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Green Economics Institute Participants form APPLICATION FORM 2010

Many thanks for your application to help with our Green Economics Institute this year

as we value our helpers and aim to also help to develop your career too. The people who have joined us have hugely developed their own careers as a result often resulting in much advanced new jobs or new opportunities or achieving life long ambitions through us at all levels.

We are a Not for Profit Business, Charity and our Conferences, Speakers, Events, Journals, Policy Briefings for Government and Books which make up the Green Economics Institute and which have spread green economics right round the world.

All our team work on a voluntary basis, although after prior written agreement, (renewed by formal acceptance each calendar year) some of our projects carry payment on completion by prior written agreement only from Volker Heinemann. We do not refund any expenses unless specifically offered and agreed in writing by our Chief Financial Officer Volker Heinemann.

Experienced Project Managers do receive some payment according to what our clients give us and only by prior agreement. However 90 % of our work is on a voluntary basis. We do receive a regular, exciting, relevant large number of jobs



and employment information and opportunities and these we pass on to our Participation teams so most people who work for us will get really interesting and often very well paid jobs and job offers and placement offers as a direct result.

However, so far our success rate with getting people into the next stage of their career has been spectacular, and in the last 12 months alone highlights include that we have got 1 person into the fast track civil service economics, and 2 people have received offers from Oxford University as a direct result of working with us. Most of our team have published at the highest level of journals and books. Two of our team were negotiators at the Copenhagen Summit, one writing text that got into the treaty and one of our team got into the Grand Ecole in Paris. Four of our network members are connected with winning or winners or organisers of the Nobel Prize.

In order to plan for your involvement, we are asking you to help us do this by filling in this form, and send it back to us so that we can sort out the practical details to ensure it will work.

We ask all helpers to share a part of running the institute, or its publications, its speaking events and its event organisation whilst receiving or providing excellent supervision, formal tutorials and learning if required.

We also ask you to become a member of The Green Economics Institute by filling in the membership form and sending your payment. (This year's membership is £40. 00 for the entire year and entitles you to lots of benefits, contacts and special events only available to paid up members). It helps us cover the costs of running the Institute and being able to provide you with suitable career enhancing activities and contacts. However this can only be done by formal application on the form below and agreement in writing by the Green Economics Institute Directors.

If accepted, you will be able to publish and lecture and meet exciting people from the field of politics, academia and NGOs and agencies and business according to your interests but we ask that you give as much as you gain and this is very important to our team. We also ask that you get involved and work to the best of your ability and to reflect well on the Institute at all times. We ask that you are available for some meetings in the office, or via skype (we can help you set up with that) but we wont ask you to work from our office except in exceptional circumstances.

This form is to establish when you are free, the practical aspects and what you will be contributing and what you hope to gain.

Please email this form back to me and ensure its in .odt (open source) or .doc (word) otherwise we cant open it.

Many thanks

Miriam Kennet Green Economics Institute Director

	<p>Green Economics Institute Participant Application Form</p> <p>Building our innovative Team !</p>	<p>This form is just so we can see which work to allocate to you and what you like doing and to ensure we have a spread of skills and interests in the team</p>
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		Dont spend more than 30 minutes filling this in! The form is completely confidential for the Trust and Directors only
1	Name	
2	Phone number	
3	Email address	
	Postal address	
4a	Main subject you have studied/ University where you studied and country	
4b	Dates when you are available	
4c	Where are you based ?	
4d	Do you need a work permit or visa? please advise as it can delay starting if its not organised -so let us know what you need	
4e	Do you have a grant or scholarship ? Please state which one? Or other financial assistance ?Are you self funding ?	
4d	Membership information required?	
5	Elements of any courses you took eg macro economics environmental science social theory climate science ?	
6	Previous work experience	
7	Previous studying	
8	Level of knowledge of green issues	
9	Level of knowledge of economics or business or development issues etc?	
10	What you can offer the institute	

11	What the institute can offer you	
12	We work part time and we dont expect you to come in every day- but can you work from home or near by and attend some meetings at the Institute?	
13a	Can you help at our annual conference in July 2010 in Oxford University and ideally 8 weeks before	
13b	We need help with conference bookings and events bookings in the form of a spreadsheet and daily updates in the months before. This is project work	
13c	Can you help in April at our Venice Conference and a two months before ? Project work for bookings is available	
13c	Can you help at our Bolzano Green Jobs event in May ? And ideally a month before ?	
13d	We will be running events in Armenia, Oxford University, Norway and Nigeria, Egypt and Geneva, Glastonbury over the year -would you like to help with any of these?if so which ones	
14	Can you run conference or event bookings -spreadsheet. We need one specific person to run the spreadsheet and keep booking up to date. We do pay something for this activity. Do you have experience of running events?Please give details	
15	Can you write articles?	

16	Can you review articles for our academic journal	
17	Can you edit journals and help with filing the articles as a legal record of copyright and other documents	
18	Would you like to develop our publishing and liaise with publishers and run our publishing programme ?	
19	Can you lecture ? Would you like to learn ?	
20	Can you give speeches- would you like to learn as we have speaking engagements all over the world	
21	Can you set up new branches and contacts in other countries?	
22	We need help with advertising PR and marketing ? Can you help us with that ?	
23	Writing and policy development- we are writing books, briefings papers and government policy and need interns to work on that. Would that interest you?	
24	We are writing and defining green accounting, Green IT and green procurement - please advise if these are your field	
25	We need lots of economists and scientists to develop our models of what is green economics. Can you help with this?	
26	We need climate change, wind renewable energy economists, can you help with this ?	
27	We need social scientists, poverty development and	

	womens unequal pay etc specialists	
27b	We work advising governments- would this work appeal to you? We also lecture in campaigning organisations - sometimes outside camping- which style appeals to you?	
28	We need philosophers and people who can rework theories- does that appeal ?	
29	Can you help us develop an economics of biodiversity loss?	
30	There may well be other things you wish to offer Please describe them here.	
31	We need fund raisers and people who can do grant applications and bids- Do you have experience of this ? as we always need help with these	
32	We need people to set up our green economics institute Masters Courses and our accreditation schemes- do you like creating and running processes?	
33	We need specialists on conceptualising innovative solutions to the credit crunch and new financial architectures. Does this appeal to you ?	
34	We need business specialists or interns who are studying this and we need institutional agency specialists who are studying this	
35	What would you like to get out of the work in particular so we ensure we can provide it and	

	focus on it	
36	<p>Equal opportunities These sections must be completed 36-38; Do you consider yourself from an ethnic minority in your country, or refugee? Do you have special needs ? please explain Do you have health requirements?</p>	
36b	<p>Health declaration Have you ever had health issues which have impacted on other people, or your own development or serious illness whether physical or mental? Please explain ?</p>	
36c)	<p>Have you ever been declared bankrupt: have you ever had a criminal record, or been charged or arrested ? Please give details.</p>	
37	<p>Have you lived, worked or studied in more than one country?</p>	
37b	<p>Do you have a valid driving license and valid insurance</p>	
38a	<p>Do you have a bank account in your own name or your business? We need to know this in case we need to pay you as we do it via transfer.</p>	
38b	<p>Do you have credit cards - so that any expenses can be laid out and then reimbursed in the normal way?</p>	
38	<p>Can you read write or speak more than one language-please give details? As we find this</p>	

	extremely useful	
39	Would you consider your interests multidisciplinary ? If so please explain	
40	We try to have a balance of gender, age, geographical spread and developed and less developed countries and Eastern and western Europe. Please help us by giving us an idea of your experience in this.	
41	IT skills- can you provide details of your skills or interests on web, excel, powerpoint word, open source etc	
42	Do you prefer people?(some of our work is networking and some of or work is very theoretical) or do you prefer writing - theory etc ?	
43	We dont expect anyone to have all the above - so dont worry -just let me know which apply to you and which you enjoy and then I can allocate you to the right projects.	
	Any other information you would like to mention	
44	If you are not a student it is important to balance the interests of other entities, companies and groups with which you work. Most of our teams are involved in other groups as well. Can you briefly explain what other groups you are involved in and also highlight potential areas of conflict of interest so we can ensure we manage this well.	

Many thanks for taking the time and trouble to fill this in

Please send this back as soon as you can as we are allocating our team for 2010.

Green Economics Institute Directors
greenecomicsinstitute@yahoo.com

Terms and Conditions

What we require from you:

Authorisation to use Green Economics Institute business cards or its logo or other intellectual property, and the provision of such cards, and printing of them, is only and solely specifically supplied by Volker Heinemann-and all such cards will be supplied by Volker Heinemann without exception.

Authorisation to include mention of or advertising of the Green Economics Institute on their own cards, is only by prior written agreement by the Green Economics Institute Directors and agreement of Terms and Conditions. We will provide you with business cards if appropriate and we will supply them to you.

Contacts made in the course of business for the Green Economics Institute must immediately passed to and provided to Judith Felton for the sole use of The Green Economics Institute.

Opportunities we offer to you:

There are many opportunities to travel with The Green Economics institute. However we cannot undertake to pay your costs unless there is specifically a business development reason for the Green Economics Institute and we have asked you to work full time during the trip. If you are simply coming for the experience we will not be able to reimburse you for your expenses. Expenses reimbursed will only include some travel, or portion of travel depending on the business need, and some accommodation again depending on the business need and if agreed in writing before the travel starts.

If we ask you to train others, or for activities for clients where the Institute receives payment from our clients, then we will reimburse travel and accommodation and in some cases we will pay a fee for training only by prior written agreement and if we receive money from clients.

If we invite you to accompany us on a business trip, expenses are normally paid out by you and then on production of receipts, and a relevant invoice, only if the amounts have been agreed in writing as a reimbursable expense by Volker Heinemann BEFORE a trip, we then transfer the money into your bank account on

your return. If this has not been agreed beforehand, we will not be able to undertake to pay expenses. All expenses are to be fully documented, open and receipted.

We will never ask you to do anything you do not wish to do and we will never ask you to travel unless you want to. All our decision making is by agreement.

We try to give you the experience you would wish to have and in many, if not most cases we have succeeded in providing an experience people in our team have only dreamed of. We pride ourselves that we have managed to fulfil the dreams and aspirations of our team members in many respects and we hope to be able to do this for you as well. Many thanks for filling in this form.

The Trustees and Directors of the Green Economics Institute