



EMBASSY OF SWEDEN

Київ

Посольство Швеції

Відділ з питань розвитку співробітництва (Sida)

## Запрошення до участі в тренінговій програмі «Рациональне використання природного середовища в населених пунктах, Європа»

Шановні панове!

Шведське Агентство з питань міжнародної співпраці та розвитку (Sida) є організатором міжнародних тренінгових програм, які мають на меті покращення управлінських та технічних навичок представників країн-партнерів. Ці короткострокові програми (2-8 тижнів) охоплюють сфери, що є стратегічно важливими для економічного та соціального розвитку. Особлива увага надається секторам, в яких Швеція має значний досвід.

Запрошуємо Вас до участі у регіональній тренінговій програмі «Рациональне використання природного середовища в населених пунктах» яка відбуватиметься з **06-24 вересня 2010 року** (перший етап) та з **14-25 березня 2011 року** (другий етап). Перший етап проходитиме у м. Стокгольм, Швеція. Місце проведення другого етапу, регіонального семінару, уточнюється. Компанії «SIPU International» та «SWECO» є організаторами програми.

Робоча мова програми – англійська. Цільова група – фахівці, які мають університетську освіту та практичний досвід в галузі раціонального природокористування не менш ніж три роки або краще п'ять років. Більш детальна інформація про тренінгову програму міститься в брошурі – запрошенні, що надається до цього листа разом з апікаційною формою. Усі витрати, пов'язані з проведенням тренінгу, включаючи харчування та проживання, бере на себе Шведське Агентство з питань міжнародної співпраці та розвитку (Sida), окрім особистих витрат учасників. Sida також оплачує міжнародний переліт до Швеції, якщо його вартість не перевищує 500 доларів США.

Останній день прийому заявок – **25 червня 2010 року**. Заповнені апікаційні форми Ви маєте надіслати до секретаріату програми за наступною адресою:

**Programme Secretariat,  
SIPU International AB  
Dalagatan 7, 1st floor  
SE – 111 23 Stockholm, SWEDEN**



Postal Address:  
34/33 vul. Ivana Franka  
01901 KYIV

Telephone:  
+380 44 494 42 70  
+380 44 494 42 90 (visa)

E-mail:  
ambassaden.kiev@foreign.ministry.se  
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<http://www.swedenabroad.com/kiev>



ADVANCED INTERNATIONAL TRAINING PROGRAMME 2010

272EU

# Local Environmental Management in Urban Areas Europe

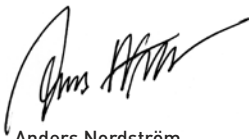
Sweden, Stockholm, September 6–24, 2010  
and Regional Course, March 14–25, 2011

## 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

SIPU International is firmly convinced that an effective and efficient public administration, at local and central level, constitutes a crucial element for the achievement of both democratic consolidation and sustainable socioeconomic development, in harmony with the environment

A point of departure for any public administration needs to be the services that it is expected to produce and deliver as well as its accountability towards the public. In the field of environmental management, the public administration's accountability to enforce legislation, protect public interest, and secure a sustainable and healthy environment for all, becomes particularly apparent. At the local level, public environmental managers often need to be empowered to carry out this job. Capacity building and training is one way to strengthen local environmental managers. Network building is another. This programme intends to offer these tools of empowerment to local environmental managers.

SIPU International, together with SWECO, has been requested by Sida to develop, coordinate, and implement the training programme. The programme will be in English. SIPU International and SWECO hereby invite your institution to nominate a candidate for participation in the programme, a candidate who could contribute to its successful implementation.



Anders Olin  
Director,  
SIPU International AB

## Programme objectives

The intention of the programme is to strengthen the participants' capacity in the field of Local Environmental Management in Urban Areas. A main focus will be to increase participants' capacity to prioritize given scarce resources. The specific objectives of the programme are to ensure that the participants:

1. Acquire an understanding and knowledge of the general preconditions for local environmental management in urban areas.
2. Are able to implement a project for change to improve local environmental management in their home countries.
3. Acquire a network for interchange of experiences and support between the participants.

## Contents

The programme will be built very much on the participant's own project for change and the change management methods to support its successful implementation. All participants are requested to bring with them a project for change for which they hold a man-

agerial responsibility. The project shall be supported by their home institution and concern a relevant problem in the field of local environmental management. During the programme the participants will receive coaching from mentors and other participants on the management of their project. The participants will also present their projects at seminars during the programme.

Another aspect of the programme will be to present Swedish experiences on local environmental management alongside the perspective from developing and transitional countries. The programme will include such themes as:

- The historical trends in Swedish environmental management, what changed, why and how? What were the preconditions and the results? How are these relevant for other countries?
- The current Swedish approach at local, regional, and central level, in a comparative international perspective
- Environmental administration, poverty and gender
- Environmental administration and

conflict/political and social instability.

## Programme Structure

### Date and place

The Programme will consist of the following five phases, within specific time periods:

- Phase 1, Preparation phase (25 June 2010 to 5 September 2010) Initial contacts will be established between the participants and the course mentors with regards to the project for change presented in the application.
- Phase 2, Scheduled training in Sweden (6–24 September 2010) The second phase is a mix of lectures, study visits, group exercises and elaboration of the projects for change.
- Phase 3, Intermediate period (25 September 2010 – 13 March 2011) Will be used by the participants to initiate their projects for change and prepare reports for phase 4 presentation.
- Phase 4, Scheduled training in the home region of the participants (14–25 March 2011)

At which the participants will present and discuss the progress made on their projects for change, attend lectures on relevant issues and make study visits.

- Phase 5 Completion (26 March – Augusti 2011)  
During which participants will continue to receive support for their projects for change and prepare and submit final reports.

### Teaching Methods

The teaching method applied will be highly interactive and there will be a strong emphasis on participative methods and group dynamics all through the programme. The participants will also receive group assignments around case studies, home country experiences, and transversal themes affecting the change projects. In particular, the Project for Change applies the principle of learning by doing. Each participant will be assigned a mentor who will support him or her in developing the project for change.

### The Project for Change

Before applying to the training programme, the applicant should, together with his or her employer, formulate a project for change that will run throughout the training programme. The project for change should have an orientation towards change and development and concern a relevant problem in the field of Local Environment Management in Urban Areas. The project for change may concern any of the themes covered by the training programme, but should consist of a defined problem that could be a subject for discussion. It should also reflect issues that are of concern for the participant's organisation. A 1–2 page description of the individual project should be submitted with the application form.

These headlines should be included in the description:

1. Background and justification, including description of my organisation's roles and responsibilities
3. General goal of my project for change
4. Specific objectives of the project (my contribution)
5. Work plan: Specific tasks and estimated dedication in time during Programme Phase 3 (after the scheduled training in Sweden).  
After selection, the participants will

be supported in further developing the detailed content of their individual projects. The participants will present their projects to each other at seminars during Phase 2 in Sweden. During the course in Sweden each participant will discuss ways to complete his/her particular project with his/her assigned mentor. When the course in Sweden is completed each participant will continue to work with his/her project for change. The outcome of the project will be presented at seminars during Phase 4.

### Management and staff

SIPU International and SWECO International have been mandated by Sida to organise and execute the programme. Staff is being drawn from both organisations as well as from Swedish authorities, experts from the private sector, and other organisations actively involved in urban environmental management.

### Participation

#### Target countries:

Eligible participants may come from the following countries: Albania, Belarus, Bosnia, Georgia, Kosovo, Moldova, Macedonia, Serbia and Ukraine.

#### Target Group:

Participants shall represent local or regional environment administrations or other local/regional authority, where environmental management is a key element of the work, or come from central environmental agency and work with decentralisation of environmental issues.

The participants shall hold an academic degree at least equivalent to a Bachelor of Science in relevant subjects and have at least 5 years of professional experience.

Only participants officially nominated by the appropriate authority within their home institution, and in accordance with national rules, will be considered for admission to the programme.

The number of participants is limited to 25.

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

### Language requirements

Participants are expected to write and

make public presentations in English. 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.

### Application Process

**Closing date for application is  
June 25, 2010.**

Applications submitted after the closing date will not be considered. Applications should be submitted on the special form attached and include a recent photograph, required information and documents.

The application form and the information brochure can also be found on – and downloaded from – SIPU International's homepage at: [www.sipuinternational.se](http://www.sipuinternational.se) under the heading ITP/Training Courses.

The application, as well as the project for change proposal, must be approved by a legitimate authority in the applicant's working place. This authority is expected to explain, in the application, the intentions and importance of the project for change, confirming by signature the institution's commitment to it.

The application should be submitted directly to the organiser (see bottom of last page).

Selected applicants will be notified by e-mail or telefax. Once accepted, the applicant must confirm participation. An invitation letter will be sent out, containing additional information on the programme and the practical arrangements.

Considering the training programme consists of international travels and work away from home in a new environment, good health and full working capacity is conditioned. It is therefore recommended that applicants undergo a medical examination before filling in the Medical Statement in the Application form.

### Cost of Participation

The Swedish International Development Cooperation Agency (Sida) will cover your participation fee (covering

all training costs such as lectures, literature, documentation, study tours and certain social activities), and the accommodation costs including board and lodging.

Sida will contribute up to USD 500 for International travel cost to and from Sweden for those participants who do not have sponsorship otherwise. Costs beyond this amount must be borne by the participant's organisation.

Sida always pays international travel cost in connection to the fourth phase of the training programme (regional course phase).

Costs for travel to and from the participant's nearest international airport are to be borne by the participant.

Personal expenses, airport taxes or costs for visa are borne by the applicant/participant. Participants are responsible for obtaining all visas necessary for their journey and stay during the training programme phases 2 and 4. The visa to Sweden should be valid for the whole period of Phase 2 and the passport should be valid for three

months longer than the entry visa. Inquiries should be directed to respective Swedish Embassy/Consulate or alternatively to 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 their home country, especially for countries not included in the Schengen agreement. For more information, this website offers Swedish visa information: <http://www.migrationsverket.se/english.html>

Neither Sida, nor SIPU/SWECO will be committed to support the acquisition of financial means for the projects for change.

### Accommodation

All participants will be accommodated at the same hotel. Each participant will have a single room during the course period, both in the Swedish and the regional phase. Local travel necessary for participation in the programme will be covered by the organisers. But the

### Contact information

Programme Secretariat at  
SIPU International AB

Tim Greenhow, Programme Manager  
Dalagatan 7  
SE- 111 23 Stockholm  
Sweden

Telephone: + 468 698 05 85

Telefax: + 468 698 06 10

Email: [tim.greenhow@sipuinternational.se](mailto:tim.greenhow@sipuinternational.se)

participant will be responsible for covering the costs of other travels not included in the programme.

### Insurance

programme. This insurance includes costs for medical care in the event of acute illness or accident. Medical and dental check-ups are not included. This insurance does not cover delays, loss of baggage or theft of personal property.

## ADVANCED INTERNATIONAL TRAINING PROGRAMME 2010



**SWECO** is one of the largest consulting companies in engineering, environmental management and architecture in Northern Europe. With a staff of 3,600 and companies in eight countries; Sweden, Norway, Denmark, Russia, Finland, Bulgaria, Estonia and Lithuania we work on projects in more than 45 countries every year – in Europe, Africa, The Middle East, Asia and the Americas.

SWECO's areas of expertise include competence and experience in sectors such

as Water & Environmental Technology, Power Systems, Hydropower, Transportation Infrastructure and development projects in Pulp & Paper, Healthcare, Pharmaceuticals and Retail & Logistics. SWECO is listed on the Stockholm Stock Exchange.



**SIPU International** offers consultancy services and capacity building to central and local government institutions, parliaments,

judicial systems, and NGOs. SIPU International's focus is centred on public sector development, democracy, human rights, and project cycle management.

For more information on SIPU International, please visit our website at: <http://www.sipuinternational.se/international>

The team of trainers and mentors of the programme will be led by Tim Greenhow, expert on planning, natural resource and project cycle management. Mr Greenhow is also the programme manager.

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](http://www.sida.se) [sida@sida.se](mailto:sida@sida.se)



Received application by administration:

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

Comment, see attached note

APPLICATION FORM (Typewriting or block letters)

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

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

**To the programme in Training course in Stockholm, Sweden 6–24 September, 2010 and regional course 14–25 March, 2011.**

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

Date \_\_\_\_\_

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

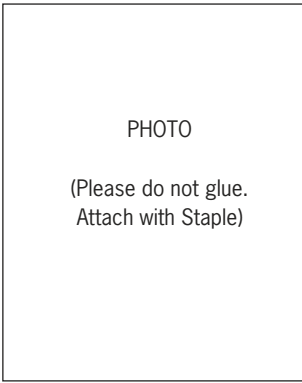
(When necessary/applicable)

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

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

The application should be sent to the secretariat of the programme at the address given below.

For better quality of the application it is recommended to contact your local partners for advice and support during the application process. For contact information see the Programme Brochure.



**Programme Secretariat**  
**SIPU International AB**  
 Dalagatan 7, 1st floor  
 SE - 111 23 Stockholm, SWEDEN  
 Telephone: +46 (0)8 698 06 00  
 Telefax: +46 (0)8 698 06 10  
 E-mail: info@sipuinternational.se  
 Website: www.sipuinternational.se

Applications received after June 25, 2010 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, your role related to the strategic growth idea proposed by your organisation/country and how you expect to benefit from the programme. (Continue on supplementary page if necessary but no more than one page).

## PROJECT FOR CHANGE

Please describe your **Project for Change**. Give it a Title. Describe the background and the role of your organisation. Include the goals and objectives, and who will benefit, directly and indirectly. If there are pre-conditions to be met, constraints and/or hindrance to overcome, describe them. Explain briefly the activities and tasks you envisage. If there are financial costs, give rough estimates and indicate your proposed source of funds. Use 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](mailto: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.**