

Sixth Session of the Assembly  
29-30 March 2022, Virtual

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## Agenda Item 8

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### **Guidelines on Expanded Fellowship Program**

*(Working Document)*

#### **I. Introduction**

1. The AFoCO Fellowship Program is a program for government officials of AFoCO Member Parties dispatched to the AFoCO Secretariat to experience the working environment and processes of the international entity, as well as to maximize the in-house capacity of the Secretariat.
2. The program is expected to:
  - Provide an effective position to the Secretariat to deliver the member countries' voice to the global discourses and declarations such as UNFCCC, UNCBD, UNCCD, and UNFF, with the collective professional knowledge from the region.
  - Accommodate diverse demands and needs of the Member Countries and strategize goals and missions of the organization, including resource mobilization.
  - Strategize the organization's vision and missions working as the Secretariat's Professional Staff;
  - Infuse professional expertise and experience of the region and country in sustainable forest management, biodiversity conservation, and climate change, including nature-based solutions;
  - Build an effective communication network among the Parties and the Secretariat;
  - Expand the cooperation with the Parties better understanding of the working environment and procedural matters among the Parties and the Secretariat; and
  - Improve the task management of the Secretariat, and share knowledge and experiences in the Asian region.

#### **II. Objectives of the Guidelines**

3. These guidelines embody the terms and conditions of service and the duties and obligations of the dispatched government officials for the AFoCO Fellowship Program (hereinafter referred to as "Fellowship Officials").

### **III. Status of Fellowship Officials**

4. During the period of the Fellowship Program, the Fellowship Officials are international civil servants. They shall not seek nor receive instructions from any country or authority external to AFoCO. By accepting appointments as Fellowship Officials, they pledge themselves to discharge their functions and regulate their conduct with the interests of AFoCO only in view.

5. Fellowship Officials will be categorized into Category-I and Category-II. The scope of Category-I and Category-II is defined as the level of qualification and expertise of her/him dedicated to the area of work, in accordance with the assessment criteria of the Secretariat.

6. Fellowship Program is operated on a fixed-term basis. The duration for Category-I is one year, and that for Category-II is two years.

7. The total number of Fellowship Officials working at the Secretariat shall be ten in a maximum per year, on the basis of budget availability and demand of work of the Secretariat. The Executive Director shall examine the expected workloads and funds availability before determining the total number of Fellowship Officials to be accommodated in each term.

### **IV. Duties and Responsibilities for Fellowship Officials**

8. During the working period in the AFoCO Secretariat, the Fellowship Officials shall abide by the Code of Conduct for Staff Members of AFoCO and observe the normal working hours and official holidays established by the Staff Regulations of AFoCO.

9. The Fellowship Officials shall inter alia perform the following activities:

- Coordinating the AFoCO publicity activities in the Parties (Category-I and II);
- Making arrangements for upcoming events with relevant Parties and providing secretarial services (Category-I and II);
- Promoting partnerships and advocacy for implementation and accomplishments of program activities with Member Countries (Category-I and II);
- Performing other secretariat functions as may be required by the Assembly (Category-I and II);
- Coordinate and facilitate given tasks at the level of Professional staff of the Secretariat, considering existing duties and responsibilities of the concerned position (Category-II); and,
- Undertaking other duties as may be assigned by the Executive Director (Category-I and II).

10. The Fellowship Official shall develop and submit their work plan within two weeks after the commencement of duties at the Secretariat. Before completing his/her service, the Fellowship Official shall also submit a final report on his/her services and achievements delivered throughout the program. Accordingly, the Certificate of Completion will be provided.

### **V. Nomination and Approval Procedures**

11. Candidates for the Fellowship Program shall be nominated by the Representative of the respective Parties, following the vacancy notice of the Secretariat.

12. Each Representative of the Party may nominate a maximum of two candidates for each Category of the Fellowship Program guided by the following criteria.

A. General

- a. The candidate should be a permanent government official of the Parties, with age not more than 45 years old;
- b. Candidates should be willing to take care of AFoCO projects as project staff or lead AFoCO-related activities upon returning to their duty station; and,
- c. Candidates should be in good health and willing to travel outside of Headquarters.

B. Category-I

- a. Candidates should have a minimum of five (5) years of work experience in the governmental institutions of the Parties;
- b. Candidates should have an academic background in forestry, environment, or biodiversity conservation. Candidates may come from the Bureau or other Offices within the Department or Ministry;
- c. Candidates with expertise or experience in capacity building, planning, geographical information system, project development, implementation, and monitoring in the areas of forest resources management, biodiversity conservation, or climate change mitigation and adaptation, including REDD+, will be an advantage; and,
- d. Candidates should be computer literate, fluent in spoken and written English.

C. Category-II

- a. Candidates should have a minimum of ten (10) years of work experience in the governmental institutions of the Parties;
- b. Candidates should have an advanced university degree, i.e., a Master's degree or equivalent, in forestry, environment, biodiversity conservation, social science, political science, international relations, development studies, or related discipline. Candidates may come from the Bureau or other Offices within the Department or Ministry;
- c. Candidates with professional expertise or experience in capacity building, planning, geographical information system, project development, management and monitoring in the areas of forest resources management, biodiversity conservation, or climate change mitigation and adaptation will be an advantage;
- d. Knowledge and skills required for a range of issues related to Land Use, Land-Use Change and Forestry (LULUCF) sector under the UNFCCC will be an advantage; and,
- e. Candidates should be computer literate, excellent oral and written communication skills in English. The applicants who have resided and studied at an educational institution in an English-speaking country will be an advantage.

13. Nominated candidates by the Representative should submit their curriculum vitae, personal statement, and medical certificate to the Secretariat by the given deadline for application.

14. The Secretariat will conduct an interview in English via teleconference within two weeks after the application deadline. If the English proficiency of the candidate is deemed unsatisfactory, the Secretariat may request the corresponding Representative to recommend an alternative candidate or decide not to select anyone for the batch.

15. The final list of the candidates for each term will be decided by the Executive Director, considering the results of the interview evaluation and geographic and gender balance among the awardees.

16. The Executive Director shall inform the Representatives of the final list of the candidates and issue an appointment letter to each successful candidate. The Secretariat shall provide the necessary support for the final candidate to take a necessary administrative process for the commencement of duty on time.

## **VI. Financial Support and Benefits**

### Salary

17. Salary for the Fellowship Officials shall be paid by the respective entity that sends the Fellowship Officials according to their relevant domestic regulations. The amount of salary to the Fellowship Officials by the sending entity during the period of his/her service at the Secretariat shall be credited as an in-kind contribution from the respective Parties. For that, the Representative shall inform the statement after completing service to the Secretariat in writing.

### Allowances

#### *General*

18. A Fellowship Official shall be provided with official residences during his/her service at the Secretariat. If an official residence is not available, a housing allowance shall be provided to cover the actual rental costs, with the ceiling rate of KRW 800,000 per month. If a refundable fixed deposit is required for any housing rental arrangement, the deposit cost shall be covered by and returned to the Secretariat in full without any deduction.

#### *Category-I*

19. A Fellowship Official shall be entitled to living allowances paid at the gross rate of KRW 1,600,000 per month.

20. Once during her/his service, a Fellowship Official shall be provided with an economy-class round trip air ticket using the most direct route for up to three dependents to the duty station.

#### *Category-II*

21. A Fellowship Official shall be entitled to living allowances paid at the gross rate of KRW 2,400,000 per month.

22. Once during her/his service, a Fellowship Official without dependents shall be provided with an economy-class round trip air ticket for up to three dependents using the most direct route to visit the duty station.

23. Once during her/his service, a Fellowship Official without dependents shall be provided with an economy-class round trip air ticket using the most direct route for special leave to the home country.

24. Living allowances will be additionally provided to a Fellowship Official with dependents up to three at the rate of KRW 40,000 per month for a spouse and KRW 50,000 per month for a child.

#### Annual Leaves

25. A Fellowship Official shall be entitled to fifteen days of annual leave per year. The Secretariat shall not compensate the remaining annual leave at the time of separation from service.

#### Health Insurance

26. A Fellowship Official with dependents, s/he, and her/his dependents shall be covered by the National Health Insurance applicable under the laws and regulations of the Republic of Korea.

#### Travel Cost for Mobilization and Demobilization

27. A Fellowship Official in Category-I shall be provided with an economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment and release from the task after completion of the term. Dependents shall not be accompanied.

28. A Fellowship Official in Category-II shall be provided with an economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment and release from the task after completion of the term. When the Fellowship Official has accompanying dependents, those dependents shall also be provided with the same level of round-trip air tickets as the Fellowship Official.

#### Travel Cost for Official Mission

29. When a Fellowship Official is required to take official travels as part of his duties, any expenses associated with such travels will be borne by the Secretariat through paying travel expenses equivalent to those for Professional staff of the Secretariat undertaking similar travel for official purposes.

### **VII. Final Provisions**

30. All other matters not provided in these Guidelines may be referred to the arrangements set by the Staff Regulations of AFoCO.

31. These Guidelines shall be supplemented or amended upon proposal by the Executive Director and subsequent approval by the Assembly.