Official letterhead

SAMPLE

Note verbale - Delegates Programme 2023 – LDCs/SIDS Trust Fund

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 delegates programme for the 52nd [or 53rd or 54th] 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 designated to participate in the delegates programme of the LDCs/SIDS Trust Fund for the 52nd [or 53rd or 54th] 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:

Postal address:

Email address (office):

Email address (private):

Office phone number (including country code):

Private (mobile) phone number (including country code):

The following documents are attached to the present note verbale:

1. Candidate’s certificate of completion of the mandatory e-learning course tool on the Council for LDCs/SIDS delegates developed by the LDCs/SIDS Trust Fund (available at <http://www.ohchr.org/EN/HRBodies/HRC/TrustFund/Pages/Tool.aspx>);

2. A legible scanned copy of the passport of the candidate (*NOTE*: 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 (CV) in English [French] (MS Word format);

4. The Visa information form (indicating whether 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]

[OFFICIAL STAMP]