

**Model credentials letter<sup>1</sup>**

**Standard format letter**

*Official letter-headed paper<sup>2</sup>*

**Credentials**

I, the undersigned, (name and full title of the competent authority<sup>3</sup>), hereby attest that the Government of (name of country) has authorized the following delegation 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)<sup>4</sup>: (name and full title)

(name and full title)

[I further authorize (name of the alternate<sup>5</sup>), having full powers, to cast a vote on behalf of the Government of (country) on [(item of the Agenda) / all items of the Agenda].]

Done in (*name of city*), on (*date*)

Name, full title and signature

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<sup>1</sup> 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.

<sup>2</sup> Including official logo of the Government, Ministry or Embassy.

<sup>3</sup> Pursuant to resolution 591(XIX) only credentials issued and signed by Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent, or Ambassadors of States accredited to Spain will be regarded as valid. Please also note that in accordance with resolution 649(XXI), credentials in breach of the principle of secrecy of the vote will be considered as invalid.

<sup>4</sup> Rule 31 of the Rules of Procedure of the Executive Council: "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."

<sup>5</sup> A member of the delegation other than the delegate.