

VAKA FUND APPLICATION FORM

Use this form to apply for funding to attend a conference, seminar and/or study tour.

Note:

Please submit your application **at least eight weeks before** the activity. It takes time for us to make all the arrangements.

Make sure you **complete all the required information** in the application and **attach all the required documents**. Your application may be declined if it is incomplete.

All applications require **written support from your Chief Justice or Head of Bench**.

Applications for attendance at conferences, seminars, study tours require a brief **biography/curriculum vitae**. This will help us to introduce you to presenters and other participants.

If the activity requires international travel, please also provide a copy of your **passport** with the application and, as soon as possible, a valid **visa** to enter the country you will be travelling to (and any you're transiting through if required). We'll provide a letter to support your visa application if your application for funding is successful.

Note: COVID-19 has affected international travel – visas take longer and there may be quarantine requirements. It is **your** responsibility to know what is required and to make necessary applications well in advance.

Email contact@pjsp.govt.nz if you have any questions or wish to discuss your application.

We'll let you know the outcome of your application within two weeks of receiving it.

By submitting this application, you agree to:

Provide feedback immediately after the activity. This may be in the form of a brief report or an evaluation form – we'll let you know which is appropriate.

Respond in a timely way to **later requests for a brief report** on how the activity has impacted on your work, if necessary.

Share what you learn with your colleagues, where appropriate.

Ongoing communication from PJSP.



Your details

Please write clearly. We need to be able to read it.

Title *Please select correct title(s)*

- Chief Justice Chief Judge Chief Magistrate Justice Judge Magistrate Mr
 Mrs Miss Other, including traditional titles, please specify:

Full name

How would you like us to address you?

Formally

Informally

Email address 1

Email address 2 *if necessary*

Phone number(s) *Please include international calling code*

Work

Mobile

Gender *Please circle gender*

- Male Female Other, please specify:

Country *Please select correct country*

- Cook Islands Federated States of Micronesia Fiji Kiribati Nauru Niue
 Palau Papua New Guinea Republic of Marshall Islands Samoa Solomon Islands
 Tokelau Tonga Tuvalu Vanuatu

Your role/position *Please select correct role*

- Chief Justice Chief Judge Chief Magistrate Justice Judge Magistrate
 Court Staff Other, please specify:

Your court *Please select correct court*

- Supreme Court Court of Appeal High Court National Court Land and Titles Court
 Land Court District Court Magistrates Court Family Court Island Court Local Court
 Village Council Other, please specify:

1

Does your Chief Justice or Head of Bench support your application?

This is required for all applications. Please email a letter of support from your Chief Justice or Head of Bench or ask them to email us.

Yes

2

Please select the development activity or activities you're applying for

Conference/Seminar

Name the conference or seminar you wish to attend.

Conference/Seminar location

Conference/Seminar date

Study tour

Please note here what you wish to do and see on your study tour. We'll be in touch to discuss further.



3

Does this opportunity require you to travel overseas?

No

Yes Please provide:

- > A copy of your current **passport**.
- > As soon as possible, a **visa** to travel into the country (and, if necessary, countries you will transit through). We'll provide a letter of invitation to support your application for a visa. It can take some time to get a visa so please do not delay in applying for your visa(s). You don't need to wait for your travel bookings before applying – our letter should be enough. **Note:** Do you need your government's approval to travel overseas? If you do, please apply for this straight away. If you need anything from us, please let us know as soon as possible.

Preferred dates of travel and any useful information to assist with our bookings (eg: *"Travel through Hong Kong is the easiest route"*; *"I will stay at my relative's house"*; *"I'll book business class fares and seek refund of economy fare"*).

4

How will this opportunity contribute to your professional development?

5

How do you propose using your attendance for the benefit of your colleagues on your return? How will you share what you learn with them? Please be specific and include dates if possible.

6

Have you previously received funding under the PJSP Vaka fund? If so, please note what activities you attended, when and where.

7

Is there any other relevant information that you wish us to consider?

Checklist

Have you attached:

- Written support from your Chief Justice or Head of Bench?
- A brief biography/ curriculum vitae?
- Where international travel is required, a copy of your passport?

If you need a visa, we'll send a letter to support any necessary visa applications. You don't need to wait for your travel arrangements to be in place before applying for a visa. Note there can be processing delays, so please apply as soon as possible. Have you applied for permission to travel from your government if necessary?

Email supporting documents to: contact@pjsp.govt.nz

Thank you for your application. We'll be in touch with you soon.

EMAIL APPLICATION

