



MIDDLE EAST PARTNERSHIP INITIATIVE

Middle East Entrepreneur Training (MEET)

APPLICATION

Due Date October 17, 2008

Sponsored by the U.S. Department of State
Bureau of Near Eastern Affairs
Office of the Middle East Partnership Initiative

Implemented by the Beyster Institute
Rady School of Management
University of California San Diego

Program Description

Middle East Entrepreneur Training (MEET)

The Middle East Entrepreneur Training (MEET) program is an innovative training program designed to identify, develop and sustain a new core of leaders in business and civil society organizations (CSOs) throughout the Middle East and North Africa (MENA) region.

The MEET program provides skills training, professional networking, and alumni support systems to increase the managerial and entrepreneurial leadership skills for business entrepreneurs and executives, CSO executives, and social entrepreneurs. The program's goal is to help promising executives, managers and entrepreneurs realize their aspirations to build successful, growing, sustainable organizations that will contribute to economic growth, democratic and social change, and community well-being in the MENA region. The participation of women in the program is highly encouraged.

MEET is a program of the Middle East Partnership Initiative (MEPI) of the U.S. Department of State, a Presidential initiative to support economic, political, and educational reform efforts in the MENA region and to champion opportunity for all people of the region, especially women and youth. The initiative strives to link Middle Eastern, North African, U.S., and global private sector businesses, non-governmental organizations, civil society elements, and governments together to develop innovative policies and programs to achieve the mission.

MEET is managed and implemented by the Beyster Institute at the Rady School of Management, University of California, San Diego.

Training Description

The MEET training program is designed for talented and high potential entrepreneurs, executives, and managers who have demonstrated leadership ability in their organizations and communities and who have a promising future in the region.

The MEET training program consists of two separate groups: a Senior Executive Seminar and a CSO Seminar.

- The CSO Seminar is two weeks in length and will be held in Alexandria, Egypt. The Senior Executive Seminar is three weeks in length and will be held in San Diego, California, U.S.A. Each is limited to 20 participants. MEPI and the Beyster Institute reserve the right to change the venue for any or all training programs based on the political, economic and security conditions at the time of the training session.
- Participants must meet stringent eligibility criteria (listed under each specific training seminar) but should generally be experienced in their chosen field of work, have shown

involvement in their community, and exhibit potential for expanded leadership roles in their organizations and communities.

Although helpful, fluency in English is not required. The MEET program will provide simultaneous interpretation in Arabic and French for all training sessions.

Each program will cover necessary airfare and local transportation from your nearest airport to the program venue, emergency medical insurance, housing and all meals during the program. Participants in the program will be eligible to participate in special alumni events after their training experience.

Application and Selection Process

Competition for each program will be open, merit-based and fair. Applicants will be evaluated based on current position and personal business experience, size of organization and potential for growth, prospects for working in an international environment, educational background, willingness to learn and to mentor others, future leadership potential, and personal referrals.

The MEET program does not discriminate on the basis of sex, race, color, age, religion, national origin, or handicap. This policy is consistent with all relevant U.S. government statutes and regulations.

Individuals in the following circumstances are NOT eligible for the Middle East Entrepreneur Training (MEET) program:

- U.S. citizens and permanent residents (green card holder) of the United States.
- Individuals currently participating in academic, training or research programs in the United States.
- Individuals currently residing or working outside the participating countries.
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government.
- Employees and their families of non-profit organizations who administer the MEET program on behalf of the U.S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Local employees of the U.S. missions abroad who work for the U.S. Department of State are ineligible to participate during the period of their employment and for one year following the termination of employment.
- Immediate families (i.e., spouses and dependent children) of U.S. Department of State employees during the period of their spouse's/parent's employment and for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Persons convicted of a crime.

Before filling out this application please familiarize yourself with these instructions:

- **ALL QUESTIONS MUST BE ANSWERED.** If it is not applicable, please note N/A. When you list your phone number, make sure you include the country and city codes.
- **Complete this application in full.** Applications are accepted in **English only**. Once you begin your application, you may return at any time before submitting it, using your email address and password, to complete the application.
- **Resume** (curriculum vitae) must be submitted with the application form. Upload at the end of the application form.
- **Interview**
The Beyster Institute may select applicants for an interview with an interview panel. The panel is comprised of MEET Alumni, U.S. embassy personnel, and/or the Beyster Institute. We will conduct the interviews and rank-order the applicants. These interviews are a requirement of the selection process.
- **Semi-finalists**
Panels will select and recommend candidates for nomination to the U.S. Department of State. The final selection and invitation to participate in the program will be made by the U.S. government sponsor, MEPI.

Application Instructions:

- Answer **all** questions on the application. Failure to answer any question is grounds for being eliminated from consideration for the program.
- All spaces on the application form require an entry. If the requested information is not applicable, enter N/A.
- You must **SAVE** the information on each page in the application before you exit or continue.
- After saving your information, you may log off and return to complete the application at any time up to the point where you formally **SUBMIT** the application for consideration.
- After you formally **SUBMIT** the application, you will not be able to revise your application again without the assistance of the Beyster Institute technical administrator.
- You will not be able to submit the application until all sections are complete.
- Use **STATUS** options at the top and bottom of the page to review incomplete sections.

Training Program Choice:

- ☐ **Senior Executive Seminar** (April 19-May 8, 2009) (planned for San Diego, CA, U.S.)

This seminar combines substantive materials, case studies, individualized action plans, and executive coaching to maximize the results for each participant. Candidates selected for this program will have demonstrated that they can benefit from advanced, interactive training curriculum emphasizing strategic planning, leadership development and key issues affecting MENA region businesses in the global economy. Our executive training program involves a proven training methodology that focuses on four elements: management, markets, money and mystique.

The ideal candidate for the Senior Executive Seminar should:

- Have over 10 years of business experience
- Have a record of involvement in the community
- Exhibit significant potential for expanded leadership in their companies and communities
- Be a seasoned and knowledgeable senior executive, owner, manager, or entrepreneur who is committed to improving his/her leadership and management skills
- Clearly show the potential to take on wider leadership roles in both the private and public sectors
- Demonstrates evidence of significant achievement as well as indications of resourcefulness, initiative, adaptability to new situations, creativity and innovation, and problem-solving capability
- Demonstrates a willingness to serve as a mentor for others

☐ **CSO Seminar** (January 18-28, 2009) (planned for Alexandria, Egypt)

The program draws on insights and best practices from US and MENA-region practitioners to address three key CSO themes: Leadership, Program Development and Advocacy, and Organizational Effectiveness.

- The Leadership theme explores the critical elements of organizational vision and mission, personal leadership skills, governance and working with a board, and strategic planning
- Program Development and Advocacy focuses on advocacy, coalition building and alliances, measuring success and marketing for social change
- Organizational Effectiveness focuses on developing participants' knowledge and skills to assure sound financial management, philanthropy in the MENA region, fundraising, and proposal writing.

The ideal candidate for the CSO Program:

- Has 5 to 10 years of experience in leading and managing NGOs or CSOs
- Has a record of involvement in the community
- Shows potential for expanded leadership
- Demonstrates a willingness to learn and take on new tasks and responsibilities, and to fully participate and contribute to the success of the program
- Has a clear record in continuing their personal and professional development
- Demonstrates evidence of achievement as well as indications of resourcefulness, initiative, adaptability to new situations, creativity and innovation, and problem solving capability

Biographical Information

Personal Identification Information:

Preferred Title: Dr. Mr. Mrs. Miss Ms.

Last or Family Name: _____ First Name: _____

Middle/Other Name: _____

*(Enter your name **EXACTLY** as it appears on your passport)*

Job Title: _____

Organization Name: _____

Gender: Male: Female:

Date of Birth: Month _____ Day _____ Year _____

Place of Birth: Country: _____ Province: _____ City: _____ Other information:

Current Citizenship: (Country) _____

Other / Dual Citizenship: (Country) _____

Country of Current Residence: _____

Contact Information:

Residence Address (including postal code if applicable): _____

Mailing Address (including postal code if applicable): _____

Work Address (including postal code if applicable): _____

Preferred address: Residence Address Mailing Address Work Address

Home Telephone # (including country and city code): _____

Work Telephone # (including country and city code): _____

Mobile Telephone # (including country and city code): _____

Fax # (including country and city code): _____

E-mail Address: _____
(Highly recommended)

Alternate e-mail Address: _____

Company or Organization Website: _____

Passport Information

Please provide the following information regarding your international passport. If you are selected to participate in the program, this information will be used to facilitate your visa application:

Do you have an external (or travel) passport? Yes No

Series / Number: _____

Country of Issue: _____

Passport Expiration Date: Month_____ Day_____ Year_____

Have you ever applied for a U.S. visa? Yes No

What year? _____ Where? _____

Have you ever been turned down for a U.S. visa? Yes No

Have you ever applied for an immigrant visa to the U.S.? Yes No

What year? _____ Where? _____

Educational Information:

List all post-secondary education including professional education, beginning with most recent:

Start Date	End Date	Institute/University	Location	Major Subject	Minor Subject	Diploma or Degree Conferred

Professional and Employment Information:

(Please remember to submit a professional résumé or CV with your application.)

List your business and employment history for the past ten years, beginning with most recent, attach additional pages if needed

Dates From To	Company/Organization Name	City	Position Title	Responsibilities & Duties

Professional Affiliations:

List any professional associations, non-governmental (NGO) organizations or other organizations in which you currently are a member or with which you have been involved:

Organization Name	Member Since	Offices Held

List all U.S. government-funded programs in which you have participated:

Start Date	End Date	Program Name	U.S. Government Sponsor	Program Topic

List any significant publications, honors, awards, projects or other accomplishments you would like to highlight to the selection committee:

<u>Date</u>	<u>Item / Title</u>	<u>Description / Significance</u>

Statement of Experience:

Please answer the following questions. Your answers to these questions are very important in the selection process.

1. Explain how you demonstrated leadership to solve an important problem or take advantage of a significant opportunity in your professional experience.

2. Describe what you have done to overcome some adversity or resolve a difficulty in your life.

3. Explain how you came up with a unique or novel approach to a challenge in your work or life experience.

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Applicant Evaluation

In the rating chart below, please mark one box in each category that best describes the applicant:

<u>Category</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unable to Judge</u>
Leadership ability:	<input type="checkbox"/>				
Resourcefulness and initiative:	<input type="checkbox"/>				
Adaptability to new situations:	<input type="checkbox"/>				
Creativity and innovation:	<input type="checkbox"/>				
Communication skills:	<input type="checkbox"/>				
Risk taking:	<input type="checkbox"/>				

Please describe why you believe the applicant is prepared to benefit from this leadership training program. Examples from the applicant's professional background that support of your conclusions would be very helpful.

Please share a concrete example of a specific accomplishment the applicant has made in his/her professional work.

In what ways do you see this applicant making a difference when he/she returns after the training?

Reference Name and Title (please print): _____

Place of Employment: _____

Address: _____

Telephone # _____ E-Mail address: _____

Signature: _____ Date: _____