



Global Application Guidelines

These guidelines are to provide assistance to global applicants when applying for the Bruce Stowell Work Exchange Scholarship. The purpose of Zespri's involvement is to co-ordinate and contribute to the relationship building and knowledge sharing of Zespri kiwifruit globally.

The headings below relate to the headings on the application form. It is preferable that applications are typed but legible hand-written applications will be accepted. Applicants should concentrate on clear and concise descriptions of their ideas.

A. Application Form

1. **Name of Applicant / Participant:** The name of the individual or group who is applying to be the recipient of the Bruce Stowell Work Exchange Scholarship. An Individual Applicant is applying to perform both the travel and host responsibilities of the exchange. A Group Applicant can be a company or group of people who will share the travel and hosting responsibilities of the exchange, however be involved in both. If submitting a Group Application, you will need to specifically name who will:
 - A. be travelling to New Zealand (NZ)
 - B. be hosting the NZ recipient of the exchange while they are in your country Both need to be contactable through the contact details in question 3.
2. **Focus of Applicant:** There must only be one area of expertise per application and it must be specified.
3. **Contact Details:** Zespri will contact the applicant at the stated address, telephone, mobile or email. This person should therefore have sufficient knowledge about the application to answer any queries and forward Zespri on to the host or individual travelling if it is a Group application (see question 1)
4. **Current experience and situation:** Zespri will need enough information from this section to see what you will be offering as half of an exchange. Sufficient information, with justification, is required to be able to assess this and ideally match applicants to exchange.
5. **Top 3 Goals:** The applicant should provide a summary description of the top three proposed goals to be worked towards and the outcomes planned if the applicant is successful.
6. **Proposed Dates:** The dates when the applicant plans to travel from their country of origin to NZ and when they will host the NZ recipient. The dates need to fit with the main goals. Travel organisation will begin when an agreement is negotiated between Zespri and the two successful applicants.
7. **Language Capability:** Some English capability will be useful to applicants but is not necessary. Please state honestly the experience and amount of fluency for each party involved in the exchange in your country.
8. **Pre-organised Exchange partner:** The exchange is to promote new global relationships OR assist in strengthening existing relationships. If you want to strengthen an existing relationship with a NZ party please explain in more detail. ***The other pre-arranged party from NZ will still need to apply from their respective country, this is not their application.***

If you have stated you have a pre-organised party you will only be considered to be accepted in conjunction with this pre-arranged party.

A. Relationship Explanation: Please provide a brief history and the future intentions of your relationship with the pre-organised exchange partner.

9. **Host situation:** As an applicant you are also offering to host the successful NZ applicant when they are in your country. Please explain how you will offer clean, comfortable, safe accommodation during this time. Please include other general requirements of hosting a guest, such as means of transport, other activities etc.
10. **Employer acceptance:** Your employer must be aware and accepting of your application to be part of this exchange. If you are successful you will be absent from your position for up to 2months and will also need to provide work for the other successful applicant when they are in your country. It is entirely your responsibility to organise your own income at all times during the exchange. ***You will not need to organise pay for the NZ successful applicant.***
11. **Employer Contact Details:** Please provide contact details where Zespri can confirm the employer is in agreement with participating in the exchange and provide further detail if required.
12. **Employment situation:** It is important to understand the workplace and what type of work can be offered to the other successful applicant to assist in making the best match of applicants to exchange.
13. **Other:** This is your opportunity to make the panel aware of any conditions or special requirements you may have for the exchange. It is also an additional opportunity to include any further details about you.
14. **Visa:** Please disclose any information that may result in your visa application being delayed or declined by the relevant authorities.
15. **Guidelines and Rules:** When you are comfortable that you understand and accept the rules and these guidelines tick yes to confirm. If you require further clarification please contact your local Zespri representative.
16. **Applicant Declaration:** The signature of the individual authorised to approve the submission of the application and the verification that everything stated by the applicant is true and correct.

B. The Agreement

1. **Zespri will provide the following to each successful applicant:**
 - One return economy-class airfare from the closest international airport in the offshore location to Tauranga, New Zealand (and vice versa)
 - Ground transfers from Tauranga Airport to the induction accommodation and some ground transfers offshore depending on the exchange location
 - Up to five nights' accommodation on arrival in the host country
 - Up to four days guided induction in each of the local Zespri growing/postharvest communities to the offshore exchange recipients, which may include some sightseeing
 - Contact information for Zespri Ambassadors' who can provide local support and assistance in both exchange countries
2. **Applicants are solely responsible for the following in respect of their visit to the other country:**
 - Organising, funding and ensuring that they have a valid passport and any necessary visas, insurance and other travel documents required to visit and remain in the host country for the duration of the exchange;

- All meals, entertainment and living costs (other than accommodation) during the induction period;
- Employment income and any tax liability which may accrue during the period that they are in the host country;
- Performing work as instructed by the host participant, and complying with all reasonable instructions and practices of the host participant's business;
- Maintaining a high standard of behaviour at all times which will not bring the kiwifruit industry or their home country into disrepute, including without limitation, complying with all laws of the host country;
- Contacting Zespri as soon as possible if any occurrence happens which may bring Zespri, the kiwifruit industry or their host country into disrepute.

3. Applicants are responsible for the following in respect of hosting the other participant:

- Meeting reasonable expenses for (or arranging) comfortable, safe accommodation in the host country to the visiting participant for the entirety of the exchange period other than the 5 days accommodation provided by Zespri;
- Except as may be otherwise agreed by the visiting participant in advance, meeting reasonable expenses for all meals (or arranging for provision of meals) for the visiting participant for the entirety of the exchange period, except for the five day induction period
- Providing transport or meeting expenses of transport to enable the visiting participant to attend work
- Providing reasonable work and the opportunity to experience the local Zespri kiwifruit industry to the visiting participant;
- Providing assistance and support to the visiting participant to achieve their pre-determined goals for the exchange;
- Providing a reasonable level of involvement in the wider community to the visiting participant e.g. assisting in making connections to interest and/or social groups the visitor is interested in.

4. Applicants are responsible for the following in respect of the period of time following their exchange:

- Transferring the knowledge gained from the exchange back to their local Zespri community. This is under the scrutiny of and may be facilitated by Zespri.
- Facilitating improvement of the Scholarship Programme through providing feedback and potentially working with subsequent exchange participants and Zespri to provide a better experience for future applicants;
- Maintaining contact with and facilitating communication between the hosting participants and the hosting community for a period of time after completion of the exchange.

5. General Contractual Terms (indicative only)

- **Intellectual Property:** Any Intellectual Property arising from the exchange will vest in and be owned by Zespri, and the participant will provide all necessary assistance for Zespri to protect such intellectual property;
- **Confidentiality:** All participants will be required to execute confidentiality agreements protecting the confidentiality of information belonging to Zespri and to their respective hosting participant;
- **Liability:** Zespri shall have no liability for any loss, damage or injury caused to a participant as a result of their participation in the exchange, nor shall Zespri have any responsibility for the personal safety of participants;

- **Failure to complete the Exchange:** If for any reason an Applicant wishes to withdraw from the programme, Zespri reserves the right to recover any costs incurred from the Applicant.
- **Governing law:** The terms of the Agreement will be governed by New Zealand law.