# Instructions for the Official Letter of

# Commitment

## When is the official letter required?

All countries must submit an Official Letter of Commitment confirming their interest to participate in the Global Shield before the Global Shield country process begins. Both i) Pathfinder countries and ii) countries that have submitted an Expression of Interest and are prioritised and pre-approved by the GS Board following the Country Prioritisation Process, will be invited to submit an Official Letter.

## Who should submit the letter?

The Official Letter of Commitment has to be submitted by a national government-level body demonstrating ministerial commitment, ideally signed by a high-level representative; submissions from or in coordination with Ministries of Finance are strongly encouraged.

## How to use the template?

1. The second page can be used as template and filled in by the country; while it is not obligatory to use the format, the contents that are included in this template are to be included in the Official Letter of Commitment. If you wish to use the template, please fill in the blank spaces and remove indicative brackets respectively and delete the indicative information.
2. Please refer to the [In-Country Process Guidance Note](https://www.globalshield.org/wp-content/uploads/2023/05/Global-Shield_In-Country-Process_Guidance-Note.pdf) to learn about the option to set up a support structure. If you have already decided who you would like to nominate the information can be included in the Official Letter, however, if more time is needed to decide, information on the in-country support structure can follow later. Limited funding is available from the Global Shield Secretariat for putting an in-country support structure in place. For more information on this, please contact the Global Shield Secretariat.
3. Once filled in, the letter is to be submitted via e-mail to the Global Shield Secretariat: [secretariat@globalshield.org](mailto:secretariat@globalshield.org)

Further information on the Global Shield’s objective and mission can be found on the [Global Shield website](https://www.globalshield.org/news/events/high-level-side-event-concrete-solutions-for-responding-to-loss-and-damage/).

Click or tap here to enter text.,Click or tap to enter a date.

**From:**

Click or tap here to enter text.

Click or tap here to enter text.

**To:**

Global Shield Secretariat

[secretariat@globalshield.org](mailto:secretariat@globalshield.org)

**Subject:** Official Letter of Commitment to become a Global Shield Country

Click or tap here to enter text. recognizes and fully supports the potential of striving for climate prosperity outcomes for our country. Click or tap here to enter text. welcomes the opportunity to work with the Global Shield against Climate Risks to help close the climate and disaster risk protection gap in particularly as it relates to the most vulnerable.

On behalf of Click or tap here to enter text., Choose an item. confirm the commitment of Click or tap here to enter text. to conduct the In-Country Process in an inclusive and participatory manner.

Click or tap here to enter text. is nominating Click or tap here to enter text. as the political governmental focal point that will head the In-Country Process. As laid out in the In-Country Process Guidance Note, this governmental focal point is the representative of the respective country for all Global Shield related processes.

*[Optional] Further, we would like to express our interest to work with a* Choose an item. *who/that provides technical and logistical support for the In-Country Process. We would like to nominate* Click or tap here to enter text.*as our in-country support structure.*

The contact details of the designated focal point are as follows:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

We look forward to the close collaboration with the Global Shield Secretariat under the umbrella of the Global Shield against Climate Risks.

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| **Signature**  Click or tap here to enter text.  Click or tap here to enter text. Click or tap here to enter text. | **Signature** *(optional)*  Click or tap here to enter text.  Click or tap here to enter text. Click or tap here to enter text. |