



## Call for Associate Membership Application to the CAPAZ Institute

The German-Colombian Peace Institute (CAPAZ) is appealing to universities and research centres in Colombia and Germany to present their Associate Membership applications.

### Associate Member

Associate Member will be able to:

- Propose new projects and activities within the framework of the institute's core programming.
- Present candidates to join us as "Project Partners".
- Participate in decision making by voting for 3 positions in the CAPAZ Governing Board reserved for Associate Members.
- Use the CAPAZ seal to organise academic events and project presentations.
- Announce their activities on the Institute's Web page.

The CAPAZ Institute Statute defines that Associate Member status will be granted for an initial period of three (3) years, and may be extended for additional periods of five (5), if and when the Associate Member fulfils the established requirements.

### Eligible Institutions

This call is addressed to:

- a) Universities and research centres based in Colombian regions outside of Bogotá, D.C.;
- b) Universities and research centres based in Bogotá and with decentralised national presence;
- c) Universities and research centres based in Germany.

Whose missions and actions include academic accompaniment, theoretical-empirical research, teaching, and knowledge transfer focusing on peace and conflict.

Which commit to helping to reach the Institute's goals according to the CAPAZ Institute Vision that implies fulfilment of the following requirements:

- To have research capacity in topics related to peace and conflict studies, reflected in the existence of research groups, graduate programs, publications, and/or projects funded by institutions dedicated to promoting scientific research, government and non-governmental agencies;



- Demonstrate experience in their implementation of international scientific cooperation projects;
- Show their willingness to actively participate in CAPAZ Institute by engaging in academic activities (e.g., seminars, publications, CAPAZ institute dissemination activities, research projects, etc.), allowing access to the necessary infrastructure, and the nomination of academics that actively work to contribute to the fulfilment of the Institute's goals.

### **Required Documents for Associate Membership Application**

#### Compulsory documents

1. Institutional letter undersigned by the president or legal representative of the applicant research institution;
2. Official letter from a CAPAZ founding partner presenting the applicant institution;
3. Associate Membership Application Form (see Annex).

#### Desirable documentation

1. Previous experience of cooperation with one of the CAPAZ founding member institutions or of participation in previous activities implemented by the Institute;
2. Study plans (curriculums) for academic programs in peace related topics.
3. List of publications and projects carried out by the institutions in topics related to peace and conflict.

### **Process**

1. Official presentation of the request by the president or director of the applicant institution. The interested institution must issue a formal letter of request, attaching the Associate Membership Application Form (see Annex). It must also include a letter from a CAPAZ Institute founding partner, formally presenting the applicant institution. Full documentation must be received by **November 11, 2018**, by email sent to: [convocatorias@instituto-capaz.org](mailto:convocatorias@instituto-capaz.org)
2. The request is presented to the Institute's Governing Board, whose members will make decisions regarding the acceptance of the applicant institution.
3. The CAPAZ Institute will formally inform the applicant institutions of the final decision of the Governing Board by November 30, 2018.
4. Should the institution be accepted, it must formally communicate the names of the institutional coordinators in charge of liaising between the applicant institution and the CAPAZ Institute. These individuals will be in charge of interacting with the CAPAZ team, of choosing the representatives of the associate members on the Governing Board, and of participating in the Institute's operational work.