# Guidelines for Preparing a Complete Application for the Selection of Human Rights Council Mandate Holders

The application process consists of two mandatory components: (1) an **online survey**, and (2) a mandate-specific **application form** in Word format.

## Compulsory online survey (part 1)

The **compulsory online survey** should be fully completed by the deadline, in either **English** or **French**. All fields of the survey should be completed, and acronyms and abbreviations should not be used. Candidates are encouraged to complete the survey first.

## Compulsory mandate-specific Word application form (part 2)

The **compulsory mandate-specific Word application form** (to be downloaded from the relevant selection process web page) should be fully completed by the deadline, in either **English** or **French**. Candidates are encouraged to read the instructions contained in the form carefully and to complete it in accordance with such instructions.

- Candidates **applying for more than one mandate** in a given selection process should submit a separate mandate-specific Word application form for each mandate.
- Candidates should **not use acronyms** or **abbreviations** without spelling them out at first use.
- The Word application forms of eligible candidates are posted as received on the OHCHR public web page for the corresponding selection process. Therefore, **candidates should not include personal contact details** such as telephone numbers or email addresses.
- Candidates listing **publications** or **public statements in section II.4** of the form in a language that is not one of the working languages of the United Nations Secretariat are encouraged to include an informal translation of the title into English or French in brackets.
- The **motivation letter** in **section III** of the form should be written by the candidates themselves, even if nominated by another stakeholder, and should include the **candidate's vision for the mandate**.
- **Candidates are requested to complete sections V (education) and VI (employment) of the form fully and according to instructions, without using acronyms or abbreviations**. These sections are essential for determining the eligibility of candidates based on their academic qualifications and professional experience in the field of human rights. According to the practice established by successive Consultative Groups, applicants are considered eligible if they hold an advanced university degree such as master's or equivalent (minimum duration of four years in full-time study), and have at least seven years of relevant professional experience in the field of human rights. A minimum of 11 years of relevant professional experience in the field of human rights may be accepted in lieu of the advanced university degree.
- In **section VII (compliance with ethics and integrity provisions)** of the form, answering **"yes"** to question 4 indicates compliance with the provisions in paragraphs 44 and 46 of the annex to Human Rights Council resolution 5/1. Answering **"no"** indicates non-compliance. If the answer to question 4 is **"no",** candidates are also required to respond to question 5.
- Candidates are requested to complete **section VIII (certify and submit application)** of the form by inserting their full name and date. Candidates should not insert their physical signature.

- Before submission, candidates are encouraged to **thoroughly review the Word application** form to ensure that all sections, without exception, have been fully and accurately completed in accordance with the instructions contained in the form. This will avoid delays in the processing of the application.

## General principles for the entire application process

- Candidates are encouraged to **apply only for those positions for which they possess expertise and experience in the field of the mandate**, in accordance with Human Rights Council resolution 5/1 and the resolutions establishing or extending the respective mandate. Submitting applications for multiple positions does not increase the likelihood of being invited for interview, as each application is assessed independently on its own merits and in accordance with the specific requirements of the mandate concerned.
- The **name and surname** reflected in the online survey and in the Word application form, both in sections I (personal data) and VIII (certify and submit application), should fully coincide.
- In both, the online survey and the Word application form, **candidates should select only one nationality as the nationality that will be used as reference for the selection process**, including for the public list of eligible candidates. Any additional nationality(ies) shall be listed in the designated fields in both the online survey and Word application form. The information provided in the online survey must exactly match the information provided in the Word application form.
- When completing the online survey and the Word application form, candidates shall respect United Nations rules and terminology, as well as relevant General Assembly and Human Rights Council resolutions, including when **referring to countries and territories**.
- Candidates eligible for the vacancies in **Working Groups** and in the **Expert Mechanism on the Right to Development** are only nationals of States belonging to the specific regional groups for which specific vacancies have been advertised. For members of the **Expert Mechanism on the** Rights of Indigenous Peoples, candidates need to represent the indigenous sociocultural regions for which the respective vacancies have been advertised.
- Subject to the approval and availability of the necessary funds by the General Assembly, candidates who are invited to an interview can request to be interviewed in any of the six official languages of the United Nations (simultaneous interpretation). **When completing the online survey, candidates are required to carefully select one of these languages as the language of the interview**. **The language of the interview, as selected in the online survey, cannot be modified at a later stage.**
- Candidates can submit a **maximum of three letters of support**. These are not compulsory. Additional letters will not be accepted. Letters of support may be submitted by the candidates themselves or by third parties by email directly to the Secretariat by the deadline (the name of the candidate should be clearly identified in the subject of the email). Letters of support received after the deadline will not be accepted.
- Candidates submitting **letters of support in a language other than English or French** (the working languages of the Consultative Group pursuant to President's statement OS/14/2) are encouraged to provide an informal translation into one of these languages to ensure that their application materials can be fully considered by all members of the Consultative Group.

- **Documents** other than the mandate-specific Word application form and three letters of support, such as CVs and resumés, will not be accepted.
- Early submission of both compulsory parts of the application, i.e., online survey and mandate-specific Word application form, is strongly encouraged, in particular to avoid potential technical difficulties. **Incomplete** and **late submissions** will not be considered under any circumstances. Deadlines usually expire at 12 noon (i.e., midday) Geneva time.

For additional information on the criteria under which candidates are assessed and a comprehensive overview of the selection and appointment process, please visit the Consultative Group's **frequently asked questions web page**.

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