



Llywodraeth Cymru  
Welsh Government

# Wales and Africa

International  
Learning  
Opportunities

Guide for  
applicants



# Wales and Africa Overview

The Wales and Africa programme promotes an outward looking Wales – informed and engaged with global issues, taking action together to improve the social, environmental and economic wellbeing of both sub-Saharan Africa and Wales through a variety of mutually beneficial projects, in support of the UN Sustainable Development Goals.

Wales and Africa reflects the demand within Wales for an identifiably Welsh contribution to tackling global poverty.

The principles of partnership underpinning this work are based around the core concepts of community, mutual respect and mutual benefit. Wales and Africa's model of support has been labelled a 'Welsh model' by many of our partners as an expression of pride in what Wales, supported by the Welsh Government, is achieving. All projects supported by the programme benefit Wales, and funded activities have included:

- a focus on the African diaspora living in Wales
- fair trade groups
- health and community links
- climate change.

Alongside this, the programme has developed its own distinctive programme with Mbale in Uganda and throughout Lesotho and Namibia.

## Background to the International Learning Opportunities Programme

The Welsh Government's International Learning Opportunities (ILO) programme gives individuals from the public, business and third sectors in Wales the opportunity to spend up to eight weeks in sub-Saharan Africa working on projects designed to both enhance their leadership skills and deliver a developmental outcome for their hosts. ILO is a unique leadership programme which stretches and challenges participants, taking them out of their comfort zone and allowing them to work more creatively and resourcefully.

**Since 2007 the ILO programme has delivered challenging placements in sub-Saharan African countries such as Uganda, Lesotho, Namibia, Zambia and Cameroon. The broad objectives for these placements have focussed strongly on enhancing the skills of participants whilst contributing to the UN Sustainable Development Goals and adding value to existing Wales and Africa links.**

The programme is aimed at individuals who lead, or aspire to lead, and want to test and adapt their leadership qualities in a challenging and rewarding international context. Alongside the benefits to the individuals and their home organisations, placements will ensure that tangible benefits are delivered in tackling global poverty and promoting sustainable development and, in particular, add value to the projects that the Wales and Africa programme already supports.

We currently have placements available in the following four countries:

- Lesotho
- Namibia
- Somaliland
- Uganda





# What to expect

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Applications to the programme are currently open. Please submit a letter of application alongside your CV. If you have a preference for a particular country from Lesotho, Namibia, Somaliland or Uganda please state in your letter.

We will invite those that pass the sift to a selection day where there will be some group exercises and an interview.

Once accepted onto the programme, the Wales and Africa team will begin the matching process. This process is critical in ensuring that your skills and experience meet the needs of our African partners.

Once a placement has been identified, the Wales and Africa team will work with African partners to draw up your Placement Contract which will outline your specific project/placement description along with information about the host organisation and code of conduct.

Placements must offer clear benefits to both Wales and Africa. In the unlikely event that we cannot match your skills to a placement straight away, we will hold your application whilst we will try to find a suitable opportunity.



## Pre-placement planning

Alongside the matching process, we will begin the pre-placement planning process. You will work closely with the Wales and Africa team. Specific pre-placement activity is listed below:

- You will attend a welcome meeting with the Wales and Africa team.
- You will need to identify and write down the personal objectives you have identified for discussion with the Wales and Africa team. These will be shared with our African partner to check that they can meet your development needs.
- You will attend a training and country familiarisation session where in-country speakers will deliver country specific sessions as well as information on safeguarding and typical scenarios that could occur during your placement.
- A DBS check will be carried out by Welsh Government.
- A health check will be carried out by Welsh Government supplier Healix. Placements have to be subject to satisfactory health clearance.
- Following a successful DBS and health check you will work with the Wales and Africa team on the logistical arrangements for your placement i.e. flights and visas.
- Once your placement is confirmed you will need to visit your GP to discuss pre-departure vaccinations and anti-malarial medication (if required).
- The Local Programme Manager will arrange your accommodation and transport for the duration of your 8-week placement.
- The Local Programme Manager will introduce you to the host organisation pre-departure via email/video conference facilities/phone. It is essential that you establish a conversation with the organisation prior to departure.
- The Local Programme Manager will conduct a risk assessment of your accommodation and placement before your arrival, and this will need to be read, checked and signed by you on arrival.
- The Local Programme Manager will continuously monitor the local situation for any changes to security that could pose an increased risk to participants.
- The Wales and Africa team will introduce you to any relevant past participants and those departing on placement at the same time.
- You will attend a pre-departure meeting with the Wales and Africa team approximately two weeks prior to departure. At this meeting you will be provided with a comprehensive first aid kit.





## Commencement of placement

- You will be met on arrival and escorted to and from the airport.
- You will be provided with a sim card to use in your mobile phone on arrival.
- You will have an induction on arrival to the area you are staying including information about where to buy food, location of ATM's and other local information.
- You will be escorted to suitable shops on arrival where you can buy essentials.
- The Local Programme Manager will review with you a copy of the risk assessment that must be signed and agreed within three days of arrival. This procedure aims to provide assurance to all parties that any potential risks have been minimised and gives notification of any that cannot reasonably be prevented. The Local Programme Manager will provide 24hr emergency support as well as general day-to-day pastoral care.
- The Local Programme Manager will arrange for you to meet the host organisation as soon as possible and before your first day of your placement.
- The Local Programme Manager will formally meet with you during weeks 2, 4 and 7 to review placement progress and address any concerns/issues. This will be in addition to any day-to-day support you may require.
- The Wales and Africa team will maintain weekly contact with you throughout your placement.
- During your final week, you will need to conduct a personal review of your placement including a summary of key outputs.
- In the event of an emergency, the Local Programme Manager will escalate serious matters to the Wales and Africa team immediately once initial support has been provided.
- In collaboration with your host organisation you will discuss next steps and identify future placements for discussion with the Local Programme Manager at the end of the placement meeting.



## Your responsibilities

As a participant on this programme you will be expected to work with your designated partner organisation for the length of the placement and carry out the agreed project plan to the best of your ability. You are also representing the Welsh Government and as such have wider responsibilities. You must:

- Take ownership of your personal health and safety, ensuring that all advice is followed to stay safe and healthy whilst on placement and to minimise risks.
- Co-operate with work colleagues, offering professional support where appropriate to ensure the success of the project and the ILO programme.
- Respect the culture of local people whilst promoting Welsh values of tolerance and acceptance. This is particularly the case in regard to sexuality. There are dangerous misconceptions about homosexuality in sub-Saharan Africa and Uganda in particular.

Please challenge these misconceptions when you feel safe to do so. The Wales and Africa Team will provide more advice on this issue.

- Act as an ambassador for your organisation and Wales. You will at all times be seen as a representative of the Welsh Government and, accordingly, we have high standards and expectations about personal conduct.
- You will be required to sign a commitment to our safeguarding and other policies.
- Undertake the requested evaluation of your placement and of the programme as a whole.
- Be willing to share your experiences with others on return to Wales and become an ambassador for the programme.
- Medical professionals only: Consider carefully the consequences if requested to provide assistance beyond your expertise.







## What Welsh Government will pay for:

- Vaccinations: your GP will provide information on what you will need. You should visit your doctor at least 8 weeks before travel to discuss this (some vaccinations may require appointments at alternative medical centres, ordering of supplies, or spacing between doses). We will reimburse all reasonable costs including malaria medication (as required).
- Visa.
- Travel insurance for the duration of your placement.
- A first aid kit and a mosquito net (if required).
- Return flights. Please note that we will only book flights that relate to your placement. If you are extending your stay you will need to independently arrange with our travel provider (and pay for) such changes.
- Accommodation in country for the duration of your placement.
- Travel to and from the airport, this will be in line with the Welsh Government travel and subsistence policy. We will ensure that sustainability and environmental issues have been taken into account and always seeking to ensure that the means of travel is the most economical and effective.
- Travel to and from the airport in the UK and Africa. Transport to host organisation if required.
- Reasonable costs for activity, which will enhance the impact of your agreed placement i.e. running a training course or seminar in country. However, this must be agreed in advance by the Wales and Africa team.

## The Welsh Government will not pay for:

- Your salary costs for the duration of your placement; this must be covered by your employer.
- Cost of flight changes for personal reasons.
- Clothing or toiletries for your placement.
- Airport lounges, unless otherwise agreed.
- Passport updates.
- Travel in-country for personal purposes.
- General living or entertaining expenses in-country including mobile phone airtime/top-up.
- Leisure activities in-country, including associated accommodation costs.

# Privacy Notice

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In accordance with the UK General Data Protection Regulation and Data Protection Act 2018 (UK GDPR), this notice sets out how we will process your personal data regarding the first stage application process on the Wales and Africa Programme. The Welsh Government is the data controller for information collected by the Wales and Africa programme.

## Why are you processing my personal information (lawful basis)?

We are processing your personal information in line with Article 6(1)(e) of UK GDPR in fulfilment of our public task as Welsh Government. This public task has a basis in the following legislation:

- Section 60, 61, 62, 70 & 71 of the Government of Wales Act 2006;
- Section 126 Housing Grants, Construction and Regeneration Act 1996;
- Section 26 Development of Rural Wales Act 1976;
- Section 10 Education Act 1996;
- Section 14 Education Act 2002;
- Sections 1 and 2 of the National Health Service (Wales) Act 2006.

## What of personal data will be processed?

By completing an application for the Wales and Africa Programme the following information will be processed as part of the application process (only):

- Full name
- Address
- Date of Birth
- Contact telephone number
- Employer contact details
- Employment history / related information held on a CV

The Wales and Africa Programme will not process special category data as part of the initial application process.

## Do you share my personal data with anyone else?

Information obtained as part of the initial application process will be shared with third party individuals or organisations to be provide selection and training support.

## Do you transfer my personal data to other countries?

The Wales and Africa programme will not transfer any information to any other countries, which it has obtained as part of the application process.



## How long do you keep my personal data?

We will retain your data for up to 6 months following completion of a placement or disposal within 1 month if an application is unsuccessful in line with the Welsh Government's Retention and Disposal Schedule. Personal data you provide will be stored on a Welsh Government protected internal document management system.

## What rights do I have?

- You have the right to obtain confirmation that your data is being processed and to have access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing in certain circumstances
- You have the right to 'block' or suppress processing of personal data in certain circumstances
- You have the right to data portability in certain circumstances
- You have the right to object to the processing in certain circumstances

## Contact us

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If you have any general queries about the content of this privacy notice or would like further information about any part of it, please contact us: [WalesandAfrica@gov.wales](mailto:WalesandAfrica@gov.wales)

Data Controller  
Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

Email: [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@gov.wales)

## How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact us at – [WalesandAfrica@gov.wales](mailto:WalesandAfrica@gov.wales)

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)



# Wales and Africa

## Wales and Africa contacts

If you would like to contact the Wales and Africa team please email

**walesandafrica@gov.wales**

or call +44 (0)300 0251670



@walesandafrica

**[www.gov.wales/wales-and-africa](http://www.gov.wales/wales-and-africa)**