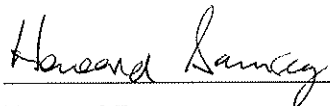


## POLICY ON OPPORTUNITIES FOR VISITING PERSONS TO AND FROM GGGI

<b>VERSION CONTROL</b>		
<b>First Approved:</b>	15 October 2013	<b>Authorization:</b> Director-General   _____ Howard Bamsey Director-General
<b>Current Version:</b>	01	
<b>Past Revisions:</b>	N/A	
<b>Review Cycle:</b>	Annual	
<b>Effective Date:</b>	Date of Approval	

## **1. Objective and Scope**

- 1.1 This policy outlines opportunities for external persons to visit GGGI and participate in its activities, and at the same time provide similar opportunities for GGGI staff members to visit other organizations, through structured assignments and within an overall development framework.

## **2. Relationship to GGGI Mission**

- 2.1 Programs established under this policy are intended to enhance the ability of the GGGI to fulfill its mission by:
  - a) Reinforcing the GGGI's capacity and expertise in its offices;
  - b) Consolidating and deepening GGGI's cooperation with member and partner countries and organizations, and contributing to capacity building in each;
  - c) Enabling others, including younger people, an opportunity to become engaged in GGGI in a direct way; and
  - d) Allowing for a broadening of its base and networks of green growth experts from around the world, to help share knowledge and expertise.

## **3. Types of Programs**

- 3.1 Programs for external persons coming into GGGI are:
  - a) Visiting Scholar's Program (VSP) – academics, experts and other professionals wishing to come to GGGI, generally for a period of one year, financed by their organizations, with an approved program agreed by GGGI and the partner organization and person;
  - b) Visiting Internship Program (VIP) – current university students studying at the post-graduate level, generally engaged in PhD research, selected on a competitive basis annually, for a period of up to twelve months, and must be supported by either funding from their university or agency, at a rate acceptable to GGGI, or GGGI itself to undertake GGGI sponsored work activities; and
  - c) Visitor-On-Loan Program (VOLP) individuals or groups from and supported by governments, public or private institutions, international organizations, and others, for periods of up to two years, on an agreed program by GGGI and the host organization. This would include Junior Professional Officers (JPO) type participants.

3.2 Programs for GGGI staff members to be assigned to other Organizations:

- a) External Service (GGES) – GGGI staff member obtains an attachment, either full time or part time to another organization, for up to three years, funded by the other organization, to undertake a specific work or other assignment;
- b) Short-Term Attachment Program (GGST) – GGGI staff member is attached to another organization for up to 3 months on paid leave, with an additional 3 months on unpaid leave, to undertake an agreed program by GGGI and the host institution; and
- c) Academic and Research Program (GGAR) – GGGI staff member is assigned to a private or public institution to undertake a scholarly research or academic program, agreed to by GGGI, for up to 24 months on unpaid leave.

**4. Process**

4.1 The process for each program, will be coordinated by GGGI’s Human Resource department, in close consultation with concerned department heads in GGGI and those of the other organizations involved in each program. The Executive Management Group will approve specific cases and implementation will be taken by the Human Resource Department. Individual processes are:

- a) VSP – this program will accept up to 5 to 7 persons at any one time, to any GGGI location, and entry will be possible at any time during the year. The concerned person and/or their institution makes an initial approach to GGGI Human Resources Department indicating an indicative program. Following an initial assessment, GGGI will request a proposed program; upon its review by GGGI of the potential match of the person’s expectations against GGGI capacity to host, a decision will be communicated to the person and the institution. A letter of agreement will be signed upon acceptance by each;
- b) VIP – the internship opportunities will be published yearly on the GGGI website and competitively selected. Most interns will be expected to come to GGGI, at any of its locations during university breaks, which can be at any time in view of the northern and southern hemisphere academic years. Around 20 interns will be taken each year. GGGI will provide a small allowance for each intern selected in this way. Notwithstanding, in the event an organization wishes to sponsor an intern or a group of interns, at their own costs, then they may approach GGGI to discuss the proposal. GGGI will determine if it has the capacity to provide this opportunity;
- c) VOLP – at any time during the year and for any GGGI location, an organization may approach GGGI with a proposal to assign an individual, or a number of individuals as part of a structured program for them to experience working in GGGI. Following initial discussions, the organization would provide details of the proposed program, possible candidates, likely timing and period of assignment, and their expectations for the individual or group of individuals.

GGGI would assess the possibilities and either accept in part or whole the proposed assignment. The costs for the program will be met by the sending organization, including ancillary costs that GGGI may incur, such as in regards to organization and management of the individual(s). Upon agreement by GGGI, a letter will be signed both by the organization and the individuals concerned concerning the rights and responsibilities of each; and

- d) GGES, GGST and GGAR – the GGGI staff member will initially discuss with their supervisors their intent and, if there is agreement, submit an initial request to the Human Resources Department. Following an assessment, the staff member and human resources will approach the other organization. If there is an agreement a letter will be proposed outlining the program, any conditions and the expected outcomes.

## **5. General Conditions for Individual(s)**

5.1 Participants in the VSP, VIP and VOLP will be required to:

- a) Sign a non-disclosure agreement with GGGI, except that where the use of information is agreed by GGGI;
- b) To be associated, as needed with an organization or institution at the time of appointment and continue to be so during the assignment to GGGI;
- c) Meet relevant selection criteria commensurate with the proposed assignment;
- d) To be subject to a reference check by GGGI or a third-party consultant to verify employment, education, credit and criminal history;
- e) Enter into an agreement with GGGI outlining any specific actions to be taken before, during or after the assignment including financial arrangements and other relevant conditions;
- f) Follow GGGI's staff rules and regulations, unless otherwise specified in the agreement;
- g) Be prepared to take on a specific set of responsibilities during the time with GGGI; and
- h) Personally obtain the required visa for themselves and dependents to the concerned GGGI location. This visa must be in hand before the participant begins the assignment.