

### Supervisor Agreement to Participate in the Virtual Courses

Please have your supervisor or another authorized official from your agency confirm this agreement. You should then scan it and attach it to your online application.

Course Details	
Course title	
Dates & Time	

Applicant	
Given name(s)	
Family name	

Supervisor or Authorized Official	
Given name(s)	
Family name	
Institution and Department	
Job title	
Telephone number	
E-mail address	

Virtual training courses will be delivered via the WebEx platform, with about 4 hours of lectures and workshops per day. In addition, we expect participants to spend at least one hour per day for preparation, readings, and homework assignments. As participants might come from various time zones, we have to offer the delivery at times that for some countries might mean taking part in the training during the working hours, in the evening and/or from home.

Please read the requirements as outlined below. By signing this form, you agree to your staff member taking part in this training.

I, the undersigned, acting on behalf of the above institution/department where the applicant is employed, hereby certify that:

- 1) The applicant will attend the virtual training. If the timing (at least partly) overlaps with our working hours, I declare that he/she will be freed from regular duties and work obligations during those hours so that he/she can effectively participate in the training. If the training happens outside our working hours, I grant two hours per day out of his/her official working hours to prepare for the delivery, including for work on the mandatory homework assignments.
- 2) The participation in the training will not affect the applicant's employment status, and the employee will continue with his or her current duties upon the completion of the course.
- 3) The applicant, once confirming his/her attendance to the training, is under the obligation to attend the entire course.

City and date	
Authorized official's given and family name	<i>/signed</i>