



Visiting Delegation Application Form

Information for visiting international delegations

The Australian Public Service Commission welcomes international visitors to share in our expertise and knowledge of public sector initiatives, practices and issues of mutual interest. We endeavour to meet international delegation requests where possible, facilitating the opportunity for delegates to meet presenters with relevant expertise. The Policy is:

1. All visit requests must be accompanied by a completed International delegation application form. An email request is generally not sufficient.
2. All delegations attend the Canberra office, not a regional office, unless otherwise arranged.
3. Delegations are presumed to understand and speak English. Arranging an Interpreter (if required) is the responsibility of the delegation, not the APSC.
4. The completed application form must be submitted **at least four (4) weeks prior** to the proposed visit date. The earlier an application form is submitted the more likely that the APSC will be able to accept the delegation. On-time applications do not guarantee a request to visit will be accepted.
5. Acceptance of requests to visit requests are subject to:
 - a. Availability of Officers at the appropriate level and with suitable expertise to provide a relevant briefing
 - b. Relevance to the APSC's areas of expertise of the topics of interest to the delegation (stated learning objectives).
6. A fee is charged for visits by international delegations booked through non Government organisations. The fee structure (including GST) is 1-2 hour visit \$1,100 and 2-3 hour visit \$1,550. Payment can be made on the day of the briefing by cheque made payable to the Australian Public Service Commission. An invoice will be sent with a confirmation of acceptance letter.
7. The APSC is not responsible for providing transport to and from the APSC, or making accommodation arrangements.
8. Requests for visiting international delegations can be made by submitting the International Delegation Form to international@apsc.gov.au or:

Australian Public Service Commission
International Delegations
Client Engagement Group
16 Furzer Street
PHILLIP ACT 2606

International delegation application form

This form is to be completed for all requests from international delegations to visit to the Australian Public Service Commission (APSC). Please read the Visiting Delegation Application Form, Guidelines for visiting international delegations (above) before submitting this form.

Instructions. Once you have completed the application form, save a copy and send to international@apsc.gov.au.

Have you been referred to the APSC Yes No

If yes, name and title of referrer

Country of origin of the Delegation

Will an interpreter accompany the delegation Yes No

Purpose of the delegation –Please indicate what APSC expertise your delegation is interested in (must not be more than two topics).

- Overview of the Australian Public Service and its role
- Whole of Government Learning and Development, and career development opportunities
- People management policies and practices in recruitment, selection, mobility, conduct, performance, redeployment and retirement
- The reform agenda, public sector reform
- Ethics and Values, values-based leadership
- Senior Executive Service matters – please attach specific information of interest to the delegation
- Other – please be specific (attach learning objectives if necessary)

Preferred date day month year

Preferred time to

Alternate date day month year

Time (alternate date) to

Number of delegation members

Other Agencies/Departments
the delegation intends to visit

Delegation members details – including, full name, agency or company and position held, attach member list if necessary.

Delegation itinerary – attach if necessary.

Coordinator Details

Title Mr Ms Mrs Miss Dr Other

First name

Surname

Position

Agency/Organisation

Postal address

Phone

Fax

Email

Additional information – attach if necessary