



**DOI-ITAP/USFWS's Building Long-Term Institutional Capacity
via the CITES Master's Course Scholarship Program
Code of Conduct (January 1, 20## to December 31, 20##)**



U.S. Fish and Wildlife Service
International Affairs Program
in partnership with the Department of Interior
International Technical Assistance Program (ITAP)

This Code of Conduct has been developed under a mutual understanding and is effective on the date entered below. It is between: The U.S. Department of the Interior – International Technical Assistance Program (DOI-ITAP), the U.S Fish and Wildlife Service (USFWS), and _____ (scholar's name) of _____ (CITES Management Authority/Organization & Country).

PURPOSE AND GENERAL TERMS

This Code of Conduct between the undersigned CITES Master's Course scholar (hereinafter referred to as "scholar") and the USFWS's 'Building Long-term Institutional Capacity via the CITES Master's Course' scholarship program is implemented by DOI-ITAP and USFWS. By signing this code of conduct, the scholar accepts the nomination by his/her respective country's CITES Management Authority or Organization to benefit from DOI-ITAP/USFWS funding to participate in the CITES Master's Degree program on "*The Management and Conservation of Species in Trade: The International Framework*" at the International University of Andalucía (UNIA) in Baeza, Spain.

The objective of the program is to build individual and institutional capacity of regional and national institutions to combat wildlife trafficking, as well as to increase capacities to generate and utilize information for decision making on wildlife trafficking. As such, the scholar will receive from DOI-ITAP/USFWS a scholarship package that covers the cost of tuition, housing, transportation (including roundtrip flights, visas, and domestic travel), meals, medical insurance, and allowances for incidental expenses, as well as a contribution to field research during thesis preparation. The scholar will further be provided with mentorship and leadership training throughout the duration of the course. The scholar agrees to provide DOI-ITAP/USFWS with any relevant information or documentation, including passport or visa information, so DOI-ITAP/USFWS can arrange for transportation and accommodation for the scholar during the activities required for this training program.

Furthermore, the scholar agrees to adhere to this Code of Conduct until the end of this program including a final assessment one year following completion of the academic portion of the scholarship. The scholar further understands that a violation of any of the terms of this Code of Conduct may result in dismissal from the program and might require reimbursement of DOI-ITAP/USFWS funds invested in the scholar. These may include:

1. Failure to attend and complete the entire CITES Master's Course program, including both the in-class academic portion and the submission of a complete and approved research thesis, without adequate justification;
2. Failure to return to the scholar's home country at the end of the three-month CITES Master's Course in Baeza, Spain (return travel will occur during the week of [Insert date]);
3. Failure to participate in CITES-related activities mutually agreed upon between DOI-ITAP/USFWS and the scholar's employer. These activities include but are not limited to the activities listed under the "**SCHOLAR COMMITMENT**" below.

SCHOLAR COMMITMENT

The scholar was selected for this scholarship for the express purpose of obtaining a master's degree in "*The Management and Conservation of Species in Trade: The International Framework*." As lies within their power, the scholar commits to the activities and professional conduct described below during the entirety of the program:

- i. Actively participate in the orientation workshop in Accra, Ghana to be held from [Insert dates] prior to travel to Spain;
- ii. Fill-out and submit the Pre-Training and Post-Training assessment surveys as well as any other relevant assessments requested by the DOI-ITAP/USFWS team for the purposes of assessing the impact of this training program including one year after the scholar obtains his/her master's degree;
- iii. Safeguard and maintain in good condition equipment and resources including, but not limited to, computers, software, and/or other resources obtained from/through DOI-ITAP/USFWS;
- iv. Respect UNIA's Code of Conduct. Any infractions may result in loss of the scholarship and follow-up support;
- v. Complete the course requirements including all assignments and tests as required by UNIA, conduct field research during the nine-month period after the classwork portion of the program is complete, and defend a thesis

within the designated time frame established by the university. Thesis reports must be approved by the scholars' academic advisor(s), and reviewed by USFWS/DOI-ITAP prior to final submission to UNIA;

- vi. Return to country of origin after the stipulated course period;
- vii. Make a concerted effort to apply newly acquired skills, knowledge, and training towards strengthening the national and regional capacity of his or her respective country's CITES Management, Scientific, and enforcement agencies;
- viii. Share knowledge and skills with in-country colleagues (e.g., by developing professional short courses or academic curricula for universities, customs/police/judiciary/forestry and wildlife training schools in West, Central, and Eastl Africa, or other means appropriate to profession and position);
- ix. Perform responsibilities in a professional manner and to the best of his or her abilities during the entire course;
- x. Conduct his or her academic, professional, and personal affairs in compliance with local laws, regulations, and customs, and in a manner appropriate to the training program
- xi. If the scholar attends the CITES CoP19 in Panama City, Panama as a part of the CITES Master's Course cohort, they will attend solely as observers and not participate as part of their respective country's official CITES delegation. If the scholar chooses to attend CoP19 as an official delegate, funding from this scholarship cannot be used for any aspect of their travel before, during, or after the CoP; and,
- xii. Treat fellow scholars, colleagues, and UNIA staff with respect and always engage in discussions with curiosity and an open mind.

STIPEND

DOI-ITAP/USFWS will provide a stipend declining balance VISA card (DBC) and a PIN number to each scholar. The stipend DBC will be loaded with funds to cover the scholar's per diem and incidentals for the period of **[Insert dates]**. Half of the funds will be uploaded and made available on the stipend DBC by **[Insert date]** and the remaining half will be made available by **[Insert date]**.

DOI-ITAP/USFWS requests that scholars use an ATM or a bank to withdraw cash from their stipend DBCs to cover expenses. Please note that most ATMs have a daily withdrawal limit and often charge withdraw fees. Those fees will be covered by DOI-ITAP/USFWS.

TERMINATION

If either the scholar or DOI-ITAP/USFWS terminates this agreement, the scholar shall within one month of termination reimburse DOI-ITAP/USFWS for all prepaid expenses or advances unless such reimbursement is expressly waived by DOI-ITAP/USFWS. Upon termination, DOI-ITAP/USFWS shall be released from any and all further obligations under this Code of Conduct, except for payment for approved expenses incurred prior to the termination.

NAMES AND SIGNATURES

DOI-ITAP/USFWS Representative:

Name: _____

Signature: _____

Date: _____

Scholar:

Name: _____

Signature: _____

Date: _____