

Course Brochure

The Hague Academy for Local Governance



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local governance

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The Hague Academy for Local Governance offers practice-oriented training programmes designed by and for people working in local governance. We adopt an innovative, interactive and inclusive approach, making use of a variety of adult learning methods that suit the needs and wishes of practitioners in local governance.

Our programmes are characterised by a focus on the local perspective, an orientation on real-life problems, and a combination of expertise with exchange and experience.



One-week training

Example of a one-week training course

	DAY 1: INTRODUCTION	DAY 2: EXPERT SESSION AND WORKSHOP	DAY 3: EXPERT SESSION AND STUDY VISIT	DAY 4: EXPERT SESSION AND STUDY VISIT	DAY 5: GRADUATION
Morning	 Opening ceremony Introduction to the programme	 Expert session	 Expert session and case-study	 Expert session	 Workshop Back Home Action Plans presentations
Afternoon	 Expert session Event	 Workshop: Stakeholder mapping and pitching skills	 Study Visit	 Study visit	 Graduation ceremony

Two-week training

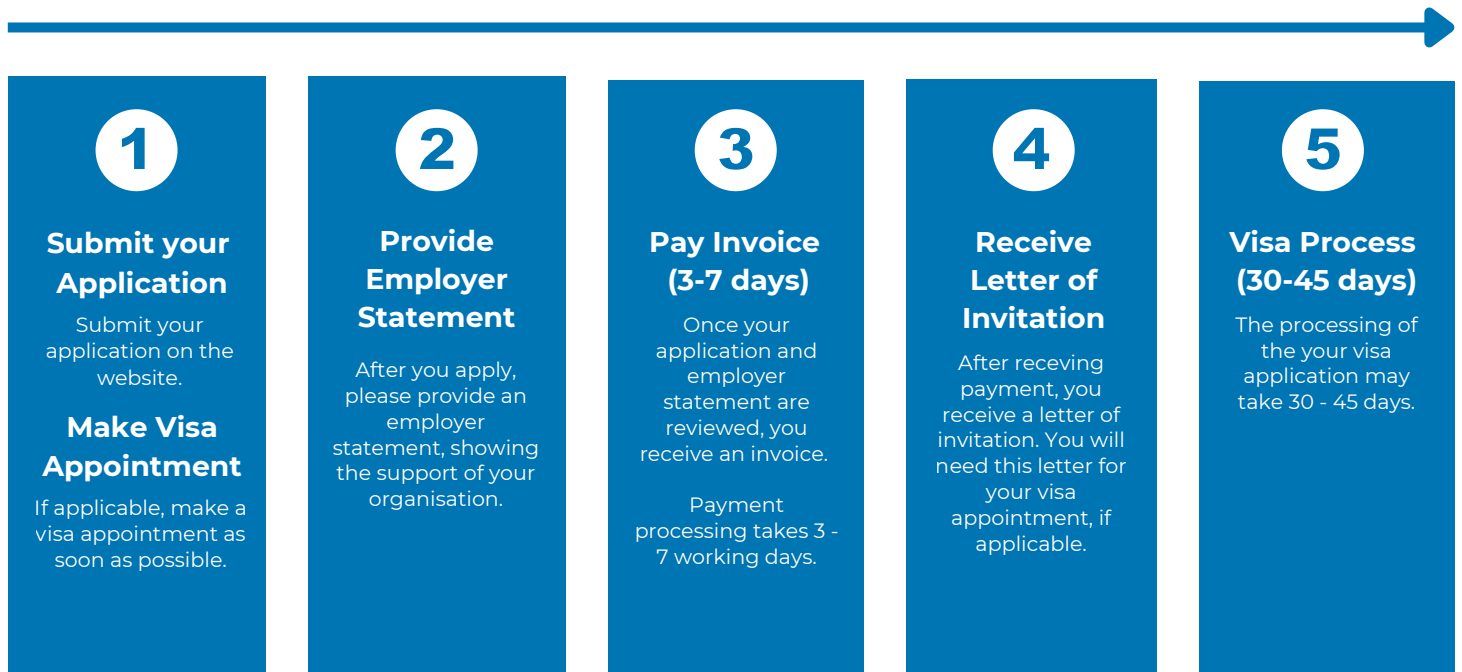
Example of a one-week training course

		DAY 1: INTRODUCTION	DAY 2: EXPERT SESSIONS AND WORKSHOPS	DAY 3: EXPERT SESSIONS AND STUDY VISIT	DAY 4: EXPERT SESSIONS AND STUDY VISIT	DAY 5: EXPERT SESSIONS AND WORKSHOPS
Morning		 Opening ceremony Introduction to the programme	 Expert session	 Expert session and case-study	 Expert session	 Expert session and case-study
		 Expert session	 Workshop: Stakeholder mapping	 Study Visit	 Workshop: Institutional mapping	 Study visit
Afternoon		Event				
		DAY 6: EXPERT SESSIONS AND STUDY VISIT	DAY 7: EXPERT SESSIONS AND WORKSHOPS	DAY 8: EXPERT SESSIONS AND WORKSHOPS	DAY 9: EXPERT SESSIONS AND WORKSHOPS	DAY 10: GRADUATION
Morning		 Expert session	 Expert session	 Expert session	 Expert session and case-study	 Back Home Action Plans presentations
		 Study visit	 Workshop: Case-study	 Expert session and case-study	 Workshop: Pitching and presentation skills	 Graduation ceremony
Afternoon						

Application Procedure

How to apply to The Hague Academy's Open Courses. We do our best to support you in your application procedure.

Timeline: 8-12 weeks



Submit Application

Submit your application on the website by completing the application form.

You can choose from the following topics.

- Citizen Participation and Inclusive Governance
- Inclusive Service Delivery and the SDGs
- Urban Governance: Resilient and Smart Cities
- Local Climate Response
- Local Response to Migration and Refugees
- Project Management in the Public Sector
- Integrity and Anti-Corruption
- Local Economic Development
- Training of Trainers
- Gender Responsive Governance
- Fiscal Decentralisation and Local Finance
- Digital Transformation in the Public Sector



Provide Employer Statement

In order to finalise your registration, you are required to submit an employer statement.

CRITERIA

- **All applicants** must provide an **employer's endorsement** confirming support for participation in the training course
- If you are **local civil servants or work for a local NGO** from the **DAC list of ODA-recipient countries (OECD)**, you are entitled to a **50% course fee reduction**.



Make Visa Appointment

We strongly advise starting the visa application process as early as possible after applying, as obtaining visas may take 30 to 45 calendar days.

The visa processing costs approximately €80, with an additional service fee charged by visa centres.

Find more information [here](#).



Check Visa Requirements

Every country has different visa requirements for the Netherlands.

Make Visa Appointment

Contact the Netherlands Embassy in your country for an appointment.

Get Visa Approved

It may take 30 - 45 calendar days to receive a response about your visa status.

Pay Invoice

Once your application and employer statement are reviewed, you receive an invoice.



PRACTICAL INFORMATION

- Payments can be made through either bank transfer or via PayPal.
- If you choose to pay via Paypal you must add 5% to the total amount to cover the platform cost.
- Please note that the participation of you/ your candidate(s) in the course is confirmed only upon receipt of the full payment.
- We operate on a first-paid, first-served basis.
- Upon receiving your payment in full, we will promptly send you a confirmation.
- Subsequently, we can assist you/the participant(s) by issuing a Letter of Invitation to support the visa application for travel to The Netherlands.

Cancellation Policy

We understand that unforeseen circumstances may arise, necessitating the cancellation of your attendance. In such cases, please be aware of our cancellation policy:

FEES AND CRITERIA

- For cancellations due to circumstances beyond your control, a reimbursement can be arranged, subject to an administration fee of €350, if reported before the start of the course
- Cancellations made between four to two weeks before the training commences will incur a charge equivalent to 50% of the course fee.
- Cancellations made within two weeks of the training start date, will result in an 80% charge of the fee.
- In the event of a no-show, there will be a 100% charge of the fee.
- Alternatively, you may nominate a qualified substitute to attend the course in your place at no additional cost.
- The Hague Academy for Local Governance reserves the right to cancel a course if the number of participants is insufficient or due to any other unforeseen circumstances. In this case, your payment will be 100% reimbursed. Other costs such as transportation or hotel cannot be reimbursed.



Letter of Invitation

Once payment has been received, our team will issue a letter of invitation.

You may be required to share this letter with the Netherlands embassy in your country to obtain your visa.



Additional Costs

For your planning, the course fee includes all training-related expenses, drinks, lunches, training materials, and short excursions during the program. Additional potential costs to consider are the following.



COSTS TO CONSIDER

- **Flight to Amsterdam:** The cost varies depending on factors such as the time of booking, carrier, and departure location.
- **Train to The Hague:** A single ticket from Schiphol to The Hague costs €10.00.
- **Visa costs:** The visa fee is €90, with an additional service fees charged by some visa centres.
- **Accommodation:** Hotels in The Hague operate on a dynamic pricing system, with an average cost of around €100 per night for a small single room.
- **Daily allowance:** We recommend budgeting €50 per day for dinner, considering breakfast is included at the hotel, and any other incidental expenses.
- **Commute allowance:** Depending on activities over the weekend and proximity to the hotel, budget €15-25 per week for public transport.

Practical Information

Here is some practical information for your consideration.

VISITING ADDRESS

Nassaulaan 12, The Hague
T: +31 [0] 70 37 38 695

Our office is situated in the building of VNG (Vereniging Nederlandse Gemeenten), the Association of Dutch Municipalities.

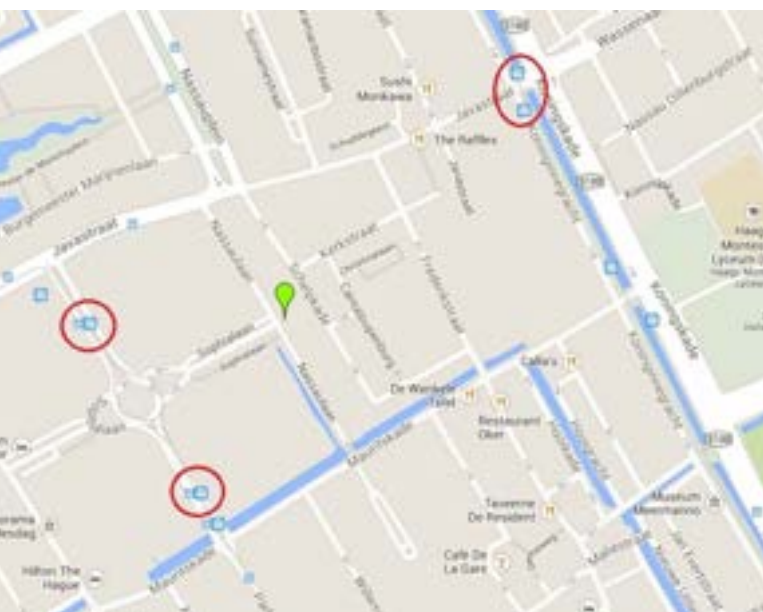
TRANSPORTATION

In The Hague over 30 bus and tramlines will quickly and safely take you to your destinations in the city, like Scheveningen and Kijkduin, as well as to the adjoining municipalities like the beautiful city of Delft.

Trams and buses run daily from 6 am until 1 am. A great website for local directions regarding public transport in The Hague, and in fact the whole of The Netherlands, is the following: <http://9292.nl/en>

Several busses and trams will take you to our training location. The nearest stops for the VNG office building (green dot on the map) are (also circled on the map below):

- Mauritskade: buses 22, 24 and tram 1
- Javastraat: buses 22, 24 and tram 1
- Javabrug: Tram 9



Practical Information

Here is some practical information for your consideration.



For more information about house rules, accommodation, sight seeing, and more, please request the logistics and practical information guide from our team.

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DRESS CODE

We are not very formal in The Netherlands. The dress code is smart casual, and since you will be walking quite a bit, it is advisable to bring comfortable shoes along. We always appreciate people from all the different cultures proudly wearing their local traditional attire, so feel free to 'dress up' as you please.

ATTENDANCE RULES

Having the opportunity to attend a training in The Hague has been a huge investment for you or your sponsor. The course is full time. Only when you attend ALL the sessions you can receive the maximum benefit of the training and obtain the certificate. Our courses are designed to be interactive, so being present means that you are acquiring skills, gaining knowledge, but also allowing fellow-participants to share in your experience and knowledge. For this to happen you have to attend the sessions.

Please consider this when making appointments outside the programme.