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## Road Sector Management (RSM)



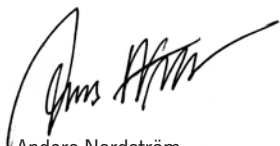
PHASE 1 IN STOCKHOLM AND DALECARLIA, AUGUST 17 – SEPTEMBER 4, 2009  
PHASE 2 ONE WEEK IN A COUNTRY TO BE ANNOUNCED, MARCH, 2010

## Invitation

The Swedish International Development Cooperation Agency (Sida) offers, as part of its bilateral development assistance, Advanced International Training Programmes of strategic importance to the social and economic development in the participants' countries. The International Training Programmes are specially designed for persons qualified to participate in reform processes of strategic importance on different levels and holding a position in home organisation with mandate to run processes of change. This methodology is based on the assumption that your country wishes to carry out changes and is willing to invest own resources to achieve these changes. In the long-term perspective the programmes shall contribute to institutional strengthening and capacity development in the participants' countries.

The training is focused on support to individual or team plans for change. The plan shall be well established in the participant's organisation and is a basic part of the programme concept.

In this brochure you will find information on the specific objectives for this particular programme, its content and structure, and how and when to apply. You will also find an application form.



Anders Nordström  
Director General  
Sida

The Road Sector Management (RSM) training and development programme is funded by the Swedish International Development Cooperation Agency (Sida). The RSM programme is supported by the Swedish Road Administration (SRA), which has the overall responsibility for road and traffic management in Sweden. The SRA is one of the largest government agencies in Sweden and is organised under the Ministry for Industry, Employment and Communications. For many years, experts from the SRA have contributed to the development of road networks in several countries and their knowledge in this area is internationally recognised.

The Swedish National Road Consulting AB (SweRoad), a subsidiary of SRA, will handle the practical arrangements of the programme.

Sida and SRA believe that this training programme, aiming at people on top management level, is of interest and hereby invite you to nominate candidates.

Women are encouraged to apply.



Ingemar Skogö  
Director General  
SRA

## Programme Objectives

The general objectives of the programme are:

- Transfer of knowledge of strategies and techniques for problem solving in different areas of road sector management
- Training of the participants in how to achieve changes by process-based development
- Assisting the participants in development of Terms of Reference for a road sector reform project related to their responsibility of work
- Supporting the participants during implementation of the project

## Contents

### Main themes

The programme will focus on three main themes for road sector reform, namely

*Theme one: Road administration*, presenting possible development in organisation, operational principles and administrative procedures.  
*Theme two: Funding of roads*, presenting alternative approaches to financing

of roads and procurement of road works.

*Theme three: Road asset management*, in which will be included descriptions and discussion of methods for road and bridge information, strategic analysis and long term planning for preservation and development of the road network.

### Reform projects

The participants are requested to choose a reform project within one of the themes. The project shall be outlined before the programme in Sweden, including a work plan and brief descriptions of (i) the present situation with regards to the project and (ii) the desired result after the project. The project must be realistic in terms of time and resources needed for implementation during a maximum of six months after the part of the programme in Sweden. The project should be a commitment by the organisation represented by the participant. It is therefore strongly recommended that a reference group in the home country, supporting the

project, be formed when defining the project. In order to facilitate these preparations applicants are encouraged to study for instance information by the World Bank on website [www.worldbank.org/transport/roads/inst&sm.htm](http://www.worldbank.org/transport/roads/inst&sm.htm).

### Programme activities

The whole programme will span over more than six months, divided into a three-week training and project preparation in Sweden and six months of project implementation in the respective home countries and a follow-up week in a country to be announced.

The part of the programme in Sweden will include practical examples of road reforms.

How to manage change and projects will be elaborated.

Strengthening of management systems is an important feature of internal performance improvement for road administrations. The experience of SweRoad in various countries will be presented.

Strategic analysis as a basis for

long-term decisions will be elaborated.

## Programme Structure

### Date and place

*Programme week 1* (Aug 17 – 23) will be conducted in Stockholm

*Programme week 2* (Aug 24 – 30) will take place in Dalecarlia

*Programme week 3* (Aug 31 – Sep 4) will be conducted in Stockholm.

Technical visits and sightseeing (during weekends) will be included.

Follow-up of the programme – one week in March 2010. Country to be announced.

### Teaching

The programme part in Sweden will include lectures, exercises, group discussions, study visits and case studies.

During the three weeks in Sweden the first week will contain mainly teaching in subjects relevant to the three main themes as well as general management issues related to road sector reform.

The second week will contain teaching, study visits and group work on participants' reform projects.

The third week will focus on project development and preparations for project implementation.

SweRoad will assist the participants in the development of projects during the three weeks period in Sweden.

SweRoad will also provide expertise to give advice to participants in the implementation of the projects during six months after the period in Sweden. Communication between participants and experts will then be made mainly through Internet.

### Management and staff

Programme staff will comprise senior Swedish expertise with long experience from road management in Sweden and overseas, as well as international consultants.

## Participation

### Target countries:

Afghanistan, Algeria, Bangladesh, Botswana, Burkina Faso, Cambodia, China, Colombia, East Timor, Egypt, Ethiopia, Guatemala, India, Indonesia, Kenya, Laos, Lesotho, Liberia, Mali, Morocco, Mozam-

bique, Namibia, Rwanda, Sierra Leone, South Africa, Sudan, Tanzania, Uganda, Vietnam, West Bank and Gaza, Zambia, Albania, Bosnia and Herzegovina, Croatia, Georgia, Macedonia, Moldova, Turkey, Ukraine, Serbia, Kosovo.

### Target Group:

The programme is designed for those holding top level management positions and working with policies and development within the road sector, either in ministries or road administration authorities.

The number of participants will be limited to 25.

### Language requirements:

The programme will be conducted in English and consequently a high proficiency in the English language is required. Candidates with other mother tongues will have to certify their proficiency in English.

Due to the character of the programme family members are not allowed to accompany participants to the programme.

## Application Process

**Closing date for application is  
April 30, 2009.**

Applications submitted after closing date will not be considered.

Application should be written on the special form attached and include a recent photograph and required information and documents.

An English language test should be made with an official body in the home country of the applicant, unless the applicant can provide other documentation to support her/his ability.

The Swedish Embassy/Consulate does not carry out language tests but may be able to recommend appropriate language institutes for conducting tests.

When necessary, the application should be approved by the official nominating authority in the country. The application should be submitted to the nearest Swedish Embassy/Consulate.

If there is no Swedish Embassy/Consulate in the applicant's country,

the application should be submitted directly to the Programme Secretariat. Selected applicants will be notified by e-mail or facsimile. Once accepted, the applicant must confirm participation in both parts of the programme. Thereafter additional information on the programme and the practical arrangements will be sent out.

## Cost of Participation

The cost of the programme is divided between a participation fee and accommodation cost. The participation fee covers all training costs such as lectures, literature, documentation, study tours and certain social activities as well as accommodation costs including board and lodging. The Swedish International Development Cooperation Agency (Sida) will cover these costs.

International travel costs to/from Sweden are not covered by Sida in connection with the first phase of the training programme.

Sida always pays international travel costs in connection with the second phase of the training programme. However, the participant carries costs incurred in travelling to the nearest international airport in her/his home country.

Personal expenses are not included.

## Accommodation

Each participant will have a single room with bath and/or shower during the training. All participants will be accommodated in the same hotels. Meals are included. Per diems will be provided when meals are not arranged by the organiser.

## Visa

Participants are responsible for obtaining all visas necessary for their journey and stay during the training programme. The visa should be valid for the whole period of the programme and the passport should be valid for three months longer than the entry visa. Inquires should be directed to respective Swedish Embassy/Consulate alternatively other Schengen representation as soon as possible after acceptance into the programme. Participants visiting other countries on their way to or

from Sweden must ensure that correct visas are obtained before leaving the home country, especially for countries not included in the Schengen agreement.

The costs for obtaining visas are carried by the participant.

For more information, the following website offers Swedish visa information: <http://www.migrationsverket.se/english.html>

## Insurance

All participants are covered by a group insurance while in Sweden and on organised tours during the programme. This insurance includes costs for medical care in the event of acute illness or accident. This insurance is also valid for the second phase of the programme, the follow-up week in a country to be announced. Medical and dental check-ups are not included.

## Contact information

The address for all communication is:

### SweRoad

Att: Karin Wastel  
P O Box 4021  
SE-171 04 Solna  
Sweden

Phone: +46 8 799 79 89  
Facsimile: +46 8 29 46 89  
e-mail: [karin.wastel@sweroad.se](mailto:karin.wastel@sweroad.se)  
[www.sweroad.se](http://www.sweroad.se)

The programme will be carried out by **Swedish National Road Consulting AB** (SweRoad).

Programme Director is Mr Per Genberg. He has long experience as professional road manager and international consultant.

Mrs Karin Wastel is Programme Secretary.

All lecturers will have thorough, practical, and international experience and academic background.

*Halving poverty by 2015 is one of the greatest challenges of our time, requiring cooperation and sustainability. The partner countries are responsible for their own development. Sida provides resources and develops knowledge and expertise, making the world a richer place.*



SWEDISH INTERNATIONAL  
DEVELOPMENT COOPERATION AGENCY

Division for International Training Programmes  
SE-105 25 Stockholm Sweden  
Phone: +46 (0)8 698 50 00  
Fax: +46 (0)8 20 88 64  
[sida@sida.se](mailto:sida@sida.se), [www.sida.se](http://www.sida.se)



FOR OFFICIAL USE OF THE SWEDISH EMBASSY

Received application by administration:

Sign \_\_\_\_\_ Date \_\_\_\_\_

Comment, see attached note

Programme in Road Sector Management (226)  
Phase 1 in Stockholm and Dalecarlia, August 17 – September 4, 2009  
Phase 2 one week in a country to be announced, March, 2010

APPLICATION FORM (Typewriting or block letters)

The \_\_\_\_\_ Country \_\_\_\_\_  
(name of nominating organisation/institution/company)

nominates \_\_\_\_\_  
(name of applicant)

**To the programme Road Sector Management (226); Phase 1 in Stockholm and Dalecarlia, August 17 – September 4, 2009;  
Phase 2 one week in a country to be announced, March, 2010**

Reasons for nomination \_\_\_\_\_  
(obligatory)

Date \_\_\_\_\_

Signature of nominating organisation/institution/company \_\_\_\_\_

(When necessary/applicable)

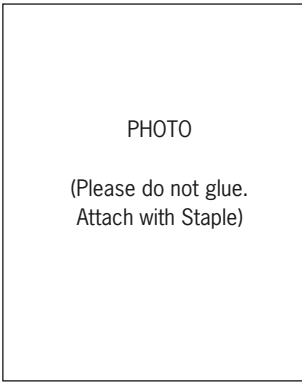
The Nomination is approved by (name of authorising authority) \_\_\_\_\_ in accordance with local rules.

Date \_\_\_\_\_ Signature of authorising authority \_\_\_\_\_

The Application should be submitted to the appropriate Swedish Embassy/Consulate at the latest on **April 30, 2009**.  
The Embassy/Consulate will forward it to the programme secretariat.

If no appropriate Swedish Embassy/Consulate in the country,  
please submit application form directly to secretariat at the  
latest on **April 30, 2009**.

SweRoad  
Att: Karin Wastel  
P O Box 4021  
SE-171 04 Solna  
Sweden



Applications received after this date will not be considered.

## PERSONAL HISTORY

1. First name (underline name by which formally addressed)	Second name	Family name (surname)		
2. Office address		3. Telephone (to office). (country code/area code)		
		Fax no.		
		E-mail (obligatory)		
4. Home address		5. Telephone (home) (country code/area code)		
		Mobile phone:		
		E-mail (home):		
6. Nationality		Date of birth	Day	Month
				Year
7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female				
8. Name and address of person to be notified in case of emergency (incl. country code/area code)				
Telephone:		E-mail:		

9. Education (start with last attended institution and work backwards)			
Name of institution and place of study	Major fields of study	Years of study from – to	Degrees
10. List membership of professional societies or other activities in civil, public or international affairs			
11. List any relevant publication you have written (do not attach)			
12. Previous residence in foreign country in relation to applicant's professional or study interest			
Have you participated in any training programme in Sweden before?			
<input type="checkbox"/> yes <input type="checkbox"/> no Name of programme, year _____			

## EMPLOYMENT RECORD

In order that your application may be complete, please give details of your duties and responsibilities for each of the posts you have occupied.

### A. Present position

Title of your post	Description of your work, including your personal responsibilities
Years of service: from–to	
Type and level of organisation	
Name of supervisor (if any)	
Name and address of employer	

## B. Previous position

Title of your post	Description of your work, including your personal responsibilities
Years of service: from–to	
Type and level of organisation	
Name of supervisor (if any)	
Name and address of employer	

Please state briefly the reason for applying to this programme, your main field of interest within the programme and how you hope to benefit from the programme. (Continue on supplementary page if necessary but no more than one page).

## CASE STUDY / CHANGE PROJECT

Please describe your Case Study / Change project, including title, on no more than two supplementary pages.

Enclosed description 1–2 pages

## LANGUAGE REQUIREMENT

English certification does not have to be carried out if any of the following is applicable:

English is my mother tongue or official language of the country.

English is my working language (please enclose statement from management)

Carried out higher academic education (min 6 months) where English was the medium of instruction (please enclose copy of certificate)

# CERTIFICATE OF THE ENGLISH LANGUAGE

Not required if any of the conditions at the bottom of page 3 apply

Name of candidate _____	
<b>ABILITY TO UNDERSTAND</b> <input type="checkbox"/> Understands without difficulty when addressed at normal rate <input type="checkbox"/> Understands almost everything, if addressed slowly and carefully <input type="checkbox"/> Requires frequent repetition and/or translation of words and phrases	<b>ABILITY TO SPEAK</b> <input type="checkbox"/> Speaks fluently and accurately and is easily intelligible <input type="checkbox"/> Speaks intelligibly, but is not fluent or altogether accurate <input type="checkbox"/> Speaks haltingly, and is often at a loss for words and phrases
<b>ABILITY TO WRITE</b> <input type="checkbox"/> Writes with ease and accuracy <input type="checkbox"/> Writes slowly and with only a moderate degree of accuracy <input type="checkbox"/> Writes with difficulty and makes frequent mistakes	<b>READING ABILITY AND COMPREHENSION</b> <input type="checkbox"/> Reads fluently, with full comprehension <input type="checkbox"/> Reads slowly, but understands almost everything <input type="checkbox"/> Reads with difficulty, and only with frequent recourse to a dictionary
Language test administered by: _____ Title: _____ Address and Telephone: _____ Date and signature: _____	

## MEDICAL STATEMENT

<input type="checkbox"/> I do not have any infectious diseases (for example tuberculosis or trachoma) or any other illnesses which could present risks to persons that I will come in contact with.
<input type="checkbox"/> I do not have any medical conditions which prevent me from carrying out training away from home.
<input type="checkbox"/> I am in good health and enjoying full working capacity.
Comment: _____ _____ _____ _____

### Information to all applicants according to the Swedish Personal Data Act:

Upon confirmation that your application have been accepted, the personal information that your have given in this application will be used by the Programme Organiser in administering the Programme, Your personal data will also be available to Sida for internal use. The data will not be used for other purposes. If you want a record of filed personal information you must send a written request to Mr Tomas Törn, ITP, SE-105 25 Stockholm, Sweden or tomas.torn@sida.se

Signature of Applicant

I certify that my statement in answer to the foregoing questions is true, complete and correct to the best of my knowledge and belief.  
If selected as a participant I undertake to spend the time during the period of the programme as directed by the programme management.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

If you are selected, you will be notified by fax or e-mail. **Please confirm your acceptance to attend by fax or e-mail.**