**ANNEX II**

**NOMINATION FORM**

**School Leadership Development for Materializing Education Innovation in the APEC region, Focusing on “Interconnected and Inclusive Education Leadership**

(HRD 01 2023A)

**Complete all fields and return to Nominations Focal Point below:**

***Ms. Chaewon Kim***

Project Overseer / Institute of APEC Collaborative Education

Email: [cherry@iace.re.kr](mailto:cherry@iace.re.kr) / Tel: (+82) 053-719-2942

By completing and returning this form, I consent to the collection, use and disclosure of the personal data provided below to the APEC Secretariat, for the purposes of project administration and evaluation and to be handled in accordance with the APEC Secretariat Personal Data Protection Policy.

**APEC MEMBER ECONOMY:** [INSERT]

**NOMINEE 1**

First Name: [INSERT] Last Name: [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position: [INSERT]

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**NOMINEE 2**

First Name: [INSERT] Last Name: [INSERT]

Title (Dr/Mr/Ms/Mrs): [INSERT] Position: [INSERT]

Gender (M/F): [INSERT]

Organization: [INSERT] Email: [INSERT]

Telephone: [INSERT]

Nominated as an Expert Speaker: Yes / No APEC-funded / Self-funded

Nominated as an Active Participant: Yes / No APEC-funded / Self-funded

Government official: Yes / No

**Name of official making the above Nomination(s):** [INSERT]

Economy Representative for which APEC Fora:

Title: [INSERT]

Organization: [INSERT]

Email: [INSERT]

Telephone: [INSERT]

Fax: [INSERT]

**ANNEX III**

**HEALTH STATEMENT FORM**

※ Each delegate (nominee) must accurately and truthfully fill in the following information. After completion, kindly submit the statements along with [ANNEX 2]-NOMINATION FORM.

|  |
| --- |
| 1. **Full name (As in Passport)** |

|  |
| --- |
| 1. **Passport details for APEC School Leadership Program (ASLP) participation**   2-1) Check Your Passport Type: □ Ordinary □Diplomatic □Official  2-2) Passport Number:  2-3) Passport Expiry date: |

|  |
| --- |
| **3) Have you ever been affected by infectious diseases that may threaten public health?**  □Yes (Infectious Disease Name: ) □No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4)** **Have you ever** **been diagnosed with any of the following diseases?**  **(Box A) or are you currently taking any medication (Box B)?**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Stroke or  Paralysis | Heart Disease | High  Blood  Pressure | Diabetes | Tuberculosis | Other  (Cancer, etc.) | | **A** |  |  |  |  |  |  | | **B** |  |  |  |  |  |  | |

|  |
| --- |
| **5) Have you experienced serious Diseases or Injuries in the last 5 years besides those listed in the Box above 4?**  □Yes (Name & Recent situation: )□No |

|  |
| --- |
| **6)** **Are you allergic to any specific items? If you do, please list the items below.**  □Yes (Allergic to: ) □No |

|  |
| --- |
| **7)** **Is there any relevant health information, particularly regarding pregnancy?**  □Yes □No |

**Nominee’s Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEX IV**

**TRAVEL EXPENSES AND ALLOWANCE AGREEMENT**

**(For APEC-funded travelers only)**

APEC-funded participant and speaker of the APEC School Leadership Program (ASLP) 2024, must know and agree to the following terms and conditions:

1. Invited participants from travel-eligible APEC member economies and expert speakers will be provided with travel expenses (round-trip airfare and per-diem) by the APEC funding. The per diem allowance is intended to cover hotel bills, meals, transportation, transfers, travel insurance, visa, and departure taxes.
2. The per diem amounts to USD237 per person per day to cover the participant’s accommodation and daily expenses during their stay in Seoul for a maximum of 4.75 days (per diem for 4 days and 75% of one day’s per diem to cover miscellaneous expenses). Actual reimbursement is also subject to the actual itinerary approved/travelled.
3. Once the APEC Secretariat receives the final list of participants and speakers from the Project Overseer Team (IACE), **the Secretariat’s Program Executive will contact each APEC-funded participant and speaker regarding travel approvals** (see Item 7 for contact).
4. Once the APEC Secretariat has approved your air ticket and itinerary, they will send you a travel undertaking for your signature. The undertaking is a contract between you and the APEC Secretariat, in which you agree to perform the Terms of Reference and they commit to reimbursing you for your travel expenses. **An undertaking must be signed by each APEC-funded traveler at least 10 working days before their travel commences**.
5. **Airfare and per diem allowance are normally provided on a reimbursement basis** which will take 20 working days after the Secretariat’s receipt of the claim and necessary documents in good order from the APEC-funded travelers after the Workshop
6. **If APEC-funded participants require an advanced payment, they must request the APEC Secretariat on an individual basis** (this request should be made together when you submit your airfare quotation and itinerary). The deadline for receipt by the Secretariat of the airfare quotation and itinerary in good order, for advance payment is **30th September**, thereafter, all payment will be reimbursed after the event.

\*For further details regarding APEC-funded travelers, please refer to Allowance and Expenses (Item 9)

As an APEC-funded traveler, I clearly understand and agree to the above terms and conditions.

**Nominee’s Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete all fields in these forms (ANNEX II ~ IV) and email it to the Nominations Focal Point given above, no later than:**

***16th August 2024*** for both speaker and participant nominations

**\*\*\* LATE NOMINATIONS MAY NOT BE ACCEPTED \*\*\***