

Key background information on “The EU Fellowship Programme 2014-2015: Capacity building and enhancement of Government of Viet Nam Officials in support of the implementation of the Viet Nam-EU Partnership Agreement (PCA) and strengthening the EU-Viet Nam Relations”
The Fellowship programme is funded by the European Union and implemented through by the EU – Viet Nam Strategic Dialogue Facility.

❖ ***Objectives of the EU Fellowship Programme:***

The main objectives of the programme are:

- To attach Government of Viet Nam officials to specific units within leading EU research/academic institutions, advisory groups, think-tanks etc. which are well-connected with the EU-institutions and to assign leading European specialists to share best practices and knowledge with the Vietnamese officials in areas of their interest;
- To build capacity of Government officials in key GoV-institutions/agencies and to share experiences between Vietnamese officials and European specialists in areas related to the EU-Viet Nam relations and the Viet Nam-EU Partnership Cooperation Agreement (PCA) implementation and sectors¹;
- To obtain a deeper understanding and knowledge of the institutional, operational mechanism, working methods and interactions of the European Union institutions and to establish - through the attachment period - professional and institutional links/networks with leading, well-renowned and specialized European institutions and experts;
- To prepare a series of high-quality outputs (i.e. in form of reports, background papers, policy briefings) on key and relevant areas/topics related to the implementation of the Viet Nam-EU PCA;
- To create a network of GoV-officers with specialized EU/PCA-knowledge and competences in key EU-Viet Nam cooperation areas for development and enhancement of the current and future EU-Viet Nam cooperation as well as for mutual promotion of the overall EU-Viet Nam relations.

❖ ***Program for the participant and potential European Partners as host institutions:***

The selected participant can be assigned to a specific unit within a leading European think-tank, policy/advisory group, research institution, university etc. in a country of the European Union and shall work in accordance with a specific tailor-made fellowship program.

The selected candidate is expected to take active part in the preparation and design of the individual fellowship programme. The proposed topic/area of interest as outlined in the application form shall be the starting point for the actual design and planning of the content of the Fellowship Programme and stay in Europe.

The exact European host institution and European expert/adviser will be identified and determined based on the professional background and technical area of interest of the selected Vietnamese participant. Also the proposed area/topic of interest as outlined in the application form will be the basis for identifying the host institution in Europe.

The SDF Technical Assistance Team will support in this “match-making” process and provide technical advice on the identification of the most suitable European institution for the proposed area/topic of interest of the Vietnamese candidate.

In support of the professional exchange and supervision, a **European specialist/EU Expert at the receiving/host institutions** shall be appointed to work with the selected Vietnamese candidate. The EU-expert at the appointed receiving/host institution shall to work closely with the Vietnamese

¹ See the PCA-agreement: http://eeas.europa.eu/delegations/vietnam/documents/eu_vietnam/pca.pdf

participant and shall be assigned to work up to 7 expert days for each participant. The EU-expert is expected to provide professional advice, guidance/supervision, to interact, share knowledge and discuss with the Vietnamese fellow as well as to support the deliberation of the fellowship report/final report, including facilitating meetings for the Vietnamese fellow with key informants in the EU-institutions and within the host institution etc.

The exact content of program for each Vietnamese participant will be designed and decided upon consultations between the receiving European host institutions/European expert and the Technical Assistance Team of the EU – Viet Nam Strategic Dialogue Facility and in agreement with MOFA, the nominating GoV-institution and the EU Delegation.

❖ ***Outputs:***

The selected candidate shall produce the following outputs:

- The final end-product shall be a high-quality Fellowship Report (i.e. background paper, policy briefing, research paper, study on the topic of interest) with key findings and recommendations; the report shall be published in English
- Upon the return to Viet Nam, the fellows shall disseminate their findings and results through presentations for a wider audience, for instance for a group of colleagues within the ministry or at a joint Fellowship Workshop or Round-Table Meeting as coordinated by the EU Delegation/SDF and the Europe Department of the Ministry of Foreign Affairs of Viet Nam.

Upon successful conclusion of the programme, the participant will receive a “Certificate of Completion” signed by the European host institution and the EU Delegation in Hanoi. The European host/receiving institution will also produce an evaluation report for each of the participating GoV-officers.

❖ ***Expected participating GoV-agencies/candidates:***

The programme is open to GoV-officials according to the list of invitees who fulfills the minimum requirements and who are Government of Viet Nam officials and members of the National Assembly.

❖ ***Profile of candidates/minimum requirements of eligible candidates:***

The applicant must fulfill the following minimum requirements:

- Be an official currently employed by a Government agency or the National Assembly of Viet Nam
- Have minimum 5 years of relevant working experience
- Must be monitoring and handling issues related to the EU and the EU-Viet Nam relations in his/her current position and job-function
- Must be fluent in English and be able to work and communicate directly in English

❖ ***Length of stay and dates:***

The selected candidate will be invited to stay in Europe for **minimum 6 up to a maximum 8 weeks in Europe/EU member state**. The exact length and timing of the fellowship will be determined in consultation with the selected candidate.

Three rounds of stay in Europe are foreseen:

- ⇒ **1 Round:** Placement in Europe up to 6-8 weeks in the period from 1 October to 15 December 2014. Up to 6 candidates can be selected for this round.
- ⇒ **2 Round:** Placement in Europe up to 6-8 weeks in the period from 15 February to 30 June 2015. Up to 6-7 candidates can be selected for this round.
- ⇒ **3 Round:** Placement in Europe up to 6-8 weeks in the period from 1 September to 15 December 2015. Up to 6-7 candidates can be selected for this round.

A total of up to 20 GoV-officials can be selected to participate in the EU Fellowship Programme during 2014-2015.

❖ *Entitlements for participants:*

The selected participant will be entitled to receive an **individual fellowship** which will cover the following items:

- Travel cost to Europe (Economy class flight ticket: Viet Nam-Europe/EU-Viet Nam)
- A maximum lump-sum allowance/stipend per month which shall cover accommodation, living costs, local transportation at location in Europe
- Insurance (health/travel), visa-fee and local transportation (one time to/from airports only)

❖ *Application dates:*

The Fellowship Programme is announced for three rounds and with rolling application dates:

- ⇒ **1 Round: Placement in Europe up to 6-8 weeks in the period from 1 October to 15 December 2014. Deadline for application: 30 August 2014.**
- ⇒ **2 Round: Placement in Europe up to 6-8 weeks in the period from 15 February to 30 June 2015. Deadline for application: 15 November 2014.**
- ⇒ **3 Round: Placement in Europe up to 6-8 weeks in the period from 1 September to 15 December 2015. Deadline for application: 15 May 2015.**

❖ *Application and selection procedures:*

At the invitation of the EU Delegation, the GoV-ministry/agency can propose a candidate by submitting a signed application form to the Technical Assistance Unit of EU – Viet Nam Strategic Dialogue Facility before the deadline for each round in 2014 and 2015. There will be a rolling deadline for incoming applications in 2014-2015.

Each application shall be reviewed and assessed by the Europe Department of the Ministry of Foreign Affairs of Viet Nam and the Technical Assistance Unit of the EU – Viet Nam Strategic Dialogue Facility.

Based on an assessment of the received application forms, a short-list of qualified candidates shall be prepared by Europe Department, Ministry of Foreign Affairs of Viet Nam and the SDF. As part of the selection process, interview with short-listed candidates will be held and conducted jointly by the SDF and the Europe Department, Ministry of Foreign Affairs of Viet Nam. The SDF shall provide technical assistance to best-qualified candidate in the preparation of the programme, including support to identifying the European host institutions.

The Europe Department of the Ministry of Foreign Affairs will nominate the final selection of the candidate in consultation with the nominating agency of the selected candidate.

At the end, the nomination of the candidate, including the agreed fellowship programme and the appointment of the European host institution/expert shall be submitted to the **EU Delegation** in Hanoi for final approval and endorsement.