**Delegates’ credentials (proxies) checklist**

Member country:

Date:

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| *No.* | *Items to be checked* | *Yes* | *No* | *Observations* | *Corrective action required* |
| 1 | Have the credentials been submitted in original paper form or by secure electronic means as defined in art-icle 3.6 of the Rules of Procedure of Congresses? |  |  | Credentials must be provided in original paper form or by secure electronic means to Congress Committee 1. |  |
| 2 | Have the credentials been signed by:  the Head of State?  the Head of Government?  the Minister of Foreign Affairs?  any other government official duly authorized in writ­ing by one of those authorities to sign the creden­tials? |  |  | Credentials signed by other persons cannot be accepted. |  |
| 3 | Do the credentials clearly specify the powers granted to the delegation (speak, vote and sign)? |  |  | Delegates on whom the relevant authorities have con­ferred full powers without specifying their scope are authorized to speak, to vote, and to sign the Acts, unless the wording of the credentials is explicitly to the contrary.  The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signa­ture (signature subject to ratification or approval, signa­ture ad referendum, definitive signature).  In the absence of such specific information, the signa­ture shall be regarded as being subject to ratification or approval.  Credentials authorizing the holder to sign the Acts implicitly include the right to speak and to vote. |  |
| 4 | Have the credentials been provided in English or French, or one of the other languages for which a Union translation service exists, or are they accompanied by an official translation in either language, together with a statement confirming that the translation correctly reflects the content of the original document? |  |  | Credentials must be provided in English or French, or one of the other languages for which a Union translation service exists, or else must be accompanied by an official English or French translation, together with a statement confirming that the translation correctly reflects the content of the orig­inal document. |  |