

International Human Rights Training Program

June 10 - 29, 2018

Application Process

Instruction Guide



Application deadline : November 20, 2017

How to apply ?



Applications for the International Human Rights Training Program (IH RTP) are submitted online through a platform called ContactEquitas.

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

Remember that once you have a ContactEquitas username and 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 well before 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 completed application



Create your ContactEquitas account

Registering for the first time*

*You already have a ContactEquitas account?

Then, you do not need to create a new account. Simply Login using your email address and password. If you forgot your password, click on Forgot Your Password? and instructions will be sent to you by email.

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

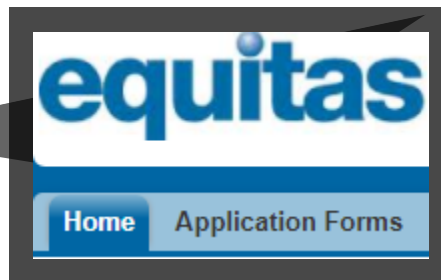
Click on **Submit** when finished

2

Complete your Application Form

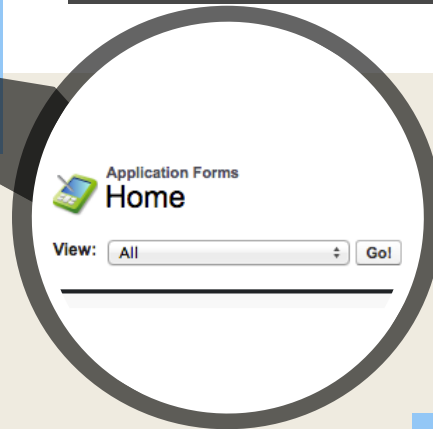
After signing up, you should access the welcome page of your ContactEquitas account

1. Click on **Application Forms**

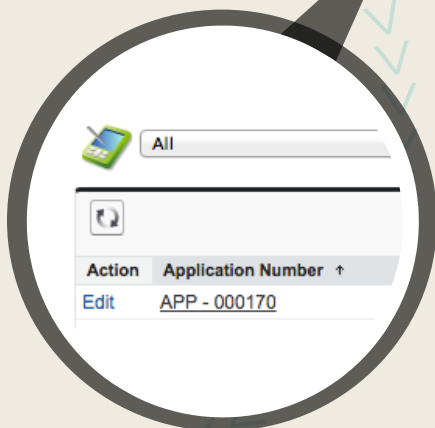


2. Click on **Go!**

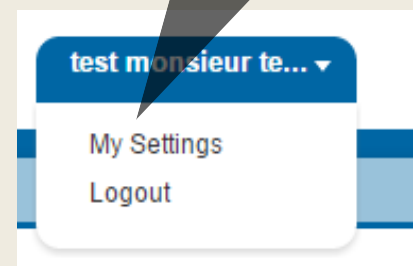
*Do not click on **Create New Application Form**



3. Then click on **Edit**



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



Your Application Form should open

Application Form Edit
APP - 000170

Application Form Edit [Save] [Cancel]

Information
Owner: Test Test

APPLICATION STATUS
Application Number: APP - 000170
Application Status: Complete
Application deadline:

LANGUAGE
Preferred language of instruction: --None--
Ability to understand: --None--
Ability to speak: --None--
Ability to read: --None--

CANDIDATE NOMINATED
Last Name: [Text Field]
First name: [Text Field]
Gender: --None--
Citizenship: [Text Field]
Home Address: [Text Field]
Home City: [Text Field]
Home State/Province: [Text Field]
Home Zip/Postal Code: [Text Field]

Application Form Edit

Save Cancel

Information

APPLICATION STATUS

Application Number APP - 000170
Application Status Complete

LANGUAGE

Preferred language of instruction --None--

CANDIDATE NOMINATED

Last Name
First name
Gender --None--
Citizenship --None--
Date of birth [24/08/2016]
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 [24/08/2016]

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Today

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

REMEMBER TO CLICK ON  regularly to ensure that your information is properly saved as well as whenever you want to log out.

About the Candidates



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

Profile of Candidates

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

Volunteers may apply for the IHRTP 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 transfer lessons acquired at the IHRTP to their 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 IHRTP 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 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 selects one or two candidates beforehand as being the most likely to benefit from the 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 applying will require submitting a new application with new documents for 2018, 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.

3

Upload the required documents

See the list of required documents p.7

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

Click on **Attach File**

Attach File to Application

- Select the File**
Type the path of the file or click the Browse button to find the file.
 No file chosen
- 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)
- 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 **SAVE** your form again

Action	Type	Title
Edit View Del	Attachment	Memorandum of Agreement Lemaire Canada.doc
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 :
Title_Last Name_Country
(ex. Brochure_Lemaire_Canada)

About the Required Documents



Your application must include :

- The completed online application form
- The signed Memorandum of Agreement
- Two letters of recommendation
- 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 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 IH RTP 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 you and by the President of your organization's Board of Directors.

Letters of Recommendation

Who can write my letters of recommendation?

The two letters of recommendation that are required must be written by national or international human rights organizations familiar with your work and/or the work 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.

Instead of a brochure, can I submit the link to the website of my organization?

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



Submit your application

CHECKLIST - Please attach all documents in the

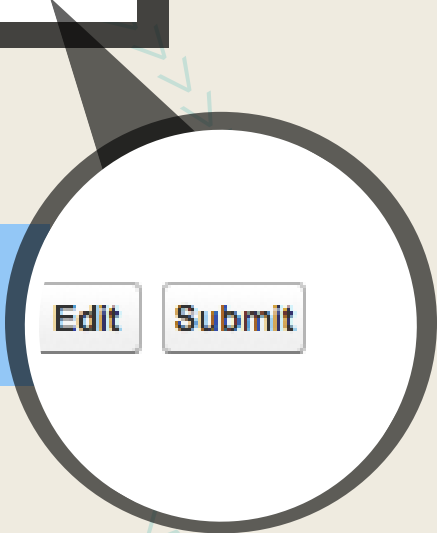
1. Completed Application Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Memorandum of Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. First supporting letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Second supporting letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. A brochure	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 an email confirming the reception of your application (check your junkmail).
The IHRTP 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 Process and Participation Fees



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

Selection Process

How does the selection process unfold?

A selection committee studies all applications. Decisions are made based on the criteria described in the Program information document, with consideration given to a balanced gender representation and geographical diversity.

When will I know if I have been selected?

International candidates selected to participate in the 2018 IHRTP will be notified at the end of February, 2018.

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 IHRTP. All the applications received must be evaluated by Equitas before any official letter of invitation is provided to an individual candidate.

Fees, Financing, and Bursaries

Are scholarships available to cover expenses?

Thanks to the 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 IHRTP are not guaranteed to receive financial assistance through an Equitas scholarship.

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 the 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 IHRTP and have already paid your program fees, the Equitas team will contact you to proceed with the reimbursement of the 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-ihrtip@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

