**SAMPLE LETTER OF CREDENTIALS**

**Official Letterhead of the Head of State, Head of Government or**

**Minister of Foreign Affairs**

The Executive Secretary,

UNEP/CMS Secretariat,

Bonn, Germany

In the name of the Government of [*name of country*], the undersigned [*name of Head of State, Head of Government* *or* *Minister of Foreign Affairs*], do hereby appoint:

Representative:

[*Full Name of Representative*], [*Title*], [*Organisation*]

Alternate representative {where applicable}:

[*Full Name of Alternate Representative*], [*Title*], [*Organisation*]

to represent the Government of [*name of country*] in the Twelfth Meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (CMS) to be held in the Manila, Philippines from 23 to 28 October 2017.

The said Representative {and Alternate Representative(s)} are fully authorised to take part in the meeting, to transact all such matters as may pertain to its work, to vote with the other representatives in accordance with the agreed procedures, and to adopt amendments to the Appendices to the Convention and resolutions and recommendations on substantive topics, including financial matters.[[1]](#footnote-1)\*

In witness whereof, I, [*name of Minister*], have signed this Letter of Credentials and affixed hereto my official seal.

Done in [*City*], Date

*Signature*

*Official Seal*

1. \* If a Party wishes to authorize its representative to sign a CMS Memorandum of Understanding, the Head of State, Head of Government or Minister of Foreign Affairs must specifically grant that authority, known as “full powers”, by including the following sentence in its letter: I, [name and title of the Head of State, Head of Government or Minister for Foreign Affairs], HEREBY AUTHORIZE[name and title of representative] to sign the [title of the Memorandum of Understanding] on behalf of the Government of [name of State]. [↑](#footnote-ref-1)