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منظمة الأمم المتحدة  
للتربية والعلم والثقافة

联合国教育、  
科学及文化组织

## Director of the Governing Bodies Secretariat

To all Permanent Delegates  
to UNESCO

7 September 2015

Réf. : GBS/SCG/15/076

Subject: **Submission of credentials to the 38th session of the  
General Conference**

Madam/Sir,

As you are aware, the Director-General, in CL/4116 sent on 21 May 2015, invited the Ministers responsible for relations with UNESCO to be represented at the 38<sup>th</sup> session of the General Conference, scheduled from 3 to 18 November 2015. In the letter, the Director-General recalled Rule 23 of the Rules of Procedure of the General Conference, which stipulates that the credentials of the delegates and alternate delegates must be communicated to the Director-General, and requested that the names and the credentials of the members of the delegations to the General Conference be submitted to her by **26 October 2015**. The envelope should be marked "Delegates credentials" in order to facilitate a smooth processing and addressed to the Secretariat of the Credentials Committee (**Ms Giselle Ndédi**), Office of International Standards and Legal Affairs; **office 5.114**; Tel. **33 (1) 45 68 04 37**; fax: 33 (1) 45 68 55 75.

In light of the above, I should like to call on your good offices to ensure that the names and credentials of your delegates to the Conference are indeed submitted to UNESCO on time, and that the credentials are in compliance with Rule 23. This implies that they must be issued by the Head of State or Government, or the Minister of Foreign Affairs, unless the Minister of Foreign Affairs has filed with UNESCO a statement to the effect that another appropriate Minister is authorized to issue the credentials. As you are aware, Member States' voting rights at the General Conference are conditional upon their credentials having been found by the Credentials Committee to be in order. Compliance with the above mentioned deadline would therefore greatly facilitate the proceedings of the Conference.

As you are also aware, Member States' voting rights are furthermore conditional upon their having fulfilled their obligations with regard to the payment of the assessed contribution to UNESCO as stipulated in Rule 82, paragraph 2 of the Rules of Procedure of the General Conference, unless the General Conference is satisfied that failure on this respect is due to conditions beyond the control of the Member State. The Member States in danger of losing their voting rights on this account have already been informed directly by the Director-General in compliance with paragraph 3 of Rule 82. I should be very grateful if the Permanent Delegates concerned would ensure that their competent authorities react to this notification in a timely manner, and that communications invoking the provisions of Article IV.C, paragraph 8 (c), if appropriate, reach the Director-General no later than **6 November 2015**.

Should you have any questions on the above, please feel free to contact the Secretariat of the General Conference or the relevant UNESCO Field Office, which has been instructed to extend all necessary assistance to the Member States that so require.

I should like to take the occasion to inform you that the system established for the 37<sup>th</sup> session of the General Conference for access to UNESCO's premises through badges with photographs will be applied to the forthcoming session. Each Member State will be able to register its delegation online and will find instructions on the procedure at the following on-line registration address: <https://en.unesco.org/general-conference/registration>. The on-line registration system will be operational as from 17 September. One single account is created for each Member State. Technical assistance on this matter can be obtained at the following mail address: [gcregistration@unesco.org](mailto:gcregistration@unesco.org).

While the formal date for the communication of the names of the delegates and alternate delegates to the General Conference is indeed 26 October 2015, it would greatly facilitate the processing of the badges, and hence enhance the security provisions for the Conference, if the names and photographs could be transmitted, as soon as possible, preferably by 30 September and registered on line from 17 September 2015.

The provisional list of participants to the 38<sup>th</sup> session of the General Conference will be on line at the following address: (<http://www.unesco.org/new/en/general-conference/>).

I thank you for your kind understanding and cooperation.

Yours sincerely,



Jacques Rao