

ANNEX I

GUIDELINES FOR THE AWARDING OF UNITED NATIONS FELLOWSHIPS ON DISARMAMENT IN 2016

1. OBJECTIVES

The primary objective of the Programme is to promote expertise in disarmament in more Member States, particularly in the developing countries. The purpose of the fellowships is therefore to enable the participants to derive from their training added knowledge and professional competence that will help to increase their ability to fulfil their duties in the field of disarmament and international security upon return to positions in their respective Governments.

2. NUMBER OF FELLOWSHIPS

Up to 25 fellowships will be awarded in 2016.

3. QUALIFICATIONS

The United Nations fellowships on disarmament are intended for young individuals involved in, or about to commence work within, the political structures of their respective Governments in the areas of disarmament, international security and related matters.

Candidates must have an advanced university degree (Master's degree or equivalent). A first level university degree with a relevant combination of academic qualifications and/or professional experience may be accepted in lieu of the advanced university degree.

The curriculum of the Programme focuses on the political aspects of these matters and does not include any training for military or police personnel in de-mining, in the de-activation of munitions or in weapons collection.

The nomination of female candidates is encouraged.

Fellowships are not awarded for the pursuit of academic studies leading to degrees.

The Programme is in English and all candidates must have a good working knowledge of English.

4. SELECTION OF CANDIDATES

United Nations fellowships on disarmament shall normally be awarded to candidates nominated by their Governments. In considering applications, particular

attention shall be paid to the candidates' background, their current position in the service of their Government, and the practical use they expect to make of the knowledge and experience gained on return to their Government positions. Other factors also taken into account for the selection of candidates are:

- (a) the greater needs of developing countries;
- (b) the overall geographical balance;
- (c) the desirability of giving preference, in principle, to candidates from countries whose nationals have not previously been awarded disarmament fellowships.

5. AGE OF CANDIDATES

It is recommended that candidates nominated by Governments be between 26 and 35 years of age.

6. PROCEDURE FOR SUBMISSION OF NOMINATIONS

The nomination consists of **(i) the nomination form and (ii) letter of commitment (Annex II) herewith attached, duly filled out**. All questions must be answered in full, in a clear manner and be easily readable. **The nomination form should be signed by the responsible Government official** (page 1 of the nomination form) **and by the responsible official of national selecting authority** (page 5 of the nomination form) – **names and functions of both officials should be specified**.

Please note that both the counter-signature and stamp of the Permanent Representative to the United Nations are required on Annex II, page 2.

Each Government that wishes to do so may submit **one single nomination** and should address it, through its Permanent Mission to the United Nations at Headquarters or in Geneva, to the address below:

Coordinator,
United Nations Disarmament Fellowship, Training
and Advisory Services Programme
Office for Disarmament Affairs - Geneva Branch
Palais des Nations - Room C.113-1
1211 Geneva 10 - Switzerland

7. DEADLINE FOR SUBMISSION OF NOMINATIONS

Originals of nominations, duly filled out, must be received not later than **15 April 2016**. Nominations received after this date will not be considered.

8. DURATION OF THE PROGRAMME

The 2016 United Nations Programme of Fellowships on Disarmament will start in Geneva at the end of August and will conclude in New York at the end of October. The exact dates will be communicated to the selected fellows in due time.

The Programme is carried out on a full-time basis. Fellows are required to devote their complete attention to the Programme and cannot either work for their Governments or attend meetings on their behalf during that period.

9. ACTIVITIES OF THE PROGRAMME

The Programme comprises three segments: (i) a study session at the United Nations in Geneva; (ii) study trips to Vienna (the International Atomic Energy Agency, the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization and other organizations), The Hague (the Organization for the Prohibition of Chemical Weapons and the International Court of Justice), and, normally, to a few countries, at their invitation; and (iii) a study session at United Nations Headquarters in New York.

Attendance in all sessions of the Programme is obligatory and absences that are not appropriately justified will result in a deduction in the amount of daily allowance due to the Fellow.

Fellows are required to prepare a research paper on a topic of their own choosing related to disarmament and international security. The first draft of the research paper is to be handed to the Coordinator of the Programme before the conclusion of the study session in Geneva, and the final paper – in the middle of the study session in New York.

The Fellows are also required to participate in a number of practical exercises, including round tables, simulation sessions and others.

At the end of the Programme, participants who have fulfilled all obligations will be awarded certificates of attendance.

10. TRAVEL AND FINANCIAL ARRANGEMENTS

- (a) The United Nations will provide airline tickets to the fellows for travel connected with the United Nations Programme of Fellowships on Disarmament. Under existing regulations, payment by the United Nations of travel expenses will be limited to round-trip airfare in economy class via the most direct route from the place of residence to the locations where the Programme takes place.
 - (b) Fellows will be responsible for obtaining all the necessary visas in connection with their participation in the Programme prior to the commencement of the Programme. Fellows will be also responsible for arranging their accommodation and transfer from and to the airports, except when these are provided by the inviting country.
 - (c) Fellows are entitled to receive a daily allowance in the course of the Programme at the rates established by the United Nations and designed to cover the cost of food and lodging. However, the Governments are expected to continue payment of a fellow's salary and/or allowances at home during the duration of the Programme. The allowance is not intended to cover the fellow's continuing expenses at home, nor those of his/her dependants. The allowance is not a salary or an honorarium.
 - (d) The daily allowance is reduced when accommodation and/or meals are provided by organizers. The daily allowance is also appropriately reduced while the Programme is taking place in a fellow's current city of residence. If a Government feels that the daily allowance is insufficient to cover the food and lodging expenses of its selected candidate, it is the prerogative of that Government to supplement it with additional funds.
 - (e) Towards the end of the Programme, Fellows will be asked to complete a questionnaire on the adequacy of the allocated funds.
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