

Guidelines for implementing the Policy

1. Applicants must submit proposals within the context of COL's Three Year Plan "Learning for Development".
2. All applicants will submit a work plan with expected outputs and outcomes to be achieved within a specific time frame.
3. All applications will be submitted to the Vice President c/o the Programme Coordinator, at lmeister@col.org.

Executive Secondments

1. Brief background (300 words max) of the applicant's institution.
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 is within the context of COL's TYP.
4. Relevance of the attachment and how this will help the applicant to contribute more effectively to his/her institution.
5. Proposed budget.
6. Tentative titles of two presentations to COL staff.
7. A report of the attachment to be submitted to COL within a month of the conclusion of the secondment.

Attachments

1. Brief background (300 words max) of the applicant's institution.
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 is within the context of COL's TYP.
4. Relevance of the attachment and how this will help the applicant to contribute more effectively to his/her institution.
5. Proposed budget.
6. Letter of support from the head of their institution.
7. Letter of invitation from the receiving institution, 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 a month of the conclusion of the attachment.

Study Tours

1. Brief background (300 words max) of the applicant's institution.
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 is within the context of COL's TYP.
4. Relevance of the study tour to the applicant's institution, and how the study will build capacity in the institution.
5. Proposed budget.
6. Letter of support from the head of their institution.
7. Letter of invitation from the receiving institutions.

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 a month of the conclusion of the study tour.

Conference Organisation

1. The aims and objectives of the conference are consonant with COL's mission and values and the objectives of its current Three-Year Plan.
2. Support will be requested a minimum of twelve months prior to the conference taking place.
3. A report should be submitted to COL no later than one month following the conference, outlining how the funds were expended.
4. All financial support from COL must be recognised in the conference 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 current Three-Year 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.
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 to 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 in our current Three Year Plan.

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.