



## Executive Council

100th session

Rovinj, Croatia, 27-29 May 2015

CE/100/Note Inf.1 rev.1

Madrid, 14 April 2015

Original: English

### Information Note 1

#### 1. Place and dates of the session

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In accordance with decision CE/DEC/19(XCVIII) adopted at its ninety-eighth session held in Santiago de Compostela, Spain, the Executive Council will hold its 100th session on **27-29 May 2015** in **Rovinj, Croatia**, by invitation of the Government of the Republic of Croatia. An **opening ceremony**, followed by a **welcome dinner**, is scheduled to take place on **Wednesday, 27 May, at 20:30, in the Monte Mulini zone, where the main hotels of the conference are located**. The working sessions of the Council will take place in the same area, at [Hotel Lone](#).

Before the Council, the World Committee on Tourism Ethics (WCTE) will be holding its fifteenth meeting on 26-27 May. Participation in this meeting is open only to WCTE Members.

The Programme and Budget Committee (PBC) will also hold its sixth meeting on 26-27 May.

The Working Group on Official Development Assistance (WG-ODA) will hold a meeting on 27 May, immediately before the opening ceremony of the Council session.

#### 2. Contact details of the organizers

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UNWTO coordinators	Host country coordinators
<p><b>Mr. Munir RAYES</b> Chief of Conference Services Tel.: +34 915 678 189 E-mail: <a href="mailto:conf@unwto.org">conf@unwto.org</a></p> <p><b>Ms. Azucena PERNÍA</b> Senior Assistant, Conference Services Tel.: +34 915 678 188 E-mail: <a href="mailto:council@unwto.org">council@unwto.org</a></p>	<p><b>Ms. Blanka BELOŠEVIĆ</b> Head, Department for International Cooperation National Focal Point for UNWTO Ministry of Tourism Tel.: +385(1) 6169 300 (direct), 6169 111(operator) E-mail: <a href="mailto:blanka.belosevic@mint.hr">blanka.belosevic@mint.hr</a></p> <p><b>Ms. Senka DANIEL</b> Head of Multilateral Cooperation Ministry of Tourism Tel.: +385(1) 6169 252 E-mail: <a href="mailto:senka.daniel@mint.hr">senka.daniel@mint.hr</a></p>



### 3. Registration for the Council session and badges

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Registration for the Council session will be carried out online. Participants are kindly reminded that **the registration system requires uploading an appropriate ID-type photo**. All participants are kindly requested to bear this in mind when completing the registration form on the UNWTO website at <http://imd.unwto.org/event/executive-council-100th-session>.

Participants are also advised to register persons (spouse, children...) who may be accompanying them. Such registration is possible under **Guest Information** on the online registration form.

**For security clearance purposes, all participants are urged to register online by Wednesday, 6 May 2015. Identification badges will be issued in the lobby of the Hotel Lone (venue) to all those who have duly completed their online registration.**

### 4. Status of participants

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The Government of the Republic of Croatia will take the necessary steps to facilitate the arrival, stay and departure of all participants invited by the Organization.

During their stay, participants will enjoy the privileges and immunities accorded to delegates in events of the UNWTO, in accordance with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations.

### 5. Entry formalities

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Participants of the 100th session of the UNWTO Executive Council are requested to consult the following website of the Ministry of Foreign and European Affairs of Croatia to check whether or not they need a visa to enter the country: <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>

Holders of valid special travel documents issued by the United Nations or its specialized institutions (Laissez-Passer) do not require a visa to enter Croatia.

All participants who are holders of valid Schengen documents (uniform visa C for two (2) or multiple (MULTI) entries, residence permit), as well as national visas and residence permits of Bulgaria, Cyprus, and Romania do not require an additional (Croatian) visa for Croatia. The above-mentioned Schengen, Bulgarian, Cypriot, and Romanian documents must have a validity period that covers the duration of stay and must still be valid at the moment of leaving Croatia. Please note that holders of a C 01 Schengen (or Bulgarian, Cypriot, and Romanian) visa will not be able to enter Croatia with it.

**All participants who require a visa are exempt from visa fees upon application and visas will be issued in an urgent procedure.**

The following documents need to be submitted with the visa application:

1. **Completed and signed visa application form:** <http://www.mvep.hr/en/consular-information/visas/forms/visa-application/> or **online visa application form:** <https://crovisa.mvep.hr/>

2. **Valid travel document.** The travel document must be valid for at least three (3) months beyond the validity of the visa, include at least two empty pages and have an issue date within the preceding 10 years.
3. **One colour photo** (35 x 45 mm)
4. **UNWTO Invitation Letter/Letter of Convocation**

**Participants with a Croatian Embassy or Consulate in their countries of residence have to submit their visa applications at the competent Croatian Embassy/Consulate.**

For more information, please contact the Croatian Embassy where you plan to submit your application: <http://www.mvep.hr/en/diplomatic-directory/diplomatic-missions-and-consular-offices-of-croatia/>.

**Participants without a Croatian Embassy or Consulate in their countries of residence will be issued visas free of charge upon arrival in Croatia at Zagreb International Airport or Pula Airport provided they have, by Wednesday, 6 May 2015:**

1. Completed the online visa application form at <https://crovisa.mvep.hr/> and uploaded the necessary documents for the issuance of visa, including a colour photo;
2. Informed the host country's official in charge of visa matters, with copy furnished to the UNWTO's protocol officer (contact details below), about the online visa application and the serial number of the online visa application.

Once the above formalities are duly completed, please inform the organizers of your intention to collect your visa at the border so the Croatian Ministry of Foreign and European Affairs can issue you a letter of confirmation which will be delivered to you by e-mail. A printed copy of the confirmation letter and the completed application form along with the other required documents should be presented at the moment of arrival on the Croatian state border at Zagreb International Airport or Pula Airport.

Host country	UNWTO
<b>Mr. Mario ZELJKO</b> Division for Visas Ministry of Foreign and European Affairs of the Republic of Croatia <a href="mailto:mario.zeljko@mvep.hr">mario.zeljko@mvep.hr</a> <a href="mailto:vize@mvep.hr">vize@mvep.hr</a>	<b>Ms. Johanne THÉBAUD</b> Senior Protocol Officer <a href="mailto:jthebaud@unwto.org">jthebaud@unwto.org</a> <a href="mailto:protocolo1@unwto.org">protocolo1@unwto.org</a>

## 6. Flying to Croatia (revised)

**Pula Airport** ([www.airport-pula.hr](http://www.airport-pula.hr)) is located only 40 kilometres from Rovinj. It receives daily flights from Zagreb and other direct flights from major European cities as shown below.

**Zagreb Airport** ([www.zagreb-airport.hr](http://www.zagreb-airport.hr)) is located 262 km from Rovinj. It receives flights from major cities as shown below.

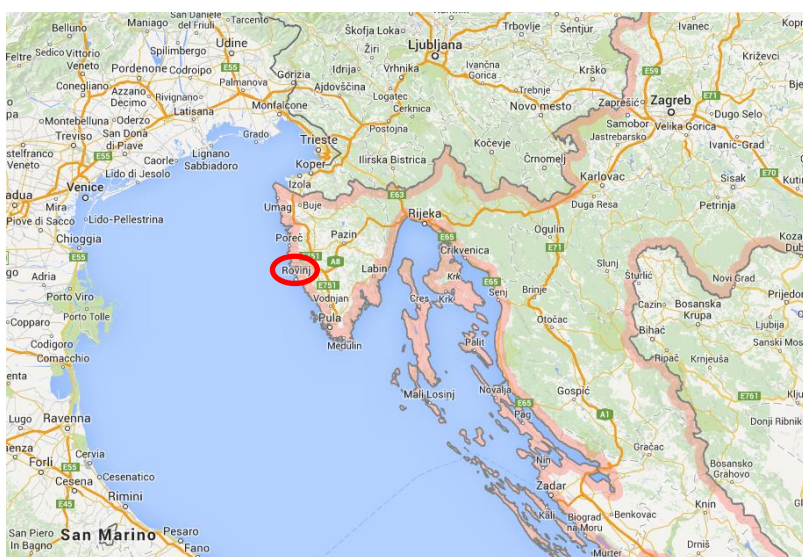
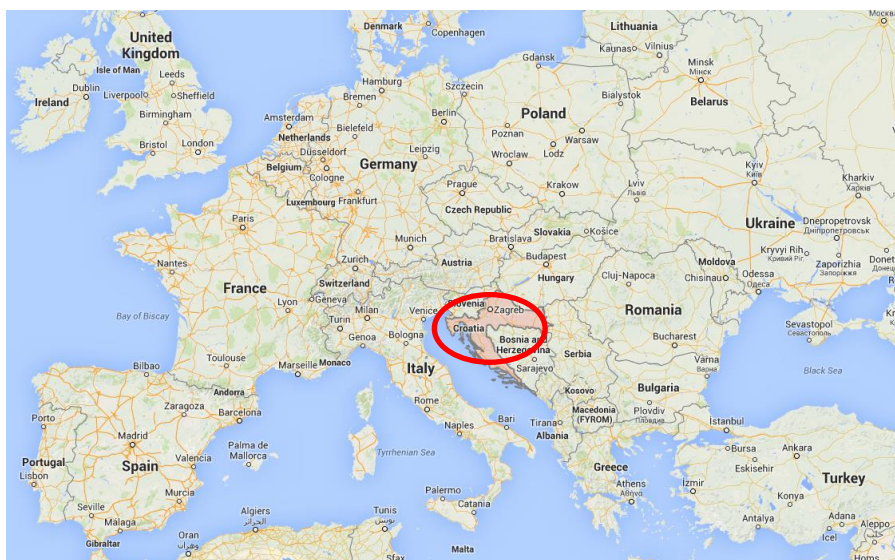
**It is strongly advised to fly directly to Pula to avoid long land transfers and stopovers.**

The table below provides an overview of flights made available by Croatia Airlines. For more flights, please check the current flight timetable at the following link: <http://www.croatiaairlines.com/hr/Planiranje-i-rezervacije/red-letenja/Red-letenja-ljeto-2015/> or check with your travel agent.

• ARRIVAL TO PULA					
	SAT 23/5	SUN 24/5	MON 25/5	TUE 26/5	WED 27/5
DIRECT Frankfurt - Pula	-	-	-	10:25-11:50	-
Amsterdam - Zagreb	11:20-13:15	11:20-13:15	11:20-13:15	11:20-13:15	11:20-13:15
Brussels - Zagreb	9:45-11:55	9:45-11:55	9:45-11:55	9:45-11:55	9:45-11:55
Copenhagen - Zagreb	11:20-13:40	11:20-13:40	11:20-13:40	11:20-13:40	11:20-13:40
London - Zagreb <sup>1</sup>	16:40-19:55	10:50-14:05	-late flight-	10:50-14:05	11:50-16:20 stop in Rijeka at 15:05
Munich - Zagreb	8:55-10:05	8:55-10:05	8:55-10:05	8:55-10:05	8:55-10:05
Paris-Zagreb	18:30-20:20	18:30-20:20	18:30-20:20	18:30-20:20	18:30-20:20
Rome-Zagreb	via DBV 18:00-21:05	via SPU 18:00-20:35	via SPU 18:00-20:35	via SPU 18:00-20:35	via SPU 18:00-20:35
Sarajevo - Zagreb	6:30-7:20	6:30-7:20	6:30-7:20	6:30-7:20	6:30-7:20
Vienna-Zagreb	10:10-11:05	10:10-11:05	10:10-11:05	10:10-11:05	10:10-11:05
Zurich - Zagreb	11:45-13:10	11:45-13:10	11:45-13:10	11:45-13:10	11:45-13:10
Istanbul-Zagreb(Turkish)	08:50-10:05	08:50-10:05	08:50-10:05	08:50-10:05	08:50-10:05
Istanbul-Zagreb(Turkish)	18:20-19:25	18:20-19:25	18:20-19:25	18:20-19:25	18:20-19:25
Zagreb-Pula (direct)	-	-	-	-	<b>15:00-15:45</b>
Zagreb (via Zadar)-Pula	22:05-23:50	14:15-16:00 21:15-23:00	14:15-16:00	14:15-16:00 21:15-23:00	21:15-23:00

• DEPARTURE FROM PULA				
	FRI 29/5	SAT 30/5	SUN 31/5	MON 1/6
Pula (via Zadar) - Zagreb	5:55-7:30	5:55-7:30	5:55-7:30	5:55-7:30
Pula - Zagreb	16:30-17:10	-	16:30-17:10	16:30-17:10
<b>For the early morning flights from Pula, the following connecting flights are possible :</b>				
Zagreb - Amsterdam	8:25-10:30	8:25-10:30	8:25-10:30	8:25-10:30
Zagreb - Copenhagen	8:35-10:30	8:05-10:30	8:05-10:30	8:35-10:30
Zagreb - London	-	8:30-10:00	8:30-10:00	17:50-19:15
Zagreb - Paris	9:00-11:05	9:00-11:05	9:00-11:05	9:00-11:05
Zagreb - Rome (via Split)	14:35-17:05	-	14:35-17:05	14:35-17:05
Zagreb - Sarajevo	14:55-15:45	-	14:55-15:45	14:55-15:45
Zagreb - Istanbul (Turkish)	11:40-14:00	11:40-14:00	11:40-14:00	11:40-14:00
<b>For the afternoon flights from Pula, the following connecting flights are possible:</b>				
Zagreb - Frankfurt	17:55-19:30	17:55-19:30	17:55-19:30	17:55-19:30
Zagreb - London	17:50-19:15			17:50-19:15
Zagreb - Munich	18:40-19:55	18:40-19:55	18:40-19:55	18:40-19:55
Zagreb - Vienna	17:50-18:45	-	17:50-18:45	17:50-18:45
Zagreb - Zurich	17:45-19:20	17:45-19:20	17:45-19:20	17:45-19:20
Zagreb-Istanbul (Turkish)	20:20-23:05		20:20-23:25	20:20-23:25

<sup>1</sup> Participants arriving from London on 27 May are advised to disembark in Rijeka, where a transfer to Rovinj will be provided on that day only. Ticket should be purchased London-Rijeka (**not** Zagreb), otherwise the luggage will travel to Zagreb.



## 7. Discounts on airfares to Rovinj

The following airlines offer reduced rates to participants:

### ➤ Star Alliance Conventions Plus



Star Alliance carriers<sup>3</sup> are offering discounts of up to 20% in business class and up to 15% in economy.

Tickets can be booked through the web page: <https://www.staralliance.com/en/business-solutions/conventions-plus/delegates/>. The event code is: OU03S15.

<sup>3</sup> **Participating carriers:** ANA, Adria Airways, Aegean Airlines, Air Canada, Air China, Air India, Air New Zealand, Asiana Airlines, Austrian Airlines, Avianca, Brussels Airlines, Copa Airlines, Croatia Airlines, EVA Airways, EgyptAir, Ethiopian Airlines, LOT Polish Airlines, Lufthansa, SWISS, Scandinavian Airlines, Shenzhen Airlines, South African Airways, TAP Portugal, THAI, Turkish Airlines, United.



If bookings are to be made through a travel agent, for issuance of the tickets, in addition to the Event Code, the following access codes should be provided:

Amadeus FQD QMXQMY/R, U/A(Carrier Code)  
Galileo FD QMXQMY/(Carrier Code)  
Sabre FQ QMXQMY- (Carrier Code)  
Sita FSD QMXQMY/(Carrier Code)/(Currency Code)  
Worldspan 4FQMXQMYSR-(Carrier Code)  
Product Code CONVPLUS

The Event Code OU03S15 must be inserted in the ticket tour code box

➤ **Air France/KLM**



Air France and KLM are offering discounts of up to 15% on international flights. Tickets can be booked through the web page created by Air France and KLM for the 100th session of the Executive Council of the UNWTO: <http://www.airfranceklm-globalmeetings.com/?eid=24598AF>. They can also be issued by Air France and KLM (please indicate event code: 24598AF and provide proof of participation in the Council session). This offer will be valid from 22 May to 3 June 2015.

## **8. Reception at the airports and transfers (revised)**

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The Government of the Republic of Croatia will arrange a **welcome service** for all participants at **Zagreb** and **Pula** International Airports. Assistance will be offered to complete entry formalities.

**Participants are strongly advised to book their flights all the way to the Pula International Airport to shorten the time of their travel and to avoid long land transfers and stopovers.** However, for those who will not be able to do so, a **complimentary shuttle service** between the **Zagreb International Airport** (3 hours by car or bus) and Rovinj will be arranged from 25 to 31 May. **During the same period, a complimentary shuttle service** from and to the **Pula International airport** (40 min. by car or bus) and the main hotels<sup>4</sup> will be provided to participants upon their arrival and departure. To benefit from this service, arrival and departure details must be provided when completing the online registration form.

**No welcome service or transfers will be offered to participants arriving at other ports of entry.**

**To enable the Croatian authorities to properly organize the entry formalities, the welcome, transfers and shuttle services, participants must complete and submit the online registration form by **Wednesday, 6 May 2015** (<http://lmd.unwto.org/en/event/executive-council-100th-session>), indicating their arrival and departure flight information, and their accommodation details.**

## **9. Accommodation**

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Four hotels within short walking distances from each other will be offered at discount rates for participants in the 100th session of the UNWTO Executive Council. Delegates are requested to make their own

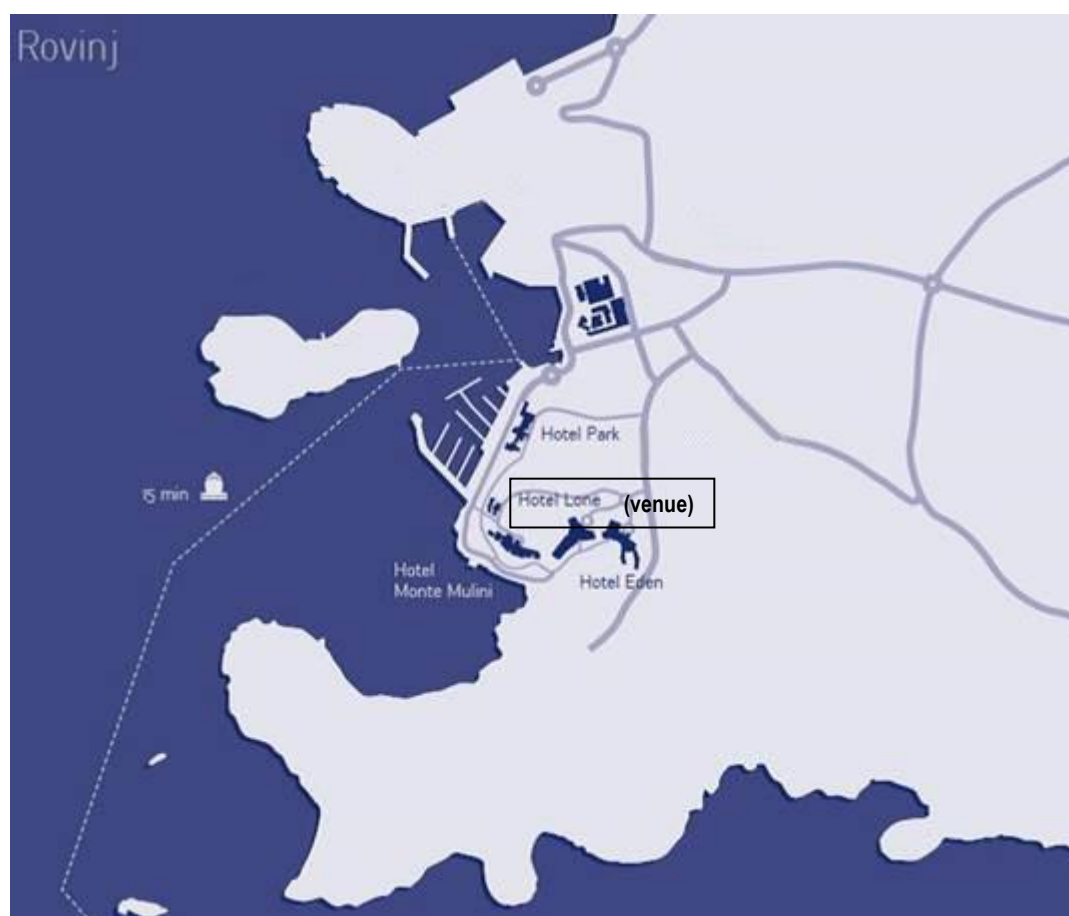
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<sup>4</sup> The shuttles will service only the hotels indicated in this note.

reservations by directly contacting the hotels, indicating their status as participants in the UNWTO Executive Council. Rooms will be blocked for delegates at these hotels **until 15 May 2015**. **Prices below include VAT and tourist tax.**

The first 3 hotels listed below share the same management and facilities.

Hotel	Contact details	Room type	Rate per room with breakfast (in euros)		Walking distance from venue
<b>Lone (5* )</b> Luje Adamovića 31, 52210 Rovinj	Tel: (+385) 52 800 250 Fax: (+385) 52 800 215 Email: <a href="mailto:lone@maistra.hr">lone@maistra.hr</a> <a href="http://www.lonehotel.com">www.lonehotel.com</a>	Premium (85 rooms)	171* SGL	180* DBL	(venue)
		Grand (15 rooms)	200* SGL	210* DBL	
		<i>*Hotel Lone: long stay discount -20% on mentioned rates for a minimum stay of 4 consecutive nights</i>			
<b>Monte Mulini (5* )</b> A. Smareglia 3, 52210 Rovinj	Tel: (+385) 52 636 000 Fax: (+385) 52 636 001 Email: <a href="mailto:montemulini@maistra.hr">montemulini@maistra.hr</a> <a href="http://www.montemulinihotel.com">www.montemulinihotel.com</a>	Premium (20 rooms)	203 SGL	220 DBL	3 minutes
		Deluxe (20 rooms)	250 SGL	270 DBL	
<b>Eden (4* )</b> Luje Adamovića 33, 52210 Rovinj	Tel: (+385) 52 800 250 Fax: (+385) 52 800 215 Email: <a href="mailto:eden@maistra.hr">eden@maistra.hr</a> <a href="http://www.maistra.com">www.maistra.com</a>	Standard (30 rooms)	80 SGL	100 DBL	1 minute
		Superior (30 rooms)	100 SGL	120 DBL	
<b>Park (3* )</b> I.M Ronjgova 11, 52210 Rovinj	Tel: (+385) 52 800 250 Fax: (+385) 52 800 215 Email: <a href="mailto:park@maistra.hr">park@maistra.hr</a> <a href="http://www.maistra.com">www.maistra.com</a>	Standard (50 rooms)	56 SGL	81 DBL	7 minutes



## 10. Registration and badges

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Identification badges will be issued when completing the registration in Rovinj. The registration desk will be located at [Hotel Lone](#) (venue) and will be open during the afternoon of Wednesday, 27 May, from 15:00 to 20:00. In order to facilitate the registration process, participants will have the opportunity to stop by the registration desk on that same day, immediately before the opening ceremony and welcome reception.

On Thursday, 28 May, the registration desk will be open from 8:30 to 16:00.

Participants are kindly requested to wear their identification badges throughout the Council session in the area reserved for the meetings and at all social events.

## 11. Working languages

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The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation will be provided in these five languages.

## 12. Working documents

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Delegates are kindly requested to take note that the working documents **will NOT be distributed on paper** at the venue of the event. Therefore, **delegates are kindly requested to bring with them copies of the documents they wish to have on paper**. All the documents will be posted at the following link: <http://imd.unwto.org/en/event/executive-council-100th-session> within the timeframes established by the Statutes. Delegates will be notified by e-mail of the posting of the documents.

## 13. International media

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International media wishing to cover the Executive Council are kindly requested to contact Ms. Sandra Carvao, Chief of Communications at UNWTO, at [scarvao@unwto.org](mailto:scarvao@unwto.org).

## 14. Delegates' lounge and travel services

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An area equipped with several computers with free Internet connection will be set up and made available to delegates at Hotel Lone.

Travel services for booking tours and handling arrangements for return flights will also be available.

## 15. List of participants

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A **provisional list** of participants will be sent in advance to all registered participants. It will be available for consultation at the information desk.

The **final list** of participants will be completed on the basis of the data entered by delegates and observers in their registration forms. It will be sent to participants shortly after the closure of the Council session. It will be also posted on the UNWTO website.



## 16. Provisional programme

### • Tuesday, 26 May

09:30-13:00	World Committee on Tourism Ethics (WCTE) (by invitation), Hotel Lone
10:00-13:00	Programme and Budget Committee (PBC), Hotel Lone
13:00-14:00/15:00	Buffet lunch for WCTE and PBC participants, Hotel Lone
14:00-17:00	World Committee on Tourism Ethics (continued)
15:00-18:00	Programme and Budget Committee (continued)

### • Wednesday, 27 May

09:30-13:00	World Committee on Tourism Ethics (continued)
10:00-13:00	Programme and Budget Committee (continued)
13:00-15:00	Buffet lunch for WCTE and PBC participants, Hotel Lone
15:00-18:00	Working Group on Official Development Assistance (WG-ODA)
15:00-20:00	Registration (for the Executive Council meeting), Hotel Lone
18:00	Departure from Hotel Lone for the sightseeing tour
18:10-20:00	Sightseeing tour of Rovinj
20:30-22:30	<b>Opening ceremony and welcome reception at Monte Mulini</b>
From 22:30	Entertainment programme, Hotel Lone

### • Thursday, 28 May

08:30-16:00	Registration, Hotel Lone
<b>09:30-10:00</b>	<b>Official opening</b>
<b>10:00-13:00</b>	<b>Morning session</b> Agenda items 1 to 4
13:00	Group photo for heads of delegation
13:15-14:45	Lunch, Hotel Lone
<b>13:15-14:45</b>	<b>Working lunch of the Committee for the Review of Applications for Affiliate Membership</b> (by invitation), Hotel Lone
<b>15:00-18:00</b>	<b>Afternoon session</b> Agenda items 5 to 12
19:30	Departure from Hotel Lone for dinner
<b>20:00-23:00</b>	<b>Gala dinner hosted by the Prime Minister of the Republic of Croatia</b>
23:00	Return to Hotel Lone
From 23:00	Entertainment programme, Hotel Lone

- **Friday, 29 May**

10:00-13:00	<b>Morning session</b> Agenda items 13 and 14
13:30-14:00	<b>Press conference, Hotel Lone</b>
13:30-14:30	Lunch, Hotel Lone
14:45	Departure from Hotel Lone for the social programme
14:45-21:30	<b>Social programme</b> Visit to the Brijuni Islands Visit to Pula and dinner, hosted by the city of Pula
21:30	Return to Rovinj (Hotel Lone)

- **Saturday, 30 May**

09:00-20:00	<b>Technical visit</b> Tour of the Istrian inland (see Social programme below)
20:00	Dinner, Hotel Lone
From 21:00	Entertainment programme, Hotel Lone

## 17. Social programme and technical visit (revised)

- **Wednesday, 27 May**

18:00	Departure from Hotel Lone for the sightseeing tour Sightseeing tour of Rovinj (a boat ride from the pier in Lone Bay); event presentation of Rovinj's tradition, customs and cultural/historical heritage: visiting specific sites and streets in the old town centre where special programmes are prepared: House of Batana Museum, Native Museum, Konoba Spacio, ride on the traditional <i>batana</i> boats, performance of the traditional <i>bitinada</i> songs, songs characteristic of Rovinj and Istria, folklore performances, etc.
18:10-20:00	
20:00	Boat ride from the pier at Marshall Tito Square and return to Hotel Lone <b>Opening ceremony and welcome reception at Monte Mulini zone (Oleander)</b>
20:30-22:30	Welcome remarks Welcome dinner – Istrian delicacies (Istria Gourmet), entertainment programme (Istrian theme and performers). Dress code: smart casual.
From 22:30	Entertainment programme, Hotel Lone

- **Thursday, 28 May**

19:30	Departure from Hotel Lone for dinner <b>Gala dinner</b> at the old tobacco factory in Rovinj <b>hosted by the Prime Minister of the Republic of Croatia</b>
20:00-23:00	A selected menu presenting Istrian and Croatian culinary offerings, entertainment programme. Dress code: formal.
23:00	Return to Hotel Lone
From 23:00	Entertainment programme, Hotel Lone

- **Programme for accompanying persons:**

10:00-17:00	Departure from Hotel Lone. Boat excursion to the Lim Channel including the tasting of seafood specialties; visit to the Island of Andrew – and the Istria hinterland – a tour from a different angle. Return to Hotel Lone.
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- **Friday, 29 May**

	<b>Social programme</b>
14:45-21:30	15:30–17:30 – Visit to the Brijuni Islands 17:30–21:30 – Visit to Pula and dinner, hosted by the city of Pula
21:30	Return to Rovinj (Hotel Lone)
From 22:30	Entertainment programme, Hotel Lone

- **Saturday, 30 May**

	<b>Technical visit:</b> tour of the Istrian inland
	- Poreč
9:00–20:00	- Histria Aromatica Park - Lunch - Grožnjan + Istra Inspirit - Vineyard: Kozlović
20:00	Dinner, Hotel Lone
From 21:00	Entertainment programme, Hotel Lone

## 18. Practical information

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- **Local currency and exchange rates:** The official currency of Croatia is the kuna (HRK). The applicable exchange rate as at 16/01/2015 is 7.67 kunas per 1 euro (EUR) and 6.56 kunas per 1 US dollar (USD).  
Banks are open from 8:00 to 16:00, Monday to Friday. Exchange offices can be found all around Rovinj, and are clearly marked. Currency exchange services are available at the hotels as well. ATMs are also widely available around the city. All shops accept major credit cards (VISA).
- **Weather:** The temperature ranges between 18 and 25 °C during the day. In the evening, a light jacket can be useful. A raincoat or an umbrella is also advisable in case of rain.
- **Official language:** Croatian
- **Local time in Rovinj (summer):** GMT +1
- **Electricity:** Electric power in Rovinj is 220 volts, 50 hertz alternating current. Outlets follow the European standard and take plugs with two round pins. Please make sure that the electrical devices you will be using are suitable for this voltage. Otherwise, transformers or batteries are advisable.
- **Health requirements and precautions:** There are no vaccination requirements for international visitors.
- **Medical services:** Rovinj has an extensive network of health centres (primary care services) and hospitals. The venue of the meeting will have a medical service providing first aid.

## 19. Tourist information

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### On Rovinj:

- [www.tzgrovinj.hr](http://www.tzgrovinj.hr)