



Asia-Pacific Network for Sustainable
Forest Management and Rehabilitation
亚太森林恢复与可持续管理组织

SANFRI Visiting Scholar Program Implementation Guide

Background

Initiated by APFNet, the Visiting Scholar Program (afterwards called “the Program”) as one of core SANFRI actions is designed to enhance capacity of forestry researchers and strengthen academic exchanging in the region of ASEAN and China through a phased or full involvement in forestry-related promotion projects which are conducted by the Yunnan Academy of Forestry and Grassland of P.R. China. Under the Program, various learning activities are given to the invited researchers in terms of professional guiding, forestry and technology training and field trip. A number of research areas are available to the applicant(s) and they are forest cultivation, forest genetic breeding, forest management, forest conservation, economic forests, gardens, wood science and technology, soil and water conservation and desertification control, biological engineering, ecology, molecular biology, microbiology, botany and entomology etc.

1. Scope of Participation

The Visiting Scholar Program is open to forestry researchers from the region of China and ASEAN economies. The applicant is required to meet the following requirements as applying for the Program:

- should be below 45 years old and withholding a Doctoral degree in forestry or related field; Or a Master degree with more than 3 years of experience in forestry or related field; Or a Bachelor degree with more than 5 years of experience in forestry or related field. Applicants should provide relevant academic qualifications materials, resume, etc.;
- a good language ability in English or in Chinese, and have relevant language proficiency certificates if applicable (IELTS, TOEFL, ect.);
- a health certificate that especially indicates the applicant do not have infectious disease and disability, as well as suitable for traveling;
- prepare a brief on the status quo and development of the applicant’s research field in his or her region and institute (no more than 1000 words);
- during their stay in China, the visiting scholars should abide by the relevant laws and regulations of the People's Republic of China and respect to the Chinese norms and customs.

- a recommendation letter issued by the representative of the applicant's institute.

2. Management Structure

The Yunnan Academy of Forestry and Grassland (YAFG) serves as the executing agency to implement the Visiting Scholar Program. To ensure a better management and implementation of the Program, the YAFG has set up the management office and the supervisor team. Each office/team has its own duty and responsibilities as followed:

The Executing Agency:

The Executing Agency of the Program is responsible for the implementation of the Program. It ensures that contracts are signed to clear responsibilities, rights, and interests, and work shall be carried out as organized and planned.

Specific tasks may include:

- set up the Management Office;
- supervise the implementation of the Program;
- procurement of goods and services including human resources;
- financial management, including supervision of financial expenditures according to Program budget;
- coordinate with APFNet.

The Management Office:

The Management Office is set up to facilitate the implementation of the Program and its responsibilities may include :

- prepare and call-for the Program application;
- screen and select qualified applicants for the Program;
- select qualified supervisors to form the Supervisor Team;
- prepare needed facilities (e.g. office and accommodation);
- organize culture activities if necessary;
- develop the implementation plan of the Visiting Scholar Program;
- approve the research materials, research plan and curricular for the visiting scholars;
- review and evaluate the summary report of visiting scholars;
- prepare the final Program summary report to APFNet.
- archive all materials relevant to the Program (e.g. written materials, photos, audio and video etc.)

The Supervisor Team:

As part of management body of the Program, the Supervisor Team is composed of a number of experts who has obtained the professional level of at least of assistant professor and expertise in research areas such as forest cultivation, forest protection, economic forest, garden, wood science and technology, soil and water conservation and desertification control, biological engineering, ecology, molecular biology, microbiology, botany, entomology, community forestry, forestry economy, ethnology and other disciplines. Also, the Supervisor Team will be kept as a living expert pool and more experts will be assigned to the Program if need. The specific responsibilities of the Supervisor Team are indicated as followed:

- develop a specific research plan for the intentional scholar(s), and the plan should include objectives, curricular, research materials, etc.
- organize and implement research activities in line with the approved research plan, and those activities include but not limit to literature review, field tour, mid-term examination, etc.;
- supervise the performance of the visiting scholars.

3. Application

In general, the application call-for the Scholar Visiting Program will be announced by the Management Office in the beginning of fiscal year, but subject to actual announced date. Each applicant shall provide the following application materials in both soft and hard copies to the Management Office before the application deadline:

- 1)An application form of the Visiting Scholars Program Application (seen in Annex 2);
- 2)A valid information page of the applicant's passport in a scanned copy;
- 3)A certificate to show the highest level of academic education you obtained ;
- 4)A health certification to show that you are suitable for traveling;
- 5)A language certification in a scanned copy (e.g. IELTS /TOEFL) if applicable;
- 6)Academic achievements (e.g. publications) if applicable;
- 7)Others.

The aforementioned documents shall be forwarded to the YAFG before the indicated date and will not be returned to the applicants regardless of whether they are accepted or not. Applicants are urged to make your own copies of all documents provided in advance.

In principle, 10 working days are needed to consult with APFNet to approve the applicants' eligibility and qualifications. The application results will be officially

released by Management Office via e-mail , and the admission notice will be issued and directly sent to the enrolled visiting scholars by the Management Office.

Once approve, the invited scholar(s) shall apply to the Chinese Embassy or Consulate General for a Visa for Studying in China, by providing a valid passport, Visa Application Form for Studying in China and Admission Notice.

4. Extension , Suspension and Termination

In general, revision, extension, suspension and termination of the Visiting Scholar Program should not be allowed except for reasons of the force majeure (e.g COVID- 19). If any, the visiting scholar should inform his/her host member institute, the rotating Chair and Vice-chair of SANFRI, the Management Office and APFNet Secretariat in writing. In addition, the supporting documents for extension, suspension and termination should include as followed:

a. Extension

- A Request Form of Change I signed by the visiting scholar (seen in Annex 3);
- A Request Form of Change II issued and signed by the visiting scholar's host member institute (see Annex 3);
- A detailed progress report of the research;
- A new research plan.

b. Revision

- Request Form of Change I signed by the visiting scholar (seen in Annex 3);
- Request Form of Change II issued and signed by the visiting scholar's host member institute (see Annex 3);
- A new research plan.

c. Suspension and termination

- Request Form of Change I signed by the visiting scholar (seen in Annex 3);
- Request Form of Change I issued and signed by the visiting scholar's host member institute (seen in Annex 3);
- A detailed summary report.

5. Financial Management

5.1 Project Executing Agency

The project executing agency (EA) shall execute strict budgetary control over the funds provided by APFNet and prevent misappropriation of the funds as well as keep timely and comprehensive records of the expenditures of the Program funds.

The APFNet funds can only be used for the Program activities that are indicated in the agreement and/or relevant documents. All materials, devices, facilities and other supplies purchased or leased by the funds provided by APFNet are used solely for the Program implementation. Besides, in the course of project implementation, the Executing Agency shall consult with APFNet prior to identify and select t experts who will provide technical support to the Program if require consultancy payment associated with the APFNet fund.

The EA shall submit a financial audit report to APFNet within one month after the completion of the Program, and a financial audit report should be developed by the third independent party who has an audit quantification. APFNet has the right to request financial reports from the project executing agency at any time.

The EA shall report in a timely manner to APFNet on circumstances that may seriously affect the smooth implementation of the project, such as delays, unforeseen events and obstacles.

5.2 The Visiting Scholars

The invited visiting scholars shall receive their monthly living allowance every month following registration. Upon finishing the academic exchange, scholars will be paid the living allowance until the completion date set by the YAFG. In cases of suspend, terminate or complete the Program, the supported scholar's living allowance will be terminated starting from the second month generally. The living allowance is suspended for one month to those scholars who do not enroll on time (unless they have permission from the YAFG), leave for non-health reasons, or are absent from YAFG for more than one month.

The visiting scholars themselves shall cover additional costs of the internship or the use of laboratories beyond arrangements made by the YAFG. Other fees of examinations, experiments, food, library card and reference books are borne by the visiting scholars.

In principal, the Program provides one round trip international transportation only(the most direct route and in economy class). For extension, supervision, health reasons, etc., the visiting scholars should cover all travel expenses to return to their home economies and back to the YAFG.

6. Health Condition

During the process of application, the applicant should submit a health certificate that especially indicates the applicant do not have infectious disease and disability, as well as suitable for traveling.

Upon arrival in China, the invited scholars who are found to be affected with diseases that prohibit their entrance according to Chinese laws are required to return to their home economy immediately.

During their stay in China, if the invited scholars develop severe disease which is not covered in the insurance, they have the right to apply to the MO and return to their home economy.

7. Insurances

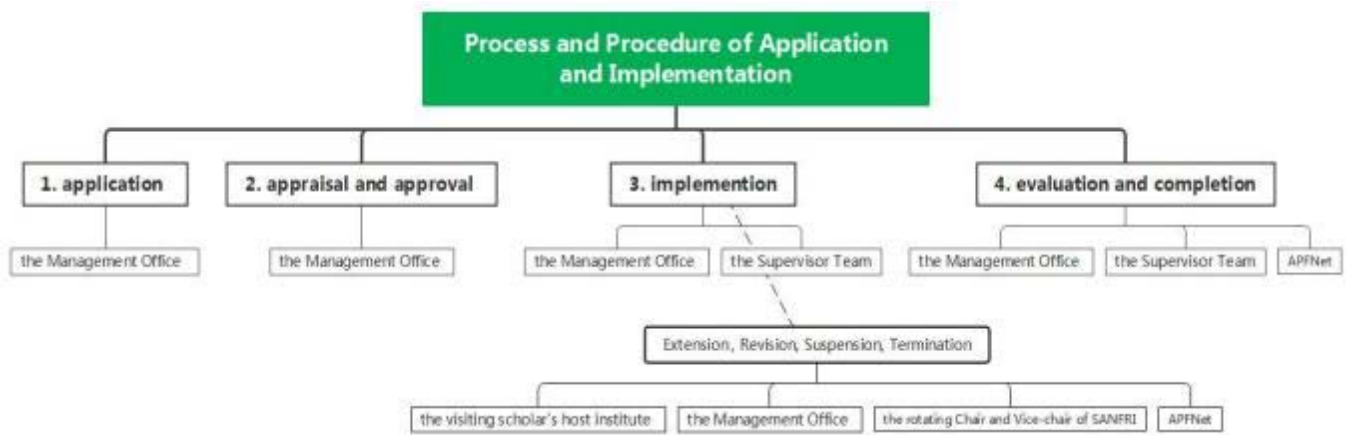
During the invited scholars' stay in China, basic insurances for accidents will be provided. (The invited scholar himself or herself can purchase a higher amount insurance package if needed)

ANNEXES

1. Process and Procedure of the Visiting Scholar Program
2. Template of Application Form of the Program
3. Template of Request Form of Change
4. Template of the Brief
5. Members of the Management Office
6. The Name List of the Supervisors

Annex 1

Process and Procedure of Application and Implementation





Sino-ASEAN Network of Forestry Research Institutes (SANFRI)

**APFNet Visiting Scholar Program
Application Form**

The completed Application Form shall be scanned and returned to Ms. SUN Rui (sunrui@yafg.ac.cn) and Ms. ZHANG Qun (719237225@qq.com), keeping Ms. WANG Jiayi (wangjiayi@apfnet.cn) in copy.

1. Personal Information:

Applicant's full name in passport:	(Photo)
Family name:	
Given name:	
Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Marital status:	Married: <input type="checkbox"/> Single: <input type="checkbox"/> Other: <input type="checkbox"/>
Nationality:	
Passport No.:	
Date of birth:	Day/Month/ Year
Native language:	
Religion:	

State of health:

Telephone:	<hr/>
Fax:	<hr/>
Email:	<hr/>
Address:	<hr/>
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2. Education Background:

Please list all academic institutions of you starting from the most recent (this refers to a bachelor's or equivalent degree from an accredited higher education institute in forestry or a related field).

Name of academic institution	Location/Place	Study period (mm/yyto mm/yy)	Degree and major

3. Employment:

List all current and previous work experience starting from the most recent and may include work experience in China (if applicable).

Name of employer	Location	Dates of employment (start year–end year)	Position(s) and responsibilities

4. Language proficiency:

Please tick the box of assessing your proficiency in the English/Chinese language and attach relevant language certificates as annex if you may have.

English:

Excellent ☐ Good ☐ Fair ☐ Poor ☐ None ☐

I can study in English:

Yes ☐ No ☐

Name of a language certificate (e.g. IELTS, TOEFL)

Chinese:

Excellent ☐ Good ☐ Fair ☐ Poor ☐ None ☐

I can study in Chinese:

Yes ☐ No ☐

Name of a language certificate (e.g. HSK):

5. Program participation period:

Please indicate your preferred starting and ending dates for participating in the Visiting Scholar Program.

Preferred starting date: Day: _____ Month: _____ Year: _____

Preferred ending date: Day: _____ Month: _____ Year: _____

6. Publications:

Please list your academic achievements if have (e.g. published and/or non-published papers, reports etc.) and the soft copies please be attached as annex when you apply for.

7. Emergency contact

Please provide your emergency contact person in the following.

Full Name: _____
Gender _____
Relationship _____
with you: _____

Telephone: _____
Fax: _____
Email: _____
Address: _____

8. Declaration

I hereby affirm that:

- a) All information and materials included in and attached to this form are true and correct.
- b) During my stay in China, I shall abide by the laws and decrees of the Chinese government, and will not participate in any activities in China which are deemed to be adverse to the social order of China and are inappropriate to the status of a Visiting Scholar.
- c) During my visit in China, I shall abide by the rules and regulations of the Host Institute, concentrate on my research and complete the program as arranged.
- d) I will not extend my stay in China without valid reasons.
- e) If I am judged by Chinese laws and decrees and the rules and regulations of the Host Institute as having violated any of the above, I will not appeal the decision of APFNet to suspend or withdraw my funding, or to impose other penalties.
- f) I will not take any family member to stay with me in China.

Applicant (Print name and Signature)

Date

Applicant's Employer(Print name and Signature)

Date

Title and of the Employer's Organization

***The application is invalid without the signature of the applicant AND the employer.**

Annex 3: Request Form of Change

a. Request form of change by the visiting scholar

Request Form of Change I			
Full name of the visiting scholar			
Program implementation period			
Nationality			
The visiting scholar's host SANFRI member institute			
Change request	revision <input type="checkbox"/>	extension <input type="checkbox"/>	suspension and termination <input type="checkbox"/>
Reasons of the change	<i>(Please ensure to submit the request forms of change together with your project progress report, and may include a new workplan.)</i>		
Signature of the applicant: <i>(Please make sure to provide your full name in both typewriting and handwriting, and also indicate your title and institute.)</i> Date:			

b. Request form of change by the visiting scholar's host member institute

Request Form of Change II		
Full name of the visiting scholar		
Program implementation period		
The visiting scholar's host SANFRI member institute		
Change request	Agree <input type="checkbox"/>	Not agree <input type="checkbox"/>
Reasons of the decision	<i>(Please list key reasons upon your decision.)</i>	
Signature of the applicant's host member institute with a stamp: <i>(Please make sure to provide yourfull name in both typewriting and handwriting, and also indicate your title and working organization.)</i>		
Date:		

Annex 4 : Brief on the Status Quo and Development of the Visiting Scholar's Research Field in his or her Region and Institute

Brief	
Full name of the visiting scholar	
Research field	
Status quo and development of the visiting scholar's research field in the region and institute	

Annex 5**Name list of the Management Office of the Program**

No.	Name	Position	Task	Email	Tel.
1	Mr. Zhang Jinfeng	Director, the MO	Supervise the implementation of the Program	1910323166@qq.com	(+86) 13700603220
2	Ms. Sun Rui	Officer	1. Application process and procedure; 2. Organize culture activities	sunrui@yafg.ac.cn	(+86) 15334369569
3	Ms. Zhang Qun	Officer	Applicants' entry and exit of China	719237225@qq.com	(+86) 13888017807
4	Mr. Wang Lei	Officer	Prepare needed facilities	wang-lei-yaf@foxmail.com	(+86) 15887870008
5	Mr. Sun Zhenghua	Teaching Secretary, the MO	Coordinate between the visiting scholars and the Supervisor Team	sunzhenhua@yafg.ac.cn	(+86) 13888713296
6	Ms. Xu Zhengyan	Officer	Archive materials and documents related to the Program	xuzhengyan@yafg.ac.cn	(+86) 18788477093

Annex 6**Name List of the Supervisor Team**

NO.	Name	Gender	Organization	Position	Main Research Area	Email	Tel.
1	Chen Peng	Male	YAFG	Professor	Forest health management, dynamic research on laws related to forest health indicators and technologies to control forest health, economic forest management, environmental-friendly biological control agents for forest pests and diseases, and risk analysis and forest health assessment	13099919112@ 163.com	(+86) 13099919112
2	Zhang Jinfeng	Male	YAFG	Professor	cultivation and development of indigenous tree species, particularly valuable timber species to improve the quality of forest stands at various spatiotemporal scales	1910323166@qq.com	(+86) 13700603220
3	Jing Yuebo	Female	YAFG	Professor	Mycorrhizal fungi associated with tree species (e.g. precious timber species, woody oil tree species and tree species that provide critical ecological functions)	1401764297@qq.com	(+86) 13698707427

4	Li Jiang	Male	YAFG	Professor	Tropical plantation management and tropical forest ecosystem management	lijianglyht@163.com	(+86) 13708426743
5	Wang Yi	Male	YAFG	Associate Professor (Dr)	Secondary metabolite biosynthesis in fungi and plants and genetic engineering technologies to exploit forest plant genetic resources	22825818@qq.com	(+86) 18687163524
6	Yang Wenzhong	Male	YAFG	Professor	Wild plant species conservation, forest plantation management and plant utilization	wzyang2004@126.com	(+86) 13759491789
7	Geng Yunfen	Female	YAFG	Professor	Breeding technology for tropical precious plant species, specifically sexual and asexual seedling raising technique	1054127300@qq.com	(+86) 13658885565
8	Sun Zhenghua	Male	YAFG	Assistant Professor (Dr)	Mechanisms of community assembly and species coexistence in tropical and subtropical forest, and the relationship between ecosystem multi-functionality and biodiversity of plant and microbes	sunzhenhua@yafg.ac.cn	(+86) 13888713296