Date, Year

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| Dear Partner |  |
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**Training on Climate Change and Disaster Risk Reduction in your country**

Warm good wishes

We would like to invite you to a five-day training on **Climate Change and Disaster Risk Reduction in City, Country.** It will take place from Date Year and is organised by your organisation in conjunction with the partner-organisations.

Climate change is one of the biggest problems humanity faces today. Climate risks affect the livelihoods of the rural poor and endanger the attainment of development goals. Communities in your country will suffer today and in the future from the impacts of climate change. The strong dependence of rural poor on natural resources and their limited capacity to adapt renders your countries population very vulnerable to climate change. Thus development projects need to take climate change into account to lead to sustainable improvements in the standard of living of beneficiaries.

**The training aims to familiarise participants with the issues climate change and disaster risk as well as the application of the tool “Participatory Assessment of Climate and Disaster Risks” (PACDR). The training consists of a mix of presentations done by local and international experts, different group exercises to practice the application of PACDR and a field visit.**

***Participation***: To enable optimal information sharing on the results of the upcoming workshop within your own organisation we recommend you to send two participants from your organisation who are involved in the project work on different levels.

***Registration***: Participants can register with Name of organizer preferably by e-mail to XXX@XX.com or by phone: XXX XXX XX XX. The deadline of registration is Date, Year.

***Arrival*:** All delegates are invited to report on Sunday, Date in the evening **at** Hotel, City.

***Costs***: The costs for accommodation and meals will be covered by XXX.

***Requirements:*** As the entire training will be conducted in Language, Language is a requirement for this course.

Attached please find a copy of the program.

Should you have any questions, please do not hesistate to contact us.

Yours in Solidarity

Name or organizer