
Appointment of a new member of the Scientific Council

Instructions

1. Download the template letter for a new member of the Scientific Council appointment in either English, French or Spanish from the following [link](#).
2. Copy the text of the template onto an official letterhead of the CMS National Focal Point or authorized officer
3. Delete the text and the square bracket, which says **[Sample letter]** (this was only a reference)
4. Enter a Reference number if applicable, otherwise delete as appropriate
5. Replace the bracket **[name of country]** with your actual country name without the brackets
6. Enter the details of the new member of the Scientific Council, i.e. the name, title/function, address, telephone number and email address in the space provided
7. Select either **[fill a vacancy]** if there is no currently appointed Scientific Council member for your country, or **[replace the current member (name of the current member who is being replaced)]** if the newly appointed member is replacing a current member.
8. Enter the **[date]** on which the appointment takes effect.
9. Provide the **[full address of the CMS National Focal Point or authorized officer]** (if not already included in the official CMS National Focal Point or authorized officer letterhead or footer)
10. Enter the **[city]** and **[date]** of the letter, followed by the **[signature]** and **[printed name of the CMS National Focal Point or authorized officer]**
11. Once this letter is completed, kindly scan and return it to the following email address cms-secretariat@un.org

Thank you!