

TO: Representatives of Governments and Administrations
Routine Distribution

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SUBJECT: CETC/UNIFEM PILOT WOMEN'S CITIZENSHIP, LEADERSHIP AND GOOD GOVERNANCE COURSE – NOVEMBER 5 – 31, 2007

1. The Secretariat of the Pacific Community (SPC) wishes to invite member governments and administrations to send in their nominations for the 2007 CETC/UNIFEM November **course on Women's Citizenship, Leadership and Good Governance** at Narere, Suva.

Important – It would be appreciated if Governments and Administrations could bring this invitation to the attention of other private, voluntary or non-government organisations who may be interested in this training especially to ex-CETC graduates who are leaders or engaged in leadership, citizenship training and projects.

COURSE TITLE, GOAL & OUTPUT, DURATION, VENUE AND DATES

2. This pilot Course is the outcome of lessons from a pilot course on leadership and local governance conducted in November 2006 and from regional proceedings on leadership and governance. This course **goal** is to prepare these women to be effective and active citizens, leaders and managers in their local settings. The **target output** is enhanced capacities and knowledge in leadership strategies, processes and qualities and their application in local governance structures, political & governing systems and processes and in their own management and leadership roles. The course will run for four (4) weeks **commencing Monday, 5 November** and **closing on Friday, 31 November 2007, at the CETC**. Candidates would need to be in Fiji the week prior to the 5th November.

TOTAL ENROLMENT

3. There are sixteen (16) places available for this 2007 Course.

NUMBER OF CANDIDATES PER COUNTRY/TERRITORY

4. Up to two candidates will be accepted per country or territory.
5. Members however are encouraged to nominate up to three candidates with the understanding that depending on place availability, not all may be accepted as this is a highly selective course. Please note that only **16 places** are available.

FUNDING

6. SPC/UNIFEM will meet the full return travel cost of participants by the most direct and economic route. However, **nominating governments are requested to meet related transit costs en route to Fiji**.
7. The Commonwealth Secretariat can cover some training costs depending on successful applications to the Commonwealth award. The call for COMSEC award will be sent out from the COMSEC office. Remaining costs relating to accommodation, tuition, meals, basic medical services and a basic daily allowance will be covered.

NOMINATIONS

8. Governments and administrations are requested to submit the duly filled and endorsed application forms by each applicant to reach CETC, Suva, **no later than Friday 10th August 2007**. Where possible, the list of nominated candidates should be faxed or emailed to the Head of the Centre.
9. Member countries and territories, and nominating organisations are advised that **no late applications will be considered** considering the length of time involved in recruiting candidates/participants. Exception may be given where prior advice with justification had been given by the nominating organisation or agency. In such cases, a grace period of a one week extension will be given.
10. Only applications endorsed by the government or authorised nominating agency will be considered.
11. The duly completed forms should be forwarded to:

The Head
Community Education Training Centre
Secretariat of the Pacific Community
Private Mail Bag
SUVA, FIJI

Tel. : (679) 3391 033/339 7714
Fax : (679) 339 1324/337 0021
Email : cetclink@spc.int

12. Members are asked to rank their nominations in priority order.

SELECTION PROCESS

13. **Candidate Eligibility**. All nominated candidates **must meet the 'Essential criteria'** and some of the other criteria to be eligible for consideration:

Essential

- i. Age range 25 – 52 years. Ages outside this range would be considered on exceptional cases.
- ii. Is a **leader or potential leader** in an **organisation or agency (quasi-government, or civil society)** that have **existing or planned projects in advancing women's political participation and leadership**.
- iii. **Demonstrates evidence of key involvement in projects advancing women's political participation and leadership**.
- iii. Proven 'hands-on' experience in leading groups, projects or organisations.
- iv. Demonstrates good knowledge of local governance structures, political systems and processes, and fair understanding of other Pacific local governance structures.
- vi. Has very good ability in speaking, reading, understanding and writing in English, in order to participate and contribute effectively in the course.
- vii. Officially nominated and endorsed by their respective organisation and government.
- viii. Of good health to participate fully in this training.

Other

- ix. Has some background and understanding of women, community and national development issues of their respective country.
- x. A team person, able to live, work with and tolerate women from other countries and cultures.

15. Countries and Territories will be **informed by mid September 2007** of the outcome of the selection to enable them to complete the necessary travel formalities prior to the course commencing.

TRAVEL

16. Governments, Administrations and Nominating Organisations are requested to meet their participants visas and any related transit costs whilst en route to Fiji.
17. CETC will provide by fax, phone or electronic mail the confirmed travel details of the successful candidates to the focal point and successful candidates as soon as these become available, and no later than two weeks before the date of travel. CETC will make arrangements to meet participants on arrival in Suva.
18. The successful candidate must have a passport, **valid up to at least June 2008**. Those who do not have passports would need to urgently obtain passports before travel.
19. Visas. Whilst the Fiji Immigration authorities have advised that participants in 2007 do not need to apply for a visa to stay for the four weeks course, the SPC/CETC staff will nevertheless stand by to handle any visa related issues as may be necessary, on the participants' arrival at Nadi International Airport or Nausori Airport, Fiji. **The participants must however carry with them the letter of acceptance to the CETC course to facilitate entry procedures into the country.**

Note: Participating countries are responsible for arranging any transit visas and costs, which may be required by their participants if travelling through other countries.

MEDICAL COSTS AND INSURANCE

20. Participants are not covered by insurance for the full duration of the programme. Neither the SPC nor the sponsors will be responsible for expenses arising out of pre-existing medical complaints and related complications, major sickness, injury, and other disability or loss of life. The participants or their nominating government or organisation will be responsible for these including costs for basic medical treatment that may be required by participants.

FORMS ATTACHED

21. Attached to this notice is the application form that every nominated candidate is required to complete.

Dr Jimmie Rodgers

Attach.

Original text: English

SECRETARIAT OF THE PACIFIC COMMUNITY

**SECRETARIAT GÉNÉRAL DE
LA COMMUNAUTÉ DU PACIFIQUE
FORMULAIRE DE CANDIDATURE
COURS DE FORMATION À L'ÉDUCATION**

**APPLICATION FORM
COMMUNITY EDUCATION COURSE
COMMUNAUTAIRE**

**PART 1: TO BE COMPLETED IN ENGLISH BY THE NOMINEE IN HER OWN HANDWRITING.
PREMIÈRE PARTIE : A REMPLIR PAR LA CANDIDATE EN ANGLAIS ET A LA MAIN.**

1. FAMILY NAME: _____
NOM DE FAMILLE :

2. FORENAMES: _____
PRÉNOM(S) :

3. DATE OF BIRTH: _____
DATE DE NAISSANCE :

4. PLACE OF BIRTH: _____
LIEU DE NAISSANCE :

5. NATIONALITY: _____
NATIONALITÉ :

6.1 PASSPORT NUMBER: _____ 6.2 EXPIRY DATE: _____
N° DE PASSEPORT : DATE D'EXPIRATION :

6.3 DATE AND PLACE OF ISSUE: _____
LIEU ET DATE DE DÉLIVRANCE :

7. RELIGION: _____
RELIGION :

8. MARITAL STATUS: _____
SITUATION DE FAMILLE :

9. HOME ADDRESS: _____
ADRESSE PERSONNELLE :

10. POSTAL ADDRESS: _____
ADRESSE POSTALE :

11. EDUCATION AND TRAINING: *ÉTUDES*
FURTHER EDUCATION AFTER LEAVING SCHOOL: EDUCATION PARASCOLAIRE

(a)	Name of Course <i>Specialisation</i>	Length of Course <i>Duree du cours</i>	Certificate/Diploma/Degree <i>Certificats/Degrè obtenus</i>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

(B)	Level of English: <i>Circle which:</i>	Spoken: Written: Understanding:	Excellent/Very Good/Good/Satisfactory/Fair Excellent/Very Good/Good/Satisfactory/Fair Excellent/Very Good/Good/Satisfactory/Fair
	<i>Niveau d'anglais :</i>	<i>Oral :</i> <i>Écrit :</i> <i>Compréhension :</i>	<i>Excellent/Très bon/Bon/Satisfaisant/Médiocre</i> <i>Excellent/Très bon/Bon/Satisfaisant/Médiocre</i> <i>Excellent/Très bon/Bon/Satisfaisant/Médiocre</i>

12. EXPERIENCE:
EXPÉRIENCE :

Please describe practical experience (as a leader or leader related) relevant to the course.
Indiquer la formation en cours ou l'expérience pratique acquise dans des domaines en rapport avec le cours.

13. EMPLOYMENT RECORD:
ANTÉCÉDENTS PROFESSIONNELS :

(a) Present or most recent employment (please specify date taken up):
Emploi actuel ou le plus récent (préciser la date d'entrée en fonction) :

(b) Present employer (name and address):
Employeur actuel (nom et adresse) :

(c) Type and function of organisation:
À quelle catégorie appartient l'entreprise et quelles sont ses fonctions ?

(d) Please describe your duties briefly and indicate your personal responsibility.
Veillez décrire brièvement vos fonctions et indiquer quelles sont vos responsabilités.

14. NAME AND ADDRESS OF PERSON TO BE CONTACTED IN CASE OF EMERGENCY:
NOM ET ADRESSE DE LA PERSONNE À PREVENIR EN CAS D'ACCIDENT :

15. RELATIONSHIP OF THIS PERSON TO YOU: _____
 LIEN DE PARENTÉ AVEC CETTE PERSONNE :

16. Please explain briefly why you think you would benefit from attending the course.
 Prière d'expliquer brièvement en quoi vous pensez que le cours vous sera utile.

17. HEALTH DECLARATION:
 DÉCLARATION DE SANTÉ :

I hereby declare that:

Je déclare par la présente que :

1. I do not suffer from any physical or other disability which will prejudice my ability to undertake the practical training programmes as outlined in the attached notes.
Je ne suis atteinte d'aucune invalidité, physique ou autre, qui me rende inapte à suivre le programme de formation décrit dans les notes ci-jointes.
2. I do not presently take medication in any form for an existing condition or ailment OR
 I am taking medication for a pre-existing condition (Underline the appropriate choice)
Actuellement, je ne souffre d'aucune maladie ni d'aucune affection nécessitant un traitement médical.

Signature :

Date: _____

18. NOMINEE'S STATEMENT:
 ENGAGEMENT PERSONNEL :

I hereby declare that if selected for this training programme I will undertake to:

Si ma candidature au cours est retenue, je m'engage à :

- (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Secretariat of the Pacific Community in respect of this course of training.
Me conformer aux instructions et conditions éventuelles énoncées par le gouvernement qui présente ma candidature et par le Secrétariat général de la Communauté du Pacifique.
- (b) Follow the course of training, and abide by the rules of the institution at which I undertake training.
Suivre le cours et respecter le règlement de l'établissement où il est dispensé.
- (c) Refrain from engaging in political activities or any form of employment for profit or gain.
M'abstenir de toute activité politique et de toute forme de travail rémunéré.
- (d) Submit any progress report which may be prescribed.
Présenter les rapports d'activité demandés.
- (e) Return to my home country on the completion or termination of my course of training.
Retourner dans mon pays de résidence à l'issue du cours ou de ma période de formation.
- (f) Return to apply the skills learnt in the course as well as implement my Action Plan produced as an output of this course.
Mettre en application les compétences acquises et mettre en oeuvre le plan d'exploitation élaboré pendant la formation de retour dans mon pays de résidence.

I also understand that my Training Award may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause determined by the Secretariat of the Pacific Community.

Je n'ignore pas que ma bourse peut m'être retirée si mes progrès sont insuffisants ou pour toute autre raison que le Secrétariat général de la Communauté du Pacifique jugerait valable.

The statements made by me in this form are true, complete and correct to the best of my belief.

Je certifie que mes déclarations ci-dessus sont, à ma connaissance, complètes et exactes.

Signature of nominee:

Signature de la candidate :

Date:

PART II: TO BE COMPLETED BY AN OFFICER OF THE NOMINATING ORGANISATION /GOVERNMENT/ADMINISTRATION

DEUXIÈME PARTIE: A REMPLIR PAR UN FONCTIONNAIRE DE L'ORGANISATION, DU GOUVERNEMENT OU DE L'ADMINISTRATION PRESENTANT LA CANDIDATE

Appraisal by nominating organisation or ministry : *Recommandations par l'organisme ou le ministere qui parraine la candidate*

Signature of Coordinator, Nominating Organisation or Ministry :*Signature du coordianteur, de l'organsime ou ministere qui parraine la candidate*

Signature :

Date: _____