

**LEAP – Policy Development Initiative
REGULATION**

1st Edition | Sustainable Production and Consumption | 2019/2020

Application form and Call for Applications available at gulbenkian.pt

Inquires: leap@gulbenkian.pt

Preamble

With the goal of improving the ability of different professionals in Portugal to inform public policy, the Calouste Gulbenkian Foundation is launching LEAP – Policy Development Initiative. LEAP will promote the professional development of individuals currently working in Public Administration, academia or research institutions, or in civil society organizations, over the course of 10 months starting in September 2019.

The Calouste Gulbenkian Foundation believes that by contributing to improve the ability of these professionals to contribute to policy-making processes, public policy will be better informed, more robust and ultimately will better serve Portuguese society. The promotion of a cadre of professionals trained in policy research and evidence-informed public policy-making is also how the Gulbenkian Foundation can contribute to improve the design, implementation and assessment of public policies, and increase the openness of decision processes to external input.

The selected participants will be engaged in LEAP from September 2019 to June 2020, by participating in several methodological workshops on policy research, policy analysis and writing, and policy advocacy, with the aim of researching and producing different outputs to inform public policies (policy study, policy brief, advocacy plan). Participants will also be accompanied by thematic mentors and will also benefit from soft skills training.

Regulation

- 1) LEAP – Policy Development Initiative is for professionals from civil service, academia/research centres, or civil society organizations (including think-tanks), that work on issues related to Sustainable Production and Consumption.
- 2) Participants will be selected through a Call.
- 3) Each selected participant will benefit from a monthly stipend in the amount of 350 € (three hundred and fifty euro), to cover the time participants will dedicate to their policy research and directly related expenses;
- 4) The monthly stipend is not cumulative with other fellowships or grants for training (e.g., PhD grants);
- 5) Each participant will be part of a thematic group that will be mentored by an expert in the group's policy area, and group members will work on different topics within the same policy area;

- 6) Only applications submitted by 15 July 2019 5pm through the form available at gulbenkian.pt will be admissible. The application package also includes: a CV; a motivation letter; a letter of support from their employer so the candidate can work one day per week on LEAP (includes attending 4 workshops and 1 conference, and working independently on multiple drafts of the outputs mentioned above); a policy research outline; 2-3 references and their contacts;
- 7) The selection of participants will be done by the Selection Commission convened by the Calouste Gulbenkian Foundation;
- 8) The selection of participants will be based on the analysis of their CVs and of the submitted documentation, and on interviews if needed. Selection criteria include:
 - a. A good command of the English language as the working language of LEAP is English;
 - b. Hold a post graduate degree (a “licenciatura” degree if graduated before the Bologna harmonization process, or a master’s degree if graduated afterwards);
 - c. Ideally with 5 to 20 years of professional experience;
 - d. Currently employed in Public Administration, civil society organizations (including think-tanks) or academia in Portugal, independent of their citizenship and employment relationship;
 - e. Have proven ability to conduct research, i.e. in-depth knowledge of an issue and skills to do research on it. Research experience includes, but is not limited to, research done as part of a postgraduate degree;
 - f. Have a clear interest in public policy, preferably having had exposure to public policy work;
 - g. Have a very good understanding and previous work experience within their current organization of an issue related to Sustainable Production and Consumption;
 - h. Have previously showed initiative through their work;
 - i. Are collaborative and able to listen to others, work toward consensus and are persistent in the face of adversity;
 - j. Are highly motivated to contribute to policy change.
- 9) The current edition will have two selection stages: in the pre-selection stage, 20-22 candidates will be selected to participate in the first Workshop and to develop competitive research proposals, based on their initial research outline; in the final selection stage, 12-15 participants will be invited to carry out their research and continue to be involved in LEAP;
- 10) After the approval by the Board of Trustees of the Calouste Gulbenkian Foundation, the final decision will be communicated to all candidates, which cannot be appealed against;
- 11) The results of the Call will be communicated by 31 July 2019;
- 12) The current edition will start on September 2019;
- 13) All personal data provided in the application process or during project implementation shall be treated exclusively for the purpose of managing the LEAP – Policy Development Initiative by Calouste Gulbenkian Foundation (CGF), International Centre for Policy Advocacy (ICPA) and IES – Social Business School as the entities acting as joint controllers for processing the data, with the express consent of the subject.

The CGF, ICPA and IES may be contacted regarding any questions related to data processing carried out in this context and for these purposes through privacidade@gulbenkian.pt.

The personal data of the subject shall be kept for the period of time necessary for the management of the Initiative, except in cases where another period is required by applicable law. Some data (i.e. the name of the subject, date of application, terms and duration of the grant and personal data potentially included in the works and final publications) will be kept indefinitely by the CGF for the purpose of conservation of relevant information in the context of its relevant cultural assets.

The subject may, at any time, withdraw his/her consent for the processing of his/her personal data, in accordance with the applicable legislation, without prejudice to the validity of the processing made based on the consent previously given. The withdrawal of the consent implies that the CGF cannot treat his/her personal data for the purposes consented to and as such may result in the impossibility of the applicant continuing as such in the Programme.

As subject personal data are necessary for the management of the Initiative, if he/she does not consent the processing of their personal data, it will not be possible to manage the application or the project in which they are included.

The joint controllers guarantee the subjects the exercise of their rights in relation to their personal data, such as the right of access, rectification, erasure, opposition, limitation of treatment and portability, according to the applicable legislation.

The joint controllers implement all security measures necessary and adequate for the protection of the personal data of the subjects, either when the data is processed directly by them or when the data is processed by entities subcontracted by them.

The joint controllers may treat personal data collected in this context directly and / or through subcontractors for the purpose of managing the Initiative. In such cases, appropriate contracts shall be entered into with such subcontracting entities, in accordance with the applicable legislation.

In the scope and for the purposes of managing the Initiative, the CGF may communicate the data of the subject to partner entities for publications and institutional communications. These entities may be located within the territory of the European Union or abroad, and in the latter case, appropriate mechanisms under the applicable legislation to safeguard the security of personal data processed shall be used at all times.

The subjects may file a complaint to the Portuguese National Authority ("Comissão Nacional de Proteção de Dados") if they believe that there is a breach of data protection incurred by the joint controllers.

- 14) If circumstances demand so, indispensable changes or modifications will be made to this Regulation at any time, which once communicated to candidates, will be mandatory;
- 15) All omissions from this Regulation will be solved by the Board of Trustees of the Calouste Gulbenkian Foundation.

Lisbon, 17 June 2019