

Executive Council

121st session
Barcelona, Spain

10-11 June 2024

Information note

CE/121/Note Inf.
Madrid, 10 May 2024
Original: English

1. Place and dates of the session

The Executive Council will hold its 121st session in Barcelona at the invitation of the Kingdom of Spain. The session will take place from 10 to 11 June 2024 at the [World Trade Center Barcelona](#).

2. Contact information of the organizing committee

UN Tourism coordinator
Ms. Yolanda Sansegundo Conference Services Tel.: +34 91 567 8188 E-mail: ysansegundo@unwto.org council@unwto.org

3. Registration

Registration for the Council session will be carried out online until **27 May 2024**. The registration form is available on the UN Tourism website at: www.unwto.org/events/121-executive-council. Participants are kindly requested to register at their earliest convenience.

The online registration platform should be completed with all the necessary information regarding participation in the conference, airport pick-up, visa information and technical visits.

Access to the areas set aside for the Council session will be restricted exclusively to the participants wearing the corresponding identification badges. Participants can collect their accreditation badges at the registration desk located at the World Trade Center, prior to the start of the Council session and also during the periods indicated below.

The registration desk will be open on the following days:

- Monday, 10 June: 10:00 to 18:00
- Tuesday, 11 June: 08:30 to 12:00

In order to collect their badges, participants must have received a registration confirmation e-mail.

Accreditation badges are issued to specific individuals and are not transferable. Participants should always keep their badge and ID with them during their stay in Barcelona. The badge is the

only document that confirms the accreditation of participants of the Executive Council session and provides access to the venues of the different events.

4. Access to the meetings

Taking into account the capacity of the room where the meetings will be held, access to the room shall be granted to the head of delegation plus two delegates per member country. In the case of international organizations and Affiliate Members, access shall be limited to one representative per entity.

5. Entry formalities

The Government of Spain will facilitate the processing of visas for all delegates attending the 121st session of the Executive Council upon presentation of the letter of invitation to the Council at the corresponding Spanish Embassy, in accordance with Spanish regulations.

Pursuant to European Union regulations, visas on arrival cannot be provided under any circumstances. Participants are kindly requested to make the necessary arrangements to process their visa in advance.

For a detailed list of visa requirements, delegates are kindly requested to consult the following page:

www.interior.gob.es/opencms/es/servicios-al-ciudadano/tramites-y-gestion/es/extranjeria/regimen-general/entrada-requisitos-y-condiciones/

UN Tourism

Ms. Ilenia García, Office of the Secretary-General, e-mail: igarcia@unwto.org

6. Transportation

Local transportation will be provided for all participants between the airport and the hotels indicated in this note from **Saturday, 8 until Wednesday, 12 June**, and between the hotels and the meeting venue as well as any other local transportation necessary in relation with the scheduled social events.

To enable the authorities to properly organize the welcome and shuttle services, participants must complete and submit the **online registration form** indicating their arrival and departure flight information and their accommodation details before **27 May 2024**.

A detailed schedule of shuttle services for local transportation will be provided in due course and will be available in the official hotels.

7. Accommodation

The host has negotiated special room rates with the hotels listed below for the 121st session of the Executive Council.

Preferential rates apply for the period from 9 to 12 June 2024.

A limited number of rooms at preferential rates is available for the above-mentioned period. Participants are encouraged to process their reservations at their earliest convenience.

For any enquiries about the accommodation, please contact council@unwto.org

Hotel	Room type	Rate/night (VAT & breakfast included)	Distance from the meeting venue
Eurostars Grand Marina Hotel (5*) https://www.eurostarshotels.com	Double room	317 EUR	Venue of the event
	Single room	295 EUR	
	Discount code: 121ECUNT City tax: 7.43€ per person and night		

Hotel	Discount	Distance from the meeting venue
Hotel Granados 83 (4*S) https://www.hotelgranados83.com/es T. (+34) 934 929 670	15% discount on the best available rate on the web, with specific booking code. To get the discount the reservation must be made from their website, entering the following: - User: UNTOURISM - Password: ECMU0371	20 min. by car

Hotel	Discount	Distance from the meeting venue
Hotel Balmes (4*) https://www.hotelbalmes.com/es T. (+34) 934 456 500	15% discount on the best available rate on the web, with specific booking code. To get the discount the reservation must be made from their website, entering the following: - User: UNTOURISM - Password: ECMU0371	23 min. by car

8. Programme

The provisional programme and other documentation for the session will be available on the Council's website: www.unwto.org/events/121-executive-council

The Executive Council will hold its meetings on 11 June when the provisional agenda for the session is to be examined by the members of the Council.

The following subsidiary organs of the Council will also meet in the framework of the 121st session of the Executive Council on 10 June 2024:

- (a) Programme and Budget Committee: This subsidiary organ of the Council will meet in the afternoon to examine all documents in relation with the budget and programme of work of the Organization.
- (b) The Committee on Matters Related to Affiliate Membership will submit reports and recommendations to the Executive Council regarding affiliate membership. The CMAM is made up of 9 Member States (Algeria, Argentina, Uruguay, Republic of Korea, Spain, Tajikistan, Uzbekistan, Jordan and India) and representatives of the Affiliate Members and the Associate Members.

On 10 June, a welcome cocktail will be offered by the host at the Barcelona City Hall. The dress code for the occasion is cocktail attire.

9. Working documents

In light of the United Nations mandate to promote sustainability, UN Tourism is strengthening its efforts towards environmental sustainability by implementing paperless events and conferences.

Delegates are kindly requested to take note that the working documents will not be distributed on paper at the venue of the event. Participants are encouraged to bring their own electronic devices to access the working documents during the session.

All the documents will be posted online at www.unwto.org/events/121-executive-council. Delegates will be notified by e-mail of the posting of the documents.

The documents for the Council session will be available in Arabic, Chinese, English, French, Russian and Spanish.

Simultaneous interpretation of the Council discussions will also be provided in Arabic, Chinese, English, French and Spanish.

10. Submission of credentials and identification papers

With a view to ensuring a smooth verification process, the Member States of the Executive Council are kindly requested to submit their credentials electronically to the Secretariat no later than **10 days before** the opening of the session.

A scanned copy of the credentials should be sent to Ms. Ilenia García-Riano, UN Tourism Protocol Section, at igarcia@unwto.org. The originals must be submitted to the Secretary-General at least one day before the opening of the Council session.

Only credentials from Heads of State or Heads of Government, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent will be regarded as valid credentials. Only formal letters or faxes bearing the signature of the competent authority are considered valid. A model credentials letter and the format for proxy letters are available on the web page of the Executive Council session.

Only duly accredited delegates shall be authorized to exercise the right to vote and to take the floor at the meetings of the Executive Council.

11. List of participants

A provisional list of participants will be available in advance for consultation on the UN Tourism website.

The final list of participants will be completed on the basis of the data entered in the registration forms and it will be posted on the UN Tourism website shortly after the closure of the Council session.

12. Safety and security

Emergency number: 112

UN Tourism Safety & Security Coordinator

Name: Mr. Antonio Garcia

Cell: +34 699976040

13. Practical information

Official Language: Spanish and Catalan

Local Time: GMT +1

Weather: Barcelona has a Mediterranean climate with warm temperatures during the summer. The average temperature in June ranges between 23° and 29°C. Annual rainfall is moderate, although it rains less in June.

Country currency and exchange rates: The official currency in Spain is the euro (€), which is used in all commercial and financial transactions. For the convenience of international participants, it is recommended that they exchange their local currency for euros before arriving in the country.

It is important to note that exchange rates may vary and that it is advisable that participants check with their bank or financial institution about the current rates before making any currency exchange. In addition, many financial institutions offer currency exchange services at the airport and in the main tourism areas.

For those who prefer to use credit or debit cards, most commercial establishments in Spain accept payments with Visa, MasterCard, and other international cards. However, it is advisable for international participants to inform their bank about their trip abroad to avoid possible blockages for security purposes.

Electricity: Household electricity is nominally 230 V, with a frequency of 50 Hz, and the plugs are European plug (Type C) and Schuko plug (Type F).

Shopping and tipping: Most shops in Barcelona are open from Monday to Saturday between 9:00-13:30 and 17:00-20:00 in the afternoon, remaining closed on Sundays. Barcelona's main shopping areas remain open on Sunday. There are also shops with special opening hours adapted to tourism.

Restaurants usually stay open and serve food until 23:00-01:00 at night. Some restaurants are closed on Sundays or Mondays.

Restaurant bills include a 21% VAT charge. In Spain, tipping is voluntary, according to customer satisfaction, although it does not usually exceed 5-10% of the total bill.

Banking services: For the convenience of international participants, Spain has an extensive network of banking services that offer a variety of options for visitors to manage their finances during their stay in the country, including ATMs and bank branches, as well as via online banking and mobile apps.

Bilateral meetings:

For bilateral meetings, please contact cose@unwto.org