

Model credentials letter¹

Standard format letter

Official letter-headed paper²

Credentials

I, the undersigned, (name and full title of the competent authority³), hereby attest that the Government of (name of country) has authorized the following delegate to represent it at the 113th session of the Executive Council of the World Tourism Organization, to be held on 18-19 January 2021 in Madrid, Spain:

Delegate: (name and full title)

[Alternate(s)⁴]: (name and full title)

Done at (name of city), on (date)

Name, full title and signature

¹ It should be pointed out that only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

² Including official logo of the Ministry.

³ Please note that only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent are regarded as valid.

⁴ Rule 31 of the Rules of Procedure of the Executive Council stipulates: "The delegation of each Full Member of the Council shall consist of one delegate, who may be accompanied by one or more advisers entitled to act as alternates."