

NZCS Professional Development Award

The purpose of the New Zealand Coastal Society (NZCS) Professional Development Award (PDA) is to enhance the ability of NZCS members to contribute to the vision of the Society: in short, to improve understanding and/or sustainable management of New Zealand's coastal and marine environment.

Successful applicants will receive a contribution of up to NZ\$5,000 towards the expenses of pursuing a professional development opportunity that is relevant to the achievement of the New Zealand Coastal Society vision.

Eligibility

Applications for the NZCS PDA should be submitted via nzcoastalsociety@gmail.com by 1 May each year. Eligible applicants will:

- have been full NZCS member for at least three continuous years prior to the date of application
- be in full- or part-time employment in New Zealand with relevant responsibilities in terms of coastal management, research or consulting
- not have received the NZCS PDA within the previous five years.

Please note that applications for retrospective activities (those already completed) are ineligible.

Selection Criteria

Applications for the NZCS PDA will be assessed on the following criteria:

- potential of the applicant to contribute towards the sustainable management of New Zealand's coastal marine environment if awarded the PDA opportunity (e.g. generating new knowledge, policies, methods etc.)
- relevance of the proposed PDA activities (e.g. course, conference, study leave) to the NZCS vision
- the likely benefit of the proposed activities to the applicant's professional development.

Selection Process

Applications for the NZCS PDA will be assessed by a NZCS PDA committee. The PDA committee will consist of a maximum of five (5) members, selected by the NZCS management committee and may be comprised of standing NZCS management committee members (<http://www.coastalsociety.org.nz/>) and/or invited members. The latter will be coastal experts in disciplines relevant to the vision of the society such as coastal science, engineering and/or planning. The invited NZCS PDA committee members may be drawn from universities, government or consultancies and will serve on the NZCS PDA committee for a term not longer than three years.

The PDA committee will provide the NZCS Management Committee with details of any associations they have with any of the applicants. The NZCS Management Committee will review the associations and may, at their discretion, replace the PDA member(s) for that year's selection process.



The NZCS PDA committee will make their recommendation of the successful applicant to the NZCS management committee, who will make the final decision on the award. NZCS reserves the right not to award the PDA in any given year, for any given reason, such as there being no suitable or satisfactory applications.

Reporting

The successful applicant will provide the following to the NZCS management committee within 12 months of receiving the NZCS PDA decision (unless a more appropriate timeframe has been approved by the NZCS management committee at the time of the decision):

- a report on the professional development activity that was funded. This report should be a maximum of three (3) pages of text in length and include an assessment of the value of the experience and how the newly acquired skills and or knowledge will benefit their professional coastal practice. It may be submitted via: NZcoastalsociety@gmail.com.
- an article for the NZCS *Coastal News* publication submitted via the editor (see details on: <http://www.coastalsociety.org.nz/>). The successful applicant should liaise with the editor before writing and completing the article
- possible oral presentation at NZCS annual conference in year following notification of PDA, where applicable.

Application Instructions

Applications for the NZCS PDA must be received by 1 May each year, with applicants informed of the NZCS decision by the 1 July the same year. The application form can be downloaded from the NZCS website membership section (<http://www.coastalsociety.org.nz/>). Any questions regarding the award or process should be directed to the NZCS administrator via NZcoastalsociety@gmail.com.

The application form requires statements of the following information:

- a brief description of your current coastal professional role
- a summary of the proposed PDA activities (eg courses, conferences, organizations, training institutions to be visited or attended) including dates on commencement and completion
- explanation of how the proposed PDA activities will benefit your development, skills and/or practice as a coastal professional
- a statement of how the proposed PDA activities will advance knowledge and/or sustainable management of New Zealand's coastal and marine environment
- a breakdown and justification of the expenses sought, with details of the total number of days away attending conferences or on courses
- a short curriculum vitae, including details of previous contributions to the NZCS community (e.g. conference talks, *Coastal News* articles, regional events contributions etc.)
- contact details for 2 referees
- provide details of any other funding sought or obtained
- a letter of support from your manager indicating that, if you are granted the NZCS PDA award, your employer will allow you to complete the activities proposed in your application.



The word or space limits for each of the above information sections will be detailed on the application form.

Please note that 'reasonable expenses' towards travel and accommodation within New Zealand or abroad may include items such as air and land travel, travel insurance, accommodation, course or conference fees, and meals. This award cannot normally be used to cover the applicant's wages or salary. The proposed maximum award of NZ\$5,000 towards expenses will be deemed reasonable in some cases (e.g. attending a course for which the fees were around that sum, or attending a conference in the northern hemisphere and visiting institutions) but not in others (e.g. attend a 4-day conference in Sydney).

It is expected that applicants will budget prudently. The information provided by the applicant in completing the application form should enable the NZCS Management Committee to evaluate the expense components requested. An award of part of the total sum requested may be given.



Professional Development Award

Application Form and Check List

Summary Information

Applicants Full Name _____
 Email and Postal Address _____
 Organisation _____
 Role _____
 NZCS Membership Period _____
 Professional Development Title _____

Applicant Signature and Date _____ Date: _____

Check list (refer to Application instructions for details)

Check	Item
<input type="checkbox"/>	Application cover sheet (this form)
<input type="checkbox"/>	Curriculum vitae (2 pages maximum)
<input type="checkbox"/>	Application body (4 pages maximum) including: <ul style="list-style-type: none"> - a brief description of your current coastal professional role - a summary of the proposed PDA - explanation of how the proposed PDA activities will benefit your development, skills and/or practice as a coastal professional - a statement of how the proposed PDA activities will advance knowledge and/or sustainable management of New Zealand's coastal and marine environment
<input type="checkbox"/>	Breakdown of expenses (2 pages maximum)
<input type="checkbox"/>	Referee contact details and details of any other funding sought or obtained (2 pages maximum)
<input type="checkbox"/>	Letter of support from your manager, or a referee (2 pages maximum)

