

First Session of the Assembly
12-13 November 2018, Seoul

Agenda Item 12

DECISION 11-I-18R

AFoCO Fellowship Program

The Assembly of the Asian Forest Cooperation Organization (AFoCO),

Pursuant to the Article 8 paragraph 6 of the Agreement on the Establishment of AFoCO (Agreement), regarding the role of the Assembly;

Decides to

1. Approve the operation of the AFoCO Fellowship Program on an annual basis starting from 2019 up to three officials from the Parties;
 2. Adopt the Guidelines for AFoCO Fellowship Program as attached as Annex to this decision which defines the responsibilities of the Fellowship officials with their terms of conditions in serving the Secretariat throughout the program; and
 3. Task the Secretariat to process the selection of the candidate officials for the 2019 Fellowship Program which will commence on 1 July 2019.
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Guidelines for AFoCO Fellowship Program

I. Introduction

1. The AFoCO Fellowship Program is a program for junior government officials of AFoCO member countries, dispatched to the AFoCO Secretariat for a duration of 6 months up to a year to experience working environment and processes of the international entity.
2. The program is expected to:
 - 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

3. These guidelines embody the terms and condition 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 from any authority external to AFoCO. By accepting appointment as Fellowship Officials, they pledge themselves to discharge their functions and to regulate their conduct with the interests of AfoCO only in view.

IV. Duties and Responsibilities for Fellowship Officials

5. During the working period in the AFoCO Secretariat, the Fellowship Officials shall abide by Code of Conduct for Staff Members of AFoCO and observe the normal working hours and official holidays established by the Staff Regulations of AFoCO.
6. The Fellowship Officials shall *inter alia* perform following activities of:
 - Coordinating the AFoCO publicity activities in the Parties;
 - Making arrangements for upcoming events with relevant Parties and providing secretarial services;
 - Promoting partnerships and advocacy for implementation and accomplishments of program activities with Member Countries;
 - Performing other secretarial function as may be required by the Assembly; and
 - Undertaking other duties as may be assigned by the Executive Director
7. The Fellowship Official shall develop and submit his/her work plan within 2 weeks after the commencement of duties at the Secretariat. Before the completion of his/her service, the Fellowship Official shall also submit final report on his/her services and achievements delivered throughout the program.

V. Nomination and Approval Procedures

8. Candidates for the Fellowship Program shall be nominated by the Representative of the respective Parties.
9. Each Representative of the Party should nominate not more than one candidate for each term of the Fellowship Program guided the following criteria.
 - a. Candidate should be active government officials of the Parties;
 - b. Candidates should have a minimum of 5 years work experience in the governmental institutions of the Parties;
 - c. Candidates should have academic background in forestry and/or forest or environment-related fields;
 - d. Candidates should be fluent in spoken and written English;
 - e. Candidates should be in good health; and
 - f. Junior staffs will be preferred though there is no limitation of age.
10. Nominated candidates by the Representative should submit their curriculum vitae, personal statement, and medical certificate to the Secretariat by the given deadline for application.
11. The Secretariat will conduct an interview in English via teleconference within 2 weeks after the application deadline. If English proficiency of the candidate is deemed unsatisfactory, the Secretariat may request corresponding Party to recommend another candidate.
12. 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. In order to make a decision on the final list, the Executive Director shall examine the expected workloads and funds availability beforehand to determine the total number of candidates to be accommodated in each term.
13. The Executive Director shall inform of the decision on the final list of the candidates and issue an appointment letter to each successful candidate. The Secretariat shall provide necessary support for the final candidate to take necessary administrative process for the commencement of duty on time.

VI. Salaries and Benefits

14. Salaries for the Fellowship Officials shall be paid by respective Parties in accordance with their domestic regulations. The amount of salary, which is paid to the Fellowship Officials during the period of his/her service at the Secretariat, shall be credited as an in-kind contribution from the respective Parties.
15. A Fellowship Official shall be entitled to living allowances paid at the rate of US\$2,000 per month without accompanying dependent or at the rate of US\$3,000 per month with dependents during his/her service at the Secretariat.
16. 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. The ceiling rate will be US\$1,000 per month which may be increased up to US\$1,500 per month in a case the dependents stay with the Fellowship Officials more than 3 months.

17. A Fellowship Official shall be entitled to 15 days of annual leave per year. The Secretariat shall not compensate the remaining annual leave at the time of separation from service.

18. A Fellowship Official and their dependents if any accompanied during his/her service at the Secretariat shall be covered by the National Health Insurance applicable under the laws and regulations of the Republic of Korea.

19. A Fellowship Official shall be provided with economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment. If the Fellowship Official has accompanying dependents, those dependents up to 3 shall also be provided with the same level of air tickets with the Fellowship Official.

20. 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

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

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