

# Application for the Klaus Toepfer-Fellowship Programme 2017

at the International Academy for Nature Conservation (INA), Vilm / Germany

Please fill out the form on your computer and save the final form in pdf format

## 1. Personal data

**Title (Mr, Ms, Dr etc.)**

**Gender**

**First name(s)**

**Last name(s)**

**Date of Birth**

*DD/MM/YY*

**Place of Birth**

*Town, Country*

**Nationality**

**Private email address**

**Private address**

*Street / postal code / city*

**Private phone number**

*Example:*

*0049 38301 86117*

**Do you usually have daily internet access?**

*Yes / No*

**Current employer**

*Name of institution, mailing address, phone, fax, e-mail, website*

**Current position**

**Contact details superior**

*Last name, first name, e-mail, phone*

**Office contact details applicant**

*E-mail, phone, mail address*

**Passport number and expiry date**

**Full name as it appears in passport**

## Klaus Toepfer Fellowship Programme

for Future Leaders in Nature Conservation from the Countries of Central and Eastern Europe, the Caucasus and Central Asia

---

### 2. Educational Background

Please list your education stages in a chronological way, starting with your current academic degree.

#### **Institution**

*Name, address*

#### **Date**

*From, to*

#### **Programme of study**

#### **Academic degree in national or international classification**

#### **Institution**

*Name, address*

#### **Date**

*From, to*

#### **Programme of study**

#### **Academic degree in national or international classification**

#### **Institution**

*Name, address*

#### **Date**

*From, to*

#### **Programme of study**

#### **Academic degree in national or international classification**

## Klaus Toepfer Fellowship Programme

for Future Leaders in Nature Conservation from the Countries of Central and Eastern Europe, the Caucasus and Central Asia

---

### Further training, other than academic

### Exceptional achievements and publications

Please list any award received or publication released.

#### Achievements (Awards, scholar- ships, etc.)

*Title, issuing  
institution, year*

#### Publication(s) released

*Title, co-authors, years,  
journal/publisher*

### Work experience and capacity building abroad

Please list any work activities (> 4 weeks) taking place outside your home country (research, internship, project assignment etc.). Please also list any capacity building abroad (> 4 weeks; trainings, field trips, coaching etc.) you have participated in.

#### Experience abroad

*Country/town, purpose,  
dates (mm/yy until  
mm/yy)*

## Klaus Toepfer Fellowship Programme

for Future Leaders in Nature Conservation from the Countries of Central and Eastern Europe, the Caucasus and Central Asia

---

### **Capacity building abroad**

*Year, Title of  
seminar/training,  
organising institution*

### 3. Professional experience

Please list your professional experience in a chronological way, starting with your current assignment and ending with your first assignment after graduating university.

**Date**

*From, to*

**Location**

*Town, country*

**Company**

*Name, address, website*

**Type of company**

*NGO / Government /  
business /academia*

**Position**

**Brief description  
of tasks**

*Max. 200 characters*

**Date**

*From, to*

**Location**

*Town, country*

**Company**

*Name, address, website*

**Type of company**

*NGO / Government /  
business /academia*

**Position**

**Brief description  
of tasks**

*Max. 200 characters*

## Klaus Toepfer Fellowship Programme

for Future Leaders in Nature Conservation from the Countries of Central and Eastern Europe, the Caucasus and Central Asia

---

### Date

*From, to*

### Location

*Town, country*

### Company

*Name, address, website*

### Type of company

*NGO / Government /  
business /academia*

### Position

### Brief description of tasks

*Max. 200 characters*

### Date

*From, to*

### Location

*Town, country*

### Company

*Name, address, website*

### Type of company

*NGO / Government /  
business /academia*

### Position

### Brief description of tasks

*Max. 200 characters*

## Klaus Toepfer Fellowship Programme

for Future Leaders in Nature Conservation from the Countries of Central and Eastern Europe, the Caucasus and Central Asia

### 4. Personal skills and competencies

#### English language skills

Please note that English language skills are a pre-condition to be eligible for this fellowship programme. Please use the evaluation matrix below for a self-assessment of your English language competency.

LISTENING COMPREHENSION	READING COMPREHENSION	WRITTEN INTERACTION	OVERALL SPOKEN PRODUCTION
Has no difficulty in understanding any kind of spoken language, whether live or broadcast, delivered at fast native speed.	Can understand and interpret critically virtually all forms of the written language including abstract, structurally complex, or highly colloquial literary and non-literary writings.	Can write smoothly flowing, clear and complex texts in a logical structure.	Can produce clear, smoothly flowing well-structured speech with an effective logical structure which helps the recipient to notice and remember significant points.
Can understand enough to follow extended speech on abstract and complex topics beyond his/her own field.	Can understand in detail lengthy, complex texts, whether or not they relate to his/her own area of speciality, provided he/she can reread difficult sections.	Can express him/herself with clarity and precision, relating to the addressee flexibly and effectively.	Can give clear, detailed descriptions and presentations on complex subjects, integrating sub themes, developing particular points and rounding off with an appropriate conclusion.
Can understand standard spoken language, live or broadcast, on both familiar and unfamiliar topics normally encountered in personal, social, academic or vocational life.	Has a broad active reading vocabulary, but may experience some difficulty with low-frequency idioms.	Can express news and views effectively in writing, and relate to those of others.	Can give clear, systematically developed descriptions and presentations, with appropriate highlighting of significant points, and relevant supporting detail.
Can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc., including short narratives	Can read straightforward factual texts on subjects related to his/her field and interest with a satisfactory level of comprehension.	Can convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision.	Can reasonably fluently sustain a straightforward description of one of a variety of subjects within his/her field of interest.
Can understand phrases and expressions related to areas of most immediate priority (e.g. very basic personal and family information, shopping, local geography, employment).	Can understand short, simple texts on familiar matters of a concrete type which consist of high frequency everyday or job related language.	Can write short, simple notes relating to matters in areas of immediate need.	Can give a simple description or presentation of people, living or working conditions, daily routines, likes/dislikes etc.
Can follow speech, which is very slow and carefully articulated, with long pauses.	Can understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases.	Can ask for or pass on personal details in written form.	Can produce simple mainly isolated phrases about people and places.

## Klaus Toepfer Fellowship Programme

for Future Leaders in Nature Conservation from the Countries of Central and Eastern Europe, the Caucasus and Central Asia

---

### Language skills other than English

Mark from 1 = basic to 5 = excellent (6 =mother tongue)

Language	Reading	Writing	Speaking

### Other skills

#### Organisational skills and competencies

*e.g. project management, monitoring & evaluation etc.*

#### Computer skills and competencies

*Max. 200 characters*



**5. Motivation letter**

(max. 2500 characters)

**Please explain your motivation to participate in the Klaus Toepfer Fellowship Programme referring to the following questions:**

- How does the course fit into your overall career plans? How do you estimate your career perspectives and what would you need to achieve your professional goals?
- What is your area of work and responsibility and how is this course relevant to it?
- What do you hope to gain from participating in the course? Which aspects of the KTF are particularly attractive to you?
- Do you have any ideas on how to implement what you will have learned?
- How would your current employer benefit from your participation in the course?
- Is there anything from your experience or background that you might contribute to the course?
- How would you describe your leadership potential?
- Do you have any extraordinary achievements or have you undertaken special initiatives?



## **6. Transfer project**

At the start of the Klaus Toepfer Fellowship Programme, participants draw up a transfer project. Throughout the training programme, participants will spend about 25 - 30 days on that project, receiving management and technical support of the programme (funding is not available), and will finalize it by the end of the fellowship. The project should have relevance for participants' work in their home institutions, addressing a current challenge or a development goal of the organisation, and should allow them to apply and test the new skills received during the programme modules.

### **Project title**

*Max. 50 characters*

### **Short description of the project**

*Max. 300 characters*

*Please note if and how  
far the project approach  
would go beyond the  
direct needs of your  
organisation*

### **Project goal(s)**

*Max. 200 characters*

*Please fill in 3 goals  
maximum!*

### **Expected results**

*Max. 400 characters*

### **Relevance of expected results for the employing organisation**

*Max. 200 characters*

## 7. Additional information

### **Voluntary / charity activities**

*Max. 200 characters*

### **Other relevant information**

*Max. 200 characters*

## 8. Additional documents & rules of participation

Please send this form and the below mentioned documents, preferably as pdf files, with a maximum size of 12 MB in total, by e-mail to [ktf@bfm.de](mailto:ktf@bfm.de).

- **Diploma of highest academic degree**
- **English language diploma** if available – highest level obtained  
(please note that English language skills are a prerequisite to participate in the programme; in case no language diploma should be available, English language skills will be tested via telephone interviews and/or online examinations)
- **Curriculum Vitae**
- **Nomination letter of employing institution** (please refer to template on the programme website)
- **Endorsement form filled in by employing institution** (please refer to template on the programme website)
- **Endorsement form filled in by one additional person outside the employing institution** (please refer to template on the programme website)
- **Scan copy of passport**

Please title your files, e.g., "KTF\_Application\_Form\_yoursurname.pdf". Once you have submitted your application, we will confirm its receipt. While your application is pending please avoid inquiries regarding the state of the selection process. After a first screening of applications, we plan to hold phone interviews with selected applicants in June 2017.

I affirm that all details I gave are complete and accurate. All documents required are enclosed (diploma, curriculum vitae, letter of nomination, endorsement form and copy of passport). Incomplete applications will not be processed. I know that negligent or intentional misinformation may lead to my exclusion from the admission or -if discovered later -to the revocation of my admission.

I agree that the information enclosed will be stored and utilized by German Federal Agency for Nature Conservation. The protection of data privacy is granted by the topical legal regulations.

I have read the **Rules of Participation of the Klaus Toepfer Fellowship Programme** stated on the programme's website (please see pdf document under "Practicalities")