



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM FROM THE UNDERSECRETARY

FOR/TO : All Undersecretaries, Assistant Secretaries, Service Directors, Project and Program Directors, and Heads of Office
DENR Central Office

All Regional Executive Directors/Regional Directors, Bureau Directors and Heads of Attached Agencies

SUBJECT : **Advanced International Training Programme on Education for Environment and Sustainability in Formal Education**

DATE : **NOV 17 2005**

The Swedish International Development Cooperation Agency (SIDA) through the Embassy of Sweden invites our participation in the above-mentioned training programme. The programme covers 5 weeks. The first 3 weeks will be held in Stockholm, Sweden from April 17 to May 5, 2006, while the next 2 weeks (June/July) will be held at the Centre for Environment Education in Ahmedabad, India. The participants will have home-based assignments in-between the two courses.

The main objective of the programme is to provide an opportunity to exchange knowledge and experiences in environmental education and education for sustainable development and ways to support those processes within the formal education. The SIDA will cover all travel-related expenses.

Please nominate one candidate with the following general criteria:

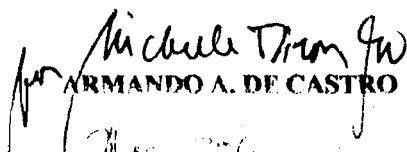
1. Formal education professionals with an emphasis on policy makers, curriculum developers, and teacher trainers
2. Tertiary qualification and experience in education
3. With affiliation to training institutions and gender
4. At least 2 years in government service
5. Permanent appointment
6. Age requirement: no age limit

Since Sweden is interested in promoting women's participation in the training programmes, nominations of female candidates are particularly welcomed.

The nominee must submit the **attached SIDA application form (including official nomination, medical report and language certificate)**, together with the following documents to the DENR Scholarship Committee through the Human Resource Development Service not later than **December 5, 2005**:

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office;
2. Service Record;
3. Certification of no pending administrative case
4. Certification on the following which may all be stated in one certification:
 - a. salary payment while on training
 - b. nominee's attendance to the training will not affect the operation of the unit
 - c. performance rating (adjectival and numerical) for the last two rating periods
 - d. nominee has not gone abroad within the preceding 24 months or travel histories
5. Certification of actual duties and responsibilities;
6. Certified photocopy of college transcript and diploma;
7. If married, written consent of spouse; and
8. Duly accomplished Personal Data Sheet.

For your information and appropriate action.


ARMANDO A. DE CASTRO



Education for Environment and Sustainability
in Stockholm, Sweden April 17 – May 5, 2006, and
in South Africa/India, June/July 2006.

FOR OFFICIAL USE OF THE SWEDISH EMBASSY

Received application by administration:

Sign _____

Date _____

Comment, see attached note

APPLICATION FORM (Typewriting or block letters)

The _____
(name of nominating organisation/institution/Company)

nominates _____
(name of applicant)

to the programme **Education for Environment and Sustainability in Formal Education** organised in Sweden April 17 – May 5, 2006, and two weeks in June/July 2006 in South Africa for African participants and in India for Asian participants.

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 December 16, 2005. The Embassy/Consulate will forward the Application to the Programme Secretariat.

Ramboll Natura AB

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SWEDEN

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PHOTO

(Please do not glue.
Attach with paperclip only)

Applications received after this date will not be considered.

PERSONAL HISTORY Please note! Very important with correct address information.

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					
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? _____

yes 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 POST

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 POST

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	

Applicant's Background

Please state briefly your previous training in Environmental Education (EE) and Education for Sustainable Development (ESD).

Questionnaire

Position of applicant within his/her organisation (preferably shown in an organisation chart, use a separate sheet of paper).

Number of employees directly supervised by the applicant: _____

Total number of employees of applicant's organisation: _____

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).

Please include a 1page summary of a key aspect of your work that you are currently engaged in and that could contribute to the programme.

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 education where English was the medium of instruction (please enclose copy of certificate)

From where did you get information about the training programme?

- Swedish Embassy
- Former participants
- Web site
- Other
- If other, where? _____

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 carry out training away from home.
<input type="checkbox"/> I am in good health and enjoying full working capacity.
Comment:.....

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.**