



The Hague Academy for
local governance

***Rules and Regulations
Talent for Governance
programme 2018***

The Hague, October 2017

Table of contents

1. Introduction	4
2. Basic Characteristics of the Talent for Governance programme	5
3. Application procedure	6
4. Basic conditions, rights and obligations	7
4.1 General	7
4.2 International travel	7
4.3 Immigration procedures	7
4.4 Arrival and accommodation	8
4.5 During the talent programme	8
4.6 The programme continues at home	9
4.7 Insurance	10
4.8 Financial contribution of talents	11
4.9 Allowances	11
4.10 Calamities and conflicts	12

1. Introduction

The Hague Academy for Local Governance (*The Hague Academy*) launched its own talent programme in 2009.

With Talent for Governance, The Hague Academy aims to enable young civil servants from local governments in developing countries and Eastern European (non-EU) countries to participate in a specially designed Talent for Governance programme (*talent programme*).

A talent programme generally consists out of four 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, network activities and the back-home-action plan. 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 concerning a real-life case project from their local government.

This booklet sets out the rules and regulations governing the 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 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 board of The Hague Academy for Local Governance.

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. We do this 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 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 promote 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 talents to be women and aim for geographical diversity among the talent group.

The programme consists of four components:

1. Training course at The Hague Academy for Local Governance (training course themes may vary 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.
4. Writing and implementation of the back-home-action plan.

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. First, the applications will be screened for completeness of the form and basic eligibility of the candidates.
- Within one month after the application deadline, candidates that are accepted into the next round will be contacted by Talent for Governance.
- In the following round the application will be scrutinised 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. 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 (to which this Rules and Regulations Booklet is an Annex) which you will need to sign (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 local government practitioner who accepts the invitation 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 is issued together with the contract letter and can be found on our website.

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 cover travel costs, accommodation and the training course fee of the chosen training course. Furthermore The Hague Academy will provide a Daily Subsistence Allowance (DSA) which will cover most living expenses (like meals and drinks) during the stay in the Netherlands. We ask a financial contribution of 150 euros from the Talents. This contribution will be deducted from the DSA. The talent must also cover any additional costs, e.g. visa costs, weekend outings or social drinks, souvenirs (read section 4.8 for more info on financial contribution).

Since the Talent for Governance programme is being managed and administered by The Hague Academy for Local Governance, all talent programme allowances are administered by The Hague Academy.

The talent programme in the Netherlands 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 internship part of the programme has finished.

4.2 International travel

The Hague Academy will arrange for a return ticket from the international airport nearest to the talent's 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 and pay for a visa lies with the candidate.**

4.3 Immigration procedures

Selected local government practitioners (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. The Hague Academy/Talent for Governance will send an invitation letter but 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 and, 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

A few weeks before the start of the talent programme, the talent will be invited by The Hague Academy for Local Governance to join the training course group on the online network, where more practical information and a training course schedule can be found.

An allowance will be paid in cash to the talent for the meals and drinks that are not provided for during the training course. 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 (such as a coat, scarfs, gloves, warm socks, depending on the season) and closed footwear.

Talent for Governance will arrange appropriate accommodation for the talents. These arrangements can vary from a hotel room to student apartments. During the internship at a Dutch municipality accommodation may be provided by a host family.

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 talent programme

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 for the The Hague Academy for Local Governance online network and the Talent for Governance Facebook Fanpage, where the talent

will be asked to keep in contact with his or her colleagues, and give regular updates to show the impact of the talent programme on 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 to be used for promotional purposes.

Guidance

During the programme period, ongoing personal guidance will be provided to the talent by a staff member from The Hague Academy for Local Governance and a contact person from the Dutch internship municipality.

Change of training course

A proposed change of the talent programme 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

The talent is obliged to attend the complete training course and internship programme. An interruption of the programme 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 becoming a national information point for future talents, contact the local/regional/national press for an article on the programme etc.
- Furthermore, the talents are expected to become active followers of and contributors to the social media pages of Talent for Governance and The Hague Academy for Local Governance on Twitter, Facebook, LinkedIn and Instagram.
- 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 and pays the insurance premium. A digital copy of the insurance policy will be send before the Talent's departure to the Netherlands. Talents will receive their 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. Coverage is worldwide. If talents want any other risks to be covered by the insurance, they may pay for supplemental coverage themselves.

The insurance 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 before departure 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 contribute to the Dutch basic healthcare system.

4.8 Financial contribution of talents

All selected talents are asked to also contribute financially to the Talent for Governance-programme. This is a relatively small part of the total costs of the programme. With this investment in him/herself the talent shows commitment to the programme and their own development.

The amount asked of the talent is 150 euros. This amount will be deducted from the allowance we calculate for basic living expenses (See calculations in paragraph 4.9).

If the Talent is not able or not willing to transfer the 150 euros within a month after signing the contract, and no agreement had been made with Talent for Governance on payment, the contract will be deemed void and the candidate will not be able to participate in the talent programme.

4.9 Allowances

The Talent for Governance programme is almost completely break-even (almost all costs are covered). The talent programme covers the tuition fee, travel costs, accommodation and most living expenses in The Netherlands. The Hague Academy will select the travel arrangements and accommodation and covers 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 three days after the course. During the days when no meals are arranged, a maximum allowance of 30 euros will be provided (5 euros for breakfast, 10 euros for lunches and 15 euros for dinner). The contribution of the talents to the programme of 150 euros will be deducted from the total allowance calculated for the three week programme.

Accommodation will be arranged for the whole duration of the talent programme. Talent for Governance will aim to provide the talents with accommodation where 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. This is usually done in cash on the first day of the training.

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.

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 realises 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 during the programme period, but not before the Executive 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.
- has his or her enrolment at The Hague Academy terminated for whatever reason and regardless of fault.

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 Executive Board of The Hague Academy will act, and its decisions will be binding.

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 the Executive 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 Executive Board of The Hague Academy.