

# **GUIDELINES FOR PACIFIC ISLANDS FORUM SECRETARIAT FELLOWSHIP SCHEME (FSFS)**

## **1. Background**

The Secretariat's recognition of the lack of trained personnel as one of the basic constraints to development in the South Pacific, led to the establishment of the Fellowship Scheme in 1977. This challenge in the region was further recognised during development of the Pacific Plan to strengthen regional cooperation and integration. In endorsing the Plan in October 2005, Pacific Leaders prioritised an initiative to establish volunteer schemes and other forms of regional exchanges and sharing of services and expertise for regional capacity building. The Pacific Islands Forum Secretariat Fellowship Scheme (FSFS) is a existing mechanism which will be strengthened to help build on the pooling of regional expertise called for under the Pacific Plan.

## **2. Objective**

To facilitate economic development through the provision of effective short-term training attachments in a range of technical and income generating fields that are consistent with key initiatives of the Pacific Plan, particularly under:

- Economic Growth;
- Sustainable Development;
- Good Governance; and
- Security.

## **3. Areas of Coverage**

The attachment involves a trainee being placed over a period of time with a counterpart, doing similar work. This would allow the trainee to acquire the skills through actual practice and experience. The awards are for practical training and do not include familiarization visits. Assistance is available to both the public and the private sectors.

The attachments could be undertaken in all Forum countries and Pacific French territories.

Trainees funded under the Forum Secretariat Fellowship Scheme cannot be awarded another fellowship within twelve months after completion of his/her training under his/her first award under the Scheme.

No new fellowships are to be approved and awarded to countries with outstanding training reports.

## **4. Type of Assistance**

Assistance under FSFS includes:

- i a return economy class airfare by the most direct route. The Secretariat organizes travel and dispatches a PTA; and

- ii daily per diem (60% of the Secretariats per diem rates for the place of training) to cover accommodation, meals and transport costs.

Fellowships will be awarded to a maximum of two persons per country per award/attachment. No new fellowships will be approved and awarded to countries unless an exiting training has been completed and reports submitted.

#### **5. Duration**

The scheme allows the attachment for a period of no more than three months.

#### **6. How Requests are Channeled**

**6.1** All requests are required to be channeled through the Pacific Islands Forum Secretariat's official contacts which, in most cases, is the Ministries of Foreign or External Affairs, and in some the Prime Ministers Office.

**6.2** To avoid unnecessary delays, requests have to be submitted in the approved format as described in paragraph 7. To allow enough time to analyse requests they must be received at least four (4) weeks before the proposed commencement date of the proposed training attachment;

**6.3** Additional information may be requested by the Secretariat from the implementing agency and must be received within 5 working days of the date of the Secretariat's letter. Failing this, requests will be forfeited unless the Secretariat is advised of any delays anticipated in writing at least three (3) working days before the specified due date;

**6.4** To fast-track the process, the Secretariat will make available copies of relevant correspondences related to a specific request to implementing agencies if known or different from the Secretariat's Official Contact in country.

#### **7. Funding request**

All requests should cover the following details:

- **Title:** Title of the Training Attachment
- **Objective:** Objective(s) of the Training Attachment and how it fits in with the relevant government department/ministry programme or development plan (where available) and the key initiatives of the Pacific Plan particularly under:
  1. Economic Growth;
  2. Sustainable Development;
  3. Good Governance; and
  4. Security.
- **Background:** Description of the sector, the constraints within the sector and the problem(s) or issue(s) the Training Attachment will address.
- **Project Description:** Description of the training required, training organisation/institution.

- **Implementing Agency:** Department/Organisation that will be responsible for the Exchange. The name, title and phone number of the officer responsible should be given.
- **Counterpart Agency:** Name of Department/Organisation that will be responsible for providing the training, if handled by the applicant please attach a copy of the agencies' confirmation letter that they will host the trainee for the proposed period and a copy of the training programme. [PIFS will assist in identifying appropriate agencies for training attachments and provide contacts where necessary]
- **Expected Benefits:** from training.
- **How will the Attachment Benefit the implementing Agency:**

#### **8. Reporting**

Every trainee will be required to conduct/prepare a seminar to their implementing agency on the benefits of the training attachment. Following this seminar, every trainee is required to submit a report, within 6 weeks upon return to home country, on the training and seminar to the Secretariat at the completion of the attachment and home country seminar. The report should focus on how the training has benefited the trainee and any other related issues.

#### **9. Information**

For *further information* please:

- a) contact the PIFS Official Contact in your country which is usually the Secretary for Foreign Affairs or External Affairs or the Prime Ministers Office; or
- b) write directly to *The Development Cooperation Adviser, Enabling Mechanism, Pacific Islands Forum Secretariat*, Private Mail Bag, Suva, Fiji, or Fax (679) 3305880, or Phone (679) 3312600 or E-mail: [info@forumsec.org.fj](mailto:info@forumsec.org.fj)