[SAMPLE NOTE VERBALE]

Official letter Head

Note Verbale – LDCs/SIDS Trust Fund Fellowship Programme 2023

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 16 May 2023 inviting LDCs/SIDS to designate one Government official to participate in the 2023 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 in the 2023 Fellowship Programme. The topic of the project to be carried out during the fellowship programme by Ms./ Mr. is ………………………………. [mandatory].

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) and postal address:

Office and mobile phone numbers (including the country code):

The following required documents are enclosed with the present application:

1. Application form (duly filled in and signed by the applicant) for the Fellowship Programme;
2. The certificate of completion of the e-Learning course tool on the Council for LDCs/SIDS delegates developed by the Trust Fund (available at <https://www.ohchr.org/en/hr-bodies/hrc/trust-fund/tool>);
3. A legible scanned copy of the passport of the designated applicant (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” (copy attached) to indicate whether the applicant needs a Schengen visa;
7. A photograph of the applicant 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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