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**USINDO LEGISLATIVE PARTNERSHIP PROGRAM
2016**

**About the Program**

The United States-Indonesia Society (USINDO), in cooperation with the House of Representatives of the Republic of Indonesia (*Dewan Perwakilan Rakyat*-DPR) and the Foreign Affairs Committee and House Democracy Partnership of the U.S. House of Representatives is seeking qualified DPR expert staff to participate in the "USINDO Legislative Partnership Program." This Program is intended to build capacity of DPR parliamentary expert staff members in substantive fields, exchange ideas and knowledge, and foster mutual understanding between Indonesian and American legislative staff.

The program consists of one week of concentrated exposure to U.S. Congressional practices for professional staff and committee management, comprehensive policy research, and multi stakeholder engagement, taking place from **September 12 - 16, 2016 in Washington, D.C.** The eight participants selected from DPR will attend meetings, discussions, and other events designed to provide a shared understanding of the U.S. legislative process and parliament engagement with relevant stakeholders. This year’s "USINDO Legislative Partnership Program" will focus on the key topics of **finance, banking, national development, and trade and industry.**

Three participants from the group will stay on for two additional weeks (**September 18 - October 2, 2016**) and pursue a legislative internship program on Capitol Hill as a "USINDO Fellow".  The USINDO Fellows will be expected to play a legislative assistant role in the Committee or Member's Office and perform various tasks as assigned, including providing materials for bills’ deliberation, preparing speeches and researching key points for members of Congress, tracking relevant bills and issues, etc. Occasionally, they will need to engage with academics, private sector groups, media, Library of Congress, NGOs, and other relevant stakeholders.

***Eligibility Requirements***

* Officially listed as a DPR expert staff, and have more than five years of parliament and/or government-related work experience.
* Between the ages of 25-50.
* Plays a strategic role in their current position, and has leadership potential in parliament and/or government.
* Fluent in both written and oral English (min. equivalent of TOEFL 550) - *please note there will be no translator/interpreter provided during the program.*
* Has work experience and/or education specifically related to the themes of **finance, banking, national development, and trade and industry.** Only staff who are currently working on these issues will be considered for the 2016 program.
* Has the approval from the head of the committee/fraksi/member of parliament that you are affiliated with.
* Committed to a concentrated seven-day program, with written individual and group work assignments.
* Also interested and available for competing for selection for an additional two-week internship program in a U.S. Congressional Office***.***

***Application Instructions and Deadline***

The application is accessible through this [LINK.](http://www.usindo.org/wp-content/uploads/2016/07/USINDO-Legislative-Partnership-Program-2016-Application.docx) Kindly note, we **do not** accept direct copy submissions.

Eligible candidates are required to submit:

1. Complete application form
2. One recommendation letter (preferably from your supervisor), and
3. Two writing samples

All of the required documents must be submitted to usindojkt@usindo.org by **July 22, 2016** at the latest. In our admissions process, we give careful attention and consideration to each application. Please ensure that you provide detailed and thorough answers in your application. An incomplete or late submission will not be considered.

Only shortlisted candidates will be contacted and interviewed by the panel selection committee. The committee is chaired by USINDO and composed of a diverse mix of members from non-governmental organizations and from governments.

Should you have any further inquiries or questions, please contact Ms. Nanda Afriani at usindojkt@usindo.org or by phone at (+6221) 39830061.

**USINDO Legislative Partnership Program**

**2016**

**Application Form**

NOTE: Please complete this application form in English.

*Please answer exactly as they are listed in your passport*

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| **FIRST NAME**      | **MIDDLE NAME** | **FAMILY NAME** |
| **Gender:** **[ ]  M /** **[ ]  F** | **Date of Birth:    /    /    (dd/mm/yyyy)** |

**Passport Information**

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| **City, Country of Birth :**  | **Country of Residence:**  |
| **Passport Number :**  |
| **Passport Country of Issue :**  | **Passport Expiration:    /    /    (dd/mm/yyyy)** |

**Contact Information**

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| **Home Address :**  |
| **City, Country :**  |
| **Work Address :**  |
| **Personal Email Address :**  |
| **Work Email Address :**  |
| **Mobile Phone :**  | **Work Phone :**  |

**Professional Information/Title**

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| **Please identify the Member of Parliament/komisi/fraksi that you are affiliated with:** |
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| **Are you a member of political party?**  |  **Yes** |
|  |  **No** |
| **If yes, please identify your political party affiliation and position:** |
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**Language**

**English Proficiency Level**

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|  | **EXCELLENT** | **ADEQUATE** | **MINIMAL** | **NONE** |
| **READING:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| **SPEAKING:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| **LISTENING:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| **TOEFL SCORE:** |  |  |  |  |

**Other Language(s) :**

**Relevant Work Experience**

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| **Organization** | **Title** | **Job Description** | **Period of work (mm/yyyy)** |
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**Education**

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| **University** | **Major** | **Date (mm/yyyy)** | **City & Country** | **Concentration** |
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**Please list any fellowships, honors, awards, or publications:**

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**Please list 3 references from your work in the House of Representatives whom we can contact:**

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| **Name** | **Title** | **Organization** | **Email/phone** |
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**Previous Travel to the United States**

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| **Date of Travel :**  |
| **Places Visited :**  |
| **Purpose :**  |
| **Type and Status of Visa :**  |

**Emergency Contact Information**

**In case of emergency please notify**

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| **First name :** |
| **Last name :** |
| **Relationship to applicant:** |
| **Address :** |
| **Email Address :** |
| **Mobile Phone :** | **Work Phone :** |

**Health Conditions & Medications (if any):**

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| **Special Dietary Restrictions (if any) :** |
| **Allergies (if any) :** |
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**Please write a short biography that could be used to tell others about you, should you be chosen for the program.**

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**Have you ever taken part in a parliamentary exchange/capacity building program to the U.S. or other countries? If yes, please mention the host/organizer, name of the program, and duration of the program. Also, please elaborate on the key skills and learnings that you received from your participation in that program.**

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**Tell us about your roles and responsibilities you have in your current workplace.**

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**What challenges do you face in your current position?**

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**What are the three main reasons you are interested in participating in the USINDO Legislative Partnership Program?**

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**Professional Areas of Interest**

If selected to participate, what aspects of American politics and parliament do you wish to learn more about? Please rank your priority of interests from this year’s “USINDO Legislative Partnership Program” key topics of finance, banking, national development, and trade and industry.

**(Note: Area 1 for highest interest)**

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| AREA 1 : |  |
| AREA 2 : |  |
| AREA 3 : |  |
| AREA 4 : |  |
| OTHER : |  |

**What other skills would you most like to gain from your participation in the USINDO Legislative Partnership Program?**

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**In your opinion, what are the three main challenges that DPR must overcome and what should be done to address these challenges?**

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**How would this exchange experience help you and your country in addressing those challenges?**

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**In your opinion, what are the most critical issue areas in which members of the U.S. Congress and Indonesian House of Representatives can learn from each other?**

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**Checklist for required documents:**

* Application form

Please submit a completed and signed application form, available [here](http://www.usindo.org/usindo-2016-lpp-application-final-draft/).

* TOEFL Certificate
* CV/Resume

Please submit a curriculum vitae or resume (not to exceed 10 pages).

* Recommendation Letter

One recommendation letter is required (preferably from your supervisor)

* Writing Samples

Two writing samples are required

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE READ AND UNDERSTOOD THAT ALL INFORMATION PROVIDED IN THIS APPLICATION PACKAGE IS COMPLETE AND ACCURATE AND THAT YOU HAVE FILLED OUT THIS APPLICATION FORM BY YOURSELF.

 SIGNATURE:       DATE:

**How did you learn about the USINDO Legislative Partnership Program?**

**Please check all that apply**

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|  | **USINDO Website** |
|  | **Professional mailing list or newsletter** |
|  | **Local press (TV, radio, newspaper)** |
|  | **Social media (Facebook, Twitter, etc)** |
|  | **Recommended by a colleague in the Indonesian House of Representatives (DPR)(please specify the name and affiliation of your colleague)**      |
|  | **Recommended by a supervisor in the Indonesian House of Representatives (DPR)(please specify the name and affiliation of your supervisor)**      |
|  | **Others(Please mention)**      |

**Thank you for submitting your application for the USINDO Legislative Partnership Program. For more information and updates regarding the program, please visit our website at** [**http://www.usindo.org/grants-fellowships/legislative-partnership-program/**](http://www.usindo.org/grants-fellowships/legislative-partnership-program/)**.**