

Supervisor Agreement to Participate in the JVI Face-to-Face or Virtual Courses

Please have your supervisor or another authorized official from your agency confirm this agreement. You should then scan it and attach it to your online application. Given the Covid situation, courses planned as face-to-face may be converted to a virtual delivery at a later stage. This signed agreement form will cover either delivery mode.

Course Details	
Course title	
Dates & Time	
Applicant	
Given name(s)	
Family name	
Supervisor or Authorized Official	
Given name(s)	
Family name	
Institution and Department	
Job title	
Telephone number	
E-mail address	

Please read the requirements as outlined below. By signing this form, you agree to your staff member taking part in this training.

I, the undersigned, acting on behalf of the above institution/department where the applicant is employed, hereby certify that:

- 1) The applicant, if accepted to a face-to-face training in Vienna, will receive leave of absence with regular pay for the duration of the course.
- 2) The applicant, if accepted to a virtual training, will need to dedicate most of his/her working time to attending the training and actively participating. To facilitate this, the applicant, if accepted, should have no duties or assignments for the duration of the course that would conflict with devoting adequate time and attention to the course (both attending virtual sessions and doing homework assignments).
- 3) The participation in the training will not affect the applicant's employment status, and the employee will continue with his/her current duties upon the completion of the course.
- 4) The applicant, once accepted, and confirming his/her attendance to the training, is under the obligation to attend the entire course.
- 5) The applicant certifies that he/she is able to express himself/herself proficiently in English (or in Russian if the course offers Russian interpretation).
- 6) For face-to-face courses, the applicant or their agency/institution will cover the cost of obtaining a visa for Austria.
- 7) For face-to-face courses, the applicant or their agency/institution will cover the travel expenses from the applicant's home to Vienna and back to the applicant's home, which will be reimbursed at a flat rate according to the country of origin. **Please note, however, that travel expenses will not be reimbursed for JVI courses with other central banks/institutions or for the Applied Economic Policy course (AEP). For the**

AEP course, participants from IDA-eligible countries may apply for a travel subsidy. Please refer to the JVI website [here](#) for further information.

- 8) For face-to-face courses, the applicant, prior to arrival in Vienna, is not suffering from any medical condition that could prevent his/her full attendance during the program. A recent and negative Covid-19 test might be required prior to travel. The applicant's agency/institution agrees to reimburse the Joint Vienna Institute for all expenses incurred as a result of any pre-existing medical condition.

Note on virtual course delivery: Virtual training courses will be delivered via the WebEx or Zoom platforms, with about 4 hours of lectures and workshops per day. In addition, we expect participants to spend significant time for preparation, readings, and homework assignments. As participants might come from various time zones, we have to offer the delivery at times that for some countries might mean taking part in the training during the working hours, in the evening and/or from home.

City and date	
Authorized official's given and family name	<i>/signed</i>