



## ***Guidelines for implementing the Policy on Professional Development and Training***

1. Applicants must submit proposals within the context of COL's Strategic Plan "Learning for Sustainable Development".
2. All applicants will submit a work plan with expected outputs and outcomes to be achieved within a specified time frame.
3. All applications will be submitted for review at least three months prior to the date of the proposed activity.
4. Successful applicants will be required to submit a report within four weeks after conclusion of the activity. The nature of the report will be mutually agreed upon, and could be in print, video format, a blog or a PowerPoint. All such reports will be released under a CC-by-SA licence.
5. All applications will be submitted to the Vice President c/o the Research Coordinator, at [acarr@col.org](mailto:acarr@col.org).

### **Executive Secondments**

1. Brief background (300 words max) of the applicant's institution/organisation.
2. Statement of Objectives.
3. Work/study plan, indicating expected outputs and outcomes to be achieved within a specific time frame, and how the overall plan fits within the context of COL's Strategic Plan.
4. Relevance of the secondment and how this will help the applicant to contribute more effectively to his/her institution/organisation.
5. Proposed budget.
6. Tentative titles of two presentations to COL staff.
7. A report of the secondment to be submitted to COL within one month of the conclusion of the secondment.

### **Attachments**

1. Brief background (300 words max) of the applicant's institution/organisation.
2. Statement of Objectives.
3. Work/study plan, indicating expected outputs and outcomes to be achieved within a specific time frame, and how the overall plan fits within the context of COL's Strategic Plan.
4. Relevance of the attachment and how this will help the applicant to contribute more effectively to his/her institution/organisation.
5. Proposed budget.
6. Letter of support from the head of their institution/organisation.
7. Letter of invitation from the receiving institution/organisation, indicating what support to the applicant will be provided.
8. Report (maximum 2000 words) on what they have achieved, what they have learned, and how this learning will be put into practise. This report will be submitted to COL within one month of the conclusion of the attachment.



### **Conference Organisation**

1. The aims and objectives of the conference are consonant with COL's mission and values and the objectives of its Strategic Plan.
2. Support will be requested a minimum of three months prior to the conference taking place.
3. A financial statement should be submitted to COL no later than two months following the conference, outlining how the funds were expended.
4. All financial support from COL must be recognised in the conference publicity materials, literature and publications.

### **Conference Attendance**

1. The aims and objectives of the conference are consonant with COL's mission and values and the objectives of its Strategic Plan.
2. Support will be requested a minimum of three months prior to the conference taking place. The request must be forwarded by the Head of the institution/organisation.
3. Conference support may (but not necessarily always) include conference registration, lowest-fare travel and accommodation.
4. A report should be submitted to COL no later than one month following the conference, outlining how attendance at the conference added value towards their personal and professional growth.
5. COL exercises the right to select attendees and conferences where we believe that it will benefit those partners with whom we are working on our Programme.

### **Visiting ODL professionals to COL headquarters**

1. COL will provide a desk, access to limited photocopying facilities and use of COL's Information Resource Centre for international and local ODL academics and professionals.