This form should be filled in by the applicant. It should be submitted together with a CV and covering letter, no later **than 1 May 2021,** to the following e-mail addresses: [registry@ohchr.org](mailto:registry@ohchr.org) and [**sidsldc@ohchr.org**](mailto:sidsldc@ohchr.org)

**Personal data**

Title (Mr/Ms):

First Name(s):

Family Name(s):

Current employment and title:

Government department:

Residential address of the applicant:

City:

Postal Code:

Telephone:

Country Code:

Fax:

E-Mail:

**Eligibility questionnaire**

1. Are you fluent in speaking, reading and working in English or French?

English Yes No

French Yes No

2. Please describe your current position and responsibilities (max 100 words):

3. Please describe the duties you expect to assume upon completing this course (max 100 words):

4. Please describe your technical experience and/or theoretical knowledge of the human rights issues under discussion in the Council (max 100 words):

5. Have you participated in the session of the Council in the past five years? Please give details. (max 500 words)

6. Are you available for the entirety of the duration of the Fellowship Programme **(early September 2021 to mid-November 2021)?**

Yes No

**Government endorsement of your application**

Please give the name, email and address of the government official authorising your application to participate in the programme. This person will receive information via e-mail regarding the status of your application.

Full Name:

Current Position:

Ministry:

Address:

Telephone:

E-Mail:

**Travel, air-tickets, visas, transit visas, accommodation and subsistence allowances**

* Successful applicants will be contacted by OHCHR to make visa and travel itinerary arrangements.
* OHCHR will provide one return economy class ticket to and from Geneva. The ticket will be issued based on the best cost option.
* If selected, the Fellow must immediately contact the nearest Swiss consulate to schedule a meeting to obtain a Schengen visa and make arrangements for obtaining medical insurance for the duration of the fellowship.
* OHCHR will provide the Fellow with a monthly stipend to cover the accommodation and meals during the period of the programme.
* Other administrative and logistical arrangements will be communicated directly, by e-mail.

**The OHCHR does not assume financial or any other responsibility for:**

* Expenses incurred in connection with foreign travel formalities (visas, transit visas, travel to get visas, taxes, medical examinations, vaccinations, etc.);
* Travel or other expenses of any additional persons accompanying the applicant;
* Travel or accident insurance, medical treatment or hospitalisation during the programme, including travel to and from Geneva;
* Any expenses related to COVID 19 (medications; quarantine, etc).
* Loss or damage to the personal effects of the applicant during travel or attendance of the programme;
* Modifications made by the Fellow regarding hotel bookings and related logistical arrangements;
* Any personal service or facility requested during the stay in Geneva such as internet connections, room service, laundry, mini-bar or any kind of ground transport;
* Any modification made by the Fellow in connection with the itinerary or the air-tickets issued by the United Nations in Geneva. Any additional fees, charges and/or penalties for the air-ticket modifications must be assumed by the Fellow.

**INCOMPLETE REGISTRATION FORMS OR FORMS RECEIVED AFTER THE DEADLINE (1 May 2021) WILL NOT BE CONSIDERED.**

**THE ATTENTION OF CANDIDATES IS DRAWN TO THE FACT THAT THE PROGRAMME MAY BE CHANGED OR CANCELLED DUE TO THE EVOLVING SITUATION OF THE COVID-19 PANDEMIC AND RELATED RESTRICTIONS TO BE IMPOSED BY THE SWISS AND LOCAL AUTHORITIES, AS WELL AS THE UNITED NATIONS OFFICE AT GENEVA CLOSER TO THE PERIOD OF THE FELLOWSHIP.**

**DECLARATION:**

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete, and that I am officially entitled to benefits under the OHCHR Voluntary Trust Fund. I certify that I carefully read this registration form and I accept the aforementioned conditions.

***N.B. If you submit your application electronically, typing your name will be taken as being as binding as your signature.***

Your Signature/Name:………………………………………. Date: …………………………

The following documents must be submitted with this application form:

1. Note Verbale endorsing the candidature of a government official (sample attached);
2. Certificate of completion of the e-Learning course for LDCs/SIDS delegates participating in the work of the Human Rights Council and its mechanisms developed by the LDCs/SIDS Trust Fund. Link to the mandatory e-learning course: http://www.ohchr.org/EN/HRBodies/HRC/TrustFund/Pages/Tool.aspx
3. A scanned copy of the passport of the candidate. The passport must be valid for at least six months after his/her return to his/her home country or official duty station;
4. A detailed curriculum vitae in English or French (MS Word format);
5. A personal letter of motivation explaining concrete follow-up actions that will be undertaken upon return to the capital or official duty station (two pages maximum);
6. A ‘Visa Information Form’ (copy attached) indicating whether or not the candidate needs a Schengen visa;
7. Photograph of the candidate in jpeg format.