



**UNWTO Practicum  
Specialized Internship Initiative  
for Officials of UNWTO Member State NTAs  
22-29 November 2015**

**1. GENERAL INFORMATION**

**Concept:**

The UNWTO Practicum has a duration of 7 days and is conducted at the premises of the **World Tourism Organization** in Madrid (Spain) where officials will familiarize themselves with the UNWTO and UNWTO.Themis programmes and at the **UNWTO.Themis Foundation** in the Principality of Andorra, where they will participate in a three-day interactive seminar on **Crisis Communications in Tourism**. This edition of the **UNWTO.Practicum** will be held in English.

This initiative will start with arrival in Madrid (Spain) on 22 November and participants will visit UNWTO Headquarters on Monday 23 November where they will meet with Programme Directors and Managers, Regional Directors and other UNWTO and UNWTO.Themis officials who will provide an overview of the Organization's activities and those of the UNWTO.Themis Foundation. Participants will then travel to Andorra (on Tuesday 24 November) where they will focus on a three-day interactive seminar on key issues on *Crisis Communications in Tourism*, providing the participants with a forum in which to strengthen their knowledge in this area and examine the influence of this subject in their countries.

**Objective and structure:**

This UNWTO Practicum session's programme has been designed to assist UNWTO Member States in building the capacity of the officials of their NTAs at national and regional level, with state-of-the-art knowledge and practical experiences in core areas of responsibilities, such as, Crisis Management which is the area to be addressed in this session of the UNWTO Practicum.

**Participants:**

They should be highly qualified officials holding a management-level post with decision-making responsibilities at the NTA, nominated by the highest authority of the National Tourism Administration.

**Conditions:**

Accommodation and meals from 22 November (from the evening meal onwards) to 29 November (breakfast on Sunday 29 November included) will be covered by UNWTO.

Transport from the home country to Madrid (Spain) for arrival and departure from Barcelona (Spain) to the home country will be covered by the Government sending the official. Transport included within the programme of the course will be covered by UNWTO.

**Structure of the Seminar:**

Following the first day of familiarization with UNWTO, the three-day Seminar will commence. It will be conducted by UNWTO experts in the area of *Crisis Communications in Tourism* and will be highly interactive with workgroup sessions. This hands-on approach enables participants to thoroughly analyse and discuss the most relevant issues.

A more detailed programme will be sent shortly.

**2. GENERAL CONDITIONS FOR PARTICIPATION**

To qualify for the **UNWTO Practicum**, a candidate must meet the following conditions:

- 1) To be a highly qualified official occupying a management post with decision-making responsibilities in the NTA of a UNWTO Member State (or, in the case of a decentralized Administration, to be a regional tourism officer, duly recommended by both the Central and Regional Government).
- 2) to have been active in UNWTO programme development and implementation. While this is not a *sine qua non* requisite, priority will be given to candidates with this merit;
- 3) have completed university education validated by a diploma (at least Bachelors or Masters level);
- 4) to have sound professional experience in the public sector;
- 5) to have an **excellent command of English**. **Please note that this edition of the Practicum will be delivered only in English.**
- 6) to have a clear idea of the professional objectives he/she wishes to attain during the UNWTO Practicum period and how these are applicable to his work at his/her country's National Tourism Administration.

**3. ADMISSIONS PROCEDURE****Deadline for applications: 15 October 2015**

The eligible candidate should:

- a) Previously secure a nomination from his/her Administration, in the form of a letter of nomination from the highest authority of the National Tourism Administration of his/her country (to be sent to [practicum@unwtohemis.org](mailto:practicum@unwtohemis.org)).

- b) Send a letter of intention to **UNWTO** stating:
- 1) he/she is fully aware of the details concerning the content and format of the **UNWTO Practicum** as well as the commitment this entails on his/her part (participation in activities, attendance at the training sessions, etc.);
  - 2) his/her professional achievements and career goals; and how these relate to the **UNWTO Practicum**;
  - 3) the professional objectives he/she expects to attain through his/her participation in the **UNWTO Practicum**, and
- c) Fill in the online application form at <http://themis.unwto.org/es/node/43461> , and send his/her CV and copies of certificates or diplomas obtained and certifying his/her command of English, of his/her passport and a recent photo to UNWTO [practicum@unwtothemis.org](mailto:practicum@unwtothemis.org) . The deadline for applications is **15 October 2015, at the latest**.

**Upon acceptance as a participant, he/she will have to:**

- a) Fill-in the *Confirmation of Participation* form online with his/her travel plans
- b) Submit a copy of a current international individual travel insurance policy covering the whole period of his/her stay during the UNWTO Practicum.