

NGO Training Fellowship for NGO Workers



Collaborating Centre for Oxford University and CUHK
for Disaster and Medical Humanitarian Response
CCOUC 災害與人道救援研究所



香港賽馬會災難防護應變教研中心
Hong Kong Jockey Club
Disaster Preparedness and Response Institute
INSTITUTE FOR SUSTAINABLE LIVES AND GLOBAL RESILIENCE

捐助機構
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香港中文大學
The Chinese University of Hong Kong



香港中文大學醫學院
Faculty of Medicine
The Chinese University of Hong Kong



香港賽馬會公共衛生及急症醫學學院
The Jockey Club School of Public Health and Primary Care



HONG KONG ACADEMY OF MEDICINE
香港醫學專科學院

1. Introduction

In order to strengthen Hong Kong's preparedness and capabilities for handling disasters or major emergencies, The Hong Kong Jockey Club Charities Trust donated HK\$271 million to set up The Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJC DPRI), the first of its kind in Asia. The institute started operation on 1 November 2014 and is committed to establishing Hong Kong as a regional and international leader in disaster preparedness and response training, and promoting local community resilience. A five-year programme from 2014 to 2019 will be executed to train healthcare professionals, NGOs and members of the community. Ongoing professional education and networking platform will be provided, enabling meaningful discussions related to education, policy development and accreditation.

The **Non-governmental Organisation (NGO) Training Fellowship** is a community knowledge-transfer initiative which intends to empower mid-career frontline NGO workers to assess, analyze, develop, implement and evaluate emergency assistance and health-related interventions in the context of disaster and crisis. The NGO fellow could be attached to the "Collaborating Centre for Oxford University and CUHK for Disaster and Medical Humanitarian Response" (CCOUC) at CUHK to be involved in its disaster preparedness-related projects, or work with other disaster preparedness organizations in designing the interventions.

2. Aim and Objectives

The fellowship aims to promote community engagement in disaster preparedness and response through building alliances with NGOs.

The objectives are:

- (i) To increase NGO workers' knowledge on disaster preparedness, public health, medical humanitarian response and development;
- (ii) To offer technical input to counterpart NGOs, so that through partners' developed programmes, the fellow will acquire relevant knowledge and cultivate good disaster preparedness measures;
- (iii) To enhance NGOs' capacity to provide evidence-based emergency assistance and disaster preparedness actions;
- (iv) To encourage networking and sharing of experience, so as to establish a community of practice among NGO fellows and other counterparts in the disaster preparedness field in Hong Kong and Asia; and
- (v) To facilitate local and regional partners to develop useful and effective public health and disaster preparedness projects, which will be the evidence of the positive change.

3. Eligibility criteria

The applicant must be:-

- Working in a local or international NGOs in Hong Kong, mainland China or other Asian regions; preference will be given to those working in an NGO which has worked on emergency, disaster preparedness, medical humanitarian response and/or post-disaster development;
- Having a minimum of 5 years' work experience with at least one year of experience on emergency, disaster preparedness, medical humanitarian response and/or post-disaster development, including but not limited to natural disaster, crisis or emergency relief management, recovery and rehabilitation, post-disaster development or a related field;
- Possessing relevant professional qualification (university diploma or degree) on medicine, public health, political or social science, disaster management, international relations, public administration or a related field. A combination of relevant academic background and extensive relevant professional experience in a related area may be accepted in lieu of university diploma or degree; and
- Recommended by the NGO that the applicant is currently working.
- Being familiar with the institutional emergency response system or having knowledge of the system in Hong Kong, China and Asia would be an asset.

4. Value of the Award and Award Requirements

The maximum value of the award is HK\$50,000 each. An NGO fellow will be required to design, propose and/or implement on an innovative public health interventions, which can become an important mode of operation in future disasters. An NGO fellow is allowed to take up the fellowship on a part-time basis so that there is minimal disruption to the NGO s/he works for, and a track record of commitment in this area. An NGO fellow could be attached to CCOUC and be involved in its disaster preparedness-related projects, or work with other disaster preparedness organisations in designing the interventions. NGO fellows may spend some time in other countries or institutions, and this will be supported by available funding.

The award to the NGO Fellowship supports different initiatives:

- Enrollment in related short courses offered by universities and organisations. All short courses related to the fellowship project, including those providing more practical and skill-oriented knowledge could be included. This grant could also support travel and accommodation expenses for NGO fellows from mainland China or in Asia for their short-term stay in Hong Kong.
- NGO fellows can submit disaster preparedness related project proposals to seek funding support. Activities in the proposals can range from awareness raising and training, supporting local partners on designing and implementing disaster preparedness and public health programmes, conducting evaluation and capture learning. The project proposals will be appraised and grants will be given to projects which demonstrate strategic value contributing to the fellowship

objectives. Priorities will be given to new initiatives and projects, while ongoing projects will have a lower priority.

Prior approval is required for activities not included in the original application form.

5. Application Procedures

Details of the fellowship and the application form can be downloaded from the CCOUC website.

The application form and two letters of recommendation must be returned to CCOUC upon completion. Applications will be passed to a review panel. Only successful applicants will be invited to an interview.

6. Dates of Commencement and Closure of Application

Four fellowships will be granted each year for 5 consecutive years from 2015 to 2019.

Application opens all year round. CCOUC may, however, change the date of closure, taking into account of various circumstances.

7. Award Terms and Conditions

NGO fellows are expected to agree to the terms and conditions of the NGO Training Fellowship and sign the Final Award Letter. Some of the conditions stipulated in this letter are:

- Fellows are requested to share their lessons learnt and experiences gained with wider audience through the platform provided by Hong Kong Academy of Medicine (HKAM), HKJCDPRI, CCOUC or her counterparts.
- Fellows are expected to capture their experiences in a project narrative report.
- NGO roundtables will be organized on an irregular basis, when NGO fellows are expected to contribute on topics of common interests or work together in collaborative actions.
- Fellows need to complete the required training organized by CUHK, HKU and/or HKJCDPRI.
- Fellows should complete their project and training within 12 months.

8. Further Information

Enquiries should be made to CCOUC at ccouc@cuhk.edu.hk or +852 2252 8850.

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Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI)
NGO Training Fellowship for NGO Workers
 – Administered by the Collaborating Centre for Oxford University and CUHK
 for Disaster and Medical Humanitarian Response (CCOUC) –

*Please attach your CV when submitting this application.			
Part 1. PERSONAL INFORMATION			
First name (in English):		Last name (in English):	
Full name (in Chinese):		Date of application:	
Nationality:		Proposed fellowship period:	
Email 1:		Telephone number 1:	
Email 2:		Telephone number 2:	
Are you a Hong Kong permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, are you eligible to work in Hong Kong?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Part 2. EDUCATION			
Please provide information on your highest and most relevant qualification attained.			
Name of degree:			
Name of concentration:			
Name of institution:			
Country of institution:		Have you graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Year of admission:		Year of graduation:	
Remarks: (Other professional qualifications)			
Part 3. EMPLOYMENT			
Please provide information on your current employment.			
Name of employer/company:		Job title:	
Country of working:		Date started:	
Remarks: (Years of relevant work experience, knowledge of institutional emergency response system in Hong Kong and whether taking up the fellowship on a part-time basis)			

Part 4. PROPOSED ACTIVITIES TO BE SUPPORTED BY THE FELLOWSHIP

In 200 words, describe the public health interventions, the disaster preparedness organisation(s) to be attached to, the short course(s) to be enrolled in, and/or the disaster preparedness related project proposal(s) to be supported by the fellowship.

Part 5. PROPOSED BUDGET TO BE SUPPORTED BY THE FELLOWSHIP

Please outline the budget for the public health interventions, the short course(s) to be enrolled in, and/or the disaster preparedness related project proposal(s) to be supported by the fellowship.

<End of form>