



ADVANCED INTERNATIONAL TRAINING PROGRAMME 2011

# ITP Local Democracy and Self Governance

Training in Sweden, April 4 – 29, 2011

Regional part, 8 days in October 2011

## Invitation

The International Training Programmes are specially designed for persons qualified to participate in reform processes of strategic importance on different levels who they should typically hold 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. Training is focused on support to individual or team plans for change. The plan shall be well established and anchored 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 included. International Training Programmes (ITPs) are used as one of the tools in Swedish global development policy to alleviate poverty. In co-operation with the International Centre for Local Democracy (ICLD) the Swedish Institute for Public Administra-

tion (SIPU) offers ITPs as one of several methods to support institutional and capacity development on the local level in low- and middle income countries. The ITPs are designed to meet the needs for capacity and competence development in cooperating countries and to support Sweden's development goals. The objective is to contribute to increased insights, expanded international contact bases and the development of strategically important knowledge and competence within private sector, public administration and civil society organisations. The ITPs are intended to provide long-term support to development co-operation and to create opportunities to establish well-functioning and long lasting networks and partnerships. The ITPs are specially designed for professionals who work actively with issues related to decentralization and good governance and who hold positions in their home organisation with a mandate to run processes of change. This brochure includes 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 included. We hereby invite you to nominate candidates.



Birgitta Svensk  
Secretary General  
ICLD



Anders Olin  
Managing Director,  
SIPU International AB

## Programme objectives

The intention of this programme is to strengthen the participants' capacity, through the use of interactive methodology, in activities related to the themes of local democracy and self-governance. The main objective of the programme is to contribute to the democratic process of decentralization in the participating countries.

After completing the programme, the participants are expected to have acquired the following:

- Increased awareness of the importance and benefits of local democracy and local self-government for the socio-economic development.
- Increased knowledge about working with the reform processes of local democracy and local autonomy.
- Increased knowledge about the experiences, methods and tools for organisational change in general and the reform processes of local democracy and local autonomy in particular.
- Enhanced national and international networks to work with local democracy and local autonomy.

The Programme intends to transfer knowledge, **not finances**, to the benefit of the participants and assist their projects for change. Neither the ICLD, nor SIPU will be committed to support the acquisition of financial means for the change projects.

## Project for Change

Change projects formulated and carried out by the participants constitute the axis of the Programme. They have to be rooted in and supported by the participant's home organisation/institution and concern a relevant problem in the field of institutional change, decentralization, local democracy or self-governance.

The change projects form the link between the theoretical knowledge articulated throughout the programme, and the practical implementation considered relevant for each specific local context. It should reflect issues that are of concern for the participant's organisation. A description of 1–2 page/s of the change project should be submitted together with the application.

The following headlines should be included in your attached description:

1. Background
2. Role of my organisation
3. General objective of the change project
4. Specific objectives
5. Work plan
6. Name and e-mail address

The participants will receive coaching from professionals and other participants on the management of their projects. To secure the success of the project the participants must have the mandate and resources to plan and implement the project within their respective organisation. It is vital to have necessary commitment from their superiors and home organisations/institute for the execution of the project. Each change project should have the capacity to be executed by the participants or the organisation even if the participant would leave the organisation.

The participant must attend the whole programme and further develop the project throughout the intermediate phases. After selection process a signed "Letter of Commit-

ment” is requested by the home organisation in order to participate in the programme. Project presentations at seminar, home organisation/institute are also required and the regional follow-up seminar.

## Contents

In order to provide the programme’s set objective, the following subject areas will be covered.

*Module 1:* Projects for change and project management

*Module 2:* Democratic trends and principles

*Module 3:* Good governance

*Module 4:* Local democracy in the public service

*Module 5:* Political processes

*Module 6:* Communication, learning and networking

Among many cross-cutting issues, the programme will cover, gender, leadership and participatory tools.

## Programme Structure

The ITP, “Local Democracy and Self Governance” consists of the following five phases;

- 1) Upon admission, the participants will receive instructions for the initial work needed prior to the second phase in Sweden. This includes a discussion of the change projects and the assignment of a coach. This first phase will result in an agreement of understanding between SIPU and the participants to clarify the expected outcomes and how the results will be handled within the organisation.
- 2) The second phase will take place in Sweden and consists of four weeks of training covering all the modules described in the contents section above. The training will be combined with study visits to Swedish municipalities, organisations and universities.
- 3) The third phase is an intermediate phase, during which the participants will continue to work on their projects while receiving support from their coaches.
- 4) The fourth phase is a regional seminar that will last eight days and which will be held in one of the participating countries. The seminar will be held about six months after the training in Swe-

den and its purpose is to evaluate the progress of the change projects. Additional training and study visits to relevant institutions in the visited country will also be included.

- 5) In the fifth and final phase, the coaches will continue their coaching support for the participants’ change projects. The participants will develop a final report with support from their coach.

## Date and place

The training in Sweden during the second phase of the programme will take place during April 4–29, 2011. The training will be held in Stockholm and in Örebro. The regional seminar will be held approximate 6 months, October 2011, after the training in Sweden. The exact time and place for the regional seminar will be announced later.

## Teaching methods

The teaching method applied will be highly interactive and there will be a strong emphasis on participative methods and group dynamics throughout the programme. Each participant will be assigned a coach who will support him or her in developing the change project. It is vital that all participants actively take part in the programme by sharing their knowledge and experiences with other participants.

## Management and staff

The programme is organized by the SIPU in co-operation with Örebro University, leading scholars on local governance and experts from the Swedish public sector.

## Participation

Only applicants from the following countries are eligible: Botswana, Namibia, South Africa, Tanzania and Uganda.

## Target Group:

The programme is directed towards decision-makers/politicians/professionals from middle to high level, representing ministries, agencies, organisations and stake-holder on local and regional level. These should have the mandate and be given the re-

sponsibility to manage a change project within the area of local democracy, decentralization and local governance. We allow more than one participant from the same organisation and strive for a gender balance among the participants. Only participants officially nominated by the appropriate authority within their home institution will be considered for admission to the programme.

Twenty-five participants from the selected countries will receive training. Due to the character of the programme, family members are not allowed to accompany participants in the programme nor to visit the participants during the training.

## Language requirements

Participants must have a good knowledge of English as they are expected to take an active part in group discussions, to write and make presentations in English. Applicants must take an English language test with an official body in their home country and must submit a diploma with their application, unless the applicant can provide other documentation to support their ability. The Swedish Embassy/Consulate does not perform language tests but may be able to recommend appropriate language institutes for conducting tests.

**Closing date for application is  
January 7, 2011.**

Applications submitted after the closing date will not be considered. Applications should be submitted on the special form attached to this document and include a recent photograph of the applicant and the required information and documents. The application form and the information brochure can also be found on – and downloaded from – SIPU’s website at [www.sipuinternational.se](http://www.sipuinternational.se) under the heading “Training” or [www.icld.se](http://www.icld.se) under “Training Programmes”. The application, as well as the proposal for the change project, must be approved by a legitimate authority at the applicant’s workplace. In the application, the authority is expected to explain the

intentions and importance of the change project. If there is no Swedish Embassy/Consulate in the applicant's country, the application should be submitted directly to the Program Secretariat. The selected applicants will be notified by e-mail. It is therefore vital that all applicants have internet access and an working e-mail account (preferably work and private account). After applicant sends a signed confirmation of participation, information of how to proceed will be sent by e-mail. Considering the fact that the training programme consists of international travel and work away from home in a new environment, good health and full working capacity is required. It is therefore recommended that the applicant undergo a medical examination before filling out the Medical Statement in the Application form.

### Cost of Participation

The International Centre for Local Democracy (ICLD) will cover the following costs:

- The participation fee and the accommodation costs including boarding and lodging;
- International travel to and from Sweden;
- International travel in connection with the second phase of the programme.

SIPU or the ICLD will not finance the participants' change projects. Costs incurred in travelling to the nearest international airport as well as visa costs are to be paid by the participants. Personal expenses are not included.

### Accommodation

All participants will be accommodated at the same hotel and have a single room during the course period. The participants will have to travel from hotel by public transportation to and from study centre.

The ICLD will cover local travel costs necessary for participating in the programme. However, the participants will be responsible for covering any other travel costs. Participants may not be accompanied by family members, due to the special character of the programme.

### Visa

Participants are responsible for obtaining and paying all visa costs necessary for their journey and stay during the programme. The visa should be valid for the whole period of the programme and the passport should be valid for at least three months longer than the entry visa. Inquiries should be directed to the participant's closest Swedish Embassy/Consulate or another Schengen representative as soon as possible after

## Contact information

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acceptance onto the programme. Participants visiting other countries on their way to, during their visit or from Sweden must ensure that the correct visas are obtained before leaving their home country, especially for countries not included in the Schengen agreement. The website <http://www.migrationsverket.se/english.jsp> offers more information about visas for Sweden.

### Insurance

All participants are covered by a group insurance policy while in Sweden and on organised tours during the programme. This insurance covers costs for medical care in the event of acute illness or accidents. Medical and dental check-ups are not included.

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**Presentation of Programme Secretariat SIPU International AB** has been mandated by ICLD to organise and

execute the programme. Staff is being drawn from within the organisation, as well as from Swedish authorities, experts from the private sector, and the civil society in Sweden. Questions and practical issues regarding the Programme please contact: Therése Bergström, e-mail: [therese.bergstrom@sipuinternational.se](mailto:therese.bergstrom@sipuinternational.se)

SIPU International AB was established in 1979 as a Government agency providing training and consultancy services to the Swedish civil service, on central and local government levels. Since May 2007 SIPU International is a member of the FCG Group. SIPU International is a consultancy and training organisation specialised in public sector development and government reform in developing and transitional countries. The company currently operates in around 20 countries globally and employs more than thirty full time staff in the Head Office and project offices abroad. [www.sipuinternational.se](http://www.sipuinternational.se)



Örebro University provides education and research in humanities, law, social science, science, technology, health care, medicine, education, music and sport science. The university offers 800 courses, 60 undergraduate programmes and 30 postgraduate programmes. At the School of Humanities, Education and Social Science (Hum ES) education and research are focused on the essentials of life: art, communication, learning people, and society.

### SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

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