**Instructions:**

Two template letters (together, the “Letters”, or each of them, individually, a “Letter”) are included in this document:

* The “Letter of Application for GDHCN Eligible Participants using the Full Onboarding Process” (the “Letter of Application”), which should be completed for Eligible GDHCN Participants that are newly joining the WHO GDHCN and did not previously join the DDCC Trust Domain, and
* The “Update Letter for Existing GDHCN Participants”(the “Update Letter”), whichshould be used by existing GDHCN Participants for the DDCC Trust Domain when contact information needs to be updated.

In addition, regardless of the Letter being submitted, the form entitled “Representative Submission Form” should be filled out and attached to the Letter.

For the Letter of Application, noting that not all points of contact may have been identified at the time of submission, the submitter should indicate which contact information is being submitted with the letter. Any missing contact information, or changes to contact information may subsequently be submitted through the Update Letter.

For each contact person indicated in a Letter, the appropriate documentation with relevant information about the contact person and their contact details and function should be attached.

Letters should be submitted to the GDHCN Secretariat through a secure channel as described in Section IX. of the FRAMEWORK FOR THE ADMINISTRATION AND OPERATIONS OF THE GLOBAL DIGITAL HEALTH CERTIFICATION NETWORK[[1]](#footnote-1), which specifies that “*This secure channel may be one of the following:*

* Face-to-face meeting between an authorized WHO staff member working in the *GDHCN Secretariat* or WHO Country Representative and the *Legal Representative* or *Business Owner Representative*, including confirmation of identity via passport. Subsequently, the *Letter of Application* will be submitted via diplomatic pouch from the WHO Country Office in the relevant country to WHO Headquarters; or from the relevant Permanent Mission to the UN in Geneva, Switzerland, to WHO Headquarters; or
* Face-to-face meeting between an authorized WHO staff member working in the *GDHCN Secretariat* and an official delegate at the World Health Assembly, or any other meeting of WHO’s governing bodies, including confirmation of identity via passport.

*Any changes to the technical information needed to establish trust between the GDHCN Participant’s Public Key Infrastructure and Trust Network Gateway must be communicated via these same secure channels or through other secure channels that may be identified by the GDHCN Secretariat.*”

**Template Letter of Application for GDHCN Eligible Participants using the Full Onboarding Process**

**to join WHO’s Global Digital Health Certification Network for the Digital Documentation of COVID-19 Certificate (DDCC) Trust Domain**

WHO Global Digital Health Certification Network (GDHCN) Secretariat
World Health Organization
Digital Health and Innovation
Avenue Appia 20
1211 Geneva
Switzerland

Re: Application to join the WHO GDHCN [for Covid-19 Certificates]

With the recognition that:

* WHO has established a freely available global certification system for GDHCN Eligible Participants, the WHO Global Digital Health Certification Network (GDHCN);
* WHO will not store, process, transmit or otherwise have access to personal data (including COVID-19 Certificate Revocation lists) through the operation of the GDHCN.

As a duly authorized representative of the GDHCN Eligible Participant indicated below, I hereby confirm the will and intent of that GDHCN Eligible Participant to participate in and join the GDHCN for Digital Documentation of COVID-19 Certificates, and its readiness and intent to:

* comply with Ethical principles and data protection principles outlined in Section 2 of:

<https://www.who.int/publications/i/item/WHO-2019-nCoV-Digital_certificates-vaccination-2021.1>;

* comply with the standards, security requirements, technological systems and process described in the FRAMEWORK FOR THE ADMINISTRATION AND OPERATIONS OF THE GLOBAL DIGITAL HEALTH CERTIFICATION NETWORK, which may be found here:

<https://smart.who.int/smart-trust/GDHCN_Administrative_and_Operational_Framework.pdf>

* follow the Full Onboarding Process, which may be found at:

 <https://smart.who.int/smart-trust/concepts_onboarding.html>;

* ensure that COVID-19 certificates issued can be verified for their authenticity, validity and integrity utilizing the WHO GDHCN; and
* provide to WHO all additional information, feedback and organizational support, as needed and requested by WHO, to ensure successful connection to and utilization of the GDHCN.

With this Letter of Application, we acknowledge that the terms and conditions under which the GDHCN operates may evolve, which may necessitate future agreement by GDHCN Participants to those amended terms and conditions.

**Information attached with this letter:**

* **Business Owner contact**
* **Technical contact**
* **Legal contact**
* **Key Master contact**

**Template Update Letter for Existing GDHCN Participants**

**of WHO’s Global Digital Health Certification Network for the Digital Documentation of COVID-19 Certificate (DDCC) Trust Domain**

WHO Global Digital Health Certification Network (GDHCN) Secretariat
World Health Organization
Digital Health and Innovation
Avenue Appia 20
1211 Geneva
Switzerland

Re: Application to join the WHO GDHCN [for Digital Documentation of COVID-19 Certificates]

With the recognition that:

* WHO has established a freely available global certification system for GDHCN Eligible Participants, the WHO Global Digital Health Certification Network (GDHCN);
* WHO will not store, process, transmit or otherwise have access to personal data (including COVID-19 Certificate Revocation lists) through the operation of the GDHCN.

As a duly authorized representative of the GDHCN Eligible Participant indicated below, I hereby would like to update existing information on record regarding participation in GDHCN for the DDCC Trust Domain in accordance with the requirements described in Section IX of the FRAMEWORK FOR THE ADMINISTRATION AND OPERATIONS OF THE GLOBAL DIGITAL HEALTH CERTIFICATION NETWORK which may be found here:

 <https://smart.who.int/trust/GDHCN_Administrative_and_Operational_Framework.pdf>

**Information attached with this letter:**

* **Business Owner contact**
* **Technical contact**
* **Legal contact**
* **Key Master contact**

**Representative Submission Form**

|  |  |
| --- | --- |
| GDHCN Participant |  |
| Name of institution |  |
| Name, Surname |  |
| Function |  |
| Postal address |  |
| Email address |  |
| Phone number |  |

**Date and signature**

|  |  |
| --- | --- |
| Date and place |  |
| Signature |  |

**Attachment - Business Owner contact**

The individual who has primary business and programmatic responsibility for a *GDHCN Participant* for the implementation of the use cases covered by the *Trust Domain*.

|  |  |
| --- | --- |
| Name of institution |  |
| Name, Surname |  |
| Function |  |
| Postal address |  |
| Email address |  |
| Phone number |  |

**Attachment - Technical contact**

The individual who will have the overall responsibility for the technical matters and systems infrastructure of a *GDHCN Participant* for the applicable *Trust Domain* including ensuring compliance with technical specifications.

|  |  |
| --- | --- |
| Name of institution |  |
| Name, Surname |  |
| Function |  |
| Postal address |  |
| Email address |  |
| Phone number |  |

**Attachment - Legal contact**

The individual who has the responsibility for reviewing the requirements applicable to the relevant Trust Domain on behalf of a GDHCN Participant. This person should be someone whom the GDHCN Secretariat can consult in relation to any legal or policy issues that may arise, such as changes to this document or changes to one of its Annexes that defines a Trust Domain**.**

|  |  |
| --- | --- |
| Name of institution |  |
| Name, Surname |  |
| Function |  |
| Postal address |  |
| Email address |  |
| Phone number |  |

**Attachment - Key Master contact**

The individual who is responsible for a GDHCN Participant for the management of the Public Key Infrastructure, including the generation of any needed public-private key pairs, and the configuration and management of the connections between the GDHCN Participant’s Public Key Infrastructure and the GDHCN Trust Network Gateway.

|  |  |
| --- | --- |
| Name of institution |  |
| Name, Surname |  |
| Function |  |
| Postal address |  |
| Email address |  |
| Phone number |  |
| Fingerprint of GPG[[2]](#footnote-2) key or key otherwise compliant with the RFC4880[[3]](#footnote-3) |  |
| GitHub Repository for Public Key Material |  |

1. https://worldhealthorganization.github.io/smart-trust/GDHCN\_Administrative\_and\_Operational\_Framework.docx [↑](#footnote-ref-1)
2. https://www.gnupg.org/ [↑](#footnote-ref-2)
3. https://www.ietf.org/rfc/rfc4880.txt [↑](#footnote-ref-3)