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| ***COVID 19 NOTICE:*** *Interpeace is now resuming in-person courses. If any future COVID-19 type disruptions occur, the course would most likely transition to an online format.* |

**APPLICATION FORM**

**2023 Course – In-person Global Edition (24-29 September)**

**Effective Advising in Complex Contexts: Enabling sustainable peace**

Course dates: Sunday 24 September (Evening) – Friday 29 September 2023 (Evening)

Deadline for applications: Friday 28 April 2023

Course location: At Hôtel La Barcarolle (Prangins) – near Geneva, Switzerland

Thank you for your interest in the 2023 global edition of the Effective Advising Course. This document is the application form which you must complete to apply and be considered for a spot on the course. At the end of this document, you will find additional practical information which you should consider when applying.

To complete your application to the online course:

1. Please carefully fill out this application form
2. Send this completed application form **AND a current CV by 28 APRIL 2023** to [effectiveadvising@interpeace.org](mailto:effectiveadvising@interpeace.org)
3. The subject line of your application email must be: “Application Online Global EAC 2023”

*Please note: incomplete or late applications will not be considered*

We have approximately 20 places on the course. Please see our [course brochure](https://rebrand.ly/EAC23_Brochure) where you will find more information on the course and our selection criteria. You can find more general information on our [webpage](https://www.ipat-interpeace.org/effective-advising-global-edition/).

Application results will be communicated by end of May 2023.



**PRACTICAL & LOGISTICAL INFORMATION**

**Course cost:** There is no course fee. Interpeace’s Effective Advising in Complex Contexts Course is sponsored by the Government of Switzerland and Interpeace. The only costs which need to be covered by participants are related to international and domestic travel to the workshop location, and visa costs for Switzerland. Interpeace will provide more detailed logistical guidance to those who will be accepted to the course.

**Accommodation and food:** Interpeace will cover residential expenses and food from Sunday 24 September (evening) until Saturday 29 September (morning). Please note that if you wish to remain in La Barcarolle before or after the end of the course, you will be responsible for organizing and covering the costs of your stay.

**Visa:** Successful applicants in need of a visa for Switzerland (part of the Schengen zone) are responsible for obtaining one. If this is the case, we encourage you to start the procedure as quickly as possible once you are accepted to the course. Interpeace can provide a letter stating that you have been selected to participate in this course to support your visa application. Any visa fees are the responsibility of the applicant.

**Insurance:** Health insurance that covers Switzerland will not be provided by Interpeace. Interpeace strongly advises you obtain health insurance to cover your trip to Switzerland.

**Technology requirements**: To participate in the online sessions before and after the course, you will need access to a laptop/computer, a functioning headset with microphone, a webcam, a stable internet connection and access to Zoom.

**Language:** The course is in English. Participants should be fluent in English.

**Time commitment and workload**: The 2023 edition of Interpeace’s Effective Advising Course consists in a 5-day workshop and 3 online sessions. If you are accepted to the course, you will be expected to attend all in-person training days and participate in all online sessions. Here is the course schedule:

* An introductory online session: Tuesday 5th September 2023 from 14:30 to 16:30 CET.
* An online session on “Engaging with Complexity and Systems Change”: Wednesday 13th September 2023 from 14:30 to 16:30 CET, which is the foundation for exercises and group discussions during the actual training.
* Specific preparatory readings and assignments. This could include reading articles, videos, or completing short exercises.
* Five consecutive days of training in Switzerland: from 8am on Monday 25th September to 6pm on Friday 29th September 2023.
* A final closing online session: Tuesday 14th November 2023 from 14:30 to 16:30 CET.
* *Note: The dates of the online sessions may be subject to minor changes (final dates will be communicated if you are selected to participate in the course).*

**COVID-19:** Interpeace recognises that we have now entered a different stage of COVID-19. Closer to the time of the course, Interpeace will assess whether any specific precautionary measures need to be put in place for the course. Note: Any testing required to travel to and from Switzerland will be at the participant’s own cost. Interpeace will not cover any costs related to changes to travel plans that might occur because of COVID disruptions.

**GENERAL INFORMATION**

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| 1. Your family name     Your given name    Your date of birth    Your nationality/ies    Your gender    Your email    Your mobile number (please indicate if you have a WhatsApp number)    Where are you currently based?    Should you be selected for the course, can you confirm that you or your organisation can cover travel and visa costs to Switzerland? *(more info on course costs in the “Practical and Logistical Considerations” section above)*    Should you be selected for the course, will you need a visa to enter Switzerland? |
| 1. How did you hear about this course?     **CURRENT ROLE**   1. Are you currently in an advisory/assistance/capacity-strengthening role? Please tell us briefly about your mandate or key task, where you are and how long you have been in this role.   If you are currently not engaged in an advisory role but expect to be engaged or (re-)deployed in the near future, please clarify when and where you expect to be deployed, and with what mandate or task, and for how long? |
| **YOUR PARTICIPATION IN THIS COURSE** |
| 1. What is your motivation to apply for this course? What do you hope to get out of it? |
| 1. What do you think you can bring to this course that others can learn or otherwise benefit from? |
| 1. Are you applying for this course individually, or with institutional support? If you have institutional support, please specify which institution(s) provide that support, and the nature of the support.      1. Do you have the support of your institution to participate in this training? ie. Can you ensure that you will be provided with the necessary space and time to fully participate in this learning opportunity? |
| **YOUR PROFESSIONAL ADVISORY CHALLENGE** |
| 1. Please *describe in some detail a challenge from your own personal experience in an advisory/capacity-strengthening role.* This should be a **challenging personal** experience – NOT a “success story”. This can be an experience from the past that you keep thinking about or that has taught you a lot; it can be a challenge you are currently confronted with; or if you are awaiting a new deployment/appointment in an advisory role, it can be a challenge you already anticipate.   • **PLEASE PAY ATTENTION** •  • **THIS SECTION IS DECISIVE FOR YOUR APPLICATION** •  This section is a **very important** part of the application procedure. You do not need to write a long essay, but your text should provide enough information to be understandable for someone not familiar with the experience. Please do not write more than 2 pages.  Please present your professional challenge as a **short description** that contains summary information about:   1. **The setting**: When and where did the challenge occur, what was/is **your** role or task within that environment, who were/are the primary other actors involved? 2. **The challenge**: What was/is the dilemma or the challenge you personally encountered/expect to encounter, what contextual factors are relevant to properly understand the challenge? 3. **The proposed solutions:** What did you do/are you doing or try to do to overcome the challenge or the dilemma, and why? Alternatively, what do you intend to do if the challenge still lies ahead? 4. **The reality:** What actually happened, what was the outcome of the situation? Alternatively: what is actually happening and what do you think will be the likely outcome? 5. **The learning opportunity:** What did you learn from the experience?   A good personal case study is a specific description of a personal advisory experience (and not, for example, a general description of a conflict or programming context) reflecting on your own role. Please critically reflect on your own approach, what you did, and what you learnt from it. |
| 1. **Reminder:** Please make sure to attach a complete and up-to-date CV to your application email! |