

## Application for professional development opportunity

Use this form to apply for funding to attend a conference, seminar and/or study tour, for mentoring (one-on-one or in small groups), to request support to develop resources or an education programme for your court. If you are applying for a bench book, please use the Bench book application form, found on [jppf.org.nz](http://jppf.org.nz).

### Note:

- Please submit your application **at least six 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 or Head of Bench**.
- Applications for attendance at conferences, seminars, study tours and/or mentoring require a brief **biography/ curriculum vitae**. This will help us to introduce you to presenters, mentors and other participants.
- JPPF will pay for economy fares only. If you wish to fly business class, you must arrange your own flights and seek reimbursement of an equivalent economy fare from us.
- 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 travelling to (and any you're transiting through if required). We'll provide a letter to support your visa application if your application is successful.
- Email [jppf@courts.govt.nz](mailto:jppf@courts.govt.nz) if you have any questions or wish to discuss your application.

**We'll let you know the outcome of your application** within one week of receiving it.

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### 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 **later 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.
- **Ongoing communication** from JPPF.

## 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    Ms    Miss    Other, including traditional titles please specify:

**Full 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 or Head of Bench support your application?

This is required for all applications. Please attach a letter of support from your Chief Justice or Head of Bench.

Yes

# 2

## Please select the development activity or activities you're applying for.

### Conference/Seminar

Name the conference or seminar you wish to attend.

Conference/Seminar location

Conference/Seminar date

See the Te Kura Kaiwhakawā / Institute of Judicial Studies prospectus on [jppf.org.nz](http://jppf.org.nz). Note, if the conference or seminar is in New Zealand, you may also apply to undertake a study tour and/or face-to-face mentoring immediately before or after the conference/seminar.

### Study tour

Please note here what you wish to do and see on your study tour. We'll be in touch to discuss further.

### Mentoring

The mentoring relationship is confidential and arrangements are agreed between you and your mentor. No information about what you discuss with your mentor is shared with JPPF (other than number of hours worked by your mentor), your Chief Justice, Head of Bench or anyone else. We'll be in touch to discuss further.

### **Programme development**

JPPF can work with you to develop and deliver education programmes for your court. Please note here what you want developed, who the intended recipients will be (numbers and roles) and any other useful information. We'll be in touch to discuss further.

### **Resource development**

JPPF can work with you to develop video and written resources to support professional development. Please note here what you want developed, who the intended recipients will be (roles) and any other useful information. We'll be in touch to discuss further. NOTE: For bench books, please use the Bench book application form, found on [jppf.org.nz](http://jppf.org.nz)

### **Other**

Please specify:

### 3

#### Does this opportunity require you to travel overseas?

**No**

**Yes** Please provide:

- > A copy of your current passport.
- > As soon as possible, a visa to travel into the country (and, if necessary, countries you will transit through). We'll provide a letter of invitation to support your application for a visa. Visa approvals can take some time so please do not delay in applying for your visa(s). You don't need to wait for your travel bookings before applying – our letter should be enough.

Preferred dates of travel and any useful information to assist with our bookings (for example, “*Travel through Hong Kong is the easiest route*”; “*I will stay at my relative's house*”; “*I will book business class fares and seek refund of equivalent economy fare*”).

### 4

#### How will this opportunity contribute to your professional development? What are you hoping to achieve?

### 5

**If you are applying to attend a conference, seminar and/or study tour, how do you propose using your attendance for the benefit of your colleagues on your return? How will you share what you learn with them? Please be specific and include dates if possible.**

6

Have you previously attended any JPPF activities? If so, please note what those activities were.

7

Is there any other relevant information that you wish us to consider?

### Checklist

Have you attached:

**For all applications**, written support from your Chief Justice or Head of Bench?

**For applications to attend a conference, seminar, study tour and for mentoring**, 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.

Email supporting documents to: [jppf@courts.govt.nz](mailto:jppf@courts.govt.nz)

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