Official letter Head

SAMPLE

Note Verbale - Fellowship Programme

Ref : -----------

The [Permanent Mission / full name of the Ministry] of [name of country] presents its compliments to the Office of the High Commissioner for Human Rights (Secretariat of the Voluntary Technical Assistance Trust Fund to Support the Participation of Least Developed Countries and Small Island Developing States in the work of the Human Rights Council), and has the honour to refer to the latter’s Note Verbale dated 31 December 2020 ………………… inviting LDCs/SIDS to designate one Government official to participate in the 2021 Fellowship Programme

The [Permanent Mission/full name of the Ministry] wishes to inform the Secretariat of the Trust Fund that Ms. /Mr. (full name and title of Government representative) has been nominated to participate fully in the 2021 Fellowship Programme.The theme of the research paper of Ms.or Mr. is ………………………………. (Mandatory).

Please find below additional information concerning [Ms. /Mr. …………].

Name, Surname (exactly as indicated in the passport):

Date of birth:

Email addresses (office and private)

Telephone numbers (country code, both at the office and mobile phone):

The following documents must be submitted along with this application form:

1. Completed application form for the Fellowship Programme
2. Certificate of completion of the [e-Learning course](http://www.ohchr.org/EN/HRBodies/HRC/TrustFund/Pages/Tool.aspx) for LDCs/SIDS delegates participating in the 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) to indicate whether or not the candidate needs a Schengen visa;
7. Photograph of the candidate in jpeg format.

The [Permanent mission/full name of Ministry] of [name of country] avails itself of this opportunity to renew to the Secretariat of Voluntary Technical Assistance Trust Fund to Support the Participation of Least Developed Countries and Small Island Developing States in the work of the Human Rights Council the assurances of its highest consideration.

[CITY, DATE]

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