



## Joint Conference in Bosnia: February 10th - 14th 2014

### Practical information

Each participant is requested to have a particular focus or mandate in one or more of the five topics. In the selection process the organisers will seek a balance with the participants into each of the specific thematic listed above.

The outcome of the conference will form the basis for a more long-term support and action plan for the continuation of exchange between Bosnian and Syrian counterparts as well as specific capacity building projects for Syrian women to respond to the gaps, demands and recommendations identified.

### Dates and place

Conference dates: 10-14 February 2014

Venue: Bosnia and Herzegovina (specific venue will be shared with participants closer to the conference)

Deadline for application: **December 11th, 2013.**

### Partner organisations

The program is planned and implemented by WILPF International, with the support of our partner organisation Kvinna till Kvinna (Sweden).

The program is made possible by the generous support by the Government of Norway, Kvinna till Kvinna and the OAK Foundation.

### Application process and requirements

#### Target group

The conference will admit up to 25 participants from Syrian women and civil society organisations. It

will primarily be designed for activists engaged in one or several of the five topics, with a strong mandate and network within their organisation and geographical area. We encourage also young activists to apply to the program as we strive to have both an age balance and diversity in the attending organisations. We also aim to include as representative as possible group of activists who can reflect the disproportionately harsh living and working conditions inside and outside Syria, hence applicants working in all areas across Syria are highly encouraged to apply.

## **Eligibility criteria**

To apply for the Joint Conference in Bosnia you must meet the following eligibility criteria:

- Syrian national or have lived in Syria for the last 10 years.
- Currently working with an organisation targeting Syrians within one or more of the 5 topics.
- Demonstrate commitment to apply the knowledge and experience learnt from the conference upon return to organisation, and capacity to spread such knowledge into formal or informal networks.
- Demonstrate strong commitment to conflict resolution and peace-building
- For logistical reasons have a valid passport during the second half of 2014

## **Nomination process**

The applicant must be nominated by the organisation/movement/network (s)he works with. Information on the organisation and the reason for nomination should be clearly stated in the application form. The reason behind this nomination procedure is that we believe that activists affiliated with organisations have more structured and effective impact on the ground. However, under special circumstances, individual activists who are not affiliated with any organisation might be considered if proved that they work with specific target groups in a structured way and have access to a wide network of activists.

## **Selection**

The selection of participants will be based on the application form and done by a committee set up by the program management. The criteria for selection will be linked to the relevance and work of the applying organisation, and the possibility of the participants to reach a larger network or constituency of women's rights and civil society activists. All applications are strictly confidential and will not be shared or distributed outside the program management group. All participants will be notified after the deadline of the application. Skype interviews (if possible) will be conducted with the final list of applicants selected for the conference. The interview will also allow time for questions and considerations towards the organisers.

## **Language**

The conference will have translation between English, Bosnian and Arabic.

## Cost of participation

WILPF International will cover all costs related to the conference including accommodation cost and board.

International travel cost to and from Bosnia will also be covered and booked by WILPF International. National or in-country travel cost will be reimbursed based on prior agreement and receipt. Cost for the visa will also be reimbursed based on receipt. Personal expenses are not included.

## Visa and insurance

The participants are responsible for obtaining the necessary visa in close collaboration with WILPF. More information regarding the visa process will be shared with the participants once selected for the conference.

All participants will be covered by a basic travel and health insurance for the duration of the conference. Participants travelling or staying after the conference will not be covered by the insurance.

## Application form

Application forms are available in both English and Arabic. Please feel free to complete the form in **either** English or Arabic depending on your comfort level. You can download the [English application form](#) or the [Arabic application form](#). On completion, send your application form to: [bosniaJC@wilpf.ch](mailto:bosniaJC@wilpf.ch) by **December 11th**. For any questions, contact: [bosniaJC@wilpf.ch](mailto:bosniaJC@wilpf.ch)