



The Institute of Public Affairs
5/22 Szpitalna st., Warsaw 00-031, Poland

AND

The Levada Analytical Center (Levada-Center)
Chernyakhovskogo st., 16, Moscow, 125319, Russian Federation

announce

RECRUITMENT

for

TRAINING PROGRAM FOR RUSSIAN POLICY AND OPINION MAKERS

The Fellowship Program is envisaged to strengthen the policy center networks as well as directly support the future leaders of Russian society by sharing the experience and transferring know-how in the field of producing policy research and recommendations. It is intended to support analytical policy research, provide a better knowledge of the think tank sector and facilitate contacts with academic and nongovernmental institutions.

The Institute of Public Affairs (Warsaw) will grant fellowships for people from Russia who wish to conduct research, learn how to write professional policy papers and look for new contacts in Poland.

We invite persons that meet the following criteria: have previous research experience, a history of civic involvement in their communities, leadership background and potential and good knowledge of English, good knowledge of Polish would be an asset (detailed selection procedure on the following page).

The fellowship program:

- is aimed at helping to conduct policy research in the home region after finishing the fellowship
- is a means for transferring skills, practical experience and improving analytical capacity
- will last from February to May 2014
- includes carrying out research and preparation of policy paper under the supervision of a Polish tutors
- covers travel and accommodation costs of the stay in Warsaw and Moscow
- offers stipends of 450 USD (for expenditures in Poland and research work)

DEADLINE FOR APPLICATIONS: 31 JANUARY 2014

- To learn more about the Institute of Public Affairs visit: <http://www.isp.org.pl/>
- To learn more about the Levada-Center visit: <http://www.levada.ru/>

SELECTION PROCEDURE

The selection process will consist of two stages:

1) APPLICATION ROUND: candidates are asked to send to the Levada-Center the following documents:

- The application form (see in additional attachment to this letter, or download it from IPA/ the Levada-Center webpages),
- An updated Curriculum Vitae, describing previous research experience,
- A research proposal (not exceeding 500 words), including the significance of the research, objectives & methodology and expected outcome of the research. The research proposals should correspond to the thematic areas described below,
- Two letters of recommendation from the affiliated organisation/institution or a person who is familiar with the applicant's activities or previous research experience,
- A sample of earlier paper (max. 5 pages) in English (if available).

Proposed fellowship thematic areas include:

- Russia's relations with the EU and Poland - policy areas, forms of cooperation (on the central, regional and cross-border level);
- Migration into and from Russia, border control, visa and migration policy, integration of migrants and relations with the host society, migrants' rights;
- Dialogue between the government and non-governmental organizations, trade unions, employers' associations, involvement of social partners in policy-making, public consultations;
- Situation of young people on the labour market and policies supporting youth (education, family, housing, participation in public life);
- Urban policies (e.g. improving accessibility and quality of public space, supporting local communities and activism);
- Position of women and anti-discrimination in education, social policy and public participation (current state of play and challenges to overcome);
- Position of minorities (ethnic or social) and anti-discrimination in education, social policy and public participation;
- Citizens' participation in decision-making (electoral laws and standards, functioning of political parties, referendums and other forms of participation);
- Russia's and EU's development aid policies (priorities, possibilities for cooperation, relations with international donors).

Applicants are encouraged to submit practical and policy oriented research proposals. The product of each fellowship will be a detailed analysis of a chosen issue. Selected papers will be published online in English.

2) FINAL INTERVIEWS: after the pre-selection short-listed candidates will be chosen. Final interviews will be held by phone/skype with the representatives of two organizations on **12-15 February 2014 (tbc)**. This stage of selection process is to verify the proficiency in English as well as to discuss the content of the candidates' research proposals.

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Fellowship program

1. Submitting research plan to the mentor (28 February 2014)

Each selected participant will be assigned a mentor whose responsibility will be to guide and monitor the progress of individual research. The mentor will help structure the original research plan, suggesting sources of information, interviews to be carried out. It is expected that in the first two weeks of cooperation at least one online consultation (e.g. over Skype) will be held. Each participant shall submit a brief (up to 2 pages long) plan of research activities, including sources of data, suggested interviews to be carried out during the study visit in Warsaw, and methods to be used.

2. Submitting rough draft to the mentor (10 March 2014)

In response to mentor's comments, each participant shall produce a rough draft of the policy brief (approximately five pages long), defining the policy problem to be solved, the current situation of the target group, the brief history of attempts to solve the problem and suggestions as to how the Polish experience could be used to deal with the defined issue.

3. Visit in Moscow (13 March – 16 March 2014)

During their stay in Moscow, the fellows will meet each other as well as their mentors for the first time. The key elements of the Moscow event will be: becoming familiar with trends in Russian social opinion as presented by a Levada representative, orientation as to the objectives and outcomes of the fellowship, delivered by IPA representatives and preparation for the study visit in Warsaw through face-to-face consultations with the mentor. The fellows will also attend the first part of the policy research training, covering the definition of public policy, the role of independent policy analysts in centers in informing the decision-makers and the public and methods of policy research.

4. A one week study visit in Warsaw (17 – 23 March 2014)

The purpose of the visit is to collect comparative material for analyzing the current policy problems in Russia and to develop the research concept and policy brief structure under the

supervision of a mentor. The visit will start from the continuation of the training, covering the structure of a policy brief and best practices in presenting the policy research results to the decision-makers and the public. The fellows will be advised by their mentors and IPA staff on the list of institutions and other resources useful for their thematic area. Fellows will have a chance to participate in the events taking place in IPA, universities, think tanks as well as interact with staff and experts. The study visits and research will be followed by the final meeting devoted to the discussion on findings and conclusions.

5. Individual work on the policy paper under supervision of the mentor (24 March 2014 - 16 May 2014)

After returning to Russia the fellows are expected to submit their first drafts, incorporating results from desk research as well as interviews carried out in Poland, by 31 March complete their policy papers on the basis of comments from their mentors by 30 April 2014. Through an exchange of the drafts of the papers, the fellow and the mentor must agree on the final draft that is to be submitted to the IPA by 16 May 2014.

6. Final edition and dissemination of the papers (May 2014)

The policy papers, information on the project as well as training materials will be published on the Levada-Center and IPA websites and circulated among the cooperating organizations and individuals. The fellows are encouraged to deliver individual presentations of their work at their home institution.

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Timetable

31 January 2014	Deadline for submitting applications
11 February 2014	Announcement of the short list candidates for the interviews
12-15 February 2014	Final interviews: selection of the fellows (TBC)
21 February 2014	Deadline for contacting the mentor
28 February 2014	Deadline for submitting the research plan to the mentor
10 March 2014	Deadline for submitting rough draft of policy paper to the mentor
13 - 16 March 2014	Study visit in Moscow
17-23 March 2014	Study visit in Warsaw
24 March 2014 - 30 April 2014	Writing the policy paper under the supervision of the mentor
16 May 2014	Submission to IPA of the final version agreed upon between the mentor and the participant
31 May 2014	Publication of policy papers

Applications should be submitted via e-mail:

the Levada Analytical Center (Levada-Center)
e-mail: denis_volkov@bk.ru, volkov@levada.ru (reserve)

In case of any questions please contact project coordinators:

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