

Reversing the Resource Curse 2019 – Guidance for NRGi Participants



Welcome

Congratulations on being invited to apply for the 2019 course at CEU! We hope that we will see you all in Hungary in April.

This course is the seventh edition of a partnership between NRGi and the [School of Public Policy](#) at the Central European University in Budapest. It is an advanced level course on natural resource governance that attracts a global cohort of civil society activists, academics, journalists, students and government officials. Last year we had over 200 applicants which eventually resulted in 46 participants, representing 24 countries.

Expectations and Commitments

There are a couple of expectations that we have of staff who will be taking part in the course. The first is that we expect you to go through the same administration and testing process as other applicants.

The second expectation is that we may ask you to play a support role during and after the course. In the past this has meant working within country groups, presenting a session or engaging in follow-up conversations about how the course went. We're committed to giving you the space to engage fully in the course as participants, so neither expectation should represent a significant burden on your time. We also expect that you engage in some post-course work to share your experience after discussing with CD team as well as your supervisor.

Lastly, we expect that you are fully present during the course to take advantage of learning. Please discuss and arrange this with your supervisor beforehand so you have the space to engage in learning without other demands on your time.

Application and Exercises

You will all need to go through the official application, longlisting and shortlisting process. The stages that you will need to go through are as follows:

By 10 December 2018

Submit your application: You **will** need to complete the application form and write a couple of (brief) essays. This is important because we need to collect data and background on everyone who applies for the course, as well as to get a preliminary indication of needs and interests.

Having met the participant profile means that you **will not** need to submit the CV or the letter from your employer. If the system asks for this, you can simply upload a blank document.

Please submit your application through the [application page](#).

From 14 December 2018 – 7 January 2019

Complete the shortlisting exercises: Once they have been placed on a longlist, all candidates will need to **complete and pass** both an Excel and a narrative exercise.

The narrative exercise will concern resource governance issues in the country on which you are working/ representing. The Excel exercise will contain a series of calculations that test your ability to manipulate Excel, use certain formulae and apply certain concepts.

All applicants will receive the exercise before the Christmas holidays for you to work on over the break. Both exercises should not take more than a day to complete (a couple of hours each). All exercises will be assessed by an independent marker.

From 1st until 20th February 2017

Take up your offer: Should you pass all the exercises, CEU will make you an offer of a place on the course and you will need to confirm that you intend to take up that offer.

Provide us with your details: You will be asked to provide a brief biography and photo of yourself, which will be put into a publication to be shared between all participants. If you would like to source your bio and photo from the NRG website, please contact comms for a high-res copy of your photograph.

From early-March

Do the prep: There is a reading list in place for this course and it is there may also be some interactive exercises that will help you to prepare for the course. All these materials will be uploaded to CEU's online learning platform for you to access.

Support to Course Delivery and Multi-Stakeholder Engagement

Having NRG staff attend the course is a great benefit to course organisers. Whilst the course is a great opportunity to learn, there are also ways in which you can support us:

- **Help with building a country team:** We usually select a number of participants from each country, comprising representatives from each stakeholder group. Some NREGI offices have prepared their country teams for the course through a pre-course meet up. This can be an informal gathering that allows participants and NREGI staff to begin to identify key issues in their work and potential areas for collaboration. Building this relationship in advance of the course can strengthen country objectives and impact after the course ends.
- **Support in delivering/ managing sessions:** We might ask you to assist in delivering or managing sessions, particularly with supporting your country team during group work.
- **Arrange in-country follow-up after the course:** We would encourage all country teams to meet up after the course in order to share reflections and identify future collaboration or engagement. NREGI's in-country staff can play an important role in supporting participants to deliver on planned actions.
- **Helping us improve supporting other follow-up after the course:** You can also support us to collect information for blogs and articles on or by alumni after the course and do some post-course work yourself, sharing your experience during the course.

Budget and Expenses

As an NREGI staff member, you will not have to pay a tuition fee to participate in the course. Your other expenses (flights, accommodation, visa, transport and meals) will be covered under the budget code **ORG: Professional Development budget** with donor **01 NSD: Non-Specific Donor**.

Please note, meals and other incidental costs are not covered for other non-NREGI participants. If you are travelling with a country delegation, please do not pay for their meals as we will be unable to cover this from our budgets.

As we are under budget constraints, **please ensure you consider value for money when choosing your accommodation, flights, ground transport and meals**. Here are some typical costs for Budapest which you should treat as guides for how much you should be spending, particularly for large costs such as accommodation:

Item	Euros (EUR)	Hungarian Forint (HUF)
Airport Transfer (taxi, one way)	25	7,770
Accommodation (hotel)	85 - 100 per night + 4% city tax	27,000 – 32,500 + 4% city tax
Accommodation (Airbnb)	35-50 per night	11,400 -16,200 per night
Meals (mid-range)	10 – 15	3,100 – 4,670
Transport (bus/metro, one way)	1– 1.5	350 – 450

Logistics and Accommodation

Address

All classes will take place at the School for Public Policy, Central European University, Nador u. 9, Budapest, 1051, Hungary

Flights

You will need to book your own flights, using the usual travel booking procedures you have in place for your office. In order to get the best rates, please consider booking your tickets by end of February, once you have been formally accepted onto the course.

Visas

You will need to arrange for your own visas to attend the course, however CEU will support this process by providing invitation letters. CEU also have Hungarian speaking staff working on the course who may be able to help, should any tricky issues arise at the consulate.

Accommodation

We **strongly** recommend that you book an [Airbnb](#) for your stay in Budapest. You can book either an individual or shared flat with other NRGi participating staff which will cost between 35-50 euros a night per person. Not only is this around 50% cheaper than staying at a hotel, it is also a more sustainable option. It is also more comfortable for a longer stay and allows you to prepare and eat some meals at home, which is a further cost-saving. Past NRGi staff have rated Airbnb very highly for comfort, cleanliness and convenience. Please ensure your accommodation is close to CEU, to avoid transport costs.

If you are still inclined to book a hotel, you have the option to do so yourself. Here are a list of hotels within walking distance of CEU:

- [Hotel Central Basilica](#) (3 min walk from CEU)
- [Iberostar Grand Hotel Budapest](#) (3 min walk from CEU)
- [Hotel President Budapest](#) (6 min walk from CEU)
- [ARCadia Hotel Budapest](#) (9 min walk from CEU)
- [K&K Hotel Opera](#) (10 min walk from CEU)
- [Star Inn Hotel Budapest](#) (12 min walk from CEU)

Please note that you may need a credit card to secure the hotel booking. You may need to settle your bill yourself when you check out, so you will need bring sufficient funds (in cash or on your credit/PEX card). This again will be billed to Professional Development.

Meals

Lunches and refreshments will be provided on all the days when we have sessions at CEU. There will be one welcome dinner and one farewell dinner for all participants. You will otherwise have to arrange and budget for your own evening meals.

Airport Transfer

There are buses from the airport to the city centre. The price of single bus ticket is approximately EUR 3 and the journey takes less than 40 minutes. We strongly recommend you use this option.

You can also use this service to transfer to the hotel: <https://www.minibud.hu/en>. Round trips cost around EUR 30, depending on the address and you can pre-book online. Alternatively, you can bring cash with you to cover the cost of your transfer. Registered taxis are also available at the airport. A one way trip is around EUR 25. If you are travelling with other people from the same country on the same flight, you may want to share a ride to the hotel, which will be cheaper.

Important contacts

CEU SPP will be managing the logistical arrangements for the course. The general contact email is: gpa@spp.ceu.edu

Margarita Batlle is the project lead for the course at CEU. You can contact us directly for any questions relating to the course: mbatlle@resourcegovernance.org