

**TOURISM ASSOCIATION
ACCREDITATION SELF-ASSESSMENT**



Entity Assessed _____

Name of Representative _____

Position held by Representative _____

Date of Assessment _____

VANUATU TOURISM OPERATORS MINIMUM STANDARDS			
✓ / ✗	Item	DoT Requirement 2015	
A. LEGAL/OPERATIONAL REQUIREMENTS			
	A1	Mandatory	Must Register with the Vanuatu Financial Service Commission
	A2	Mandatory	Must have a minimum of four (4) Committee members. Committee composition should comprise the following: 1. President 2. Vice President 3. Secretary 4. Treasurer
	A3	Mandatory	Must have a minimum of seven (7) members
	A4	Mandatory	Must ensure contact details of Association Executives and its members are made available to the Department of Tourism (DoT)
	A5	By 2016	Records of every meeting agenda, minutes and other documents must be documented
	A6	By 2016	Must verify and confirm that all current members have a business license or business registration and relevant insurance cover(s)
	A7	By 2016	Must have a Members Code of Conduct.
	A8	Mandatory	Must ensure all members agree to (by way of signing) the Vanuatu Tourism Operator Code of Practice
	A9	By 2016	Must ensure all members contribute to the Tourism Marketing Development Fund (TMDF) and proper updated records are available
B. CONSTITUTION			
	B1	Mandatory	Must have its own constitution
	B2	By 2016	Must incorporate the following in the Constitution: 1. Recognition of the DoT standards approved by the Tourism Standards Committee 2. Must include defined penalties for members non compliance of Association rules and Members Code of Conduct.

Signature of Representative _____

(By signing, I agree that the DoT may conduct spot checks)