



What is the cost of the Academy?

The full participation fee is EUR 3,500. The fee includes:

Subsistence costs: Euro 1,350

- Accommodation in single room at the ITC-ILO Campus during the entire Academy.
- Meals (breakfasts, lunches and dinners) at the Campus self- service.
- Final course dinner

Tuition fees: Euro 2,150

- Registration fees
- Tuition fees and participation in side and social events
- Insurance
- Minor medical care on Campus

The participation fee does not include:

- The cost of travel to and from the International Training Centre of the ILO in Turin, Italy (international travel, airport tax, taxi, bus/train transfers).
- Visa expenses

Special conditions:

Reductions apply for organisations enrolling three participants or more. Please inquire: genderacademy@itcilo.org.

How do I apply for the Gender Academy?

Candidates must also provide the following supporting mandatory documents:

- Sponsor support letter or a statement on how you intend to finance your participation
- Scanned copy of valid national passport;
- Schengen VISA for Italy, if applicable (*Participants are responsible for obtaining the necessary Schengen visa. Visa applications should be made at least six weeks in advance to the relevant EU Embassy in participants' countries.*)

If you come in representation of an institution, or your employer will fund your participation, we will also need:

- An official nomination letter from the appointing institution and signed by the candidate's supervisor (the letter should state the institutional motivation in taking this training opportunity, potential use of knowledge in the professional setting and confirm name and position of the selected delegate)

To apply for the Academy, fill in the on-line registration form (containing CV, personal and professional details and motivation):

- (English) http://app-gender.itcilo.org/index.php?mod=activity_iscription&act=detail&id=176
- (Français) http://app-gender.itcilo.org/index.php?mod=activity_iscription&act=detail&id=178
- (Español) http://app-gender.itcilo.org/index.php?mod=activity_iscription&act=detail&id=177

Fellowships

ITC-ILO has a limited number of partial fellowships available. To know more look at the section **“How do I ask for a fellowship?”** below.

Fellowships are awarded on the basis of a number of eligibility criteria, keeping in mind geographical, gender and institutional balance.



If you intend to apply for a fellowship, please read carefully all the information that follows.

Fellowships cover **only tuition fees, i.e. Euro 2,150**. You will need to mobilise resources for:

- On-Campus accommodation during the Academy , i.e. Euro 1,350
- Your travel from home to ITCILO Turin Campus, Italy, and return.
- Your visa application costs.

How do I ask for a fellowship?

Fill-in the on-line application and indicate you apply for a partial fellowship. Your request will be considered only if you attach:

- A motivation letter.
- A co-funding statement from your employer or from other donor institution, which will cover for your accommodation expenses and travel. Official nomination letters from appointing institutions should be signed by supervisors and confirm your name and position.
- A copy of your valid passport.

Check list: You are <u>eligible</u> for an ITCILO Fellowship if	YES	NO
<p>1. You are <u>not</u> applying as an “International Civil Servant” i.e. an internationally recruited employee of the UN, or an employee of a bi-lateral or multi-lateral donor organisation However, if your organisation plans to send three people or more, special reductions apply. ILO Staff also enjoy special conditions. Please inquire: genderacademy@itcilo.org</p>		
<p>2. You can mobilise other resources for your travel to and accommodation in Turin. To consider you for a fellowship we will need the scan of a signed support letter from your sending institution or donor. In case of selection you will need to send us a proof of pre-payment of needed for your board and lodging, in order to start the recruitment procedures.</p>		
<p>3. The Gender Academy is relevant to your job and position The Gender Academy is designed for those responsible for promoting gender equality and non-discrimination in their everyday work. These include:</p> <ul style="list-style-type: none"> • Government: Women’s and Gender Machineries, Equality and Equal Opportunities Commissions, Ministries of Labour and Social Policies; Gender units and focal points in line ministries • The social partners and NGOs: gender focal points, gender units, managers of programmes and projects who want to effectively mainstream gender • Private practitioners and consultants wishing to upgrade their professional skills <p><i>If you are a representative of an organisation, make sure you have an official nomination letter from your institution and the approval of your supervisor.</i></p>		
Your application has <u>more chances</u> to be successful if....		
<ul style="list-style-type: none"> • You are a “Change Maker”, i.e. you are committed to apply, share and further disseminate what you will learn at the Gender Academy in your professional context We prioritize those who are in a position to influence change in policies and in programmes, apply and further spread the knowledge acquired at the Academy. Please let us know in your motivation letter how you think you could do this. 		
<ul style="list-style-type: none"> • You have never benefitted from an ITCILO fellowship in the past. If you have benefitted from an ITCILO fellowship in the past you may be considered but we will prioritize those who have never had this 		



opportunity.		
<ul style="list-style-type: none"> • You are a national – and hold a valid passport - of an “ODA” country (see list here). <p>Most of our donors prioritize ODA countries. We have very limited possibilities to fund the participation of nationals from OECD countries.</p>		

Deadlines

Deadline for applying for a fellowship: **15 August 2015.**

Deadline for registration (if you are not applying for a fellowship): **14 September 2015.**