



# Application to MGG Academy 2019

## I General information

Please note that the MGG Academy is open to young professionals from participating partner organisations in Brazil, China, India, Indonesia, Mexico and South Africa. Additionally, two places are reserved for European participants from potential partner organisations. Promotion of female staff is most welcome.

### Dear employer

The MGG Academy and the MGG network offer a wide range of benefits for partnering institutions:

- Staff qualification with a global perspective: Participants build up an international network, develop their leadership competencies and strengthen their abilities to address global governance issues in their institutions' work.
- Opportunities for new forms of cooperation on innovative ideas, research topics and projects.
- Partnership in a vibrant global network of institutions from rising powers and Germany/Europe contributing to the implementation of the 2030 Agenda.

We kindly ask you to describe how the global governance related activities of your institution could be enhanced through the participation of your employee in the MGG Academy. Please also describe how you will support your employee in applying her/his newly gained competencies after return.

### Dear applicant

You are planning to join an international dialogue and training format. The MGG Academy is a contribution to human and institutional capacity development. It aims at enhancing your qualification as an expert or young executive within your institution and to strengthen your institution's capacities related to global governance and international cooperation.

With the application to the MGG Academy, you also apply to become a member of the MGG network. You commit yourself to promoting the implementation of the 2030 Agenda by developing innovative knowledge and inspiring action for transformative change and sustainable development.

We require information about your workplace and tasks if the MGG Academy is to be beneficial for you and your institution. Please explain your professional interest in global public policy and international cooperation by answering our questions.

| Important dates* of the programme |   |
|-----------------------------------|---|
| 24 February 2019                  | Deadline for applications to be uploaded online   |
| April 2019                        | Selection of participants and posting of preliminary invitations<br>Submission of health certificate    |
| May 2019                          | Posting of official invitations<br>Application for visa   |
| June 2019                         | Start of the preparatory online programme<br>Submission of visa documents and flight itineraries to DIE |
| 15-16 August 2019                 | Arrival in Bonn   |
| 11 December 2019                  | End of the MGG Academy in Bonn, Germany   |

\* Dates may be subject to change

Please take note that DIE might invite you to an online interview to assess your English proficiency. DIE will communicate the decision on your application in April 2019. In case of a positive decision, you will receive a preliminary invitation. You will be asked to present a health certificate duly filled and signed by a licenced physician. After verification of your physical fitness to participate in the Academy, you will receive an official invitation by the end of May. The invitation will encompass a detailed schedule and a scholarship contract. Furthermore, the invitation is indispensable for the application for a visa. The scholarship contract will only take effect after signing and sending it back to DIE.

## II Conditions for participation

1. It is mandatory that participants of the Academy are fully proficient in English (minimum level: B2). Candidates should further fulfil the following criteria:
  - be between 25 and 40 years old,
  - work on issues relevant for global governance,
  - have at least three years of working experience,
  - be sensible to other cultures,
  - be open to teamwork, reflection and a broad variety of working methods.
2. DIE, in consultation with the German Federal Ministry for Economic Cooperation and Development (BMZ), will decide on the scholarship applications. Applicants will be informed of the decision by DIE. Scholarship agreements will take effect as soon as the applicant has accepted the admission, signed a scholarship contract and sent a health certificate. A reimbursement of the scholarship may be required in the event of premature termination of the MGG Academy for personal reasons.
3. During the dialogue and training format, DIE will meet the costs of accommodation and grant a scholarship as a contribution to cover living expenses. The monthly allowance during the time of the course amounts to 800€ per month, counting 4 months in total. The allowance is meant to cover the cost of groceries, clothing, telephone and all other expenses during the stay in Germany and the Schengen area. On arrival in Bonn, DIE will assist the participant to open a bank account, to which the scholarship will be transferred each month.

The scholarship provided by DIE is not sufficient to support dependents. Consequently, the livelihood of families in the home country must be secured for the period of the training. Accommodation provided by DIE is for the use of the participant only. DIE cannot support or take responsibility for visiting family members or friends.
4. The participant may not accept other scholarships for the duration of the Academy, nor is she/he allowed to take up any additional employment part or full time.
5. In addition to professional suitability, the applicant must be in good physical shape. She/he will be asked to submit a health certificate, filled and duly signed by a licenced physician. If the participant is unfit to attend the training when entering the Federal Republic of Germany, she/he is obliged to immediately return to her/his country of origin.
6. Throughout the duration of the course, DIE is providing health insurance, liability insurance and accident insurance for the participant. Costs that are not covered by the insurances have to be covered by participants.
7. The participant commits her-/himself to completing the MGG Academy. For very special reasons such as severe illness of close family members, temporary absence from the Academy may be granted by DIE.
8. The participant must demonstrate full commitment to regular attendance during the Academy. Should a participant be unable to attend the sessions, she/he must contact the project coordinator and the conductor of the sessions. Participants who are absent for more than three consecutive calendar days must present a doctor's certificate, at the latest on the third day. Absence without valid excuse may cause withholding of the living allowance.

Participation in the MGG Academy can be terminated for the following important reasons:

- a) failure to achieve the advanced training goals,
- b) health reasons,
- c) violation of the conditions for participation (e.g. repeated absence without valid excuse),
- d) violation of laws of the Federal Republic of Germany.

Participants are not legally entitled to holidays.

9. Prior to departure from Germany, the participant is required to settle all outstanding financial obligations. She/he is obliged to deregister at the city hall Bonn, close her/his bank account and return the public transport-ticket provided by DIE. The participant commits her-/himself to returning to the country of origin upon completion or termination of the MGG Academy.
10. The participant gives her/his consent to having her/his individual data stored, evaluated and forwarded to third parties insofar as this is necessary for the MGG programme and the MGG network.
11. For the duration of the MGG Academy, the participant authorises DIE to contact third parties (e.g. training institutions, German authorities) for pertinent information. In case of health problems that might affect the successful completion of the MGG Academy, the participant releases doctors and hospitals from their duty to maintain confidentiality in their communication with DIE.
12. All submitted documents will become the property of DIE and will remain there. They will be handled with the highest degree of confidentiality and will be destroyed after the statutory period.

| Please attach the following documents as PDF files to the online application |                         |   | √ |
|--|-------------------------|---|---|
| 1  | Application Form Part 1 | To be filled in and signed by applicant.*   |   |
| 2  | Application Form Part 2 | To be filled in, signed and stamped by employer.*   |   |
| 3  | Diplomas                | Copy of diplomas or certificates (in English or English translation) with the highest professional qualification and/or university degree |   |
| 4  | Curriculum Vitae        | Including publications (if applicable).   |   |
| 5  | Passport Copy           | Please submit a copy of the main pages of your passport   |   |
| 6  | Language Certificates   | Please include an English language certificate  |   |

\*Please upload the whole form as filled pdf-file. Please only print pages 9 and 12 and upload them signed and stamped as scanned copy.

Please understand that we are not able to take incomplete applications into consideration.

With financial support from the



# Application Form for MGG Academy 2019

## Part 1: Applicant's statement (to be filled in and signed by applicant)

### Application for the MGG Academy 2019

#### First information

|   |  |  |
|---|--|--|
| 1 | Surname  |  |
| 2 | Given Name   |  |
| 3 | Title  |  |
| 4 | Forename (for name tags etc.)  |  |
| 5 | Country  |  |
| 6 | Institution/employer   |  |
| 7 | Sector (ministry, parliament, other governmental institution, NGO/CSO, private sector) |  |
| 8 | Position   |  |

#### Personal data

|   |                                     |                                |                                  |                                 |
|---|-------------------------------------|--------------------------------|----------------------------------|---------------------------------|
| 1 | Applicant's Passport No:            | Date of issue:                 | Date of expiry                   | Place of issue:                 |
| 2 | Date of birth                       | Day:                           | Month:                           | Year:                           |
| 3 | Country of birth:                   | Place of birth:                |                                  |                                 |
| 4 | Nationality (nationalities**):      |                                |                                  |                                 |
| 5 | Gender                              | Male: <input type="checkbox"/> | Female: <input type="checkbox"/> | Other: <input type="checkbox"/> |
| 6 | Postal address (private address):   |                                |                                  |                                 |
|   | Street:                             |                                | No:                              |                                 |
|   | Area code:                          | Town:                          | Country:                         |                                 |
|   | Telephone:                          | Fax:                           | Email:                           |                                 |
| 7 | Postal address (employer's address) |                                |                                  |                                 |
|   | Street:                             |                                | No:                              |                                 |
|   | Area code:                          | Town:                          | Country:                         |                                 |
|   | Telephone:                          | Fax:                           | Email:                           |                                 |

|           |  |   |  |  |  |   |
|-----------|--|---|--|--|--|---|
| <b>8</b>  | <b>Please provide the contact details of a person whom we should contact in case of an emergency:</b>  |   |  |  |  |   |
|           | Street:  |   |  | No:  |  |   |
|           | Name:  |   |  |  |  |   |
|           | Area code:   |   | Town:  |  | Country:   |   |
|           | Telephone:   |   | Fax:   |  | Email:   |   |
| <b>9</b>  | <b>English proficiency:</b>  |   |  |  |  |   |
|           | Beginner's knowledge<br>(equivalent to level A1)   | Basic knowledge<br>(equivalent to level A2) | Intermediate knowledge<br>(equivalent to level B1) | Good knowledge<br>(equivalent to level B2)               | Excellent knowledge<br>(equivalent to level C1)    | Mother tongue<br>(equivalent to level C2) |
|           | <input type="checkbox"/>   | <input type="checkbox"/>                    | <input type="checkbox"/>                           | <input type="checkbox"/>                                 | <input type="checkbox"/>                           | <input type="checkbox"/>                  |
| <b>10</b> | <b>Education (please enclose diplomas/certificates)</b>  |   |  |  |  |   |
|           | From   | To  | University   | Field/Main Subjects                                      | Qualification/Diploma (e.g. Bachelor, Master, PhD) |   |
|           |  |   |  |  |  |   |
|           |  |   |  |  |  |   |
|           |  |   |  |  |  |   |
|           | Please name the topic of your Bachelor, Master and/or PhD thesis                                       |   |  |  |  |   |
|           | Other further education:   |   |  |  |  |   |
|           |  |   |  |  |  |   |
|           |  |   |  |  |  |   |
| <b>11</b> | <b>Employment</b>  |   |  |  |  |   |
|           | Please be particularly precise about the past three occupations starting with your current employment. |   |  |  |  |   |
|           | From   | To  | Employer   | Position/Job description                                 |  |   |
|           |  |   |  |  |  |   |
|           |  |   |  |  |  |   |
|           |  |   |  |  |  |   |
| <b>12</b> | <b>How many co-workers report directly to you?</b>   |   |  | Number:  |  |   |
| <b>13</b> | <b>Do you conduct trainings for your colleagues or co-workers?</b>                                     |   |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |  |   |

|    |  |
|----|--|
| 14 | <b>What are your main tasks at your current position?</b><br>Describe your division's or department's function and your responsibilities: In how far are issues of global governance and international cooperation related to your current function and responsibilities? If possible please name concrete projects, services etc. |
| 15 | <b>What are your career plans ...</b>  |
| a. | ... for the next five years  |
| b. | ... and in the long run?   |

**16 What do you expect from participating in the MGG Academy?**

Please explain your motivation and objectives. Furthermore, please describe which challenges you expect with regards to participating in this programme.

|    |  |
|----|--|
| 17 | Please choose one area of global governance and international cooperation that is of special interest to you and explain your choice                       |
|    | What are the main challenges in this particular field of global public policies? What are or could be effective solutions? How could these be implemented? |



**Declaration by applicant\*:**

I hereby apply for the scholarship of the MGG Academy 2019.

I confirm that the answers to the questions above are truthful and complete. Where required, they are documented by certificates or diplomas.

I confirm that I am not impaired in my ability to perform by sickness or other infirmities. In case of any disabilities, I will inform the MGG team in advance.

Furthermore, I confirm that my spouse's and children's financial and material support is guaranteed by continued remuneration through paid leave of absence or other sources.

I undertake to complete the MGG Academy in which I have been invited to participate. I will not violate the conditions for participation or the laws of the Federal Republic of Germany.

I declare that I will return to my home country immediately upon completion or termination of the dialogue and training format.

I accept the above mentioned conditions for participation.

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Place

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Date

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Signature

\* Please upload the whole form as filled pdf-file. Please only print pages 9 and 12 and upload them signed and stamped as scanned copy.

**Part 2: Employer's statement** (To be filled in, signed and stamped by the superior)

**Application for the MGG Academy 2019**

We would like to ask you for a statement on your employee's application. When completing the form below, you are kindly requested to take into account the information about the contents and concept of the MGG Academy and the MGG programme.

As a sign of commitment towards the MGG programme, international travel expenses for the round trip to and from Germany will be met by the sending institutions. Furthermore, the sending institutions are requested to grant the participant special leave of absence for the training and – according to internal human resource development policies – to provide her/him with a continued payment of salary.

We ask for your kind understanding that the participant is not supposed to work for her/his sending institution during the period of the training. The MGG Academy is a full time programme that requires consistent active engagement of the participant in order to reach its full potential.

|                                      |  |               |
|--------------------------------------|--|---------------|
| 1                                    | <b>Name of applicant:</b>  |               |
| 2                                    | <b>Current employer:</b>   |               |
| 3                                    | <b>Your name:</b>  |               |
| 4                                    | <b>Your position:</b>  |               |
| 5                                    | <b>Your professional relationship to the applicant:</b>  |               |
| 6                                    | <b>Your contact details for correspondence:</b>  |               |
|                                      | Street:  | No:           |
|                                      | Postal code:   | City: Country |
|                                      | Telephone:   | Fax: Email:   |
| 7                                    | <b>Type of institution (sector):</b>   |               |
| 8                                    | <b>Which are the main activities of your institution?</b>  |               |
| 9                                    | <b>To enable my institution to benefit from the advanced training, the applicant will continue to be employed in my institution after her/his return from the MGG Academy.</b> |               |
|                                      | Yes <input type="checkbox"/>   |               |
|                                      | Not sure yet, because <input type="checkbox"/>   |               |
| No, because <input type="checkbox"/> |  |               |

**10** We are interested to know in how far the participation of the applicant in the MGG Academy would contribute to her/his professional development as well as to the strategic organisational development of your institution. Please answer the following questions:

1 What do you expect from the participation of the applicant in the MGG Academy? Where do you perceive special potential for further development of the applicant?

2 How can your employee's participation in the MGG Academy contribute to the strategic organisational development of your institution?

3 As a partner institution of the MGG network, how would you like to engage in and contribute to MGG activities?

**11** Will the applicant's salary be paid for the entire duration of the MGG Academy?

Yes

In part, because

No, because

Taking into consideration my remarks, I herewith confirm the information given by my employee.

I strongly support her/his application and I will facilitate the transfer of newly-acquired skills and competencies into my organisation.

I have read the above mentioned conditions for participation and accept them\*.

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Place

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Date

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Stamp and signature (superior)

\* Dear applicant: Please upload the whole form as filled pdf-file. Please only print pages 9 and 12 and upload them signed and stamped as scanned copy.