Official letterhead

SAMPLE

Note Verbale - Delegate 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 ………………… inviting LDCs/SIDS to designate one Government official to participate in the 47th [or 48th ] session of the Human Rights Council.

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 in the 47th [or 48th ] session of the Human Rights Council.

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

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

Date of birth:

Title:

Email addresses (office and private)

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

The following documents are attached:

1. 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>;

2. 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;

3. A detailed curriculum vitae in English or French (MS Word format);

4. A Visa Information Form indicating whether or not the candidate needs a Schengen visa.

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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