13 of the Financing Rules to the Full Members Cambodia, Guinea and Lao People’s Democratic Republic and that it grant temporary exemption from the provisions of paragraph 13 of the Financing Rules to the Full Members Burkina Faso, Côte d’Ivoire and Uganda and to the Affiliate Members Fundaçao Comissão de Turismo Integrado do Nordeste – Fundaçao CTI-NE and United Federation of Travel Agents Association (UFTAA),

(d) To propose, in the case of Full Members Bolivia, Central African Republic, Congo, El Salvador, Gambia, Mauritania, Nicaragua, Togo, Uruguay and Yemen, as well as the Affiliate Members Asociación Mundial para la Formación Profesional (AMFORT) and Souv Club Cameroon, that it renew the temporary exemption from the provisions of paragraph 13, albeit making it clear that these provisions will, once again, be applied to these Members if they are not up to date in their payment plans by 1 April 2014,

(e) To note that Iraq’s payment plan will become in effect on 1 January 2014, and

(f) To further note the reports on the status of ICT activities and in particular the projects related to IPSAS implementation and telecommunications infrastructure and services.
Annex A. List of Participants of the 3rd Programme and Budget Committee

I. **CHAIRMAN/ PRESIDENT/ PRÉSIDENT**

<table>
<thead>
<tr>
<th>Country</th>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>ARGENTINA</td>
<td>Sr. Enrique Meyer</td>
<td>Ministro de Turismo</td>
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<td>ARGENTINE</td>
<td>Sra. Dña. Maya González Bender</td>
<td>Directora de Relaciones Internacionales e Institucionales</td>
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<td></td>
<td>Sra. Dña. Ana García Allievi</td>
<td>AsistenteTécnica</td>
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II. **MEMBERS/ MIEMBROS/ MEMBRES**

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<tr>
<th>Country</th>
<th>Name</th>
<th>Role</th>
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<tr>
<td>BENIN</td>
<td>Mr. Apan Guy Johnson</td>
<td>Directeur général de l’agence de développement et de promotion touristique</td>
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<td></td>
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<td>Ministère de l’Artisanat et du tourisme</td>
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<td>CROATIA</td>
<td>Ms. Blanka Belosevic</td>
<td>Head of Department for International Cooperation</td>
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<td>Ministry of Tourism</td>
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<td>GUATEMALA</td>
<td>Ms. Maru Acevedo</td>
<td>Vice Ministra</td>
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<td>Consejo de Turismo Guatemalteco</td>
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<td>INDIA</td>
<td>Mr. Anand Kumar</td>
<td>Joint-Secretary</td>
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<td>Ministry of Tourism</td>
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<td></td>
<td>Mr. Surender Kumar Arora</td>
<td>Counsellor</td>
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<td>High Commission of India in Lusaka</td>
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<td>INDONESIA</td>
<td>Mr. Erie Noer Bawono</td>
<td>Counselor</td>
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<td></td>
<td>Embassy of the Republic of Indonesia to Spain</td>
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<td></td>
<td>Ms. Ni Wayan Giri Adnyani</td>
<td>Director for International Relations</td>
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<td>Ministry of Tourism and Creative Economy</td>
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<td></td>
<td>Ms. Iin Dwi Purwanti</td>
<td>Assistant to the Deputy Director for UNWTO</td>
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<td>Ministry of Tourism and Creative Economy</td>
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<td></td>
<td>Mr. Iman Persada Madaze</td>
<td>Delegate</td>
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<td>Ministry of Foreign Affairs</td>
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<tr>
<td>ITALY</td>
<td>Mr. Stefano Moscatelli</td>
<td>Ambassador</td>
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<td>Embassy of Italy to Zimbabwe</td>
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KENYA
Ms. Victoria Rotich
Second Secretary
Kenya Embassy in Spain

Mr. Kaesar Karanja Gachirah
Senior Assistant, Director of Tourism
Ministry of Tourism

Ms. Stella Amadi
Assistant, Director of Tourism
Ministry of Tourism

MALDIVES
Mr. Ahmed Salih
Permanent Secretary
Ministry of Tourism, Health and Culture

SAUDI ARABIA
Ms. Basmah Abdulaziz Al-Mayman
Acting Manager of International Organizations and Committees Department
Saudi Commission for Tourism and Antiquities (SCTA)

Mr. Hussain Dandil
Director, Ambassador Office
Royal Embassy of Saudi Arabia in Zambia

III. ASSOCIATE MEMBERS
MEMBRES ASSOCIÉS
MIEMBROS ASOCIADOS

FLEMISH COMMUNITY OF BELGIUM
COMMUNAUTÉ FLAMANDE DE BELGIQUE
COMUNIDAD FLAMENCA DE BÉLGICA
Ms. Christel LEYS
Fiemish Department of Foreign Affairs
Flemish Community of Belgium

IV. PERMANENT OBSERVER
OBSERVATEUR PERMANENT
OBSERVADOR PERMANENTE

SPAIN
Mr. Antonio López de Ávila Muñoz
Presidente Segittur
Delegado Gobierno de España

V. OBSERVERS NON MEMBERS/
OBSERVATEURS NON MEMBRES/
OBSERVADORES NO MIEMBROS

BURKINA FASO
Mr. Sibiry Yossogodio Traore
Directeur général
Office National des Aires Protégées
Ministère de la Culture et du Tourisme

Ms. Ireen Sawadogo
Chef de la Division de Coopération
Ministère de la Culture et du Tourisme

JAPAN
Mr. Hiroyuki Uchida
Director, Japan Tourism Agency

JAPÓN
Mr. Shintaro Hori
Deputy Chief
UNWTO Regional Support Office for Asia and the Pacific
<table>
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<tr>
<th>Country</th>
<th>Contact Person(s)</th>
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<tr>
<td>MADAGASCAR</td>
<td>Mr. Jean Max Rakotomamonjy</td>
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<td></td>
<td>Ministre</td>
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<td></td>
<td>Ministère du Tourisme</td>
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<td></td>
<td>Mr. Jeannot</td>
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<td>Secrétaire Général</td>
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<td>Ministère du Tourisme</td>
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<tr>
<td>DEMOCRATIC REPUBLIC OF THE CONGO</td>
<td>Ms. Chantal Konji Maloba</td>
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<td>République Démocratique du Congo</td>
<td>Consul Général de RDC en Zambie</td>
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<td>REPUBLICA DEMOCRÁTICA DEL CONGO</td>
<td>M. Anatole Bokemposila</td>
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<td>Deuxième Secrétaire</td>
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<td>Ambassade de la RDC en Zambie</td>
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<td>M. Mongane Mirina</td>
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<td>Chargé d’affaire</td>
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<td>Ambassade de la RDC en Zambie</td>
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Annex B. List of Full and Affiliate Members subject to the provisions of Article 34 of the Statutes (in bold) and paragraph 13 of the Financing Rules attached to the Statutes

**FULL MEMBERS**

1. AFGHANISTAN  
2. BAHRAIN  
3. BURUNDI  
4. CAPE VERDE  
5. DEMOCRATIC REPUBLIC OF THE CONGO  
6. DJIBOUTI  
7. GUINEA BISSAU  
8. KYRGYZSTAN  
9. MALAWI  
10. PAPUA NEW GUINEA  
11. SAO TOME AND PRINCIPE  
12. SIERRA LEONE  
13. SUDAN  
14. THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA  
15. TURKMENISTAN  
16. VANUATU

**ASSOCIATE MEMBERS**

1. PUERTO RICO

**AFFILIATE MEMBERS**

1. ATURCAIXAS DO SUL – ASSOC. TURÍSTICA DO CAIXAS DO SUL (Brazil)  
2. ATHENS TOURISM & ECONOMIC DEV. COMPANY (Greece)  
3. BIMAN BANGLADESH AIRLINES  
4. BROCK UNIVERSITY (Canada)  
5. CAMARA DO TURISMO DE CABO VERDE  
6. CARIBEAN TOURISM ORGANIZATION (CTO) (Barbados)  
7. CENGIZ (Nigeria)  
8. CENTRO INTERNATIONAL DE ESTUDIOSTURISTICOS DE CANARIAS (Spain)  
9. CYPRUS UNIVERSITY OF TECHNOLOGY – DPT. OF HOTEL & TOURISM MANAGEMENT  
10. DAR AL – DIAFA FOR HOSPITALITY AND TOURISM EDUC. CONSULTANCY (Jordan)  
11. DESTINATION MARKETING ORG. CAPE TOWN AND WESTERN CAPE (South Africa)  
12. DUBLIN INSTITUTE OF TECHNOLOGY (Ireland)  
13. ELAGRO – GREEK SUSTAINABLE TOURISM ORGANIZATION (Greece)  
14. EMPRESA DE TURISMO DE BAHIA – BAHIATURSA (Brazil)  
15. ENIT – ITALIAN TOURIST BOARD (Italy)  
16. FEDECATUR – FEDERACION DE CAMARAS DE TURISMO DE CENTROAMERICA (Honduras)  
17. FEDERATION TUNISIENNE DES AGENCES DE VOYAGES ET DE TOURISMEFTAV  
18. FUNDACION MUNICIPAL “TURISMO PARA CUENCA” (Spain)  
19. FUNDACION SIERRA CALDERONA (Spain)  
20. GEOS (France)
21. GLOBAL TOURISM SOLUTIONS (France)
22. ICEI – ISTITUTO COOPERAZIONE ECONOMICA INTERNAZIONALE (Italy)
23. IGGY TOURISM CONSULTING, TOURISM TRADEMARK (Argentina)
24. INSTITUTOBRASILEIRO DE TURISMOLOGOS
25. INSTITUTO DE TURISMO RESPONSIBLE (Spain)
26. INTISHAR TOURIST SERVICES (Sudan)
27. IRAN CULTURE HERITAGE & TOURISM INVESTMENT CO.
28. ISRAEL SCHOOL OF TOURISM
29. IXEO INTERACTIVE TRAVEL S.A. (Switzerland)
30. JORDAN SOCIETY OF TOURIST AND TRAVEL AGENTS
31. KENYA TOURIST DEVELOPMENT CORPORATION
32. KOREA CULTURE & TOURISM POLICY INSTITUTE (KCTPI)
33. KUWAIT INTERNATIONAL DRIVING PERMIT & CARNET CLUB
34. KYUNG HEE UNIVERSITY (Republic of Korea)
35. LEISURE QUEST INC. LL (USA)
36. MEETING PROFESSIONALS INTERNATIONAL (USA)
37. PAKISTAN TOURISM DEVELOPMENT CORPORATION
38. RESERVA DE LA BIOSFERA DE FUERTEVENTURA (Spain)
39. SENECA (Italy)
40. U.S. TRAVEL ASSOCIATION
41. ZAGREB FAIR (Croatia)