

2012 CALL FOR NOMINATIONS
NOW OPEN



'11 FELLOW ANOUK DEY IN NAIN DURING THE LABRADOR WORKING CONFERENCE

Discovering the Canadian landscape sparked my determination to contribute to Canadian public policy, as it is through this land that we are defined and continue to evolve as a country.

'10 FELLOW PHILLIPPE OUELLETTE

No other leadership program in Canada matches the mentoring, on-the-ground experiences and network provided by the Action Canada fellowship.

'10 FELLOW KULVIR SINGH GILL

Action Canada is a national fellowship program for promising young Canadians. The program enhances Fellows' leadership skills, broadens their understanding of Canada and its policy choices, and builds an exceptional network of leaders for our future.

2012/13 FELLOWSHIP THEME

Does Canada have the education systems it needs to meet the economic and societal challenges of the future?

If you are an emerging leader or you know someone who qualifies, visit actioncanada.ca for details on the call for nominations for the 2012/13 fellowship year.

2012 NOMINATION FORM AND REQUIREMENTS

Action Canada is seeking nominations for candidates who are in the early years of their careers or pursuing post-secondary studies, who have the promise to be future Canadian leaders and who will benefit by the study of leadership and public policy issues. Candidates must be nominated for an Action Canada fellowship.

There are two options for a **nominator** to submit a nomination:

1. Provide to the candidate, this completed Nomination Form and a sealed letter of recommendation in advance of the **5:00 pm PT, Friday, 17 February 2012** deadline. The letter must be provided to the candidate in a sealed envelope to be considered eligible, and the nomination package complete. Faxed and emailed documents are not accepted. **The candidate is responsible for submitting all required documentation to Action Canada in one complete package by the deadline noted above.**
2. Complete our online nomination form and upload your letter of recommendation at <http://www.actioncanada.ca/en/selection/nomination-process/nomination-form/>, in advance of the **5:00 pm PT, Friday, 17 February 2012** deadline. If this process has been successfully completed you will receive a confirming email, and the candidate will receive an email informing them of their nomination. **The candidate is responsible for submitting the remainder of the required documentation in one complete package by the deadline noted above.**

Please ensure your letter of recommendation describes how the candidate meets the following **selection criteria**:

1. Record of leadership and/or extraordinary achievement apart from academic studies.
2. Superior character, open-mindedness, demonstrated teamwork ability and interest in working with others, energy and courage.
3. A passion for Canada; the potential to become a Canadian leader and the commitment to make a positive contribution to Canada.
4. Record of excellent post-secondary academic achievement, or other demonstration of outstanding intellectual ability.

Find more information on Candidate Eligibility Requirements, Candidate Selection Criteria and Candidate Requirements at <http://www.actioncanada.ca/en/selection/candidate-information/>.

NOMINATOR INFORMATION (please ensure the contact info provided will be valid for 2012):

Name: Last (Family)	First	Middle Initial
---------------------	-------	----------------

Position/Occupation/Employer if applicable

Mailing Address: Street	City	Province	Postal Code
-------------------------	------	----------	-------------

Telephone	Email	Fax
-----------	-------	-----

CANDIDATE INFORMATION:

Name: Last (Family)	First	Middle Initial
---------------------	-------	----------------

Telephone	Email	Fax
-----------	-------	-----

Optional - Position/Occupation/Employer or Institution/Program if applicable

2012 CANDIDATE INFORMATION

Action Canada is seeking nominations for candidates who are in the early years of their careers or pursuing post-secondary studies, who have the promise to be future Canadian leaders and who will benefit by the study of leadership and public policy issues.

Candidates must be nominated for an Action Canada fellowship. Please see Nominator Form and Requirements.

The following Candidate Eligibility Requirements, Candidate Selection Criteria and Candidate Requirements apply:

Candidate Eligibility Requirements:

Candidates must:

- be a Canadian citizen or permanent resident
- be available to participate in the program for a period of eleven months (1 May 2012 to 31 March 2013)
- be available to work throughout the fellowship year in an assigned Task Force with other Fellows on a public policy project of significance to Canada. Fellows must complete work on their project by the beginning of the final working conference. NOTE: The projects require considerable individual and group time and work between conferences.
- be available to travel and participate in five, four to six-day intensive working conferences (scheduled around weekends) held at various locations across Canada. The dates for the 2012/2013 working conferences are:
 - 31 May – 3 June 2012
 - 21 - 24 June 2012
 - 19 - 24 September 2012
 - 29 November - 2 December 2012
 - 5 - 10 February 2013
- be available to travel and participate in up to ten Task Force meeting days/overnight stays, in addition to the working conferences, which will be scheduled immediately preceding, or after the working conference dates.
- recognize that the time commitment to Action Canada is substantial and that the fellowship year is to be undertaken in conjunction with other work in which Fellows are engaged
- be fluent in French or English with a preference for candidates with a working knowledge of both French and English

Candidate Selection Criteria:

1. Record of leadership and/or extraordinary achievement apart from academic studies.
2. Superior character, open-mindedness, demonstrated teamwork ability and interest in working with others, energy and courage
3. A passion for Canada; the potential to become a Canadian leader and the commitment to make a positive contribution to Canada.
4. Record of excellent post-secondary academic achievement, or other demonstration of outstanding intellectual ability.

Candidate Requirements:

As a candidate, you are required to submit one complete nomination package containing all required documents by 5:00 pm PT Friday, 17 February 2012 to:

Action Canada

#341 – 3495 Cambie Street
Vancouver, BC V5Z 4R3

Candidates must send their nomination packages via a delivery service that provides a tracking number and requires a signature upon delivery. It is the responsibility of candidates to ensure their nomination package arrives at Action Canada by the deadline date. Action Canada will notify candidates by email upon receipt of their nomination package.

Should a candidate not receive email notification, it is the candidate's responsibility to follow up with the shipper. Only those candidates who have followed these procedures and can demonstrate a shipping error causing the delivery delay or loss of package, may request to resend his/her package and have it considered after the deadline. Under no circumstances can a nomination be considered after 2 March 2012.

2012 REQUIRED DOCUMENTS

NOMINATION PACKAGE SUBMISSION DEADLINE: **5:00 PM PT TUESDAY, 17 FEBRUARY 2012**

Complete nomination package must include the following documents:

- a) Candidate letter (maximum 500 words)

Candidates are required to submit a letter outlining why he/she wishes to be an Action Canada Fellow. Letters must discuss:

- i. The importance of the fellowship at this stage of the candidate's education or career
 - ii. The candidate's future career plans
 - iii. The importance to the candidate of a commitment to engagement in public issues and to making a contribution to Canada
 - iv. The candidate's ability to transform ideas into action
 - v. The candidate's ability to respect and understand new and different perspectives in addressing public interest issues
 - vi. The candidate's views on how an individual creates change and the circumstances for change
- b) Candidate statement on fellowship theme (maximum 500 words)

Candidates must submit a statement outlining what they believe to be the major Canadian policy issues at the core of this year's fellowship theme. The 2012/2013 fellowship year theme is:

Does Canada have the education systems it needs to meet the economic and societal challenges of the future?

- c) Candidate form
- d) Nomination form*
- e) Sealed letter of recommendation from nominator*
- f) Two additional sealed letters of reference from referees, other than the nominator
- g) Curriculum vitae (maximum 3 pages)
- h) Official copy of university/college transcripts or transcript of most recent educational institution attended
- i) Proof of Canadian citizenship or permanent resident status

*Not required to be included in candidate's complete package if already submitted online by nominator.

All documents in one package must be received by the submission deadline at the following address:

Action Canada
#341 – 3495 Cambie Street
Vancouver, BC V5Z 4R3

Incomplete or late packages may not be considered. Documents not included in the nomination package may not be considered. Faxed and emailed documents are not accepted.

Candidates must send their nomination packages via a delivery service that provides a tracking number and requires a signature upon delivery. It is the responsibility of candidates to ensure their nomination package arrives at the address above by the submission deadline. Action Canada will notify candidates by email upon receipt of their nomination package.

Should a candidate not receive email notification from Action Canada, it is the candidate's responsibility to follow up with the shipper. Only those candidates who have followed these procedures and can demonstrate a shipping error causing the delivery delay or loss of package, may request to resend his/her package and have it considered after the deadline. Under no circumstances can a nomination be considered after 2 March 2012.

2012 SELECTION PROCESS

1. Incomplete or late packages, and documents that arrive outside of a complete package may not be considered for review.
2. Faxed or emailed documents are not accepted.
3. Candidates must send their nomination packages via a delivery service that provides a tracking number and requires a signature upon delivery. It is the responsibility of candidates to ensure their nomination package arrives at Action Canada by the deadline date. Action Canada will notify candidates by email upon receipt of their nomination package.

Should a candidate not receive email notification, it is the candidate's responsibility to follow up with the shipper. Only those candidates who have followed these procedures and can demonstrate a shipping error causing the delivery delay or loss of package, may request to resend his/her package and have it considered after the deadline. Under no circumstances can a nomination be considered after 2 March 2012.
4. A shortlist of candidates will be interviewed. The first interview is typically by Skype with one interviewer. The second interview is with members of the 2012 National Selection Committee and takes place in Ottawa, ON 14 – 16 April 2012. Candidates must be able to attend in person for the second interview. The selected candidates will be notified by email of the exact dates and locations of their interviews.
5. Reference checks may be conducted. Additional references may be requested and may be contacted via telephone or email.
6. To ensure that the selection of Fellows reflects Canada's diversity, the selection committee may take into consideration gender, language and regional representation.
7. Feedback at any stage of the selection process is **not provided** and will not be provided after candidates are notified of selection decision.
8. Nomination packages become the property of Action Canada and will not be returned.
9. Selected candidates must accept an offer of fellowship, in writing, and return requested documentation to Action Canada by the deadline outlined in the fellowship offer documents. Late returns or non-responses may be considered a forfeit of fellowship.

Timeline:

- 5:00 pm PT Tuesday 17 February 2012 is the deadline for the receipt of the complete nomination package at:

Action Canada
#341 – 3495 Cambie Street
Vancouver, BC V5Z 4R3
- March 2012 candidates not selected for an interview are notified via email
- March/April 2012 one-on-one interviews of a shortlist of candidates typically via Skype
- 14 - 16 April 2012 shortlisted candidates attend National Selection Committee interviews in Ottawa
- 30 April 2012 final selection of the 2012/2013 Fellows. Candidates will be informed via email of their selection status.