

# Application for Klaus Toepfer-Fellowship Programme 2015

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

Please fill out the form on your computer

## 1. Personal data

|   |  |  |  |
|---|--|--|--|
| <b>Title (Mr, Ms, Dr etc.)</b>  |  | <b>Gender</b>  |  |
| <b>First name(s)</b>  |  | <b>Last Name(s)</b>  |  |
| <b>Date of Birth</b><br><i>DD/MM/YY</i>   |  | <b>Place of Birth</b><br><i>Town, Country</i>                        |  |
| <b>Nationality</b>  |  | <b>Private email address</b>   |  |
| <b>Private address</b><br><i>Street / postal code / city</i>  |  | <b>Private phone number</b>  |  |
| <b>Do you belong to any ethnic minority?</b><br><i>If yes, please name it</i>                       |  | <b>Do you usually have daily internet access?</b><br><i>Yes / No</i> |  |
| <b>Current employer</b><br><i>Name of institution, mailing address, phone, fax, e-mail, website</i> |  | <b>Current position</b>  |  |
| <b>Contact details superior</b><br><i>Last name, first name, e-mail, phone</i>                      |  | <b>Office contact details</b><br><i>E-mail, phone, mail address</i>  |  |
| <b>Passport number and expiry date</b>  |  |  |  |
| <b>Full name as it appears in passport</b>  |  |  |  |

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

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### 2. Educational Background

|  |  |
|--|--|
| <b>Institution</b><br><i>Name, address</i>   |  |
| <b>Date</b><br><i>From, to</i>   |  |
| <b>Principal subject(s)</b>  |  |
| <b>Level in national or international classification</b><br><i>(academic education only)</i> |  |

|  |  |
|--|--|
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### Further training, other than academic

|  |
|--|
|  |
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### Exceptional achievements and publications

Please list any award received or publication released.

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

*Title, issuing  
institution, year*

|  |
|--|
|  |
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#### Publication(s) released

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

|  |
|--|
|  |
|--|

### Experiences and training abroad

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

#### Experience abroad

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

|  |
|--|
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### Capacity building abroad

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

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### 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.

|   |  |
|---|--|
| <b>Date</b><br><i>From, to</i>  |  |
| <b>Location</b><br><i>Town, country</i>                                 |  |
| <b>Company</b><br><i>Name, address, website</i>                         |  |
| <b>Type of company</b><br><i>NGO / Government / business / academia</i> |  |
| <b>Position</b>   |  |
| <b>Brief description of tasks</b><br><i>Max. 200 characters</i>         |  |

|   |  |
|---|--|
| <b>Date</b><br><i>From, to</i>  |  |
| <b>Location</b><br><i>Town, country</i>                                 |  |
| <b>Company</b><br><i>Name, address, website</i>                         |  |
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| <b>Brief description of tasks</b><br><i>Max. 200 characters</i>         |  |

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| <b>Location</b><br><i>Town, country</i>                                     |  |
| <b>Company</b><br><i>Name, address, website</i>                             |  |
| <b>Type of company</b><br><i>NGO / Government / business /<br/>academia</i> |  |
| <b>Position</b>   |  |
| <b>Brief description of<br/>tasks</b><br><i>Max. 200 characters</i>         |  |

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| <b>Date</b><br><i>From, to</i>  |  |
| <b>Location</b><br><i>Town, country</i>                                     |  |
| <b>Company</b><br><i>Name, address, website</i>                             |  |
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| <b>Brief description of<br/>tasks</b><br><i>Max. 200 characters</i>         |  |

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### 4. Personal skills and competences

#### 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  | OVERALLSPOKEN PRODUCTION  |
|---|---|--|---|
| <input type="checkbox"/> Has no difficulty in understanding any kind of spoken language, whether live or broadcast, delivered at fast native speed.   | <input type="checkbox"/> Can understand and interpret critically virtually all forms of the written language including abstract, structurally complex, or highly colloquial literary and non-literary writings. | <input type="checkbox"/> Can express him/herself with clarity and precision.   | <input type="checkbox"/> Can produce clear, smoothly flowing well-structured speech with an effective logical structure which helps the recipient to notice and remember significant points.                |
| <input type="checkbox"/> Can understand enough to follow extended speech on abstract and complex topics beyond his/her own field.   | <input type="checkbox"/> 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.                          | <input type="checkbox"/> Can express him/herself with clarity and precision.   | <input type="checkbox"/> Can give clear, detailed descriptions and presentations on complex subjects, integrating sub themes, developing particular points and rounding off with an appropriate conclusion. |
| <input type="checkbox"/> Can understand standard spoken language, live or broadcast, on both familiar and unfamiliar topics normally encountered in personal, social, academic or vocational life.    | <input type="checkbox"/> Has a broad active reading vocabulary, but may experience some difficulty with low-frequency idioms.   | <input type="checkbox"/> Can express news and views effectively in writing, and relate to those of others.   | <input type="checkbox"/> Can give clear, systematically developed descriptions and presentations, with appropriate highlighting of significant points, and relevant supporting detail.                      |
| <input type="checkbox"/> Can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc., including short narratives                  | <input type="checkbox"/> Can read straightforward factual texts on subjects related to his/her field and interest with a satisfactory level of comprehension.   | <input type="checkbox"/> Can convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision. | <input type="checkbox"/> Can reasonably fluently sustain a straightforward description of one of a variety of subjects within his/her field of interest.  |
| <input type="checkbox"/> Can understand phrases and expressions related to areas of most immediate priority (e.g. very basic personal and family information, shopping, local geography, employment). | <input type="checkbox"/> Can understand short, simple texts on familiar matters of a concrete type which consist of high frequency everyday or job-related language.  | <input type="checkbox"/> Can write short, simple notes relating to matters in areas of immediate need.   | <input type="checkbox"/> Can give a simple description or presentation of people, living or working conditions, daily routines, likes/dislikes etc..  |
| <input type="checkbox"/> Can follow speech, which is very slow and carefully articulated, with long pauses.   | <input type="checkbox"/> Can understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases.   | <input type="checkbox"/> Can ask for or pass on personal details in written form.  | <input type="checkbox"/> Can produce simple mainly isolated phrases about people and places.  |

**Language skills other than English**

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

| Language | Reading | Speaking | Writing |
|----------|---------|----------|---------|
|          |         |          |         |
|          |         |          |         |
|          |         |          |         |
|          |         |          |         |

**Organisational skills and competences**

*e.g. project management, monitoring & evaluation etc.*  
*Max. 200 characters*

**Computer skills and competences**

*Max. 200 characters*



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### 5. Motivation letter

(max. 2500 characters)

**Please explain your motivation to participate in 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?

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### 6. Transfer project

At the start of the Klaus Toepfer Fellowship Programme participants draw up a transfer project for their organization, along with their superiors. The transfer project should focus on a current challenge or a development goal of your organisation in the field of nature conservation and fulfill all requirements for being implemented. Throughout the training programme participants will work on the transfer project with the management and technical support of the trainers.

#### 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 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 attach the below mentioned documents, preferably as pdf files, with a maximum size of 2 MB for all documents. Please name the application form and all other files with your name (firstname\_lastname).

- **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; nevertheless, an official language diploma is not part of the eligibility criteria of 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)
- **Endorsement form filled in by employing institution** (please refer to template)
- **Endorsement form filled in by one additional person outside the employing institution** (please refer to template)
- **Copy of passport**

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")

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**After having completed this form, please send it together with the additional documents required (see application instructions and documents) with a maximum size of 2 MB for all files by e-mail to [ktf@bfm-vilm.de](mailto:ktf@bfm-vilm.de). Once you have submitted your application, we will confirm the receipt as soon as possible.**

**While your application is pending please avoid any insisting inquiries regarding the selection process. We will contact you if we need additional information. Thank you very much for your understanding.**