



Rules and Regulations

Talent for Governance programme 2015

The Hague, November 2014

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1. INTRODUCTION

Talent for Governance was launched in April 2009. Talent for Governance has been initiated by The Hague Academy for Local Governance (*The Hague Academy*) in order to enable young civil servants from developing countries and Eastern European (non-EU) countries to participate in a specially designed Talent for Governance programme (*Talentprogramme*).

The Talentprogramme generally consists out of three components that are all connected by an overall theme: a practical training course at The Hague Academy, a short internship at a Dutch local government, and Talent for Governance network activities. The programme will give the Talent knowledge, tools, ideas and experiences to use in their work towards a better living environment for their community. They will write and implement a back-home-action plan about a real-life case project from their local government.

This booklet sets out the rules and regulations governing talent programme. It forms an annex to the Talent for Governance contract letter, which all newly selected candidates (*Talents*) receive. By signing the contract letter, the Talent for Governance candidates agree to observe the Talent for Governance rules and regulations as set out in this booklet.

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

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

2. BASIC CHARACTERISTICS OF THE TALENT FOR GOVERNANCE PROGRAMME

The overall aim of Talent for Governance is to better the living conditions in developing countries and transitional (non-EU) countries by strengthening their local governments. This we do by improving the capacities 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 public services.

The target group of the talent programme consists of young (37 years old or younger while applying for the programme) civil servants working for local governments in developing countries or Eastern European (non – EU) countries (DAC country list is found on website). The eligible 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. They find it easy to explain why the programme with a specific subject is relevant for them and the local government organisation they work for. Furthermore they will have to submit a real-life case project proposal from their work, write a back-home-action plan for this project during the programme and, together with their employer, the internship municipality and their network, implement the action plan to the benefit of their community.

We aim for at least 50% of our talent to be women and aim for geographical diversity among the talent group.

The programme generally consists out of three components:

1. Training course at The Hague Academy for Local Governance (training course themes change every year).
2. Short internship at a Dutch Local Government (the theme of the internship is consistent with that of the training course).
3. Talent for Governance networking activities.

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. Firstly, the applications will be screened for completeness of the form and basic eligibility of the candidates.
- One month after the application deadline, only the candidates that are accepted into the next round will be contacted by Talent for Governance.

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If you have not been contacted in one month after the application deadline, Talent for Governance has rejected your application. 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 and/or correspondence.

- In the following round the application will be scrutinized and checked even closer. The application will be screened on various criteria such as relevance, completeness, motivation, the feasibility and relevance of the real life case project and the dissemination plan. We most likely will conduct a telephone call to evaluate the knowledge of the English language. Furthermore, we will need a statement that the candidate, once selected, will be willing and able to transfer the contribution for your participation in the programme. The Hague Academy for Local Governance team will decide on the final selection of applicants.
- Within six weeks after the first positive response you will receive the preliminary result to your application. Three possible outcomes:
 1. You are selected
 - you will then receive the contract letter which you will need to sign
 - you will be asked to send in a signed statement from a legal representative of your employer in which they state their approval for your attendance to the talent programme and copies of a written work reference and of your certificates or diplomas.
 - A statement that you will get the room to implement your Back-home-action plan on the real life case project needs to be signed by you and your employer.
 - Please note that the contract is void unless we receive the financial contribution within one month of signing the contract. We will start making further arrangements only when we have received the transferred contribution of 100 Euros or 200 Euros (see section 4.8 for more info).
 2. You have been put on the waiting list

Talent for Governance depends on funds from third parties and the cooperation of Dutch local governments (internship opportunities) to be able to organize the talent programme. If more financial resources and internship placements are raised during the year, it could be possible that we can invite more talents than expected.
 3. You are not selected.

This means you were an eligible candidate but in comparison to other candidates you scored a few points lower. Please do try again next year.
- All possible rejections will be based on the documents and information provided by the applicant, (specifically the letter of motivation and possible 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 young civil servant who accepts to participate in the Talent for Governance programme (*Talent*) 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 rules and regulations booklet are issued together with the contract letter.

The amount of placements in the Talent programmes depends on the funds that Talent for Governance has been able to raise that year.

The Talent programme will generally cover **all basic 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 Talent must cover any additional costs (e.g. weekend outings or social drinks, souvenirs etc.) from their own resources, and also contribute 100 Euros or 200 Euros (read section 4.8 for more info on financial contribution) to their programme costs.

Since the Talent for Governance programme is being administered by The Hague Academy for Local Governance where the Talent is going to follow the training course part of the programme, all Talent programme allowances are administrated by The Hague Academy who will oversee the complete programme.

The Talent programme takes effect on the date stated in the Talent for Governance contract letter sent to the selected civil servant, and ends no later than three days after the Talent programme has finished.

4.2 International travel

The Hague Academy will arrange for a return ticket from the International airport nearest to the Talents place of residence to the International 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. **The responsibility to arrange a visa lies with the candidate.**

4.3 Immigration procedures

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

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

The Talent must return to his or her own country at the end of the programme period. The programme period ends up to three days after the Talent programme finishes.

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

4.4 Arrival and accommodation

Upon arrival at the accommodation, the Talent will receive an welcome package, which includes the programme schedules and logistical information.

An allowance will be paid in cash to the Talent for the meals that are not arranged within the programme. Talents are advised to bring some money to cover expenses that exceed the costs that are included in the Talent programme (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, talents are advised to bring **warm clothing**.

Talent for Governance will arrange appropriate accommodation for the Talents. These arrangements can vary from a hotel room to student apartments.

The Talents are obliged to accept the accommodation that is arranged for them during the programme. Please note that **the accommodation is basic (but comfortable)** and the Talents are likely to be asked cook for themselves and clean after themselves.

4.5 During the Talentprogramme

General

The talent must do his or her best to complete the Talent programme for which the Talent was selected. If The Hague Academy or Talent for Governance conducts a survey or evaluation and/or asks for information any time before, during or after the programme, the Talent should be prepared to cooperate. This is especially important within the The Hague Academy for Local Governance network and Talent for Governance Facebook Fanpage, where the talent will be asked to keep in contact with his or her colleagues, and also give regular updates to show to how the programme impacted their work and life. Talents agree with the use by Talent for Governance of any pictures, evaluations and reports made before, during and after the programme concerning Talent for Governance, to be used for promotional purposes.

Guidance

During the programme period, ongoing personal guidance will be provided to the Talent through Talent for Governance. This may vary from 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 programme for a specific civil servant is connected to a specific training course at The Hague Academy for local governance, and a change is therefore unlikely.

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. And will be met with financial consequences for the Talent.

Extensions to the programme period

Extensions are not allowed

Deferral of Talent programme

An attendance to the Talent programme 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 four months. Should this need arise, Talent for Governance and The Hague Academy will discuss the options with the Talent.

Writing of Back-Home-Action plan

During the Talent programme Talents are obliged to work on their Back-Home-Action plan for the real-life case project they submitted in their application. Talents will work on this together with the trainers, experts, other participants, and the internship municipality.

4.6 The programme continues at home

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

- Most importantly, the Talents are to implement their Back-Home-Action plan for towards the real-life case project they submitted during their application. Their employer will have signed a statement whereby the talent will get room to implement the action plan. They will receive council and guidance from their employer, the internship municipality and their network, to implement the action plan to the benefit of their community. The Talent is obliged to give regular updates via The Hague Academy for Local Governance online network and the Talent for Governance Fanpage on Facebook!
- Talents 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 Talent and Talent for Governance. Possibilities include holding a presentation for the home municipality organisation on the programme; the Talent having his or her address available to become a national information point for future Talents from their home country; make contact with the local/regional/national press for an article on the programme etc.
- Furthermore, the Talents are expected to become active followers of the social media pages of Talent for Governance on Twitter and Facebook.
- If The Hague Academy or Talent for Governance conducts a survey or evaluation and ask for information, talents should be prepared to cooperate, also after the actual programme is terminated. All photographic material made during the programme may be used by Talent for Governance for promotional purposes.

4.7 Insurance

During the programme period, Talents 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 talents 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 Talents 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 Hague Academy for Local Governance. Cover is worldwide. If Talents 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 programme period began. An example of a condition not covered is pregnancy. Talents 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 Talents, are not required to take out the statutory basic healthcare policy.

4.8 Financial contribution of Talent

All selected civil servants are asked to also contribute themselves to the Talent for Governance programme. This is a relatively small part of the financial costs of the programme. With this investment in him/herself the Talent also shows commitment to the programme and their own development.

The amount asked of the talent is either 100 Euros or 200 Euros. This depends on the listing of the country where the Talent is employed on the DAC list, published by the OECD. The list is published on the Talent for Governance website. The DAC List is reviewed every three years. Countries are divided into income groups based on Gross National Income (GNI) per capita as reported by the World Bank, with the Least Developed Countries (LDCs), as defined by the United Nations, separately identified. Countries that have exceeded the high-income threshold for three consecutive years at the time of the review are removed from the List.

Following the division made on the DAC list:

- **We ask talents coming from ‘Least Developed Countries’ and ‘Other Low Income Countries’ for a contribution of 100 Euros.**
- **We ask talents coming from ‘Lower Middle Income Countries and Territories’ and ‘Upper Middle Income Countries and Territories’ for a contribution of 200 Euros.**

If a Talent is not able or willing to transfer the asked amount of money within a month of the signing of the contract, and no agreement has been made with Talent for Governance on payment, this contract will be deemed void and this civil servant will not be able to participate in the Talent programme.

4.9 Allowances

The Talent for Governance programme is almost completely cost covering for the chosen thematic programme. The Talent programme covers cost of tuition fee, travel costs, accommodation and living expenses in The Netherlands. 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 programme will be for your own account.

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

During the programme

The programme 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 when no meals are arranged, then a maximum allowance of 30 Euros will be provided (5 euros for breakfast, 10 euros for lunches and 15 euros for dinners). Accommodation will be arranged for the whole of the talent programme period. Talent for Governance will aim to provide the talents with accommodations in which they can prepare food for themselves.

Payment

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

4.10 Calamities and conflicts

- *Illness and personal circumstances*

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

If the talent 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 talents' own responsibility.

- *Problems and conflicts*

The types of problems that talents 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 Talent and The Hague Academy, either party may ask foundation board of The Hague Academy to mediate. Mediation can only take place when both parties agree to participate. In such cases, the Board's decision is binding.

If a Talent 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 Talent 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 Talent may submit a complaint to the board of foundation The Hague Academy.

- *Early end of the talent programme*

If a Talent 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 Talent should inform The Hague Academy directly so the appropriate steps can be taken.

If it becomes clear that the Talent will not be able to successfully complete the Talent programme, The Hague Academy may terminate the Talent programme at any point of during the programme period, but not before the board of The Hague Academy is informed.

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 Talent programme will be terminated immediately and any payments received must be repaid.

The Talent programme will also be terminated immediately, **and any costs made must be repaid**, if the Talent:

- 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 talent programme;
- arrives in the Netherlands too late to take part in the intended course or programme;
- **is forced to withdraw from Talent programme within three months before the start;**
- experiences a change in circumstances, such as unemployment. This also includes, but is not limited to a breakdown in relations between the Talent, Talent for Governance and The Hague Academy as a result of which the activities for which talent programme 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 Talent programme ends early the Talents' 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 Board of The Hague Academy will act, and its decisions will be binding.