

EHA PROCEDURE

TWINNING PROCEDURE

Procedure No.:	EHANP2016-04	Responsible Officer:	Brian Jones
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1. Preamble

Environmental Health Australia (EHA) is an affiliate of the International Federation of Environmental Health (IFEH). IFEH is a federation of 41 international environmental health organisations providing support for over 50 000 environmental professionals globally.

The “*Twinning*” program, is a program offered by IFEH that provides opportunities for international exchange work experience. The program facilitates members of to visit international workplaces of other IFEH affiliated organisations.

2. Eligibility

The Twinning procedure is available to members of EHA.

To be eligible to participate, the financial member must:

- Be a financial member of EHA. Student, corporate or associate members are not eligible for the program.
- Always act in a manner consistent with the EHA Code of Practice.
- Observe all legal responsibilities, safety requirements and codes of practice of the hosting agency.

3. Arrangement types

There are two types of *Twinning* arrangements available:

- ***Twinning type 1.*** An exchange of expertise and professionals program. A member of one country is able to visit another country on a work experience, unpaid basis for up to three weeks. IFEH will facilitate hosting the accommodation of the member while engaged in the work experience. The arrangement is available in 37 of the member countries including Denmark, Scotland, Canada, Cyprus, Lithuania, England and USA.
- ***Twinning type 2.*** It is an educational program where members of one organisation support another country. The arrangement is available in countries such as Great Britain, Malawi and Kenya.

In line with EHA’s mission and objectives, EHA(National) coordinates the IFEH *Twinning* arrangement in Australia. EHA (National) will assist members wishing to explore international experience by facilitating contacts with other international member associations.

4. Procedure

To take advantage of the *twinning* program, the following a procedure is a guide:

1. The member provides an expression of interest (Eol) to participate to their EHA (State) board.
2. The EHA (State) board reviews the Eol and determines whether to support the submission.
3. Where supported, the EHA (State) board will refer the Eol to EHA (National).
4. EHA (National) will determine whether to support the Eol.
5. Where supported, EHA (National) will forward the submission to IFEH requesting contact details within the desired international association.
6. Following a reply from IFEH providing contact details, EHA(National) will provide the contact details of the member with a copy to the State board.
7. The member then makes the necessary contacts with the international association and arranges the arrangement consistent with the IFEH response.

NOTE: EHA is not responsible for any expenses incurred by the participant in the *twinning* program.

5. Member submission

A member requesting consideration of twinning support, must provide a submission outlining the following information to their state board:

- Contact details. Electronic contact details required.
- Current CV and professional interest areas.
- Preferred countries where *twinning* is desired. More than one country may be provided.
- Dates and length of time of proposed *twinning* participation.
- Areas of specialist interest or experience.
- Any other relevant information eg, accommodation preferences, additional support requests etc.
- Certification of current personal and professional liability insurance indemnifying EHA of any liability due to participation in the program.

6 Limitations

EHA is not responsible for:

- Any expense incurred by the applicant for participation in the Twinning program.
- Any expense incurred by the applicant in any foreign country.
- Any liability incurred by the participant in any foreign country.

5. Further information

Further information can be accessed on the IFEH website <http://www.ifeh.org/twinning/index.html> or your state EHA association.