



**IHRTP 2010 - MEMORANDUM OF AGREEMENT**

The IHRTP Memorandum of Agreement must be signed by both the Director of the organization and by the Candidate. If the Candidate is the Director of the organization, please have the President of the Board to sign the Memorandum as well as the participant.

Candidate's last (family) name:	First name:	Country:
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**The Organization:**  
The organization confirms that the Candidate named below has been an active employee / volunteer with the organization for at least 2 years. The organization also confirms that the Candidate is capable of participating fully either in English or French during group discussions and presentations. The organization agrees to assist the Candidate, if accepted, to fully prepare for and participate in the Program and to carry out the related follow-up activities.

Name of Organization:

Name of Director:

Director's signature:	Date (dd/mm/yyyy):
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**The Candidate:**  
If I am accepted as a participant in the Program I agree to:

- 1) complete the relevant Program preparation;
- 2) attend and participate fully in all sessions and activities that are part of the required Program;
- 3) develop a plan to transfer the learning acquired through the IHRTP and return to my organization to implement it;
- 4) participate in all evaluation activities during the Program and after its completion;
- 5) promote links of communication and cooperation between my organization, other participating organizations and Equitas;
- 6) show openness and respect towards other participants and all other individuals involved in the program, as stated in the Equitas' "Code of Conduct" and its "Policy Against Sexual Harassment, Gender Discrimination and Harassment because of Sexual Orientation".

**"Equitas' Code of Conduct requires participants, facilitators, resource people and staff to respect each other's dignity, values, religion and culture, irrespective of race, gender, national or ethnic origin, religion, sexual orientation, age or disability."**

**I understand that failure to comply with any of the above may result in not receiving a certificate of participation and/or my being asked to leave the Program.**

Candidate's signature:	Date (dd/mm/yyyy):
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If you send your application by email, you may send the signed Memorandum of Agreement and the supporting letters by email (scanned documents), by Fax or by mail.