

## 2019 SEJOURS CULTURE

## INSTRUCTIONS FOR CANDIDATES

Candidates are requested to fill in all parts of the application file in detail

- in English only
- typed or written in block capitals
- to attach the requested documents: copy of identity card or international passport + 1 passport photo, copies of documents presenting their current employer and their level of responsibility within it.

The **complete** file must be dropped off at or sent to the French Embassy's Department of Co-operation and Cultural Action or to the French Institute and, for certain countries, to the Consulate General of France. The candidate must comply with the deadlines set by these bodies.

The deadline for receipt of applications in Paris, endorsed and transmitted **exclusively** by the services of the French Embassy or the French Institute, is **22 February 2019**.

**Application files submitted after this date will not be considered.**

Files sent directly by the candidates to the Ministry of Culture will not be considered.

Candidates will be informed by e-mail of the outcome of the selection process in July.

### **Confirmation of participation**

Within the timeframes indicated by the Ministry of Culture, the successful candidates will confirm in writing their participation in the programme and, to facilitate its smooth running and general organisation, they will undertake in writing:

- to **adhere to the entire programme** for which they were selected **and to accept its content**, which cannot be called into question before or during the trip. No requests for a change in the duration of the trip will be entertained;
- to **inform the Ministry of Culture of any professional changes** which may arise between the time their application is accepted and the commencement of the trip in France (change of post or remit, internal transfer, change of employer, cessation of activity, etc.);
- to **submit a written assessment of the trip once it has ended**

Participants shall provide all information useful to development of the programmes.

## Information

### Ministry of Culture

General Secretariat / Sub-Directorat for European and International Affairs

Nicolas BREAND

Telephone: +33 (0)1 40 15 37 11 – nicolas.breand@culture.gouv.fr

APPLICATION FILE  
**Programme of cultural trips**  
13-24 May 2019

**SURNAME****First name****COUNTRY**

Date and place of birth

Nationality

Country of employment

*Please enclose a copy of your international passport or ID + 1 **passport** photo***Choice of trip package** *(only one choice possible)*

|   |                 |                          |
|---|-----------------|--------------------------|
| performing arts                             | <b>code SV</b>  | <input type="checkbox"/> |
| visual arts and design                      | <b>code AVD</b> | <input type="checkbox"/> |
| building heritage and architectural quality | <b>code Pat</b> | <input type="checkbox"/> |
| books                                       | <b>code LV</b>  | <input type="checkbox"/> |
| cultural and creative industries            | <b>code ICC</b> | <input type="checkbox"/> |

Usual surname

Usual first name

professional address (to be detailed in full)

Organisation

Department

Exact post

Full address

Postcode

City

Country

Telephone

(country)

(city)

(number)

Fax

(country)

(city)

(fax)

E-mail

Website

personal address

Address

Postcode

City

Telephone

(country)

(city)

(telephone)

Fax

(country)

(city)

(fax)

E-mail

# PROFESSIONAL CAREER

## 1) current professional activities (describe in detail)

|   |   |  |                                       |   |                                    |
|---|---|--|---------------------------------------|---|------------------------------------|
| Employer organisation   |   |  |                                       |   |                                    |
| Legal status  | <input type="checkbox"/> <i>public</i><br><br><input type="checkbox"/> <i>private</i> |  |                                       | date of your appointment                                  |                                    |
| Overall operating budget<br>(approximately)                             |   |  |                                       | Number of employees<br>(approximately)                    |                                    |
| Fields of activity and remit of the organisation                        |   |  |                                       |   |                                    |
| Your main duties  | <input type="checkbox"/> senior management  | <input type="checkbox"/> administration / management | <input type="checkbox"/> coordination | <input type="checkbox"/> communication                    | <input type="checkbox"/> technical |
|   | <input type="checkbox"/> production   | <input type="checkbox"/> programming                 | <input type="checkbox"/> artistic     | <input type="checkbox"/> development of cultural policies | <input type="checkbox"/> marketing |
| Indicate:<br>.the position held<br>.the main responsibilities<br>.remit |   |  |                                       |   |                                    |

**2) previous experience****previous professional activities**

Indicate the names of previous employers, beginning with the most recent (by following the headings indicated)

- . the employer
- . dates
- . post/position held
- . remit:

**3) education and training****higher education** (*specify the qualifications obtained, dates and places*)

Higher education in France

no       yes

If yes, please specify

**Training already undergone in France** (including as part of the "Courants" programmes)

(specify the titles of the courses, dates and places *and* the names of the organisations that provided the training)

Are you participating in or have you already participated in the development of cultural projects which have an international scope?    Yes     No

Characteristics of the project and nature of your involvement

Organisations involved in the project and contacts

Have you recently been or are you currently in contact with cultural institutions in France? Yes  No

Description of the cooperation project

French institutions concerned, contacts

How did you learn about the programme?

# MOTIVATION

**Please give a detailed answer** typed up on a separate page.

These sections are key for selecting candidates **and** for the development of programmes.

**Professional project** in connection with the chosen programme (about 15 lines)  
Specify your expectations and professional goals

*Recap: Cultural Trips offer a personalised and themed programme, made up of encounters and visits which are mostly individual. In some cases, meetings and visits in **small groups** can also be organised, depending on the profiles and expectations of the selected candidates.*

**Which French partners would you like to meet? For what purpose?**

Names of organisations, departments, etc.

Are you already in touch with some of them?

**What are the themes and subjects that you would like to discuss with the French professionals during your trip?**

**Which projects, which co-operation actions do you plan to implement in the coming months?**

- . nature of the project
- . stage of advancement
- . French organisations/partners involved or approached



**COSTS COVERED****SURNAME**

First name

The Ministry of Culture covers:

- a. tuition fees
- b. accommodation costs (in Paris and, if applicable, outside the Paris region)
- c. living expenses (daily meal allowance)
- d. travel within France, as part of the programme
- e. social protection (sickness, civil liability, repatriation)

**i** The Ministry of Culture does not cover the cost of international transport

International transport will be covered by (please tick the appropriate box)

- the candidate
- their home body
- another body (French Embassy or French Institute of the country of origin, etc.)  
which?

# KNOWLEDGE OF THE FRENCH LANGUAGE

|   |                                    |                                 |                                |
|---|------------------------------------|---------------------------------|--------------------------------|
| NAME                                    | FIRST NAME                         |                                 |                                |
| How long have you been speaking French? |                                    |                                 |                                |
| Where did you learn it?                 |                                    |                                 |                                |
| Do you use it often?                    | <input type="checkbox"/> regularly | <input type="checkbox"/> rarely | <input type="checkbox"/> never |

## Opinion of the authorised department on the level of French

This overall linguistic assessment of the candidate is placed under the supervision of the Cultural Action and Cooperation Advisor. It may be carried out by any person authorised by the Department of Cultural Action and Cooperation and the establishments of the French cultural network abroad (French Institutes, French Cultural Centres, Alliances Françaises).

### SPOKEN FRENCH

|                      |                                    |                               |                                       |                                   |                                       |
|----------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------------------------|---------------------------------------|
| <b>comprehension</b> | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> intermediate | <input type="checkbox"/> passable | <input type="checkbox"/> insufficient |
| <b>expression</b>    | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> intermediate | <input type="checkbox"/> passable | <input type="checkbox"/> insufficient |

### WRITTEN FRENCH

|                      |                                    |                               |                                       |                                   |                                       |
|----------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------------------------|---------------------------------------|
| <b>comprehension</b> | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> intermediate | <input type="checkbox"/> passable | <input type="checkbox"/> insufficient |
| <b>writing</b>       | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> intermediate | <input type="checkbox"/> passable | <input type="checkbox"/> insufficient |

### Qualification(s) and certificates obtained in French (indicate year obtained)

|   |  |   |                                |
|---|--|---|--------------------------------|
| Alliance Française de Paris                   | <input type="checkbox"/> DS (higher diploma)                       | <input type="checkbox"/> DL (language diploma)                      | <input type="checkbox"/> other |
| National education                            | <input type="checkbox"/> DELF (diploma of French language studies) | <input type="checkbox"/> DALF (advanced diploma in French language) | <input type="checkbox"/> other |
| CCIP (Paris Chamber of Commerce and Industry) | <input type="checkbox"/> DFA1 (French departments of America)      | <input type="checkbox"/> DFA2 (French departments of America)       | <input type="checkbox"/> other |
| Other   |  |   |                                |

|  |  |   |
|--|--|---|
| Overall assessment                             | Does the candidate feel able to participate actively and effectively in French in sessions relating to information, discussion, work and interviews? | <input type="checkbox"/> yes<br><input type="checkbox"/> no<br><input type="checkbox"/> reservation |
| Person responsible for assessment (name, post) |  |   |
| Assessment carried out                         | Dated  | Drawn up in   |

**This document must be completed and endorsed by the competent authority.**

## OPINION OF THE FRENCH CULTURAL DEPARTMENT CONCERNING THE APPLICATION

22 February 2019 - deadline for receipt of applications in Paris

### Candidate

SURNAME First name

Country

### French cultural department submitting the application

Full local address

Person handling the file

Post

#### Direct e-mail

Telephone  
(direct line)

(country prefix)

(city prefix)

(telephone)

Fax  
(essential)

(country prefix)

(city prefix)

(telephone)

| Summary of files submitted  | Number    |
|---|-----------|
| performing arts   | code SV   |
| visual arts and design  | code AVD  |
| building heritage and architectural quality                                 | code Pat  |
| books   | code LV   |
| cultural and creative industries  | code ICC  |
| <b>Total number of applications submitted</b>                               |           |
| <b>Priority of the application</b><br>(relative to all the files submitted) | ___ / ___ |



# 2019 CULTURAL TRIPS

## Candidate

SURNAME First name

Country

## Opinion on application

Observations

Date / Stamp

*The files should be sent by e-mail to* [contact-international@culture.gouv.fr](mailto:contact-international@culture.gouv.fr)