



United Nations  
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Organización  
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Организация  
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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

5 August 2019

Réf. : GBS/DIR/2019/024

Subject: **Submission of credentials to the 40th session of the General Conference**

Sir/Madam,

As you are aware, by CL/4277 sent on 27 May 2019, the Director-General invited the Ministers responsible for relations with UNESCO to be represented at the 40<sup>th</sup> session of the General Conference, scheduled to take place from 12 November to 27 November 2019. 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 for the General Conference be submitted to her by **5 November 2019**. The envelope should be marked "Delegates credentials" in order to facilitate smooth processing, and be addressed to the Secretariat of the Credentials Committee (**Mr Fabrizio Mastrogirolamo**), Office of International Standards and Legal Affairs; Office 5.099; tel. 33 (1) 45 68 14 55; email: [f.mastrogirolamo@unesco.org](mailto:f.mastrogirolamo@unesco.org).

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 means that they must be issued by the Head of State or Government or the Minister of Foreign Affairs of your country, 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 greatly facilitate the proceedings of the Conference, therefore.

As you are also aware, Member States' voting rights are furthermore conditional upon their having fulfilled their obligations with regard to the payment of their 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 in this regard 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 most grateful if the Permanent Delegates concerned would ensure that their competent authorities react to this notification in a timely manner, and that communications invoking Article IV.C, paragraph 8 (c), of the Constitution, if appropriate, reach the Director-General no later than on **15 November 2019**.

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 as may be required.

I should like to take this opportunity to inform you that the system established, at the 39<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 relevant 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 **10 September 2019**. One single account is created for each Member State. Technical assistance on this matter can be obtained at the following e-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 5 November 2019, it would greatly facilitate the processing of the badges, and enhance the security provisions for the Conference, if names and photographs could be transmitted, as soon as possible and preferably by 30 September 2019, and registered on line from **10 September 2019**

The provisional list of participants to the 40<sup>th</sup> session of the General Conference will be on line at the following address: <https://en.unesco.org/generalconference/40>

Thanking you for your kind understanding and cooperation, I remain,

Yours sincerely,



Karima Bekri-Lisner