**Global Laboratory Leadership Programme**

*Country name and year*

**Invitation for GLLP Nominations Letter**

Date: *day, month, year*

From : GLLP implementation team

To :*XXX*

Subject : Invitation for participant nominations for the GLLP in *Country name*

Dear *XXX*,

Laboratories play a critical role in the detection, prevention, and control of diseases. Enhanced laboratory capacity is identified as a core component of International Health Regulations (IHR) implementation. Effective function of this essential component mandates that laboratory management including laboratory directors and senior laboratory managers worldwide receive specialized training in leadership and management.

Towards this end, six leading organizations [World Health Organization (WHO), the U.S. Centers for Disease Control and Prevention (CDC), the European Centre for Disease Prevention and Control (ECDC), the Association of Public Health Laboratories (APHL), the Food and Agriculture Organization of the United Nations (FAO) and the World Organization for Animal Health (OIE)] have partnered to develop a Global Laboratory Leadership Programme (GLLP) targeting human and animal health laboratory leadership, as well as laboratory leaders with public health impact (e.g. environmental, agricultural, food or chemical laboratories). The GLLP is based on a competency framework that aims at harmonizing and building global consensus on critical laboratory leadership competencies applicable across human, animal, environmental and other relevant health sectors.

The **goal of the GLLP** is to foster and mentor current and emerging laboratory leaders to build, strengthen and sustain national laboratory systems (more details available at https://www.who.int/initiatives/global-laboratory-leadership-programme).

**The GLLP target audience** is current and emerging laboratory leaders, i.e. individual laboratory science subject matter experts responsible for managing finances, motivating staff, advocating for the laboratory, building relationships with external partners or navigating legislative processes.

*XXX (country)* has been identified for implementation of GLLP. In this regard, *XXX (insert who is seeking the information such as MoH, implementing partner, etc)* is seeking to support nominees from public health and animal health sectors fulfilling the following criteria:

• Mid-career and senior level public sector/Government employee, with postgraduate degree in laboratory science

• At least 5 years of experience in a laboratory setting with minimum 2-3 years of experience in managerial capacity involving staff supervision (laboratory program managers, supervisory laboratory scientists, laboratory directors)

• Demonstrated ability of managing staff/decision making role (Identified nominees are advised to submit a cover letter /purpose statement highlighting their current role and commitment to leadership)

• Good working knowledge of English

• Computer proficiency

The GLLP will be delivered in *XXX (language/s)* and the following competency modules will be covered: *XXX. Brief description of the training timeline.* The total duration will therefore be *XXX,* including *XXX* weeks of face-to-face sessions (full time) and XXX weeks of working on an assignment/project remotely (part time). *XXX* will cover logistic and travel expenses for the nominees as applicable.

*XXX* requests the laboratory leaders of *XXX* to share the nominations of up to *XXX* individuals from *XXX* sector meeting the criteria along with their detailed curriculum vitae and relevant documents by *XXX*. A joint committee will review the nominations and documentation for relevance and share its recommendations. Please forward the nominations to the responsible officer *XXX.*

Thank you for your continued support and we look forward to your assistance.

With kind regards,

GLLP implementation team