

WPHF WHRD WINDOW
ADVOCACY APPLICATION
TIP SHEET

Full name: The WHRD should provide their full names as they appear on their passport/identity documents. Do not attach your passport or other identification to the application. If the application is approved, these documents will be requested.

Current Location: The WHRD should indicate the current village/town/city in which they reside, and the country where this village, town, city is located.

Full name of the event/meeting: The WHRD should provide the full name of the event/meeting and other details about the event that are available at the time of the application.

Date of the event: WHRDs are required to submit an application for advocacy support a minimum of 10 weeks before the indicated date of the event. Please note that applications submitted within less than 10 weeks to the lead up of the event will be automatically rejected.

Number of Days: The WPHF WHRD Window (WPHF herein after) can provide advocacy support to WHRDs for a maximum of 5 days, excluding travel dates. Please note that applications requiring support for more than 5 days will be considered, but WHRDs will have to select which 5 days they would like to receive support for. The 5 days must be 5 consecutive days within the period of time when the proposed advocacy mission will take place. Please note that the WPHF does not provide a daily subsistence allowance (covering accommodation and meals) on weekends (Fridays in countries that observe religious days on Fridays, Saturdays and Sundays). If a weekend occurs within the mission WHRDs are required to cover the costs incurred during weekends out of pocket.

About you and your experience as a women human rights defender: this section requires the WHRD to share details and experience related to their activism in the defense of human rights in conflict, crises or humanitarian contexts. If relevant, specific details of how your activism seeks to achieve equality and empowerment outcomes for women and girls in conflict, crises and humanitarian contexts should be outlined. Also include details regarding how long you have been advocating for the protection and promotion of the rights of women and girls, any stakeholders you have engaged in your advocacy efforts, and any key outcomes (immediate, medium and long term) that have resulted from your activism in the defense of the rights of women and girls in conflict, crises and humanitarian settings. If you have only recently began advocacy activities in the defense of human rights, please provide details of what circumstances led you to become engaged in advocacy in the defense of human rights, or what inspires or motivates you to engage in activism in the defense of human rights.

If you are aware of any similar advocacy efforts to protect and promote human rights, including the rights of women and girls in your country please make reference to these, and how your efforts are aligned with efforts of others in your context.

Objectives of the event/meeting/decision-making process: this section requires the WHRD to clearly outline the objectives of the event/meeting/decision-making process that they wish to participate in, attend, convene or facilitate. If a WHRD has been invited by a 3rd party to attend the event, the objectives of the event may be outlined in the invitation letter/concept note for the event. If a WHRD is convening/facilitating an event, they should submit a draft/final concept note that clearly outlines the context in which they are operating, the need for advocacy efforts to protect and promote the rights of women and girls in their context, and how the planned event will contribute towards this.

The WHRDs role in the event, meeting/decision-making process (influence intentions and anticipated achievements): this section requires the WHRD to outline their individual role in the

proposed event, meeting/decision-making process. WHRDs should not provide generic “we would like to” type answers but rather focus on what they will do as individuals in the lead up, during, and after the proposed event, meeting/decision-making process.

In some instances, the WHRD may have been invited to speak at an event/brief stakeholders on a specific issue concerning the rights of women and girls in conflict, crises and humanitarian contexts. If so, the WHRD should clearly outline who has invited them to speak at an event, when they are expected to speak at an event, and any key messages they intend to deliver at the event.

In other instances, WHRDs are convenors or facilitators of events, meetings or decision-making platforms. In this instance WHRDs should clearly outline the various roles they may play in developing concept notes for the event, mobilizing resources to host the event, mobilizing WPSH stakeholders and participants to attend the event, moderating sessions during the event, presenting research or knowledge products during the event, documenting the proceedings of the event, facilitating/attending bilateral meetings with WPSH stakeholders and actors etc.

WPHF typically does not support applications for WHRDs to attend meetings as participants/observers. If WHRDs want to attend a meeting/event as a participant or observer, they must submit a clear advocacy plan to engage with stakeholders present at the meeting/event to be eligible for support under the window. If multiple WHRDs are attending an event/meeting a clear advocacy role for each WHRD must be specified in order to be considered for advocacy support. Each delegate must have a unique and specific role that they intend to fulfill at the event, meeting/decision-making process. WPHF does not provide advocacy support to delegations of more than 3-4 WHRDs, unless there is an exceptional need to do so. This exceptional need must be clearly outlined in the application.

What are the risks you (and/or your dependents) could face as a result of your participation in the event/ meeting/decision-making process? How will you mitigate these risks? In some instances, WHRDs may face security or protection risks related to their engagement in activism in the defense of human rights in conflict, crises and humanitarian contexts. These risks include but are not limited to intimidation/harassment, arbitrary arrest or detention, inclusion on a hit list, surveillance, gender-based violence, reputation and smear campaigns.

If the WHRD has faced any such risks/threats in the recent past (within the last 2 years) associated with their activism in the defense of human rights or have fears that they may face such risks in the lead up to, during and after their proposed advocacy event, these should be listed in this section. Additionally, the WHRD may include details of how they have mitigated against these risks, or plan to mitigate against these risks should they arise in the near future.

Focal point: If WHRDs are applying for advocacy support as a delegation, they should identify one focal point who will serve as the main point of contact during the application process with WPHF. The focal point will be contacted with the outcome of the application decision, and clarify any points that may be required during the review and processing of the application. If the application is approved, a staff member of WPHF will reach out to all other delegates to facilitate the administrative and logistical tasks required for the approved advocacy event/decision-making process.

Please specify the start date*, the duration, the location of the event/meeting/decision-making process, and the organizers, if relevant.* Please attach either a program or agenda of the advocacy event/meeting(s): WPHF can provide logistical support for advocacy events/meetings and decision-making processes that last up to 5 days. The WHRD should therefore indicate when their proposed event will start, how long the event will last, and the location (i.e. town/city and country) of the event, and who are the organizers of the event. If there is a concept note/program/agenda for the proposed event, including any pre event planning meetings, networking meetings, and post event debrief meetings these should be referenced in this section, and any programmes/agendas under development attached in the application form. An event website should also be included, if available,

where details of the event can be found, If the WHRD has received an official/formal invite (this could be in the form of a letter/email) this should also be attached to the application.

What type of direct/logistical support are you seeking? WPHF covers the cost of travel (flights and local land travel by bus, train or car) for WHRDs to travel to the location of their proposed advocacy event, meeting or decision-making process. Once the WHRD confirms their location of departure and the location of their proposed event, meeting, or decision-making process WPHF will purchase air, (and bus, or train tickets only in the US and Switzerland) for the WHRDs to travel along the official travel route. WHRDs are not permitted to self-purchase their own tickets, and WPHF cannot reimburse any self-purchased tickets. The WPHF WHRD window buys travel tickets based on the current location of the WHRD and the location of the proposed event, meeting or decision-making process (the official route).

If you are requesting access or support for persons with disabilities, please clearly specify the nature of the request, including the type of assistance required, the purpose of the request, and any relevant details needed to facilitate appropriate arrangements.

Please note that, in accordance with the travel policy, childcare support is not available for WHRDs traveling under advocacy support

Important

Travel

Diversions from the official route (home to the event and return) **cannot** be facilitated or accommodated by WPHF. Travel tickets are also purchased based on the start and end date of the event, meeting or decision-making process (official duration of the advocacy event).

Diversions from the official duration of the start and end date of the meeting, event/decision-making process **cannot** be facilitated or accommodated by WPHF. However, once the WHRD has been issued their travel tickets, they may make any changes to the travel dates at their own cost, and directly with a travel agent or the travel service provider, with no further involvement of WPHF.

Any changes to the dates of the meeting, event/decision-making process, or if the WHRD is unable to travel as per purchased travel tickets must be promptly communicated to WPHF.

Boarding passes (in digital form) **must** be submitted to WPHF within 24 hours following the end of the advocacy mission. Failure to submit copies of the travel documents will result in withholding of 20% of the allocated daily subsistence allowance for the WHRD and may affect future applications for advocacy support under the WPHF WHRD advocacy support stream.

Terminals are provided to WHRDs to cover the cost of travel from their homes to ports of departure and place of stay during the advocacy mission and vice versa (from the place of stay during the advocacy mission to the port of departure and back to their homes).

Daily Subsistence Allowance

WPHF provides a daily subsistence allowance to WHRDs whose advocacy support applications are approved to cover the cost of accommodation, meals and any other incidental expenses that may be incurred during the advocacy mission. The DSA rate is based on the rates determined by the International Civil Service Commission. The rates vary on a monthly basis, and the DSA rate for various cities and countries can be found here: [Daily Subsistence Allowance \(DSA\) | ICSC](#). WHRDs are not required to submit receipts showing of proof of payment for hotels, meals or taxis etc. The only requirement for DSA to be fully processed is submission of travel boarding passes as per issued travel tickets and mission dates. 80% of the DSA is disbursed to WHRDs up to 5 days prior to travel, and the balance of the 20% is processed upon submission of travel boarding passes after the advocacy mission.

Once DSAs are processed, WPHF shares proof of payment of the DSA with each WHRD, and it can take up to 3-5 business days for funds to clear in the account of the WHRD. In some instances, WHRDs may be paid their DSA via Western Union. If this is intended, the WPHF WHRD Window will communicate this information in advance with WHRDs. Once Western Union Payments are processed WHRDs must collect these funds within 3-5 business days, or the funds will be returned to the WPHF.

Visas

If a WHRD requires a **visa** to travel to the location of the meeting/event/decision-making process this must be indicated on the application form. WPHF is unable to process travel and DSA and terminal payments until a WHRD has **received a visa** to allow them to travel to the location of the meeting/event/decision-making process. The WPHF WHRD window cannot facilitate processing of visa applications (i.e. by contacting embassies/consulates). However, WPHF can issue letters of support for WHRDs indicating that they will cover the cost of the mission should the visa be processed/issued. If a WHRD requires such a letter of support this can be indicated in the comments section of the application form. WPHF can reimburse the cost of visa applications following submission of proof of payment for visa costs.

Other Costs

WPHF can cover the cost of translation fees should these be required by WHRDs during their meetings/events/decision-making processes. The translation is provided directly by the WPHF, and the request for translation services should be indicated at the point of submission of the advocacy application.

Approval Process

WHRDs are required to submit requests for advocacy support **between 10 (minimum) to 12 weeks before the start** of their proposed advocacy event, meeting, or decision-making process. Applications received less than 10 weeks before the start of an event, meeting or decision-making process will be automatically rejected on this basis.

WPHF will reach out to WHRDs within 5-7 business days following receipt of an advocacy application to inform them of the initial outcome of the application if it has been rejected. If the application is being considered for approval, WPHF will similarly reach out within 5-7 business days indicating next steps related to the review and approval process.

Should additional documents or clarifications be requested from WHRDs these must be submitted within 24-48 hours to avoid delays and prevent the completion of the process within the allocated time frame (10-12 weeks). WPHF will provide updates to WHRDs as the application moves from one process of review and approval to the next.

Kindly check the box in the application form to indicate that you have read and understood the information above, and consent to proceeding as outlined above.