



ADVANCED INTERNATIONAL TRAINING PROGRAMME 2010

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Climate Change – Mitigation and Adaption

Norrköping, Sweden, Part 1: March 1–26, 2010

Part 2: One week followup seminar August – November, 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 who hold a position in their home organisation with a 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 its 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.

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.

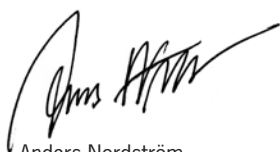
In this brochure you will find information on the specific objec-

tives for this particular programme, its content and structure, and how and when to apply. You will also find an application form

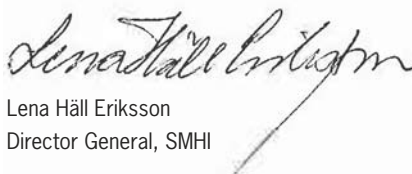
The risk of an enhanced greenhouse effect and a future Climate Change are issues which worries and concerns people of all nations. The increase of emissions of greenhouse gases and hazardous substances into the atmosphere, adding to the risk of climate change is becoming increasingly serious. Society, especially in developing countries, has reduced its vulnerability by improving its capacity to prevent continued high emissions, as well as prepare for and respond to the effects of a changed climate.

The Climate Change – Mitigation and Adaptation training programme, organised by the Swedish Meteorological and Hydrological Institute (SMHI), aspires to communicate the European and the Swedish knowledge on how to assess and counteract the consequences of a changed climate.

We are convinced that the programme will be of value to you and hereby invite you to nominate candidates.



Anders Nordström
Director General
Sida



Lena Häll Eriksson
Director General, SMHI

Programme Objective

The overall objective is to increase the knowledge about climate change and its consequences. The aim is to provide methods for identification of vulnerable sectors in the society, both in a national and an international perspective.

Society's adjustment to the future climate and the development of action plans are also important parts of the programme.

Contents

The training programme consists of four compulsory modules;

Module one; Preparation (part-time, in home country)

Immediately after confirmed selection, the participants will develop the detailed content of their individual projects (see details below). They will also prepare a short project presentation to be given during the course in Sweden.

Module two; Training programme in Sweden, (4 weeks, full-time)

The training is built around the following blocks:

- The greenhouse effect and the consequences of climate change
- Human settlements and community planning, including vulnerable sectors, interdisciplinary planning and cost benefit analysis
- Effects on water resources and coastal zones
- Impact on desertification, agriculture and forestry, and the need for preventive action
- Climate and the energy sector
- Strategic planning of potential positive consequences of climate change
- Information, education and public participation
- Strategic planning to counteract the causes of climate change
- Strategic choices of development projects for a sustainable and strategic social planning, considering climate change

The tuition during the course will be based on lectures, demonstrations, group discussions, exercises and study tours to relevant industries and institutions. There will also be time allocated for development of the individual project through discus-

sions between the participants and their assigned facilitator.

The course provides a forum for discussions and exchange of experiences between participants, lecturers and others. Group exercises will be given throughout the course, giving the participants both theoretical knowledge and practical experience as well as bringing the different nationalities closer together.

During the course, activities of a social character will be arranged to deepen the contact between the participants and to make the stay in Sweden a positive experience.

Module three; Project work between the course in Sweden and the regional seminar (6–8 months, part-time, in home country)

The participants will continue with their individual projects according to the plan developed during the course in Sweden. They are encouraged to present their project results for their colleagues in the home organisation and together with them define complementary work to be done during this phase.

A final written report and a presentation shall be prepared for the regional seminar, which constitutes the formal end of the training programme.

Module Four; Regional seminars in Asia, Latin America, Eastern Europe, the Middle East and/or Africa

There will be two regional seminars 6–8 months after the course in Sweden. The participants may only participate in one of these events, normally the event in the participant's own region.

The regional seminars will contain:

- Lectures given by regional experts
- Presentations of individual projects
- Discussions on topics of regional interest

The programme organiser will also continue to keep contact with the participants after the regional seminar to give additional advice and support, and to follow up and evaluate the results of the individual projects.

Programme Structure

Date and Place

The programme consists of 4 weeks scheduled training in Norrköping, Sweden, March 1–26, 2010. The regional 1 week seminars will tentatively be held in August – November, 2010. A separate invitation to the regional seminar will be distributed to all participants well before the seminars are scheduled.

Individual Project

Before applying to the training programme, the applicant shall, together with his/her employer, formulate an individual project that will run during the whole training programme. The project shall be related to the programme content and reflect issues that are of concern for the participant's organisation. A 1–2 page description of the specific problem to be addressed in the individual project shall be attached to the application to the Climate Change programme.

These headlines shall be included in the description:

1. Background with motivation

2. Role of my organisation
3. Objective
4. Specific objectives (my contribution)
5. Work plan: Specific tasks and estimated dedication in time during module three

The individual project forms an important basis for all parts of the training programme, and should have an orientation towards change and development.

After being accepted each participant will be assigned a facilitator at SMHI or its partners. During the period in Sweden each participant will discuss with his/her assigned facilitator to find ways to complete his/her particular project. Approximately one day of the 4-week course will be set aside for the individual project.

When the course in Sweden is completed each participant shall continue to work with his/her individual project. The Swedish facilitator will set aside time to, via e-mail and other ways of distance communication, discuss solutions, help drafting reports, suggest actions that need to be taken, etc.

The outcome of the individual project work shall be presented at the regional seminar.

For additional information regarding project work see www.smhi.se/ccma

Participation

The programme is designed for persons active within: ministries, authorities (local/region/national), environmental institutes and research organisations, NGOs, consulting firms and industries.

The participants shall have managing or key positions in their organisations, related to national, regional or local community planning. They shall also be well-acquainted with climate change issues from a society adaptation perspective and have technical/scientific/social science degree on university level or other relevant education.

It is an advantage with more than one participant from the same organisation or group of cooperating organisations.

Only candidates with an official

nomination by an appropriate authority or organisation will be accepted.

To achieve good gender balance women are encouraged to apply. The number of participants is limited to 25.

Target Regions:

Africa, Asia, Eastern Europe, Latin America and the Middle East.

Language Requirements

The training programme will be organised and conducted in English. Consequently, a good knowledge of the English language is required. An English language test shall be made with an official person in the home country of the applicant, unless the applicant can provide other documentation to support his/her ability.

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

Application Process

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

The application shall be filled in on the special form attached to this invitation. A recent photograph and required information and documents shall also be attached to the application. Application forms can be obtained from the Programme Secretariat or from the nearest Swedish Embassy.

Each participant shall provide a fax number and e-mail address on the application form. As part of the selection process SMHI may contact you in order to complement your application, especially regarding the individual project.

The completed application form shall be sent via local official channels to the nearest Swedish Embassy/Consulate. Applications from the Balkan Region, Caucasus, Central Asia, Moldova and Russia shall be submitted directly to the Programme Secretariat.

Applications submitted after closing date will not be considered.

If you are selected, you will be

notified by fax or e-mail before December 9, 2009. Once accepted, confirm participation to the Programme Secretariat within two weeks. An invitation letter will be sent out; containing additional information about the programme and the practical arrangements.

Cost of Participation

The participation costs related to the stay in Sweden and the regional seminar, including all lectures, literature and documentation, study tours, local transports within the programme as well as general group insurance and some social activities will be covered by Sida. Also accommodation and full board will be paid by Sida. **International travel costs for module two, the course in Sweden, are not included**, i. e. each participant has to arrange funding for his/her own transport from the home country to Norrköping, Sweden and back again.

International travel cost for module four, the regional seminar will however be covered by Sida.

Personal expenses during the course in Sweden and the regional seminar are not included.

Costs related to working with the individual project during module 3 will not be reimbursed by Sida.

International Travelling

The participants are responsible for making their own travel arrangements to and from Norrköping, Sweden. Participants are advised to book return flights on the day of departure March 26 or 27, 2010, from Norrköping Airport or e.g. Arlanda Airport (Stockholm), and to have their flights confirmed before leaving home countries for Sweden.

Visa

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

The costs for obtaining visa are carried by the participant.

For more information:
www.migrationsverket.se/english.jsp

Accommodation

Hotel accommodation for the participants is arranged by the

Contact information

The address for all communication is:

Programme Secretariat
Swedish Meteorological and
Hydrological Institute
Attn: Ms. Ingela Alderin Hagring
SE-601 76 Norrköping, SWEDEN
Telephone: +46 11 495 80 00
Fax: +46 11 495 80 01
E-mail: climate_mar2010@smhi.se

For questions concerning the content of the programme please contact:
Mr. Gordon Carlson
E-mail: climate_mar2010@smhi.se

Programme Secretariat for the full duration of the programme (Sweden and the regional seminar). Each participant will have a single room. **Participants may not be accompanied by family members due to the character of the programme.**

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. Medical and dental check-ups are not included.

ADVANCED INTERNATIONAL TRAINING PROGRAMME 2010



SMHI, the Swedish Meteorological and Hydrological Institute,

is a government agency dealing with meteorology, hydrology, oceanography and climatology, acting under the auspice of the Ministry of Sustainable Development.

The main activities in the context of public requirements for the institute are forecasting, early warnings, monitoring, research, and international co-operation. Operations include data acquisition networks, supercomputing facilities, labora-

tories, ships and representation in international organisations and programmes.

SMHI performs commercial services to meet weather and water related information needs within the sectors of construction, energy, environment, media, retail and transport. More than half of the total annual turnover derives from business activities in Sweden and abroad.

For more information on SMHI, visit our Website: www.smhi.se/

SMHI organises this programme in co-operation with the Swedish consulting

firm SWECO, and Stockholm Environment Institute, SEI.

Norrköping

Norrköping is situated 170 km south of Stockholm and has 120,000 inhabitants. The climate of Norrköping in March is milder than in other places of corresponding latitudes. Average temperature in Norrköping in March is around 0°C. The average total amount of precipitation (rain or snow) is 30 mm in March. Participants are advised to bring warm clothes.

SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

Address: SE-105 25 Stockholm, Sweden.
Visiting address: Valhallavägen 199.
Phone: +46 (0)8-698 50 00. Fax: +46 (0)8-20 88 64.
www.sida.se sida@sida.se





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 Part 1: March 1–26, 2010 Part 2: One week follow-up seminar August – November 2010

FOR OFFICIAL USE OF THE SWEDISH EMBASSY

Received application by administration:

Sign _____ Date _____

Comment, see attached note

APPLICATION FORM (Typewriting or block letters)

The _____ Country _____
 (name of nominating organisation/institution/company)

nominates _____
 (name of applicant)

**To the programme Climate Change – Mitigation and Adaptation, Norrköping, Sweden
 Part 1: March 1–26, 2010 Part 2: One week follow-up seminar August – November 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 _____

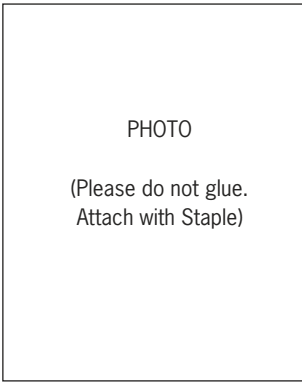
The Application should be submitted to the appropriate Swedish Embassy/Consulate at the latest on **October 30, 2009**.

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 **October 30, 2009**.

Applicants from the following regions: Balkan region, Caucasus, Central Asia, Moldova and Russia must submit the application form directly to the programme secretariat at the latest **October 30, 2009**.

Programme Secretariat
 Swedish Meteorological and Hydrological Institute
 Attn: Ms. Ingela Alderin
 SE-601 76 Norrköping, SWEDEN
 Telephone: +46 11 495 80 00
 Fax: +46 11 495 80 01
 E-mail: climate_mar2010@smhi.se
 Web site: www.smhi.se/ccma



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. 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).

INDIVIDUAL PROJECT

Please describe your Individual project, including title, on no more than two supplementary pages.

- Enclosed description 1–2 pages including the headlines: 1. Background with motivation; 2. Role of my organisation; 3. General objective; 4. Specific objectives (my contribution); 5. Work plan: Specific tasks and estimated dedication in time during module three

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 _____	
ABILITY TO UNDERSTAND <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	ABILITY TO SPEAK <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
ABILITY TO WRITE <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	READING ABILITY AND COMPREHENSION <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.**