



Australia Awards

Australia Awards
Papua New Guinea
Linkage Support for
PNG Women
Academics
(December 2023)



Table of Contents

1	Introduction.....	1
1.1	Objectives.....	1
2	Applicant eligibility	1
2.1	Applicant Eligibility.....	1
2.2	Symposium/Conference Workshop Eligibility.....	2
2.3	Co-funding.....	2
3	Entitlements.....	3
3.1	What cost are covered	3
3.2	What costs are not covered.....	4
4	Application submissions & Selection	4
4.1	Opening of Applications	4
4.2	Grant approval process	5
5	Implementation Arrangements	5
5.1	Funding Agreement.....	5
5.2	Payments	5
5.3	Per diems	5
5.4	Special requirements.....	6
5.5	People with Disability	6
6	Important Information	6
6.1	Pre-existing Medical Conditions	6
6.2	Acknowledgement of funding	6
6.3	Promotion	7
6.4	Monitoring and Evaluation	7
6.5	Conflict of Interest and Fraud	7
6.6	Termination of funding agreement	7
6.7	Child Protection	7
6.8	Preventing Sexual Exploitation, Abuse and Harassment	8
7	For further information	8
8	How to Apply	8
9	Selection Question	9

Abbreviations

AAPNG	Australia Awards Papua New Guinea
AHC	Australian High Commission
DFAT	Department of Foreign Affairs and Trade
GEDSI	Gender Equality, Disability and Social Inclusion
TESOL	Teaching English to Speakers of Other Languages

1 Introduction

The Australia Awards PNG (AAPNG) will support PNG women academics to attend symposiums, conferences, and workshops in Australia in their area of specialisation building and strengthening linkages between PNG and Australian universities. Attendance simply as a participant or through active engagement via the presentation of a paper, or as a member of a discussion panel. Consideration can be given to additional time in Australia for a pre-arranged visit to an Australian university to strengthen and build direct relationships with counterparts delivering the same area of specialisations.

The Linkage Support is a pilot project supporting travel to Australia between January and July 2024.

Linkage Support applicants will be required to provide a well-structured and reasoned justification for their participation, with clear goals for how the travel will help to improve the quality of the academic programs they deliver and will contribute to their professional development goals.

On return to PNG, Linkage Support recipients will be required to complete a short report template on the outcomes of the activity.

The Linkage Support is based on a partnership approach, with limitations on what cost will be funded by AAPNG and what costs and contingencies the recipient will be expected to be able to meet. The expenses covered by the Linkage Support are outlined below and will not exceed a total value of AUD6,000 per recipient.

1.1 Objectives

Participating PNG female academics will contribute to the enhanced quality of the academic programs delivered to PNG students' by applying the specialist skills, knowledge and linkages gained in Australia to update course content and delivery approaches and contribute to their own and their PNG colleague's professional development.

2 Applicant eligibility

2.1 Applicant Eligibility

The AAPNG Linkage Support for PNG Women Academics is open to female academics delivering university level qualifications at PNG universities and colleges who meet the following criteria:

- be a female PNG citizen and be residing in PNG,
- are teaching and assessing students at a university level qualification (Diploma or above) at a PNG university or college; or

- are a member of a University Executive Leadership Team or Head of a teaching/learning Department/Faculty including University Library;
- hold (or able to obtain) a PNG passport, valid for at least six months after the conference dates; and
- provide written approval and endorsement from their Head of Department and either Pro Vice Chancellor Academic or Vice Chancellor (or equivalents of these roles).

Applicants are not permitted to submit multiple Linkage Support applications.

2.2 Symposium/Conference/Workshop Eligibility

The proposed symposium/conference/workshop must:

- be directly related to the applicant's academic specialisation; or
- be directly related to the program the applicant delivers in PNG; or
- be related to general teaching, learning and assessment at university level, including content development and research skills; or
- be directly related to a research project currently under development/implementation (including the development of a PhD thesis proposal); and
- can only include leadership events where the applicant is a head of department, or part of a University Executive Team and can demonstrate they have significant leadership responsibilities.

Example 1: If an applicant requests to attend a conference for online content development they will need to provide evidence of their current responsibilities in redesigning curriculum, lesson plans etc. for online delivery.

Example 2: If an applicant is responsible for delivering foundation skills courses, attending a workshop on Teaching English as Second Language (TESOL) is permitted.

Example 3: A University Librarian can attend a conference relating to librarianship.

2.3 Co-funding

If your participation in the event is being subsidised by another organisation or you are receiving a payment such as an honorarium or professional fees for service, you must declare this to AAPNG. On a case by case basis AAPNG may agree to a co-funding arrangement where other sponsorship is in place or there is a professional service arrangement. Failure to disclose such arrangement is considered a conflict of interest and fraud.

If the application includes a proposal to visit an Australian university in a city other than the event host city, AAPNG will consider this on a case-by-case basis and may agree to fully or partly fund the additional costs involved.

3 Entitlements

3.1 What cost are covered

The Linkage Support will cover the following costs:

- Conference attendance fees,
- Membership fee (one off) of the hosting organisation if required for attendance,
- Economy airfares (international and domestic) between PNG and the Australian city hosting the conference (travel by the most direct route),
- Visa application costs including biometrics (if required),
- International travel insurance,
- Transfer costs from and to the Australian airport and Australian accommodation,
- Hotel accommodation for up to five nights in a standard room, based on the rates arranged by the event organisers or otherwise as applied by Tetra Tech International Development for the host city.
 - Accommodation commences the evening prior to the conference opening and ceases the evening of the last day of the conference.
 - On a case by case basis, additional accommodation can be provided where there is a **pre-arranged** meeting at an Australian university (must be agreed with AAPNG in advance).
 - Transit accommodation in Port Moresby if required.
- Per diem for the duration of the travel. Per diem will be calculated pro rata as per table 1 and table 2 below: noting the following:
 - Per diems will not cover meals provided at the conference,
 - Per diem calculation commence from the departure time of the first flight, and cease at the departure time of the last flight,
 - Per diems will not be covered if already covered through a co-funding arrangement
 - Per diems will not be included if there is an extended stay in Port Moresby (either voluntary or due to aircraft disruption).

Table 1: Australian Per diem (AUD)

Breakfast	Lunch	Dinner	Incidentals	Total
32.10	36.10	61.5	23.00	152.70

Table 2: PNG Per diem (PGK)

Breakfast	Lunch	Dinner	Incidentals	Total;
45.00	60.00	90.00	35.00	230.00

3.2 What costs are not covered

The following costs will not be covered by the Linkage Support:

- Passport and NID applications;
- Local transport to and from the applicant's nearest domestic airport;
- Excess baggage or cargo costs;
- Local transport costs in Australia other than transfers from and to the arrival airport to Australian accommodation;
- Health care costs in Australia which are excess to the costs covered by the international travel insurance (including pharmaceuticals or upfront payments which are reimbursable via the insurance provider);
- Equipment, clothing, luggage, etc.;
- Communication costs such as a temporary Australian SIM card or international roaming costs for a PNG SIM;
- Replacement of per diem lost or stolen during the travel; and
- Additional services at the Australian or PNG accommodation providers such as laundry, room service, mini bar etc., which must be covered by per diems or at the participant's expense.

4 Application submissions & Selection

4.1 Opening of Applications

Applications will open on 20 December 2023 and close on 28 February 2024. Proposals must be submitted online via SmarterSelect (See the hyperlink at the end of this document). Applicants will set up a SmarterSelect account to access the application form and submit an application.

You can create, save, and return to a draft application (you do not need to complete the application in one go). It is recommended you first complete your assessment questions in a Word document and ensure it is of a high standard before pasting into the SmarterSelect online application.

To assist in the development of applications, example application questions are annexed to these guidelines. These are for guidance only.

4.2 Grant approval process

Where necessary to do so, AAPNG and the Linkage Support Selection Panel will assess applications on a progressive basis to enable participation in events up to 31 March 2024.

Once applications close on 28 February 2024, remaining applications will be assessed on a merit basis by a Selection Panel comprising representatives of the governments of PNG and Australia.

Given the stature of applicants as tertiary education academics, the Selection Panel will expect well-considered and well written responses to assessment questions. Application responses must clearly demonstrate how participation in the Australian event will improve the quality of the student academic experience at their university/college through improved course quality, library programs or leadership. Decisions by the Selection Panel are final.

Where an applicant does not have a valid passport, AAPNG will consider the application ineligible unless the conference dates are at least six weeks from the date of application submission. This assumes up to six weeks are required to apply for and receive both a PNG passport and Australian visa, including biometric data.

AAPNG aims to offer up to ten (10) Linkages Support opportunities for events between January and July 2024 only. Additional applications may be supported if funding permits, and the merit and quality of applications justifies the additional investment.

5 Implementation Arrangements

5.1 Funding Agreement

AAPNG will enter into a Funding Agreement with the selected recipients outlining the total funding and agreed arrangements. AAPNG will not provide additional funding or cover additional expenses above what is stated in the Agreement.

5.2 Payments

The maximum funding provided per participant will be AUD6,000. AAPNG will be responsible for the payments outlined above, including airfares, conference fees etc.

- For event payments, the invoice from the organiser must be made out to **Australia Awards PNG**, be in Australian dollars, inclusive of Australian GST and must note the name of the recipient for whom the costs covers.
- Where a recipient or a PNG organisation has already paid conference/membership fees, AAPNG will reimburse the costs once both the organiser's invoice and proof of payment (receipt) are received by AAPNG.

5.3 Per diems

- AAPNG will pay per diems directly into recipient's nominated PNG bank account based on the exchange rate used by AAPNG for daily transactions.

- Per diem will be paid two days prior to travel and **will not** be paid as cash.
- It is the recipient's responsibility to ensure the nominated account is accessible to the recipient only and does not have auto deductions which may cause depletion of per diems.
- Ideally, the account will be linked to a bank card which is enabled for overseas transactions.
- If for any reason the recipient does not travel, per diem must be immediately repaid in full to AAPNG.

5.4 Special requirements

The funding recipient will be responsible for advice to the Australian organisers of any dietary requirements or barriers to participation such as age related hearing and visual impairment.

5.5 People with Disability

Where a recipient is a person with disability, AAPNG will work with them to provide reasonable adjustment which may incur additional expenses to those outlined in Section 3 above. On a case by case basis this may mean AAPNG funding exceeds the stated upper limit of AUD6,000.

6 Important Information

6.1 Pre-existing Medical Conditions

Applicants with a pre-existing medical condition that is likely to require treatment while in Australia should consider if travel to Australia is appropriate for them. International health insurance will not cover treatment for pre-existing medical conditions.

In some cases where insurance does cover treatment, the health cover will be on a reimbursable basis. AAPNG will **not** cover any expenses incurred for medical treatment or pharmaceuticals, even if these are later reimbursable by the insurance company.

On the application form applicants will be asked to indicate if they have pre-existing medical conditions. AAPNG may request further information. Based on a risk assessment approach, AAPNG may decide not to proceed with the application assessment.

6.2 Acknowledgement of funding

Australian Government funding should always be acknowledged. This includes acknowledging the source of funding in publications, reports, at training courses and workshops, and in presentations at conferences and other public events. Grantees should contact AAPNG for specific guidance prior to publications or public presentations.

During presentations, the grantee should make clear that they are solely responsible for the information provided in publications or presentations.

6.3 Promotion

AAPNG may showcase the achievements and outcomes of Linkages Support recipients via a range of media opportunities. Funding recipients will support AAPNG's promotion goals by providing a variety of high quality photos (from a phone is fine) of their participation in conference activities. A factsheet on how to assist AAPNG in promotion will be provided to successful applicants.

6.4 Monitoring and Evaluation

AAPNG may contact Linkage Support recipients after the conference to collect data on how the conference attendance has contributed to academic program quality and professional development. For funding opportunities such as this to continue, AAPNG must have evidence of the impact of the investment.

6.5 Conflict of Interest and Fraud

AAPNG has a strict conflict of interest expectations. Linkage Support recipients should declare any direct financial interest in any organisation delivering a conference or workshop or where a professional fee is being paid for services provided by the recipient. Where an un-declared conflict of interest is discovered, this will be regarded as fraud by AAPNG. In these cases, the Linkage Support agreement will be terminated, and the recipient will be asked to return funds to AAPNG.

AAPNG has a zero-tolerance policy on fraud and is committed to minimising the possibility of fraud for program activities. Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected, or detected fraud.

6.6 Termination of funding agreement

AAPNG may immediately withdraw the funding agreement if it reasonably believes the recipient has:

- Breached the terms and conditions of the Agreement; or
- Provided false or misleading statements in their application; or
- Engaged in serious misconduct including acting illegally, negligently, or fraudulently.

6.7 Child Protection

AAPNG has a zero-tolerance policy toward the exploitation of children and is committed to upholding and implementing the Australian Government's mandatory child protection compliance standards aimed at protecting children from exploitation and abuse.

AAPNG expects recipients to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

6.8 Preventing Sexual Exploitation, Abuse and Harassment

AAPNG has a zero-tolerance policy towards sexual exploitation, abuse, and harassment of any kind. This applies to our own staff and activities and extends to those activities conducted by our partners, including Linkage Support recipients. AAPNG, alongside many other organisations in PNG, works to protect vulnerable people through safeguarding policies and approaches that enhance accountability, improve support, and drive cultural change through strong leadership.

7 For further information

Any queries in relation to the AAPNG Linkage Support for PNG Women Academics should be sent to the AAPNG Higher Education Partnerships Team at:

Address: Australia Awards Papua New Guinea, Ground Floor, Stage 2, Westpac Building, Waigani Drive, NCD

Phone: 675 321 1766 or 7373 3800

E-mail: linkagesupport@australiaawardspng.org

Website: www.australiaawardspng.org

Applications close at 11:59 pm on 28 February 2024

8 How to Apply

AAPNG Smarter Select Logon or Register a new account Thursday 15 February 2024

<https://smr.to/p94113>

9 Selection Question

Accessible Criteria (for information only – please use SmarterSelect to apply)

Question 1:

How will participation in this activity enhance your skills and knowledge required for your role or contribute to your research (including any proposed PhD research)? (maximum 400 words)

Question 2:

Can you describe the specific sessions or workshops that align with your academic/research goals or faculty program? Indicate whether you intend to visit an Australia university and why (maximum 400 words)

Question 3:

How do you propose to share the knowledge gained from the activities within your institution upon return? (maximum 200 words)

Question 4:

If you are currently developing a PhD Thesis Proposal, please provide a brief outline the proposal. Include how the event **and/or** visit to an Australian university will support this research. (maximum 200 words)

