



## General Secretariat (SG)

Ref: CL-23/17

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To: ITU Member States

### **Credentials for delegations participating in the World Radiocommunication Conference (WRC-23), Dubai, United Arab Emirates, 20 November to 15 December 2023**

Sir/Madam,

I am pleased to refer to Circular Letter No. 22/41 of 25 November 2022 inviting your Government to send a delegation to WRC-23. In order to assist you with your preparations for the Conference, I would like to draw your attention to the following.

Article 31 of ITU's Convention ([see Annex 1](#)) provides that any delegation sent by an ITU Member State to participate at a radiocommunication conference shall be accredited by means of instruments ("credentials document") signed by the Head of State, by the Head of Government, by the Minister for Foreign Affairs or by the Minister responsible for radiocommunication matters of the Member State concerned. The credentials document must fulfil at least one of the following criteria:

- confer full powers on the delegation;
- authorize the delegation to represent its government, without restrictions;
- give the delegation, or certain individual members thereof, the right to sign the Final Acts.

The original credentials document must be sent to the Secretary-General. Following established practice, credentials or transfers of power which do not meet the aforementioned requirements or which are sent only by fax or email are considered as not being in order. Under No. 333 of the ITU Convention, a delegation whose credentials are found not to be in order by the Plenary Meeting shall not be entitled to exercise its right to vote or to sign the Final Acts until such time as the situation has been rectified.

In light of the above, in order to enable your country to fully exercise its sovereign rights at WRC-23, I would invite you to ensure that the competent authorities in your country send the original credentials document to ITU headquarters in Geneva - accompanied, where necessary, by a certified translation in one of the official languages of the Union - before the opening of the conference, by registered letter, to the following address:

ITU Secretary-General  
WRC-23 Credentials Committee secretariat - Office T.1318  
International Telecommunication Union  
Place des Nations, CH - 1211 GENEVA 20, Switzerland

The original credentials document may also be deposited with the WRC-23 Credentials Committee secretariat at the conference venue in Dubai, as from 17 November 2023.

A template of a credentials document which meets the criteria set out in the relevant provisions of the ITU Convention is annexed hereto (Annex 2) for your convenience; this same document may also be found on the WRC-23 website [here](#).

Registration for WRC-23 will be open by June 2023. Please note that registration is an additional and separate requirement in the preparatory process and does not exempt Member States from having to submit an original credentials document.

Should you have any questions or require any clarification, please do not hesitate to contact the WRC-23 Credentials Committee secretariat at [credentials@itu.int](mailto:credentials@itu.int).

Yours faithfully,

*(signed)*

Doreen Bogdan-Martin  
Secretary-General

**Annexes:**    **1.** CV/Article 31  
                  **2.** Model instrument of credentials

**Annex 1****CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION****ARTICLE 31****Credentials for conferences**

<b>324 PP-98</b>	1 The delegation sent by a Member State to a plenipotentiary conference, a radiocommunication conference or a world conference on international telecommunications shall be duly accredited in accordance with Nos. 325 to 331 below.
<b>325</b>	2 1) Accreditation of delegations to Plenipotentiary Conferences shall be by means of instruments signed by the Head of State, by the Head of Government or by the Minister for Foreign Affairs.
<b>326</b>	2) Accreditation of delegations to the other conferences referred to in No. 324 above shall be by means of instruments signed by the Head of State, by the Head of Government, by the Minister for Foreign Affairs or by the Minister responsible for questions dealt with during the conference.
<b>327 PP-98</b>	3) Subject to confirmation prior to the signature of the Final Acts, by one of the authorities mentioned in Nos. 325 or 326 above, a delegation may be provisionally accredited by the head of the diplomatic mission of the Member State concerned to the host government. In the case of a conference held in the Swiss Confederation, a delegation may also be provisionally accredited by the head of the permanent delegation of the Member State concerned to the United Nations Office at Geneva.
<b>328</b>	3 Credentials shall be accepted if they are signed by one of the competent authorities mentioned in Nos. 325 to 327 above, and fulfill one of the following criteria:
<b>329</b>	- they confer full powers on the delegation;
<b>330</b>	- they authorize the delegation to represent its government, without restrictions;
<b>331</b>	- they give the delegation, or certain members thereof, the right to sign the Final Acts.
<b>332 PP-98</b>	4 1) A delegation whose credentials are found to be in order by the Plenary Meeting shall be entitled to exercise the right to vote of the Member State concerned, subject to the provisions of Nos. 169 and 210 of the Constitution, and to sign the final acts.
<b>333</b>	2) A delegation whose credentials are found not to be in order by the Plenary Meeting shall not be entitled to exercise the right to vote or to sign the Final Acts until the situation has been rectified.
<b>334 PP-98 PP-02</b>	5 Credentials shall be deposited with the secretariat of the conference as early as possible; to that end, Member States should send their credentials, prior to the opening date of the conference, to the Secretary-General who shall transmit them to the secretariat of the conference as soon as the latter has been established. The committee referred to in No. 68 of the General Rules of conferences, assemblies and meetings of the Union shall be entrusted with the verification thereof and shall report on its conclusions to the Plenary Meeting within the time specified by the latter.

	Pending the decision of the Plenary Meeting thereon, any delegation shall be entitled to participate in the conference and to exercise the right to vote of the Member State concerned.
<b>335 PP-98</b>	6 As a general rule, Member States should endeavour to send their own delegations to conferences of the Union. However, if a Member State is unable, for exceptional reasons, to send its own delegation, it may give the delegation of another Member State powers to vote and sign on its behalf. Such powers must be conveyed by means of an instrument signed by one of the authorities mentioned in Nos. 325 or 326 above.
<b>336</b>	7 A delegation with the right to vote may give to another delegation with the right to vote a mandate to exercise its vote at one or more meetings at which it is unable to be present. In such a case it shall, in good time, notify the Chairman of the conference in writing.
<b>337</b>	8 A delegation may not exercise more than one proxy vote.
<b>338</b>	9 Credentials and transfers of powers sent by telegram shall not be accepted. Nevertheless, replies sent by telegram to requests by the Chairman or the secretariat of the conference for clarification of credentials shall be accepted.
<b>339 PP-98</b>	10 A Member State or an authorized entity or organization intending to send a delegation or representatives to a telecommunication standardization assembly, a telecommunication development conference or a radiocommunication assembly shall so inform the Director of the Bureau of the Sector concerned, indicating the names and functions of the members of the delegation or of the representatives.

**Annex 2**

**MODEL CREDENTIALS DOCUMENT**  
**FOR DELEGATIONS PARTICIPATING IN THE WORLD RADIOCOMMUNICATION**  
**CONFERENCE (WRC-23),**  
**DUBAI, UNITED ARAB EMIRATES, FROM 20 NOVEMBER TO 15 DECEMBER 2023**

CREDENTIALS

NAME OF MEMBER STATE

We, \_\_\_\_\_ (*Head of State / Head of Government / Minister for Foreign Affairs / Minister responsible for radiocommunication matters*)<sup>1</sup>  
 \_\_\_\_\_, hereby certify that the delegation of  
 \_\_\_\_\_ (name of Member State) to the World Radiocommunication Conference (WRC-23) to be held in Dubai, United Arab Emirates, from 20 November to 15 December 2023:

- \_\_\_\_\_ has full powers;<sup>2</sup>
- \_\_\_\_\_ is authorized to represent its government, without restrictions;<sup>2</sup>
- \_\_\_\_\_ has the right to sign the Final Acts.<sup>2</sup>

The delegation comprises:

1. \_\_\_\_\_, Head of delegation,
2. \_\_\_\_\_, Deputy Head of delegation,
3. \_\_\_\_\_, Delegate, etc.

Done at \_\_\_\_\_, on \_\_\_\_\_ 2023, by:

\_\_\_\_\_  
(Signature)**Official seal**

*(Head of State/  
 Head of Government/  
 Minister for Foreign Affairs/  
 Minister responsible for radiocommunication matter*

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<sup>1</sup> Delete as necessary.

<sup>2</sup> In accordance with Nos. 328 to 331 of the ITU Convention, credentials shall fulfil one of these criteria.