

Model credentials letter for representation (proxy format)¹

Standard format letter²

Official letter-headed paper³

Credentials (for representation-proxy format)

I, the undersigned, (name and full title of the competent authority⁴), will be unable to attend the 126th session of the Executive Council, to be held 10 and 11 June 2026, in Toledo, Spain, due to⁵
.....

Therefore, I hereby authorize (name and full title of delegate⁶) of the delegation of (name of Full Member) to represent and to cast a vote⁷ on behalf of the Government of (name of Full Member) at the 126th session of the Executive Council of the UN Tourism.

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

Name, full title and signature

¹ If a Member is unable to participate in the meeting, it can be represented exceptionally by a member of another State's delegation provided it submits a formal letter or fax signed by the competent authority designating the individual who will represent the State and, if applicable, giving him/her the power to vote on its behalf.

² 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 Executive Council or if an appropriate translation is attached.

³ Including official logo of the Government, Ministry or Embassy.

⁴ 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.

⁵ In accordance with resolution 633(XX), (a) a mandate for representation can be given only in exceptional circumstances, duly explained in writing by the State giving the mandate, and (b) the Credentials Committee will assess the validity of these explanations.

⁶ In accordance with resolution 633(XX), (c) only one mandate for representation may be given to a delegate representing another State, and (d) a mandate for representation may not be given to the Head of Delegation of another State.

⁷ Please note that, unless the items for which the power to vote is given are clearly specified, it will be understood that the delegate has full powers to cast a vote on behalf of the Government he/she is representing by proxy on any agenda item. 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.