

International Human Rights Training Program

June 4 - 23, 2017

Application Process

Instruction Guide



Application deadline : November 21, 2016

How to apply ?



In September 2016, Equitas launched ContactEquitas, a new database that will facilitate the application process of the International Human Rights Training Program (IH RTP).

In order to help you through your IH RTP application, Equitas has prepared this guide to walk you through the 4 different steps.

Remember that once you have a username and a password, you can access or modify your application as often as you want until you submit it.

We highly encourage you to submit your application in advance of the final deadline in order to ensure a timely processing.

Follow the 4 steps!



01

Create your
ContactEquitas account



02

Complete the
Application Form



03

Upload the
required documents



04

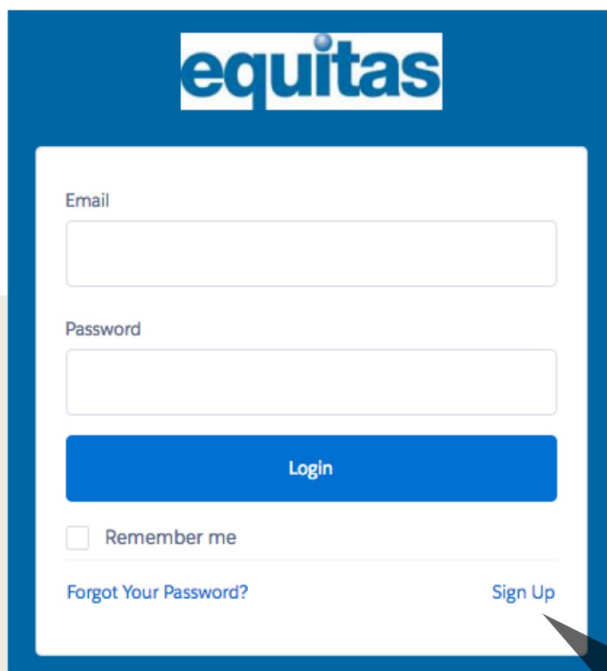
Submit your
complete application

1

Create your ContactEquitas account

Registering for the first time

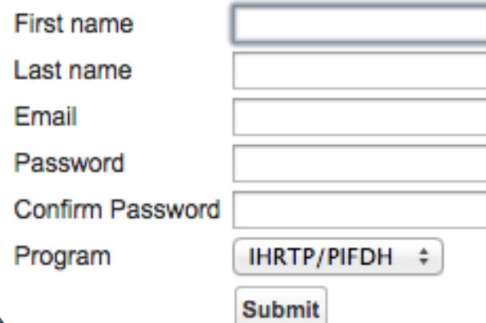
Go to <https://contactequitas.force.com/>



Click on **Sign Up**

Your password must have at least 8 characters, and must contain at least 1 letter and 1 number

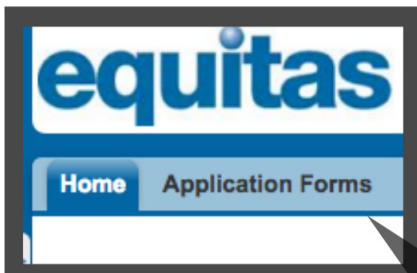
Click on **Submit** when finished



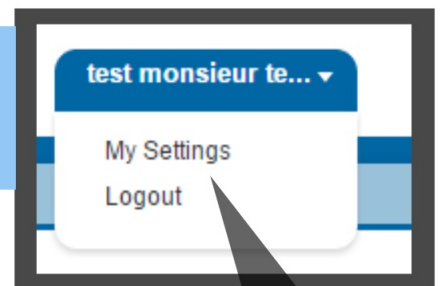
2

Complete your Application Form

After signing up, you should access the welcome page of your ContactEquitas account



Click on **My Settings** to change the language of the form



Click on **Application Forms**

Click on **Go!**

Then click on **Edit**

Your Application Form should open

Application Form Edit APP - 000170

Save Cancel

Information

Owner Test Test

APPLICATION STATUS

Application Number APP - 000170 Application deadline

Application Status Complete

LANGUAGE

Preferred language of instruction --None--

Ability to understand --None--

Ability to speak --None--

Ability to read --None--

CANDIDATE NOMINATED

Last Name First name Gender Citizenship

Home Address Home City Home State/Province Home Zip/Postal Code

Application Form Edit
APP - 000170

Application Form Edit

Information

APPLICATION STATUS

Application Number APP - 000170
Application Status Complete

LANGUAGE

Preferred language of instruction

CANDIDATE NOMINATED

Last Name

First name

Gender

Citizenship

Date of birth

Work email (of the Candidate)

Personal email (of the Candidate)

Double-click on the field to answer the question

✓ --None--
French
English

Make sure to select your preferred language as soon as possible

Last Name
(family) name (as it appears on passport)

Click on  to read help texts

CANDIDATE NOMINATED

Last Name

First name

Gender

Citizenship

Date of birth

Type the date directly into the field (dd/mm/yyyy)

DO NOT FORGET TO CLICK ON **regularly to ensure that your information is properly saved as well as whenever you want to leave the page or when you are finished.**

About the Candidates

For further information about the IH RTP objectives and schedule, please consult the Program Information document on the website.



Candidate Profile

May I apply if I am a volunteer with an organization but not actively employed?

Volunteers may apply for the IH RTP if they can demonstrate that they have been actively involved in the organization for at least two years. The volunteer candidates must also be:

- Able to influence the human rights education activities carried out by the organization;
- Familiar with international human rights principles and instruments;
- Willing to transmit lessons acquired at the IH RTP to his/her colleagues and other concerned parties;

May I apply if I am not affiliated with an organization?

You may submit an application if you are not affiliated with an organization. You must explain how you plan to use your IH RTP training in your Application Form. If you are unable to complete the Memorandum of Agreement, we require that you to write a separate letter explaining how you plan to make use of your IH RTP training in an individual work plan.

May I apply if I have been working with an organization for less than two years?

Unfortunately, only candidates that have worked with their organization as employees or volunteers for a minimum of two years may apply to the IH RTP.

Application Form

May more than one person apply from a single organization?

There is no limit to the number of candidates that can apply from a single organization. However, Equitas recommends that each organization selects one or two candidates beforehand as being the most likely to benefit from the IH RTP training. Organizations must also bear in mind that there are a limited number of IH RTP spaces and scholarships.

May I apply if my previous application was unsuccessful?

You are welcome to apply to the IH RTP if your previous application was unsuccessful, or if you were unable to attend. Please note that reapplying will require submitting a new application with new documents for 2017, as to ensure that the evaluation of your application takes into consideration new information you will have provided.

May I apply to the IH RTP if I have participated in another Equitas training program?

You may apply to the IH RTP if you have participated in another Equitas training program. However, individuals who have participated in Equitas' sub-regional human rights training sessions in East and West Africa are not eligible to apply to the IH RTP.

3

Upload the required documents

See the list of required document p.7

After saving your Application Form, go to the bottom of the page.

Notes & Attachments

New Note

Attach File

No records to display

Click on **Attach File**



Attach File to Application

1. Select the File

Type the path of the file or click the Browse button to find the file.

No file chosen

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below)

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)

Follow the 3 steps

Click on **Done** when you have finished uploading all your documents

Verify that all the files have been attached, then click on **Save**

Notes & Attachments

New Note

Attach File

Action	Type	Title
Edit View Del	Attachment	Memorandum of Agreement_Lemaire_Canada.docx
Edit View Del	Attachment	Supporting Letter_Lemaire_Canada.pdf
Edit View Del	Attachment	Supporting letter_Lemaire_Canada.jpg
Edit View Del	Attachment	Brochure_Lemaire_Canada.docx

Please save the documents the following way
before uploading them :
Type_Last Name_Country
(ex. Brochure_Lemaire_Canada)

About the required documents

Your application must include :

- The completed online application form
- The Memorandum of Agreement
- Two letters of reference
- A brochure of your organization



Memorandum of Agreement

Where can I find Equitas Memorandum of Agreement?

The Memorandum of Agreement is a document that needs to be signed by the director of your organization. It can be found on the Equitas website as well as in the attachment to an email sent to you when you registered to ContactEquitas for the first time.

Who must sign the Memorandum of Agreement if I do not work for an organization?

If you do not work for an organization and thus are unable to complete the Memorandum of Agreement, we require that you write a separate letter explaining how you plan to make use of your IHRT training in an individual work plan.

Who must sign the Memorandum of Agreement if I am the Director of my organization?

If you are the Director of your organization, your Memorandum of Agreement must be signed by the President of your organization's Board of Directors.

Letters of Reference

Who can write my letters of reference?

The two required letters of reference must be written by a national or international human rights organizations familiar with your work and/or that of your organization. Neither of these letters may be written by your own organization.

Brochure

What should the Brochure contain?

The brochure should describe the work of your organization. It can be the organization's mission statement or an annual report that gives information about your organization's mission, objectives, activities, etc.






Can I submit only the Website link of my organization?

To facilitate the selection process, the Equitas team would prefer receiving PDF versions of specific pages of the organization's website.

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Submit your application



CHECKLIST - Please attach all documents in the


- 1. Completed Application Form  ☒
- 2. Memorandum of Agreement  ☒
- 3. First supporting letters  ☒
- 4. Second supporting letter  ☒
- 5. A brochure  ☒


Make sure you have all the required documents by checking the boxes

Click on 

Application Form Detail

Click on  when you have completed your application form and attached all the required documents

Once your application is submitted, you should receive a message confirming the reception of your application (check your junkmail).

The IH RTP team should then send you an email in the following days to confirm that your application is complete and that all the documents you sent comply with the requirements.

About the selection and fees

For further information about selection criteria, participation fees, and bursaries, please consult the Program Information document



Selection Process

How does the selection process take place?

A selection committee examines all applications. Decisions are made based on the criteria described in the Program information document, with consideration given to the proportionate representation of women and men, and to geographical diversity.

When will I know if I have been selected?

International candidates selected to participate in the 2017 IH RTP will be notified at the end of February 2017.

Can I obtain a letter of invitation before the selection takes place?

While we understand that the procedures to obtain a Canadian visa and program financing can often be lengthy and complex, letters of invitation can only be delivered once a candidate is selected to participate in the IH RTP. All applications to participate in the IH RTP must be evaluated by Equitas before any official letters of invitation are provided for individual candidates.

Fees, Financing, and Bursaries

Are scholarships available to cover expenses?

Thanks to financial support from Global Affairs Canada, Equitas is able to offer a limited number of full and partial scholarships to candidates whose profiles correspond the most to the selection criteria. Due to the limited number of scholarships and to certain geographical constraints, candidates selected for the IH RTP are not guaranteed to receive financial assistance through an Equitas scholarship.

How do I pay my participation fees?

If you are selected for the IH RTP and are required to pay a portion or all of your program fees, a bill will be sent to you containing all necessary payment information.

What is your refund policy if I am unable to obtain my Canadian visa in time?

If you are unable to obtain your Canadian visa in time for the IH RTP and have already paid your program fees, the Equitas team will contact you to proceed with the reimbursement process for funds received.

Information and Support

For further information on the IHRTP or for technical support during your application process:

@ Send us an email at pifdh-ihrt@equitas.org

☎ Call us at 1-514-954-0382, ext. 239

✉ Contact us at 666 Sherbrooke St. West, Suite 1100 Montreal, Quebec, Canada, H3A 1E7

🌐 Visit our website at www.equitas.org

