

# 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, Head of Bench, Court Manager, Law Society President or other key stakeholder.

Applications for attendance at conferences, seminars, study tours require a brief **biography/curriculum vitae**. This helps 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 traveling 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 vaka@justice.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 you have completed 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 **requests for a brief report** on how the activity has impacted on your work, if necessary.

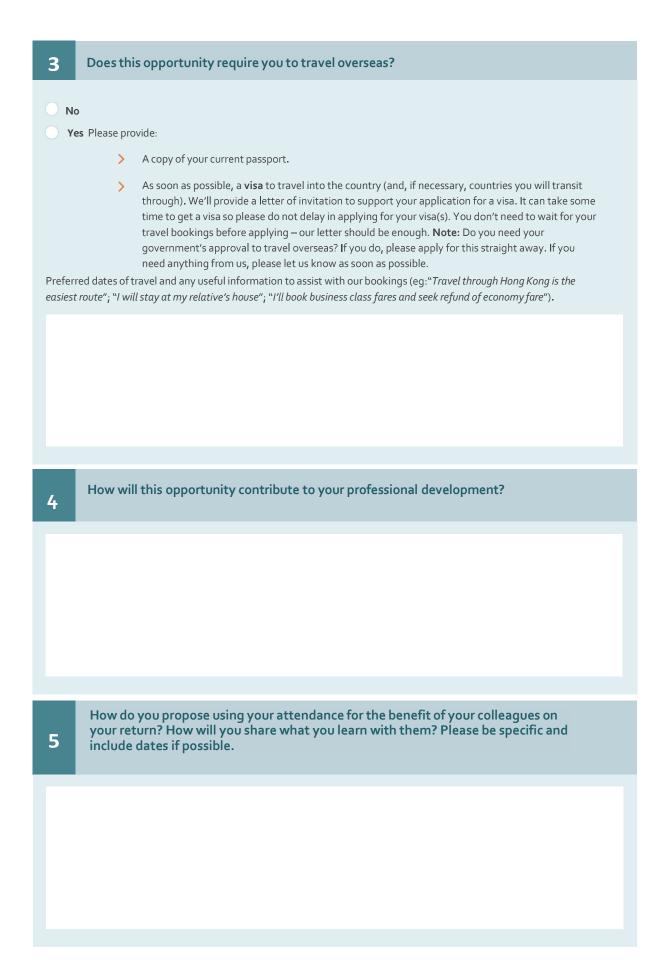
Share what you learn with your colleagues, where appropriate.



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:		
Level of Legal Education For applicants other than Judges or Justices		
Diploma/Cert. of Justice Pleader's Certificate	Bachelor of Laws Practical Experience	
i on 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, Head of Bench or o	other key stakeholder support your application?	
This is required for all applications. Please email a letter of support or have them email us.			
2	2 Please select the development activity or activities you're applying for		
	<b>Conference/Seminar</b> Name the conference or seminar you wish to attend.		
(	Conference/Seminar location	Conference/Seminar date	
	<b>Study tour</b> Please note here what you wish to do and see on your study tour. We'll be in touch to discuss further.		





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, Head of Bench or suitable other?
- > 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: <a href="mailto:vaka@justice.govt.nz">vaka@justice.govt.nz</a>

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



EMAIL APPLICATION