



STATEMENT OF UNDERSTANDING AND ACCEPTANCE

This Statement of Understanding and Acceptance aims at ensuring that applicants submit all the mandatory documents in due form and time. It describes the obligations required from all applicants to guarantee that they submit an eligible application to the UNWTO Ethics Award. The Statement of Understanding and Acceptance is to be signed to express compliance with the conditions set forth below as well as in the Guidelines for the 1st edition of the UNWTO Ethics Award.

1. English is the working language of the UNWTO Ethics Award; therefore, all documents shall be submitted in English. Exceptionally, the UNWTO will accept recommendation letters in languages other than English provided they are accompanied by an English translation. The applicant is responsible for collecting, translating and sending the recommendation letters along with the application form. The UNWTO will only contact the referees for matters related to the application if deemed necessary.
2. The selection of the UNWTO Ethics Award is reserved to companies or associations that have signed the private Sector Commitment to the Global Code of Ethics in an official UNWTO ceremony. The candidates willing to participate shall complete an Application Form. The mandatory documents to attach are:
 - Executive summary of the initiative reflecting the essence of the initiative and the reasons why it merits the Award with up to 300 words.
 - A summary of the mission, vision and objectives, main characteristics, innovative features and impact of the initiative with up to 1200 words.
 - A list of partnerships, if applicable, differentiating intellectual and implementation partners.
 - Three external recommendation letters addressed to the World Committee on Tourism Ethics.
3. The mandatory documents should be submitted in Word or PDF format. The title of each document should reflect the contents of the document.
4. Any other document than those listed above will be classified as “Additional Documents” and will be at the disposal of the Jury Committee upon request.
5. The completed application form and the mandatory documents shall be collected and submitted as a single package before **30 September 2016** as announced on the Guidelines of the UNWTO Ethics Award. Incomplete and/or late applications shall not be considered.



STATEMENT OF UNDERSTANDING AND ACCEPTANCE

6. A digital copy of the application and all the mandatory documents as listed above shall be submitted to the following address: ethics@unwto.org. Additional documents may be submitted together with the application, which will be made available to the Jury members only upon their request.
7. Once an application is submitted, no changes can be made to the received documents. The submitted application will be considered as the final version.
8. The Awardee will be announced by the first week of November in 2016. UNWTO expects the Awardee to attend the UNWTO Awards Forum and the UNWTO Awards Ceremony (16 and 18 January 2017 respectively). The details of the Forum and the Awards Ceremony will be further communicated to the Awardee.

By submitting an application to the UNWTO Ethics Award, I hereby declare that I have read, understood and accepted this Statement of Understanding and Acceptance as well as the Guidelines and agree to all of the terms therein. Should I fail to adhere to the conditions set out by said Statement and Guidelines, I understand that the UNWTO reserves the right to dismiss my application.

Name of the Head of Organization

Signature

Date