**LDCs/SIDS Trust Fund Fellowship Programme
Application Form 2023**

This form should be filled in by the applicant. The form must be submitted together with a detailed CV and motivation letter, no later **than 16 June 2023,** to the following e-mail addresses: ohchr-registry@un.org and ohchr-sidsldc@un.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 (both oral and written) in English or French?

 English Yes [ ]  No [ ]

 French Yes [ ]  No [ ]

2. Do you have good working knowledge (both oral and written) of English?

Yes [ ]  No [ ]

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

4. Please describe the duties you expect to assume at work upon completing the Fellowship programme (max. 100 words):

5. Please describe your technical experience in and knowledge of human rights and indicate if you have any experience engaging with the Council (max. 100 words):

6. Have you participated in a session of the Council in the past five years? Please provide details (max. 250 words)

7. Are you available for the entire duration of the Fellowship Programme **(early September 2023 to mid-November 2023)?**

 Yes [ ]  No [ ]

**Government endorsement of your application**

Please provide the name, email and address of the government official endorsing your application to participate in the programme. The governmental official will receive information regarding the status of your application.

Full Name:

Current position:

Ministry:

Address:

Telephone:

E-Mail:

**TERMS AND CONDITIONS**

**Please read carefully the following terms and conditions governing the participation in the Fellowship programme 2023:**

Selected fellows are required to attend the fellowship programme in full.

As part of the programme, selected fellows are inter alia expected to carry out a project in an area pertinent to their work and linked with the work of the Council, its mechanisms, or its subsidiary bodies. The project should be submitted at the end of the fellowship before returning to their country.

1. **Travel, air-tickets, visas, transit visas, accommodation and stipend**
* Successful applicants will be contacted by the Office of the High Commissioner for Human Rights (OHCHR) to begin the application process for visa (if required) and other travel arrangements. It is the responsibility of the applicants to undertake all the necessary arrangements to secure their visas (visa costs are at the applicant’s charge and will not be reimbursed);
* The selected fellow must immediately contact the nearest Swiss consulate to take an appointment to obtain a Schengen visa;
* OHCHR will provide a round-trip economy class ticket to and from Geneva. The ticket will be issued based on the best cost option according to relevant UN rules and procedures;
* OHCHR will provide the fellow with a monthly stipend to cover basic living expenses (including accommodation) during the fellowship;
* Other administrative and logistical arrangements will be communicated to successful applicants following the conclusion of the selection process.
1. **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 any other expenses for any person(s) accompanying the applicant;
* Travel insurance costs;
* Loss or damage to the personal effects of the applicant during travel or attendance of the programme;
* Any service or facility requested during the stay in Geneva, such as internet access, mobile phone subscriptions, phone communications, room service, laundry, mini-bar or any transport costs;
* Any modifications requested by the fellow for the tickets issued by the United Nations (approved itineraries) and any related fees and charges. All additional fees, charges and/or penalties incurred as a result of modifications to the official authorized itinerary must be borne by the fellow and will be deducted from the amount of the monthly stipend.

**INCOMPLETE APPLICATION FORMS OR FORMS RECEIVED AFTER THE DEADLINE (16 June 2023) WILL NOT BE CONSIDERED.**

**The attention of candidates is drawn to the fact that the Fellowship programme may be adjusted or cancelled due to financial, operational or other reasons and circumstances beyond the control of the Secretariat of the LDCs/SIDS Trust Fund.**

**DECLARATION:**

**By submitting this application:**

I certify that all statements made in this application are true, complete and made in good faith.

I undertake to inform the Secretariat of the LDCs/SIDS Trust Fund in writing of any change in

circumstances which may affect the accuracy of the information given whilst this application is being under consideration.

I declare that I read carefully and understood the information provided in this application form and I hereby agree with the terms and conditions set out herein.

***N.B. If you submit your application electronically, typing your name below will serve as a legally binding substitute for your handwritten signature.***

Name and signature: …………………………………………. Date: …………………………

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

1. A note verbale endorsing your application for the fellowship programme (sample attached);
2. The certificate of completion of the e-learning course tool on the Council developed by the Trust Fund for LDCs/SIDS delegates (available at <https://www.ohchr.org/en/hr-bodies/hrc/trust-fund/tool>);
3. A legible scanned copy of the passport of the designated candidate (the passport must be valid for at least six months after his/her return to the home country or official duty station);
4. A detailed curriculum vitae (CV) in English or French, in MS Word format;
5. A motivation letter (two pages maximum), explaining candidate’s interest in the fellowship programme, including how the candidate and his/her government would benefit from the programme and how the experience and knowledge gained by the fellow would be used in the context of his/her functions towards enhancing the country’s engagement with the Human Rights Council and its mechanisms;
6. A completed ‘Visa Information Form’ (attached), indicating whether the candidate needs a Schengen visa; and
7. A photograph of the candidate (in jpeg format).

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