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## **1. General Information**

### **What is the IHRTP?**

The International Human Rights Training Program (IHRTP) is a three-week training program which takes place every year, with around 90 participants coming from about 50 different countries.

The IHRTP is the only training program in the world designed specifically for human rights educators. The training program focuses on international human rights norms, current human rights issues, and human rights education strategies.

The IHRTP is a unique opportunity for human rights workers and educators to enhance their knowledge of human rights and to acquire practical skills to improve the efficiency and the impact of their work.

### **For whom is this program designed?**

The program is designed for human rights workers and educators from non-governmental organizations (NGOs), regional and national institutions, and government agencies. To apply, the candidate must have worked or volunteered at their organization for a minimum of two years.

### **In which languages does the program take place?**

Participants will need to actively take part in group discussions and workshops, and to read a large quantity of program documentation. To this end, they must have a high level of comprehension in either French or English. During conferences and guest lectures, simultaneous translation into English or French will be available.

### **What are the objectives of the IHRTP?**

By the end of the IHRTP, participants should be able to:

- Use a framework founded on internationally recognized human rights norms and principles to analyse situations and problems that might emerge in their work and within their organizations;
- Identify the ways in which human rights education can increase the efficiency of their work on human rights;
- Integrate a participatory approach into their work in human rights education;
- Identify the best ways to apply their IHRTP training to their work with their respective organizations;
- Explore networking opportunities essential for collaborative human rights work;
- Employ strategies to promote gender equality in their work in human rights education;
- Use a basic evaluation process to assess the results of their activities in human rights education.

For more information about concrete results of the IHRTP, consult the [Equitas Blog](#).

## **2. Application Process**

### **How can I apply? What documents must I provide?**

You must complete the online Application Form (<http://contactequitas.force.com/>) and upload:

- The signed [Memorandum of Agreement](#),
- Two letters of recommendation from a national or international human rights organization (other than the candidate's), familiar with the candidate's work and/or that of the organization,
- A brochure (and/or mission statement) describing the work of the candidate's organization.

### **What is the deadline for applications?**

Completed applications (online application form, [Memorandum of Agreement](#), two letters of recommendation and organization brochure) must be sent to [pifdh-ihrtip@equitas.org](mailto:pifdh-ihrtip@equitas.org) before November 21, 2016.

## **Candidate Profiles**

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

A volunteer may apply for the IHRTP if they can demonstrate that they have been actively involved in their organization for at least two years. The volunteer candidate must also be:

- Able to influence the human rights education activities carried out by their organization;
- Familiar with international human rights principles and instruments;
- Willing to transmit lessons acquired from the IHRTP to their colleagues and other concerned parties;
- Aware of the obstacles presented by work in a multicultural context, and must respect diversity.

### **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 IHRTP training in your Application Form. If you 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 IHRTP 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 IHRTP.

## **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 select one or two candidates beforehand as being the most likely to benefit from IHRTP training. Organizations must also bear in mind that there are a limited number of IHRTP spaces and scholarships.

### **May I apply if my previous application was unsuccessful?**

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

### **May I apply to the IHRTP if I have participated in another Equitas training program?**

You may apply to the IHRTP 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 IHRTP.

### **May I apply if my passport will expire before the IHRTP begins, or if I do not have a passport?**

If you are selected, you will be responsible for obtaining a valid passport. We recommend that you review processing times for new passports or passport renewals in your country, to ensure that you will be able to obtain both a valid passport and your Canadian visa before the beginning of the IHRTP in June.

### **Memorandum of Agreement**

#### **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.

#### **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 IHRTP training in an individual work plan.

### **Letters of Recommendation**

#### **Who can write my letters of recommendation?**

The two required letters of recommendation 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 of recommendation may be written by your own organization.

### **3. Selection Process**

#### **What are the selection criteria for the IHRTP?**

Careful consideration is given to the selection process for organizations and participants for the IHRTP. Organizations sponsoring a candidate's application must:

- Demonstrate an active engagement in the promotion and protection of human rights;
- Be recognized for the effectiveness of their work and activities;
- Be engaged in human rights education activities via training sessions, awareness campaigns and advocacy, and reporting human rights violations;
- Commit to facilitating the retransmission and incorporation of skills and strategies acquired by their candidate during the IHRTP

Candidates representing qualifying organizations must:

- Have worked with their organization as employees or volunteers for a minimum of two years
- Be able to influence the human rights education activities carried out by their organization
- Be familiar with international human rights principles and instruments
- Be willing to transmit lessons acquired from the IHRTP to their colleagues and other concerned parties;
- Be aware of the obstacles presented by work in a multicultural context, and must respect diversity.

#### **How does the selection process take place?**

A selection committee examines all applications. Decisions are made based on the aforementioned criteria, 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 IHRTP 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 oftentimes be lengthy and complex, letters of invitation can only be delivered once a candidate is selected to participate in the IHRTP. All applications to participate in the IHRTP must be evaluated by Equitas before any official letters of invitation are provided for individual candidates.

## **4. Fees, Financing and Scholarships**

### **What is the cost of the IHRTP?**

The tuition fee is 5960\$ CAD. This covers:

- Training costs
- Program materials
- Emergency medical insurance
- Accommodations and meals

Participants are responsible for all other fees and expenses, such as international transportation, visa fees, tourist activities, and meals outside the cafeteria.

### **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 certain selected candidates. A full scholarship includes program fees (including accommodations and meals) for the three-week training program, as well as travel expenses. Once eligibility is determined, the selection committee awards full or partial scholarships to the 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 IHRTP are not guaranteed to receive financial assistance through an Equitas scholarship.

### **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 IHRTP and have already paid your program fees, the Equitas team will contact you to proceed with the reimbursement process for funds received.

### **How do I pay my participation fees?**

If you are selected for the IHRTP 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.

## **5. Visa Process**

## **Do I need a visa, and do I need to submit biometric information?**

Citizens of most countries will need proof of a travel booking as well as a visa to visit Canada. The time required to apply for and receive a visa varies by country. Candidates are responsible for taking the necessary steps to obtain a visa; we encourage all selected candidates to do this as early as possible to avoid unforeseen delays and complications. To this end, we recommend that candidates visit the Government of Canada's visa information page and review visa requirements and procedures:

<http://www.cic.gc.ca/english/visit/visas.asp>

Citizens of roughly thirty countries will also be required to provide biometric information (digital fingerprints, photos, etc.) in order to obtain a Canadian visa. Candidates can verify whether or not they will be required to provide biometric information here:

<http://www.cic.gc.ca/english/visit/biometrics.asp>

## **6. Logistical Information**

### **Where does the IHRTP take place?**

The IHRTP takes place at John Abbott College in Sainte-Anne-de-Bellevue, a small community located approximately one hour away (by public transportation) from downtown Montreal. Participants will be provided with accommodations on site.

### **Where do the IHRTP participants stay?**

Participants share apartments in the John Abbott College residence halls. Each apartment consists of separate bedrooms (one person per bedroom), a shared bathroom, living room, and small kitchen.

### **May I stay somewhere other than the campus?**

IHRTP participants must stay in the residence halls for the duration of the IHRTP. They are welcome to stay elsewhere before and after the IHRTP, and during their free days.

### **Are meals included?**

Meals are served in the campus cafeteria during the duration of the IHRTP. A per diem will be given to each participant at the end of each week to cover meal expenses.

### **What is the nearest airport?**

The nearest airport is Pierre-Elie Trudeau airport in Dorval, in the greater Montreal area. Equitas will provide transportation for participants between the airport and the IHRTP campus.

### **Ethnic/religious practices and celebrations**

In the spirit of respect and openness towards ethnic and religious diversity and practices, the Equitas team will try to accommodate all feasible requests made by participants regarding ethnic/religious practices and celebrations. However, each participant will be responsible for bringing whatever is needed for such practices and celebrations, and will be expected to follow the training program agenda.