**Sample Letter of Credentials**

**MEMORANDUM OF UNDERSTANDING ON THE CONSERVATION AND MANAGEMENT OF DUGONGS (*Dugong dugon*) AND THEIR HABITATS THROUGHOUT THEIR RANGE**

In the name of the [*Ministry name[[1]](#footnote-1)*] of [*name of country*], the undersigned [*Name of Minister*], [*Title of Minister i.e. Minister of…*] hereby appoints:

[*Full name of representative*], [*title*], [*organisation*]

to represent the [*Ministry name*] of [*name of country*] at the Third Meeting of Signatories (MOS3) to the Memorandum of Understanding on the Conservation and Management of Dugongs (*Dugong dugon*) and their Habitats throughout their Range, which will take place in Abu Dhabi, United Arab Emirates from 13-14 March 2017.

The said representative is fully authorized to take part in the meeting, to transact all such matters as may pertain to its work, and to vote with the other representatives in accordance with the agreed procedures, on behalf of the [*name of Ministry*].

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

[*Signature*]

Done in [*city*]

[*date*]

[*Official Seal*[[2]](#footnote-2)]

1. For this legally non-binding agreement under Article IV, paragraph 4 of CMS, the relevant Minister of the Ministry which is directly responsible for the conservation of species to which the MoU pertains and thus accountable for its implementation at national level. [↑](#footnote-ref-1)
2. This document must bear a seal and be printed on headed notepaper, in order to unambiguously indicate that the Credentials have been issued by the appropriate authority. [↑](#footnote-ref-2)