Jennings Randolph International Fellowship Program

Guidelines Revised October 2017

“Public works is a powerful instrument for understanding and peace.”

– Jennings Randolph

(U.S. Senator from West Virginia, 1932-1985, known as the “Dean of Public Works Legislators”)
Purpose

The Jennings Randolph International Fellowship Program was established at the Eisenhower World Affairs Institute in May of 1987 and is administered by the American Public Works Association. The APWA International Affairs Committee (IAC) annually solicits and reviews proposals and recommends to the Eisenhower World Affairs Institute (EI) those fellowships to be awarded in any given year. The Institute reviews and, if appropriate, approves the recommendations. The fellowship supports participation at a public works conference of one of our international partners and a public works study tour in that country.

The mission of the EI is to advance former President Dwight D. Eisenhower’s intellectual and leadership legacies in foreign and domestic policy through: a rigorous pursuit of facts; the encouragement of reasoned and respectful debate; and the quest for outcomes that serve the American people while promoting justice and international peace.

In making the program available, APWA hopes to further its international principles:

- To provide an opportunity for individuals to broaden their knowledge and exchange experiences and information on trends and advances in public works, through direct contact with APWA international partners.
- To promote friendship and understanding among public works staff on an international basis.
- To provide a venue for the exchange of information between APWA and our international partner countries. Currently, these countries are: Australia, Czech Republic, Denmark, Finland, Iceland, Mexico, New Zealand, Norway, Slovakia, and Sweden.

The Jennings Randolph International Fellowship Program has been in place since 1988.

Eligibility

Any individual may apply for this fellowship.

However, members of the IAC, or subcommittees and task forces of the IAC, may not apply during their term of office. APWA National officers and board of directors members may not apply for a five-year period following their APWA board participation.

If two or more proposals are determined to be of equal desirability and sufficient funding is not available to support both applicants, leadership experience in an association related to the practice of public works is a preference.

Selection

Recipients will be selected based on the funding available, thoroughness and completeness of the application and supporting documents, the appropriateness of the topic of study for APWA and international partner countries, the relation of the topic to public works, and how well the goals and objectives of the study are identified and developed.

Terms and Conditions

APWA anticipates that the following terms and conditions will be met:

- The public works study tour should last approximately two weeks, with up to one week spent participating at the host country conference through presentation of a public works/infrastructure-related paper, and another week spent studying a particular aspect of public works in that county. The extended week may be scheduled either prior to or following the conference, depending on the scheduling and requirements of the study tour. “Job shadowing” during a portion of the tour is encouraged.

- The study topic will be mutually relevant to the specific partner country and APWA members.

- The reimbursement provided will generally cover the airfare expenses.

- The registration fee for the host conference will be complimentary.

- At the next available APWA PWX, the participant will:
  - Conduct an educational session that covers their public works study tour, how the exchange contributed to the participant’s professional development, how other public works may use this information as they progress, and what impact management policies and innovations learned abroad will have on the participant’s local government.
  - Present a brief overview (15-20 minutes) to the International Affairs Committee at PWX, date and time to be determined.
  - The participant will prepare an article for the APWA Reporter within
two months following the study tour, describing the objectives for the tour and the lessons learned. The JR Fellow will also provide photos from the public works study tour.

• All costs beyond the amount of the fellowship stipend associated with other activities—including additional travel and accommodation—will be paid by the participant or an outside funding source secured by the participant.

• Costs for any additional family members travelling with the participant will be borne by the participant.

• Participants will be recognized at PWX.

Selection Process

The selection process and criteria for making the final selection(s) are as follows:

1. The application and supporting documentation will be reviewed for the following:
   a. Completeness and accuracy of the application
   b. Relevance of the topic to the specific country
   c. Relationship of the study to public works
   d. Suitability of the application to the purpose of the program

   Any proposals failing to meet the above criteria will be eliminated from further consideration.

2. Proposals meeting the foregoing criteria will be reviewed by the IAC, Jennings Randolph International Fellowship Task Force (JR Task Force) using a rating system to evaluate the proposal as objectively as possible. The criteria to be evaluated include:
   a. The study objectives are clearly identified, feasible and well developed.
   b. The presentation proposed is appropriate for the study tour.
   c. The study tour will advance international objectives and the international mission of APWA.
   d. The study relates well to the background and career of the individual.
   e. The theme of the study is relevant and is consistent with public works interests and issues in the United States and/or Canada and the country to be visited.
   f. The proposal is sufficiently well thought out and clearly stated.
   g. If similar proposals are submitted, the JR Task Force will select the proposal that best meets the selection criteria.
   h. Other information may be relevant, especially if more than one proposal is determined to be of equal desirability and sufficient funding is not available to support both applicants. In that case, the following information will be considered to assist in making the final decision:
      • Prior international experience
      • Language skills appropriate for the country of choice
      • A demonstrated depth of knowledge or expertise in the particular field of study

3. Applications will be reviewed by the JR Task Force, with the top recommendation(s) forwarded to the EI.

4. If deemed necessary by the JR Task Force, a follow-up telephone interview may be scheduled with the individual applicant(s) prior to submitting the final recommendation(s) to the EI.

5. The Grants Committee of the Eisenhower Institute Board of Directors will select the final winner(s).

Fellowship Awards

The Jennings Randolph International Fellowship will be awarded on the basis of the funding that is available each year. Depending on available funding, some years may result in the award of more than one fellowship.

Partner national conferences and the actual dates and locations will vary from year to year. The recipient’s schedule must be flexible in order to accommodate the program schedules for each specific fellowship.

For 2018, fellowships are available for attendance at:

- Finnish Association of Municipal Engineering (FAME) Finland
- Institute of Public Works Engineering Australasia (IPWEA) New Zealand
- Gobiernos Locales por la Sustentabilidad, Secretariado para México, Centroamérica y el Caribe (ICLEI) Mexico
- Swedish Public Works Association (SPWA) Sweden
- Norwegian Association of Municipal Engineers Norway
- Association of Municipal Engineering Denmark

Reimbursements granted for travel to our partner countries are based on the program’s funding availability for the current year. The amount ranges from $1,500-$2,500 for reimbursable expenses by the Jennings Randolph International Fellowship Program.
Fellowship Awards (continued)

No specific monetary match is required of the participant other than through an in-kind match of use of annual leave or an employer granting leave, with or without pay, for this study tour. However, participants should expect to bear personal costs beyond the travel allowance provided.

The payments will be made by APWA in full in the form of a travel reimbursement. APWA will require a completed APWA “Expense Report” form and original receipts no later than one month following the conclusion of the study tour.

Recipient Responsibilities

1. Each participant must propose a topic of study related to public works which will be presented at the partner’s conference; the subject shall be based on their own choice or that of their employing organization.

2. Each participant must complete and submit an application and supporting documents in the format prescribed by APWA by the published deadline.

3. Each participant must complete an estimated budget and tentative schedule for the trip, including any other sources of funding for costs not covered by the fellowship.

4. Each participant is required to attend the partner’s national conference for its full duration plus a minimum of one week of study either prior to or following the conference.

5. Each participant is required to address the partner’s national conference on the subject of their study.

6. Each participant is to prepare an article for the APWA Reporter on the public works study project within two months of returning to their home country.

7. Each participant is to make a presentation on the study tour at the next available APWA PWX. The presentation should explain how the study tour contributed to the participant’s professional development and what impact management policies and innovations learned in the host country will have on the participant’s local government. Following the study tour, the participant is to complete a 100-300 word abstract of the proposed presentation in the format designated by the APWA Education & Credentialing Department, for the APWA PWX.

8. Each selected participant will be responsible for working with the host country and members of the IAC in developing a mutually agreeable program.

9. Each participant shall bear all costs beyond the stipend provided.

Applications

Applicants must complete and submit the application in full. The information furnished in the application shall include the following:

• Name of the country desired to visit
• Name of applicant, name of employer, title, office, employer and home addresses, telephone and fax numbers, email address(es)
• Country of citizenship
• Education summary
• Career résumé or curriculum vitae
• Language proficiency
• Employment history
• Professional activities

• Other interests/hobbies
• Three letters of reference (including one from the applicant’s supervisor) from people who are familiar with applicant’s background and work history
• Public Works Study Tour Information (To be provided via Word or PDF document)
  a. Provide a 100-word synopsis of the proposed public works study tour in the country identified.
  b. Fully describe the proposed public works study tour. (Not to exceed 750 words.)
  c. Provide supporting data that explains how the public works study tour will be used.
  d. Clearly state the objectives and issues you intend to address.
  e. Outline of the presentation to be made at the selected partner conference.
  f. Provide an estimated budget and tentative schedule attending the partner country’s conference and the public works study tour.
  g. Provide three letters of reference (including one from your supervisor) from people who would encourage you in this venture.

All applications and supporting documentation are to be submitted via email to Lillie Plowman, APWA International Affairs Committee Liaison, at lplowman@apwa.net.

Submitted documents will not be returned.

All applications must be received at APWA headquarters no later than midnight, EST on November 15, 2017. The successful applicant(s) will be notified at the end of January 2018.
Applications are now being accepted for the 2018 Jennings Randolph International Fellowship Program. Applicant may only apply for one public works study tour country.

- Public Works National Congress — Location TBA
- NKF Annual Conference — Alesund, Norway June 4-6, 2018
- FAME Annual Conference — Tallinn, Estonia June 7-9, 2018
- IPWEA International Public Works Conference — Rotorua, NZ June 21-22, 2018
- Swedish Public Works Association (SPWA) Conference — Uppsala, Sweden September 17-18, 2018
- KTC Annual Conference — Jutland, Denmark October 25-26, 2018

The Jennings Randolph International Fellowship Program application and all supporting documentation must be submitted via e-mail to lplowman@apwa.net by midnight EST, November 15, 2017.
Professional activities: List teaching and consulting work, if not a full-time occupation; major publications; membership in APWA.

Other interests/hobbies:

Restrictions or special requirements: List any physical, dietary, or religious restrictions or special requirements relevant to your participation in this program.

Public Study Tour Information: (To be provided via Word or PDF document)
   a. Provide a 100-word synopsis of the proposed public works study tour in the country identified.
   b. Fully describe the proposed public works study tour. (Not to exceed 750 words.)
   c. Provide supporting data that explains how the public works study tour will be used.
   d. Clearly state the objectives and issues you intend to address.
   e. Outline of the presentation to be made at the selected partner conference.
   f. Provide an estimated budget and tentative schedule attending the partner country’s conference and the public works study tour.
   g. Provide three letters of reference (including one from your supervisor) from people who would encourage you in this venture.

By signing this document, I acknowledge that I will need to bear all costs or secure outside funding beyond the travel allowance provided through the fellowship.

________________________________________  ________________________________________
Signature of Applicant     Date