Director of the Governing Bodies Secretariat

To all Permanent Delegates to UNESCO

6 September 2023

Ref. : GBS/DIR/2023/8104/040

Subject: Submission of credentials to the 42nd session of the General Conference

Sir/Madam,

As you are aware, by CL/4439 sent on 25 July 2023, the Director-General invited the Ministers responsible for relations with UNESCO to be represented at the 42nd session of the General Conference, scheduled to take place from 7 November to 22 November 2023. 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 30 October 2023.

The envelope should be marked “Delegates’ credentials” in order to facilitate smooth processing, and be addressed to the Secretariat of the Legal Committee (Mr Guillermo Trasancos), Office of International Standards and Legal Affairs; Office 5.106; tel. 33 (1) 45.68.14.32; email: g trasancos@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 implies that they must be issued by the Head of the State or the Head of the 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 Legal 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 80, 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.

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 41st 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 online registration address:

Registration to the 42nd session of the General Conference
https://indico.un.org/event/1007550/

The online registration system will be operational as from 23 October 2023 and assigned focal points will be able to register participants from their own delegation on their behalf.

You will be able to address all your questions on this matter at the following e-mail address: gcregistration@unesco.org.

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

Yours sincerely,

Sachin Bhatt