

Application Guidelines

2020-2021

**Regional Political Training Programme for
Young Political Leaders in Asia**

Contents Page

1. Programme Rationale
2. Programme Objective
3. Framework and Components of KASYP Training
Programme
4. Eligibility and Requirements of Applicants
5. Application and Selection Procedures
6. List of Application Documents
7. Guidelines for Writing a Political Project Action Plan/
Research Plan
8. General Information
9. For Further Inquiries

1. PROGRAMME RATIONALE

Political parties are the intermediate link between the state and society. In theory, they should perform the important functions of selecting political candidates, forming government leadership, representing civic interests and developing the national agenda. However for most Asian countries, these functions seem to be lost as politicians view and use political parties merely as instruments for winning elections. Additionally, political parties in Asia face several problems such as weak party organisation, factionalism and lack of clear ideological orientation. These problems lead to unclear platforms and personality-based politics wherein voters elect a leader based on how influential s/he is, and not because they support the programmes of her/his party. As such, some political parties are not able to connect with the public, ultimately failing to represent their interests in the country's governance.

Despite the various problems of political party systems, there is no denying the fact that political parties play a crucial role in sustaining and consolidating democracies. A highly organised political party, with clear ideologies and values, would be better able to effectively link the state and society. Therefore, there is a need to strengthen political parties in order to ensure they become impactful instruments of the government in responding to the needs of the people.

In lieu of such a need to strengthen political party organisation in Asia, the Konrad Adenauer Foundation started this regional training programme in March 2010. The broad aim of the programme is to build capabilities of political parties to address problems within the party as well as respond to the interests of the various public sectors.

Applications for the ninth batch are now open. So far, seven batches of KASYP fellows have completed the regional training programme, with one batch ongoing with their trainings. This programme will be phased over a two-year period. Aside from providing training to build the political parties' capabilities, the programme will also require an output, in the form of a "political project", from each participant. The political projects will ensure that the participants can indeed apply what they have learned and will also serve as the first step towards better political party systems and ensure the strengthening of democratic practices in Asia.

2. PROGRAMME OBJECTIVES

This project has its fundamentals in the realisation that parties require as much nurturing and attention as any other political institution in a democratic process. Well-run political parties anchored on sound development-platforms contribute to mature democratic ideals and principles.

Therefore, the *main goal* of this two-year programme is to develop a cadre of political leaders who will take lead in the advancement of responsiveness and accountability of political parties in Asia.

The two-year programme aims to achieve the following objectives:

1. Strengthen political parties' internal capacity in terms of organisation, administration and day- to- day functioning through training and resource material development.
2. Facilitate individual, party and political system change that improves party transparency, internal democratisation and outreach.
3. Enhance political parties' ability to engage their constituency through the development of a membership strategy, a party platform and an election campaign strategy.
4. Increase political parties' knowledge of the electoral processes, with particular emphasis on the workings of the electoral system, the roles of the various electoral stakeholders, and the rights and obligations of the parties (including monitoring and complaints procedures).
5. Strengthen the ability of political parties to interact with the key stakeholders in the electoral process.
6. Build the participants' capabilities in implementing their political project action plan that would help to improve their respective political parties or social organisations.

3. FRAMEWORK AND COMPONENTS OF KASYP TRAINING PROGRAMME

I. Functions and Organisation of Political Parties in Democratic Societies (First Training)

Main Goal: To provide participants with background knowledge on diverse political environments and party systems in Asia as well as tools and techniques in pursuing political projects for implementation.

Topics: Introduction to Asian Political Party Systems; Leadership and Management of Public Organisations; Political Communication; Strategic Planning and Political Project Development

II. Political Parties in Local Governance and Development (Second Training)

Main Goal: To provide participants with tools and knowledge to create effective democratic governance in societies facilitated by political parties at the local level

Topics: Decentralisation, Local Politics and Governance, Community-Driven Development and Visits to Public Institutions

III. Political Parties in Elections and Electoral Campaigning: Developing Electoral Behaviour, Processes and Governance in Asia (Third Training)

Main Goal: To provide participants with the understanding of electoral campaigning and its many tools as well as the importance of providing organised electoral choices to citizens through political parties

Topics: Regulations, Electoral Management bodies and enforcement, Campaign Strategy and Planning and Political Party Candidate Election

IV. Political Parties in Western European Parliamentary Democracy (Fourth Training)

Main Goal: To provide the participants with exposure to the role of political parties at different governance levels within a political system

Topics: Party organisation and activities at local, regional and national level and Role of Political Parties

Outputs:
Political Projects are developed and implemented by participants with desired outcome achieved.

The regional training programme will take place over a 2-year period. Tentative details are as follows:

1. Inaugural Training Workshop

- Tentative Details: *January/February 2020*
- Duration: 05 days
- Focus: Different aspects of political party building in the context of political development in Asia. Additionally, the participants will be trained in strategic political party planning where they will be instructed to design a political project that they will need to implement in the following year and a half.

2. Second Training Workshop

- Tentative Details: *August 2020*
- Duration: 04 days
- Focus: Local politics and the role of political parties in the regional and local level.
- An important aspect of the second training will also be devoted to the reporting of the status of the different political projects initiated by the participants.

3. Third Training Workshop

- Tentative Details: *March/April 2021*
- Duration: 04 days
- Focus: Electoral campaign strategies mainly along with political communications training with expert resource persons from Germany.

4. Fourth Training

- Tentative Details: *August/September 2021, Germany*
- Duration: 06 days
- Focus: Study trip to Germany where the participants will learn about the organisation and activities of political parties in western European parliamentary democracy where political parties play a distinctive role.

**Dates and locations of the training workshops are subject to change but you will be notified at least 3 months before each training session.*

4. Eligibility and Requirements for Application

Nationality	Must be a citizen of an Asian country
Age	Between 24 and 35 years old as of the date of application
Language	Should be fluent in speaking and writing English
Work Experience	Has minimum of 3 years of substantial experience, particularly in work relevant to a political and/or party organisation
Responsibilities of applicants	<ol style="list-style-type: none"> 1. To fill out all the necessary forms and documents and to follow the conditions deemed as a participant of the programme. 2. To submit all the requirements and comply with all the expected outputs before, during and after the programme. 3. To fully participate in all the activities and events deemed necessary for the success of the programme. 4. To come up with a quality and viable political project/ research study to be implemented or adopted in their respective political party. 5. To contribute to the development of his/her country with the acquired knowledge, skills and experiences upon return to the respective country. <p><i>* If there is a drastic change in health condition before and during the conduct of the programme, participation in the programme will be reconsidered.</i></p>

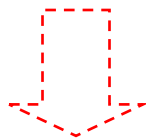
5. APPLICATION AND SELECTION PROCEDURES

All applicants must complete the application forms and pass the selection procedures. Only short listed candidates will be contacted to undergo further screening and interview.

A maximum of 20 participants will be selected to take part in the programme.

****COMPLETION OF APPLICATION DOCUMENTS****

- ◆ Applicant must fill out all sections of the application form in English (see the Application Form).
- ◆ Application form must be attached with the required documents. The documents must be in English or accompanied by an English translation.
- ◆ All completed forms to be submitted by the **11th of October 2019 (GMT: 11:59 PM)**.



SUBMISSION OF APPLICATION DOCUMENTS

Application form and the required documents can be submitted via

1) E-mail to the following address:

Ms. Rey Uzhmar C. Padit

Programme Manager for Political Co-operation

Email: rey.padit@kas.de

Tel: **+65 6603 6161**

Fax: **+65 6227 8343**

- ◆ Submission of application should not be later than 11th October 2019
- ◆ Late submissions and/or incomplete application documents will NOT be accepted.
- ◆ Application documents will not be returned for any reason.

6. LIST OF APPLICATION DOCUMENTS

	NECESSARY DOCUMENT	NOTE
1	Application Form - with Picture (passport size)	◆ Should be honestly and completely filled out
2	Proposed Political Project Action Plan	◆ Font Style, Times New Roman or Arial; Font Size, 12; Single space ◆ Refer to the guidelines for writing a political project action plan/ research plan (page 09)
3	Political Party Briefing	◆ Each item should not be more than 200 words.
4	Official Nomination Letter	◆ Issued and written by a higher official in the applicant's political party/organisation
5	Evidence of party membership	◆ This should be an official letter stating type of membership and years of membership, issued by party administration
6	Confidential Statement of Reference for KASYP Training Programme	◆ To be written by the higher official of the applicant's political party/organisation
7	Declaration	◆ Must understand all the articles stipulated in the declaration and signed by the applicant.

*PLEASE NOTE: QUALIFICATION SCREENING

◆ KAS Project Office will check all required documents and carry out a qualification screening.

◆ ONLY qualified applicants will be informed of instructions on the follow-up requirements.

7. GUIDELINES FOR WRITING A POLITICAL PROJECT ACTION PLAN

A well-conceived political project action plan is required as part of the KASYP programme applications. Following are some broad guidelines as to what it should cover:

- The plan should be in connection to the objectives and goals of your political party.
- The action plan should aim at developing the capacity and capability of your political party and its members.
- It should focus on a well defined area. For example: municipality, constituency, youth wing of a party, women's department among others.
- The plan should highlight how your project will contribute to the development of your political party and organisation.

The purpose of this political project action plan is to help the training management staff of KAS to evaluate the significance of your action plan/ research plan. The staff will pay attention to the following points:

- (1) Does your project action plan address important policy questions of your country or political organisation? Does it provide convincing reason why research questions described in your action plan are important or will be important in the future?
- (2) Does the action plan show that you are strongly motivated to implement the project/ research successfully? Who will benefit from the result of your project? Will the result contribute to solving or clarifying policy questions important for your party/country? Does the project/research help you participate more effectively in the development process of your country, particularly in the development of your constituents/constituency? (Include any information about your responsibilities in the government.)
- (3) Are your action plan/ research plan supported by your political organisation/ party?

8. GENERAL INFORMATION

The course will be fully sponsored by the Konrad Adenauer Foundation. The participants will be accorded with an economy class ticket (point-to-point basis) to all the training locations. Accommodation and meals will also be provided by the Konrad Adenauer Foundation.

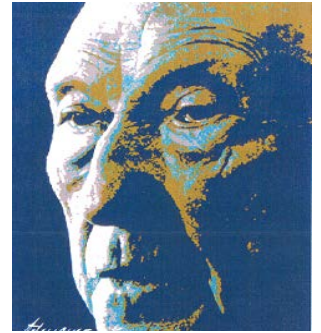
9. FOR FURTHER ENQUIRIES

Mr. Christian Echle

Director, Political Dialogue Asia
Konrad Adenauer Stiftung
Singapore 209000

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Application Form

2020-2021

**Regional Political Training Programme for
Young Political Leaders in Asia**

KONRAD ADENAUER STIFTUNG

ASIAN REGION

Application Form

Title of Training: Konrad Adenauer School For Young Politicians (KASYP)

I. Personal Information

(1) Full name (as of stated in the passport):

Given Name: _____

Middle Name: _____

Family Name: _____

(2) Date of Birth: (day) _____ / (month) _____ / (year) _____

(3) Age: _____

(4) Sex: [] M [] F

(5) Marital Status: [] Single [] Married

(6) Current Home Address:

City: _____

Country: _____

(7) Current Postal Address: (if different from current address)

City: _____

Country: _____

(8) Date of Passport Expiry*: _____

***Passport needs to be more than 9 months valid at time of application.**

(9) Nationality at birth: _____

Present Nationality: _____

(10) Phone number (Home): _____

(11) Phone Number (Office): _____

(12) Mobile number (if any): _____

(13) Preferred time to call: _____

(14) Email address: _____

(15) Languages:

Language	Ability to read			Ability to write			Ability to speak		
	Very Good	Good	Weak	Very Good	Good	Weak	Very Good	Good	Weak
English									

Attach recent photograph here

Passport size photo

**Please indicate contact person in case we need to contact someone for a reference.*

Contact person: _____
 Relationship (**this individual should not be a family member or friend**): _____
 Phone/ Mobile number: _____
 Email address: _____

II. Educational Background and Affiliation

Name of University/ Educational Institution, Place and Country	Period of Schooling you have attended	Attended From/ To		Certificates, Diplomas, Degrees Obtained	Main Course of Study	Honors/ Distinctions
		Mth/Yr	Mth/Yr			

Other forms of certification

Name of Institution, Place and Country	Duration	Attended From/ To		Certificates, Diplomas, Degrees Obtained	Main Course of Study
		Mth/Yr	Mth/Yr		

List membership (most recent first) of professional societies and activities in civic, public or international affairs.

Name of Organisation/ Institution, Place and Country	Position Title	Membership From/ To		Nature of Organization/ Main Duties and Responsibilities
		Mth/Year	Mth/Year	

List any significant publication/s you have written. **[OPTIONAL]**

Name of Publication/s	Date and Place of Release	Main Theme/ Topic of publication

III. Work Experience

Fill out from your *current full-time job/work/profession (not political party related)*. Attach another sheet if necessary.

Organisation/ Agency	Department/ Division	Position Title	Period of Working	From/ To		*Type
				Mth/Yr	Mth/Yr	

*For the type of organisation, refer to the choices below:

- | | |
|--------------------------------|-------------------------|
| A. Ministry/ Government agency | B. Research Institute |
| C. Educational Institution | D. NGO |
| E. Private Institution | F. Others, pls. specify |

2. Give the details of your most recent work in your employment/ involvement to a political institution, or party.

(a) Current position title in *your political party*:

(Do not abbreviate the name of the organisation/ department/ division)

(b) Name of *Political Party*: _____

(c) No. of Months/ Years working *with political party*: _____

(d) How did you get associated with the political party? _____

(e) What kind of orientation, training or other capability-training activity have you undergone in your political party?

(f) What do you expect your role to be in the political party by 2020?

(g) Contact Information:

Work Phone: _____ Fax: _____

Work Address: _____

(h) What is your current task, function or responsibility in the Political Party? And who is your current supervisor in the party?

Please limit your answer to 200 words. If need be, please use a separate sheet of A4 sized paper and attach it to this page

(i) Cite your significant contribution/s to your political institution or party, and to your constituents and country.

Please limit your answer to 200 words. If need be, please use a separate sheet of A4 sized paper and attach this page

IV. PERSONAL MOTIVATION STATEMENT

3. How would you utilise the knowledge, skills and experiences that you will gain from this training programme for the development of your political organisation/ party, constituents and country? Also how relevant is the training programme to your political work and how can participating in this programme value-add your political experience and party?

Please limit your answer to 300 words. If need be, please use a separate A4 sized paper and attach this page as cover

V. Political Project Action Plan

On separate sheets of A4 sized paper, write a brief proposal of a possible action plan you may want to pursue as a result of your attendance to this programme. Describe how your study or project can contribute to solving the issues of development within your party and country.

It is strongly recommended that the plan should be in connection with:

- A project aimed to develop the capacity of the political party or the capability of its staff to undertake major activities
- A project aimed to implement substantive activities aligned with the political party's strategy and programme of action
- A project aimed to generate data and increase understanding of political parties in Asia
- The project must be in accordance with the objective and goals of your political party. It should consist of a specific activity that the applicant wants to develop during the next two years to promote his/ her party or organisation.
- The project plan should focus on a geographical or sectorally well defined area. For example: region, municipality, youth wing of a party, constituency or women's department.

In writing your proposed action plan, please be guided with the instructions indicated in the application guidelines document for more information about writing your proposal. The proposed action plan must not be more than 2 pages, with Times Roman, font size 12 and single spaced.

VI. Political Party Briefing

All the applicants are also required to submit a country paper with the following needed information:

1. Brief history and background of your political party
 - a. What is the main Ideology and principles behind the Programme of Government for your Political Party?
 - b. Key Leaders of the Political Party (Past and Present) (Please list names, position, significance)
2. Vision and mission of your political party
3. Strength of Political Party
 - a. Membership (number of members by type)
 - b. Seats in Parliament (number, type)
 - c. Control or Participation in Regional/Local Governments
 - d. Regional/Local Chapters and Presence (number of regional and local chapters)
 - e. Role of Political Party in Present Government or Polity (Government, government coalition, opposition, opposition coalition, etc)
 - f. Key National Events Involving the Political Party (Constitutional reform, Congresses, Summits, International Conferences)
 - g. Key Regional/Local Events Involving the Political Party (Congresses, Summits, conferences)
4. Main challenges and problems being faced by the political party
5. Strategy/ies of the party in selecting, recruiting and mobilising party members
6. Number of members in the party and number of party members holding position in the public office
 - a. Current Membership of Political Party in Political and other Coalitions (Please provide the names of the organisations and provide a one sentence description of each)
7. Schematic diagram of the organisational structure in your political party

For each point, your answer should not exceed 200 words. Write your answers in a separate A4 sized paper.

VII. Letter of Reference and Party Membership Verification

Please submit a letter of reference from a higher official from your political party. This should be written or typed clearly in English and sent to KAS office by the referee himself/herself in an email or a sealed envelope, couriered to KAS office directly.

Please also provide a letter from your political party verifying your party membership.

VIII. DECLARATION

I, (write your full name) _____, declare that I am applying for the Konrad Adenauer School for Young Politicians (KASYP) with full understanding of the "Application Guidelines", especially the articles stipulated below:

All the information that I provided in this Application Form are true and accurate to the best of my knowledge and ability. I understand that my application will be cancelled if any information I have provided is recognised as false.

I understand my application will be cancelled without notice if the application form is incomplete or does not have the necessary information.

The KAS Director is in-charge of the selection procedure and criteria for selection and the result of the entire process will be final. I understand that I have no right to object with whatever the result.

The objective of the programme is to build a cadre of young politicians who will take lead in the development of their political parties and of their countries. Thus, I understand my obligation to complete the training programme within the prescribed period and comply with all the required outputs of all the trainings.

I agree that my personal information in the Application Form, provided to KAS, will be used only for the purpose of the operation of KASYP Training Programme. Should it not be possible for me to attend one workshop or more during the course of the programme due to personal reasons, health or work, I will provide a letter of explanation. I accept to be disqualified from graduating from the programme, should I not meet the requirements of the programme. This also means I will not be able to apply for the following round of applications as I have previously been accepted, unless under special conditions, which the KAS Director has to approve.

Signature: _____

Date: (day) _____ / (month) _____ / (year) _____

****Please submit by the 11th of
October 2019 (GMT: 11:59 PM)****

Checklist of Application Documents to be submitted

Name of Applicant (full name as stated in passport): _____

Party / Political affiliation: _____

Position in Party: _____

How did you come to know of KASYP? (please tick against the options below):

- KASYP alumni members
- Facebook
- Websites of the KAS Foundation/KASYP
- KAS Country Offices
- Others (please specify: _____)

Date of Submission: _____

I T E M	NECESSARY DOCUMENTS (arrange by order)	Where to Obtain the following Documents	Original	Certified True Copy /Photocopy of the Original	Your Tick Mark Here ↓
			Required Number to be Submitted		
1	Application Form – with Picture (passport size)	KAS	1		
2	Proposed Political Project Action Plan	Applicants	1		
3	Political Party Briefing	Applicants	1		
4	Official Nomination Letter	From higher official of applicant's political organisation/ party	1		
5	Evidence of Party Membership	Party Administration	1		
6	Confidential Statement of Reference for KASYP Training Programme	From higher official of applicant's political organisation/ party	1		
7	Declaration	KAS	1		

Note: Before submitting any of these documents, make sure to make your own copy/ies. The KAS secretariat will not give back all the documents even after the selection process, for record purposes.