

TO : Representatives of Governments and Administrations
Routine Distribution

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SUBJECT : 2008 TRAIN THE FACILITATOR TRAINING



Pilot
Train-the-Facilitator (TTF)
To
Advance Gender Equality in
Political Governance: Stronger
Women Citizens & Leaders



1. The Secretariat of the Pacific Community (SPC) and UNIFEM Pacific Advancing Gender Equality in Political Governance Programme (GEPG)¹ are jointly funding a pilot Training the Facilitators (TTF) Course. The training methodology will use the internationally recognised BRIDGE² training and will be implemented in conjunction with USP-PIASDG and the Australian Electoral Commission. The program will contribute to advancing gender equality in political governance in the Pacific region at both national and local levels. The objective and purpose is to increase the participation of women as active citizens and leaders.
2. The course aims to train facilitators that are gender advocates to be part of a pool of trainers for 3 years to conduct training using BRIDGE methodology to work towards Increased support for women's leadership and participation in government by broad and diverse sectors of Pacific societies and an increase in women-friendly and gender-sensitive government structures, operations and procedures.

COURSE TITLE, DURATION, VENUE AND DATES

3. The Course title is ***Train-the-Facilitator (TTF)*** to advance gender equality in political governance: Stronger Women Citizens & Leaders. It will run for (2) weeks (10 days) **commencing Monday, 17th November** and **closing on Friday, 28th November 2008, at the Community Education Training Centre, Narere, Suva, Fiji.** Candidates would need to be in Fiji the week prior to the 17th October 2008. All participants will be accommodated at the CETC.

TOTAL ENROLMENT

4. There are twenty (20) places available.

¹ The GEPG programme is a partnership between UNIFEM and AusAID.

² **BRIDGE** stands for Building Resources in Democracy, Governance and Elections and whilst the focus is on elections it aims to put elections in context of governance and democracy. BRIDGE was developed by the International [Institute of Democracy and Electoral Assistance \(IDEA\)](#), [the Australian Electoral Commission \(AEC\)](#), [the United Nations Election Assistance Division \(UNEAD\)](#), [the United Nations Development Programme \(UNDP\)](#) and International Foundation for Electoral Systems [IFES](#). www.bridge-project.org

NUMBER OF CANDIDATES PER COUNTRY/TERRITORY

5. A maximum of 2 candidates from each country who are both members of SPC and UNIFEM Pacific Regional Office³ can be nominated but there is no guarantee that all will be granted a place.

FUNDING

6. The CETC/SPC and UNIFEM Pacific will meet the return air travel cost of participants by the most direct and economic route up to CETC, Suva (excluding transit/visa costs) as well as costs relating to accommodation, tuition, meals, and a basic daily allowance.

NOMINATIONS

7. 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 October 3rd**. Where possible, the initial list of nominated candidates should be faxed or emailed to the Head of the CETC. **No late applications will be considered.**
8. Only applications endorsed by the government or authorised nominating agency will be considered.
9. The duly completed forms should be forwarded with required copies of relevant achievements and documents to:

The Head
Community Education Training Centre
Secretariat of the Pacific Community
Private Mail Bag
SUVA - FIJI
Tel. : (679) 3391 033/339 7 714
Fax : (679) 339 1324/337 0021
Email : cetclink@spc.int

SELECTION PROCESS

10. **Candidate Eligibility** - All nominated candidates **must meet the ‘Essential criteria’**:

Essential

- i. Age range 22 - 45 years. Ages outside this range would be considered on exceptional cases.
- ii. Are any of these: Staff or members of National Council of Women or National Women Machineries (i.e. Government Women’s Departments, Local level government etc), Gender equality advocates, Electoral Commissioners, Electoral Management Board Staff, Members of the Media, Political Parties, Security Forces, Civil Society Groups, Academics and University Students.

³ From the 15 Pacific Island Countries that SPC and UNIFEM Pacific commonly serves: Solomon Islands; PNG; Vanuatu; Marshalls; Tuvalu; Niue; Samoa; Tokelau; Tonga; Fiji; Palau; Nauru; Kiribati; Cook Islands & FSM

- iii. Demonstrated experience in the preparation, organisation and conduct of training
- iv. Demonstrated evidence of personal and professional commitment to, and experience in gender equality and empowerment activities.
- v. Has evidence of commitment to the mission/goals of the sponsoring organisations to mobilise and advocate for gender empowerment.
- vi. Demonstrated 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

- i. Has some background and understanding of community and national development issues of their respective country.
 - ii. A team person, able to live, work with and tolerate women from other countries and cultures.
11. Countries will be **informed by mid October 2008** of the selection outcome to enable them to complete the necessary travel formalities prior to the course commencing.

TRAVEL

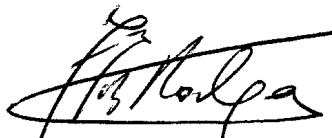
12. The **return air travel costs** and transport to CETC, Narere Suva for the successful participants will be met by the Centre/SPC and UNIFEM Pacific whilst governments and nominating organisations **will meet related transit and visa costs** whilst en route to Fiji.
13. CETC will advise of the confirmed 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. Participants will be required to find their way to the CETC in Narere upon arrival in Fiji and instructions will be provided in the offer letter.
14. The successful candidate must have a passport, **valid up to at least June 2009**. Those who do not have passports, would need to urgently obtain passports before travel.
15. Visas - Whilst the Fiji Immigration authorities have advised that participants in 2008 do not need to apply for a visa to stay for the two 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 course to facilitate entry procedures into the country.**

MEDICAL COSTS AND INSURANCE

16. Participants are not covered by insurance for the full duration of the programme. Neither the SPC nor UNIFEM Pacific Regional 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

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

A handwritten signature in black ink, appearing to read "Dr. Jimmie Rodgers". The signature is stylized with a large, sweeping initial "J" and "R".

Dr Jimmie Rodgers
Director-General

Original text : English

Attach.

APPLICATION FORM
COMMUNITY EDUCATION COURSE

FORMULAIRE DE CANDIDATURE
COURS DE FORMATION À L'ÉDUCATION
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/Degré obtenus</i>
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(B) Level of English:Spoken:		Excellent/Very Good/Good/Satisfactory/Fair
Circle which:	Written:	Excellent/Very Good/Good/Satisfactory/Fair
	Understanding:	Excellent/Very Good/Good/Satisfactory/Fair
Niveau d'anglais :	Oral :	Excellent/Très bon/Bon/Satisfaisant/Médiocre
	Écrit :	Excellent/Très bon/Bon/Satisfaisant/Médiocre
	Compréhension :	Excellent/Très bon/Bon/Satisfaisant/Médiocre

12. EXPERIENCE:
EXPÉRIENCE :

Please describe practical experience (as a trainer or business related activity) 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. 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: _____

17. 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) Undertake in my home country, the required follow up actions towards the completion of the facilitation trainer of trainers certification.
Dans mon propre pays, conduire les actions de suivi requises en vue d'obtenir le certificat de formateur de formateurs.
- (g) 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 SPC/ILO.

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 coordinateur, de l'organsime ou ministere qui parraine la candidate

Signature :

Date: _____