



Rules and Regulations

Talent for Governance scholarship programme 2010

The Hague, November 2009

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1. INTRODUCTION

Talent for Governance was launched in April 2009. The scholarship programme has been initiated by The Hague Academy for Local Governance in order to enable young civil servants from developing countries and Eastern European (non-EU) countries to attend the unique practical training courses on differing local governance topics at The Hague Academy. In addition the Talent for Governance Network provides an online community where the scholars can exchange knowledge and experiences with civil servants working in local governments from all around the world.

This booklet sets out the rules and regulations governing Talent for Governance scholarships. It forms an annex to the Talent for Governance 'Scholarship contract letter', which all newly selected Talent for Governance scholars receive. By signing and returning 'Scholarship contract letter', the Talent for Governance scholars agree to observe the Talent for Governance rules and regulations as set out in this booklet.

Talent for Governance scholarship applicants as well as other people who are interested in Talent for Governance are advised to read the brochure or visit www.talentforgovernance.com for general information about Talent for Governance and the application procedures.

The Talent for Governance scholarship programme will be administered by The Hague Academy staff and monitored by the Talent for Governance Supervisory Board.

2. BASIC CHARACTERISTICS OF THE TALENT FOR GOVERNANCE SCHOLARSHIP PROGRAMME

The overall aim of Talent for Governance is to strengthen local governments in developing countries and Eastern European (non-EU) countries. This we aim to achieve through the training of young civil servants working for the local governments in these countries. With the gained knowledge and skills they can work to alleviate their communities of widespread poverty and a lack of basic services.

The Talent for Governance scholarship target group consists of young (<37) civil servants working for local government in developing countries or Eastern European (non –EU) countries. These civil servants are ambitious and dedicated to good local governance. They have at least two years of work experience and will be working within a local government for at least two more years. They speak English fluently and find it easy to explain why they should be awarded a scholarship.

We aim to give at least 50% of our scholarships to women.

3. APPLICATION PROCEDURE

The application procedure will take place as follows (check website for current deadlines);

- Only applications made through the online application form will be considered. The application will be screened on various criteria such as relevance, completeness, motivation and dissemination plan.
- After the application deadline you will receive a first reaction from Talent for Governance within the following three weeks.
- Since the right to reject a applicant lies with Talent for Governance at all times during the application process a possible rejection will not become the subject of discussion.
- In the following round your application form will be looked at and checked even closer. We will conduct a telephone call to evaluate your knowledge of the English language. Furthermore, you will be asked to send in a signed statement from a legal representative of your employer in which they state their approval for you this scholarship and copies of a written work reference and of your certificates or diplomas. The Talent for Governance Supervisory board will decide on the final selection of applicants.
- Within four weeks after the first positive response you will receive the result to your application. If selected, we will send you the Talent for 'Scholarship contract letter'. This needs to be signed by a legal representative of your employer and yourself as well as Talent for Governance.
- All possible rejections will be based on the documents and information provided by the applicant in comparison with those of other applicants (specifically the letter of motivation and the phone conversation) and the amount of internships available.

Talent for Governance holds the right to reject the applicant during all stages of the selection procedure.

4. BASIC CONDITIONS, RIGHTS AND OBLIGATIONS

4.1 *General*

A person who accepts a Talent for Governance scholarship endorses the objectives of Talent for Governance and agrees to observe the rules and regulations set out in this booklet. These rules and regulations are updated each year. The applicant version of the rules and regulations are issued together with the 'Scholarship contract letter'.

A Talent for Governance scholarship will generally cover all living expenses during the stay in the Netherlands, travel costs and the training course fee of the chosen training course (exactly what costs are specified elsewhere in these regulations). The scholar must cover any other costs from their own resources.

Since the Talent for Governance Scholarships are being administered by The Hague Academy for Local Governance where the scholar is going to follow his or her training course, all scholarship allowances are administrated to The Hague Academy who will oversee the complete scholarship programme.

The scholarship programme takes effect on the date stated in the 'Talent for Governance scholarship contract letter' sent to the scholar. In which the award is announced, and ends no later than two days after the course or programme has finished.

4.2 *International travel*

The Hague Academy will arrange for a return ticket from the airport nearest to the scholars place of residence to the airport nearest to the location of the training course. Under no circumstances may airline tickets be redeemed for cash.

The Hague Academy will also make arrangements for providing the necessary information and instructions regarding visa requirements, travel to the destination and accommodation in the Netherlands or at the training course location.

4.3 *immigration procedures*

Scholars will most likely have to obtain an entry visa from the Netherlands embassy in their country of residence before travelling to the Netherlands or any third country (if applicable). The Hague Academy will **not** apply for an entry visa on the scholars' behalf, so he or she will receive information on how to apply for it.

Scholars are advised to consult the Netherlands embassy to find out whether a visa is necessary, if so, which kind.

The scholar must return to his or her own country at the end of the scholarship period. The scholarship period ends up to three days after the training course finishes.

The scholar should not engage in commercial or political activities that are not related to the training course for which the scholarship has been awarded.

4.4 *Arrival and accommodation*

Upon arrival, The Hague Academy will give Talent for Governance a English scholarship programme manual, which will include relevant instructions and a copy of the complaints procedure.

Since all living expenses will be covered directly out of Talent for Governance during actual training days, only on the days that no training will be given during the scholarship period an allowance will be paid in cash to the scholar. Scholars are advised to bring some money to cover expenses that exceed the costs that are included in the scholarship (specified in another part of these regulations).

Euros can be obtained at the airport in exchange for most internationally convertible currencies or traveller cheques.

In view of the rather cool climate in the Netherlands, scholars are advised to bring some warm clothing.

The Hague Academy will arrange appropriate accommodation for scholars. These arrangements can vary from a hotel room to student apartments to an accommodation of a fellow young civil servant from the Talent for Governance Network who lives close to the location of the training course.

If the Hague Academy has reserved accommodation for a scholar, the scholar is obliged to accept this accommodation for the duration of the training course.

4.5 *During the training course*

General

The scholar must do his or her best to complete the course or programme for which the scholarship was granted. If The Hague Academy or Talent for Governance conducts a survey or evaluation and ask for information, scholars should be prepared to cooperate, also after the actual scholarship is terminated. This is especially important within the Talent for Governance network, where the scholar will be asked to keep in contact with his or her star colleague, and also update their profiles regularly to show to how the scholarship impact their work.

Guidance

During the scholarship period, ongoing personal guidance will be provided to the scholar through Talent for Governance. This may vary from contact with a 'star colleague' from the Talent for Governance network, a assigned mentor (experienced civil servant) from the network, a contact person from the Dutch internship municipality or a staff member from The Hague Academy for local governance.

Change of training course

A proposed change of training course will only be considered in exceptional cases, since the scholarship for a specific civil servant is very much connected to a specific training course at The Hague Academy for local governance.

Interruption of the training course

For the short-term training courses of The Hague Academy for local governance, a interruption of the course is not allowed.

Extensions to the scholarship period are not allowed.

Deferral of a scholarship

A scholarship that has already been awarded can be deferred only in very exceptional circumstances and only with approval from Talent for Governance. The Maximum deferral period is a year. Should this need arise, Talent for Governance and The Hague Academy will discuss the options with the scholar.

4.6 The programme continues at home

Even though the formal scholarship programme period runs from de dates stipulated in the Talent for Governance 'scholarship contract letter', the scholars are expected to continue to be active in a number of activities after they return to their home country:

- Scholars are expected to become 'ambassadors' of Talent for Governance in their home countries. The way this ambassadorship may take form is to be discussed between the scholar and Talent for Governance. Possibilities include holding a presentation for the home municipality organisation on the scholarship programme; the scholar having his or her address available to become a national information point for future scholars from their home country; make contact with the local/regional/national press for an article on the scholarship programme etc.

- Furthermore, the scholars are expected to become active members (if they were not already) of the Talent for Governance network online. During their stay in the Netherlands they have followed a training course at The Hague Academy, scholars are expected to give detailed report of this experience on their network profile and group forum. Also they will need to keep their profile updated. Finally they will be asked to stay in touch with the 'star colleague' who was matched with them, as well as the mentor (experienced civil servant) who was assigned to guide them (if applicable).
- If The Hague Academy or Talent for Governance conducts a survey or evaluation and ask for information, scholars should be prepared to cooperate, also after the actual scholarship is terminated.

4.7 Insurance

During the scholarship period, scholars are insured against a number of risks by a private insurance company. The Hague Academy makes the necessary arrangements, pays the insurance premium and presents scholars with an insurance card or certificate shortly after their arrival.

The insurance covers;

- Medical treatment
- Theft or loss of luggage during the travel
- Accidents
- Repatriation in case of an emergency (a flight home)
- Liability

The insurance covers scholars from the day they leave their home country until the day they arrive home again. These dates correspond with the dates on the flight tickets purchased by the The Hague Academy for Local Governance. Cover is worldwide. If scholars want any other risks to be covered by the insurance, they may pay for supplemental coverage themselves.

The insurance cover provided has its limitations. It may not always cover treatment for medical conditions that were present before the scholarship period began. An example of a condition not covered is pregnancy. Scholars should read the policy carefully as soon as they arrive to make sure they understand the details of the cover provided (glasses are not covered, for example), and so they know how to make a claim.

Temporary residents of the Netherlands, such as Talent for Governance scholars, are not required to take out the statutory basic healthcare policy.

4.8 Allowances

A Talent for Governance scholarship is cost covering for the chosen training course. The Talent for Governance scholarship covers cost of tuition fee, travel costs, accommodation and living expenses. The Hague Academy will select the travel arrangements and accommodation and the living expenses entail three meals a day, meaning breakfast, lunch and dinner. All additional drinks, snacks, supplements etc. that have not been offered to you by the scholarship programme will be for your own account.

The scholarship does not cover the costs of travel for family members, nor does it provide money to support them.

Scholarship period

The scholarship period begins on the date stated in the 'Talent for Governance contract letter' (which is usually up to two days before the actual start of the training course) and ends up to two days after the course. During the days before the actual start of the training course, or any other 'free' days during the training course period, when no meals are arranged for, than an allowance of no more 10 Euros will be paid to the scholar for breakfast, 20 Euros for lunch and 30 Euros for dinner meals. Accommodation will be arranged for the whole of the scholarship period.

Training course period

During the actual beginning and ending of the training course no cash allowances will be paid to the scholars. In this period all living expenses (accommodation, meals (breakfast, lunch, diner) and transportation will have been taken care of by The Hague Academy for Local Governance.

Payment

The Hague Academy assumes responsibility for administration of the Talent for Governance scholarship. The Hague Academy will determine how the costs are paid.

4.9 Calamities and conflicts

- Illness and personal circumstances

If the scholar is forced to return to his or her home country to recover from illness, The Hague Academy should not continue to pay for living expenses and accommodation.

If the scholar needs to return to his or her home county because of a life-threatening illness or death of a first-degree family member (father, mother, spouse or child), travel costs will be covered by Talent for Governance. In all other cases, travel costs will be the scholars' own responsibility.

- Problems and conflicts

The types of problems that scholars may face are varies.

Problems must generally be resolved with The Hague Academy for Local Governance by means of the complaints procedure of The Hague Academy. This is usually the first port of call in resolving any issues.

If a conflict arises between a scholar and The Hague Academy, either party can ask the supervisory board of Talent for Governance to mediate. Mediation can only take place when both parties agree to participate. In such cases, the Board's decision is binding.

If a scholar feels that The Hague Academy has not acted in accordance with the Code of Conduct, she or he should submit a complaint to The Hague Academy. If the scholar feels that The Hague Academy has not handled the complaint properly and The Hague Academy is still not complying with the Code of Conduct, the scholar may submit a complaint to the Supervisory Board of Talent for Governance.

- Early end of a scholarship

If a scholar decides to end his or her study early for personal reasons or because she or he realizes that he or she will not be able to complete the course successfully, the scholarship should inform The Hague Academy directly so the appropriate steps can be taken.

If it becomes clear that the scholar will not be able to successfully complete the training course, The Hague Academy may terminate the scholarship at any point of during the scholarship period, but not before the supervisory board of Talent for Governance is informed. The Hague Academy must inform the supervisory board of talent for Governance accordingly.

If any of the information supplied during the application procedure (which formed the basis for the award) is found to be inaccurate or untrue, the scholarship will be terminated immediately and any payments received must be repaid.

The scholarship will also be terminated immediately, and any payments received must be repaid, if the scholar:

- makes a false declaration, such as misrepresentation regarding his or her ability in the language of instruction;
- commits a criminal offence
- fails to observe the Talent for Governance rules and regulations or refuses to follow instructions by Talent for Governance or The Hague Academy in connection to the scholarship programme;
- arrives in the Netherlands too late to take part in the intended course or programme;
- is forced to withdraw from the training course;
- experiences a change in circumstances, such as unemployment. This also includes but is not limited to a breakdown in relations between the scholar, Talent for Governance and The Hague Academy as a result of which the activities for which the scholarship was provided can no longer be continued in their present form;
- has his or her enrolment at The Hague Academy terminated for whatever reason and regardless of fault;
- wishes to change to another institution for whatever reason.

If the scholarship ends early the scholars' insurance will be cancelled with effect from the date of the flight home.

Talent for Governance and The Hague Academy accept no responsibility for the consequences of any illness, accident or other risk that acceptance of the fellowship may entail.

In all cases not covered by these regulations, and if unforeseen developments or situations occur, the Supervisory Board of Talent for Governance will act, and its decisions will be binding.