

# Application to the MGG Academy 2021

## I General Information



**Please note that the MGG Academy is open to young professionals from participating partner organisations in Brazil, China, India, Indonesia, Mexico and South Africa. Additionally, two places are reserved for European participants from potential partner organisations. Promotion of female staff is most welcome.**

### Dear employer

The MGG Academy and the MGG network offer a wide range of benefits for partnering institutions:

- Participants develop international partnerships and a global perspective. They learn to cooperate virtually, improve their leadership competencies and develop the ability to address global governance issues in their institutions' work.
- Opportunities for new forms of (digital) cooperation on innovative ideas, research topics and projects.
- Partnership in a vibrant global network of institutions from rising powers and Germany/Europe contributing to the implementation of the 2030 Agenda.

We kindly ask you to describe how the global governance related activities of your institution could be enhanced through the participation of your employee in the MGG Academy. Please also describe how you will enable your employee to balance MGG Academy related activities with a part-time engagement in your institution.

### Dear applicant

You are planning to join an international, digital dialogue and training format. The MGG Academy is a contribution to human and institutional capacity development. It aims at enhancing your qualification as an expert or young executive within your institution and to strengthen your institution's capacities related to global governance and international cooperation.

With the application to the MGG Academy, you also apply to become a member of the MGG network. You commit yourself to promoting the implementation of the 2030 Agenda by developing innovative knowledge and inspiring action for transformative change and sustainable development.

We require information about your workplace and tasks if the MGG Academy is to be beneficial for you and your institution. We also ask to elaborate on your motivation to engage and commit in a digital format. Please explain your professional interest in global public policy and international cooperation by answering our questions.

### Important dates of the programme\*

Deadline for applications to be uploaded online	31 March 2021
Selection of participants	End of April 2021 / May 2021
Posting of official invitations and contracts	May 2021
Start of the MGG Academy	09 August 2021
Official end of the MGG Academy	08 December 2021

\* Dates may be subject to change

Please take note that DIE might invite you to an online interview to assess your English proficiency. DIE will communicate the decision on your application in May 2021.

## II Conditions for participation



**1.** It is mandatory that participants of the Academy are fully proficient in English (minimum level: B2). Candidates should further fulfil the following criteria:

- be between 25 and 40 years old,
- work on issues relevant for global governance,
- have at least three years of working experience,
- be sensible to other cultures,
- be available full days from Monday to Wednesday for MGG activities,
- be willing to fully commit to a four- months digital programme with participants from six other countries and timezones,
- be open to teamwork, reflection and a broad variety of working methods.

**2.** Scholarship agreements will take effect as soon as the applicant has accepted the admission and signed the scholarship contract. A reimbursement of the scholarship may be required in the event of premature termination of the MGG Academy for personal reasons.

**3.** During the dialogue and training format, DIE will support the participants through a monthly financial contribution to cover living expenses (counting 4 months in total). The monthly allowance is adapted to the part-time structure of the programme and the overall living expenses in each partner country. It takes the country correction coefficients of the of the European Union's Marie Skłodowska-Curie for each country into account. The monthly support provided by region is as follows: Brazil 793 €, China 743 €, India 514 €, Indonesia 565 €, Mexico 544 €, South Africa 411 € and Germany/Europe 786 €.

Additionally, DIE will provide each participant with a one-time lump sum for technical equipment (100€) and additional project expenses (100€). The payment will be placed in Euro and will be transferred to the national bank accounts of the participant.

The scholarship provided by DIE is not sufficient to support dependents.

**4.** The participant commits her-/himself to completing the MGG Academy. For very special reasons such as severe illness of close family members, temporary absence from the Academy may be granted by DIE.

**5.** The participant must demonstrate full commitment to regular attendance during the Academy. Should a participant be unable to participate in activities, she/he must contact the project coordinator and the conductor of the module. Participants who are absent for more than three consecutive calendar days must present a doctor's certificate, at the latest on the third day. Absence without valid excuse may cause withholding of the scholarship.

Participation in the MGG Academy can be terminated for the following important reasons:

- failure to achieve the advanced training goals,
- health reasons,
- violation of the conditions for participation (e.g. repeated absence without valid excuse),

Participants are not legally entitled to holidays.

<b>Please attach the following documents as PDF files to the online application</b>		✓
Application Form Part 1	To be filled in and signed by applicant.*	
Application Form Part 2	To be filled in, signed and stamped by employer.*	
Diplomas	Copy of diplomas or certificates (in English or English translation) with the highest professional qualification and/or university degree	
Curriculum Vitae	Including publications (if applicable).	
Language Certificates	Please include an English language certificate	

\*Dear applicant: Please upload the whole form as filled pdf-file. Please only print pages 9 and 12 and upload them signed and stamped as scanned copy.

Please understand that we are not able to take incomplete applications into consideration.

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With financial support from the



# Application Form to the MGG Academy 2021

Part 1: Applicant's statement (to be filled and signed by applicant)



## Basic Information - Overview

1	Surname	
2	Given name	
3	Title	
4	Country	
5	Institution/employer	
6	Sector (ministry, other governmental institution, research or university, NGO/CSO, private sector)	
7	Position	

## Personal Data

1	Date of birth	Day	Month	Year			
2	Country of birth	Place					
3	Nationality						
4	Gender	Female	Male	Other			
5	Postal Address (private address)	Street		No:			
		Area code:	Town:	Country:			
		Telephone:	Fax:	Email:			
6	Postal Address (employer's address)	Street		No:			
		Area code:	Town:	Country:			
		Telephone:	Fax:	Email:			
7	English Proficiency	Beginner's knowledge (equivalent to level A1)	Basic knowledge (equivalent to level A2)	Intermediate knowledge (equivalent to level B1)	Good knowledge (equivalent to level B2)	Excellent knowledge (equivalent to level C1)	Mother tongue (equivalent to level C2)

8	Education (please enclose diplomas/certificates)				
	From	To	University	Field/Main Subjects	Qualification/ Diploma (e.g. Bachelor, Master, PhD)
	Please name the topic of your Bachelor, Master and/or PhD thesis				
	Other further education:				
9	Employment (Please be particularly precise about the past three occupations starting with your current employment)				
	From	To	Employer	Position / Job description	

10	How many co-workers report directly to you?    Number
11	Do you conduct trainings for your colleagues or co-workers?    Yes    No
12	<p>What are your main tasks at your current position? Describe your division's or department's function and your responsibilities: In how far are issues of global governance and international cooperation related to your current function and responsibilities? If possible please name concrete projects, services etc.</p>
13	What are your career plans...
a.	...for the next five years?
b.	...for the long run?

14	<p>What do you expect from participating in the digital MGG Academy? Please explain your motivation and objectives.</p>
15	<p>Which challenges do you expect with regards to the digital format of the MGG Academy? Please describe how you plan to ensure that you will stay engaged with your full commitment throughout the digital Academy.</p>
16	<p>How do you plan to manage your part-time engagement in the Academy with your job obligations? Please describe your arrangement with your employer and how you plan to organise yourself.</p>

Please choose one area of global governance and international cooperation that is of special interest to you and explain your choice.  
What are the main challenges in this particular field of global public policies? What are or could be effective solutions? How could these be implemented?

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### Declaration by applicant\*



I hereby apply for the participation in the MGG Academy 2021.

I confirm that the answers to the questions above are truthful and complete. Where required, they are documented by certificates or diplomas.

I confirm to be whole day available for MGG Academy related activities on Mondays, Tuesdays and Wednesdays. I am aware that due to time differences some MGG activities take place outside of usual business hours.

I accept the above mentioned conditions for participation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Signature

\*Dear applicant: Please upload the whole form as filled pdf-file. Please only print pages 9 and 12 and upload them signed and stamped as scanned copy.

### Regulation on data utilization and privacy protection



By signing below, you agree that your personal data will be processed by the MGG Academy for the selection process. Only the selection committee will have access to your personal data.

Your personal data will not be given to a third party. We will only retain the data of those who are selected. The personal data of applicants who are not selected, except for the name and institution of the applicant, will be deleted after the statistical analysis and the finalisation of the selection process.

If you are selected for the MGG Academy:

- your data will be used to support your participation in the MGG Academy,
- your personal data will be given to third parties to support your participation,
- your data will be retained after the completion of the MGG Academy to support your participation as a member of the MGG network unless otherwise requested.

We will never forward your information for commercial purposes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Signature

## Part 2: Applicant's statement



### Application for the MGG Academy 2021

We would like to ask you for a statement on your employee's application. When completing the form below, you are kindly requested to take into account the information about the contents and concept of the MGG Academy and the MGG programme.

The MGG Academy is a part time programme with a weekly workload of 24 hours. It requires consistent active engagement of the participant in order to reach its full potential. We therefore request you to grant your employee special leave or to reduce his / her weekly working obligations and to ensure that participants are completely free for MGG related activities on Mondays, Tuesdays and Wednesdays.

1	Name of applicant:		
2	Current employer:		
3	Your name:		
4	Your position:		
5	Your professional relationship to the applicant:		
6	Your contact details for correspondence:		
	Street		No:
	Area code:	Town:	Country:
	Telephone:	Fax:	Email:
7	Type of institution (sector):		
8	Which are the main activities of your institution?		
9	To enable my institution to benefit from the advanced training, the applicant will continue to be employed in my institution after the completion of the MGG Academy.  Yes                      No, because:                      Not sure yet, because:		

10	<p>During the MGG Academy, the applicant will continue to work part-time for my institution.</p> <p>Yes                      No, because:                      Not sure yet, because:</p>
11	<p>I guarantee that the participant will be free from job-related activities from Monday - Wednesday.</p> <p>Yes                      No, because:                      Not sure yet, because:</p>
12	<p>We are interested to know in how far the participation of the applicant in the MGG Academy would contribute to her/his professional development as well as to the strategic organisational development of your institution. Please answer the following questions:</p>
a.	<p>What do you expect from the participation of the applicant in the MGG Academy? Where do you perceive special potential for further development of the applicant?</p>
b.	<p>How can your employee's participation in the MGG Academy contribute to the strategic organisational development of your institution?</p>
c.	<p>How you will enable your employee to balance MGG Academy related activities with a part-time engagement in your institution?</p>
13	<p>Will the applicant's salary be paid for the entire duration of the MGG Academy?</p> <p>Yes                      No, because:                      Not sure yet, because:</p>

Taking into consideration my remarks, I here with confirm the information given by my employee.

I strongly support her/his application and I will facilitate the transfer of newly-acquired skills and competencies into my organisation.

I have read the above mentioned conditions for participation and accept them\*.

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Date

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Place

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Signature

### Regulation on data utilization and privacy protection



By signing below, you agree that your personal data will be processed by the MGG Academy for the selection process. Only the selection committee will have access to your personal data. Your personal data will not be given to a third party.

In case your employee is selected, we will retain your data to support the participation in the MGG Academy and the MGG network.

We will never forward your information for commercial purposes.

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Date

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Place

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Signature

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