



## Short-term Scientific mission (STSM) guidance notes

This guidance is aimed at visiting students who are seeking funding through a short-term-scientific-mission (STSM) grant. The fund targets students who are seeking funding in order to undertake agroforestry-based research on a short-term basis. STSMs are essentially exchange visits aimed at supporting researchers' individual mobility, strengthening existing networks and fostering collaboration. But acknowledging current COVID-19 restrictions the fund will now also enable students to undertake local fieldwork for defined goals. The program is designed to facilitate students and early stage researchers to travel in order to:

- collect data in a specified study region,
- analyse samples with experts in the field
- use facilities such a laboratory that is not available at a home institution
- work on a specific task with nominated individuals
- undertake specific ASAP targeted project work
- facilitate capacity building

### 1. Concept

STSMs must be performed within or between ASAP participant countries (Germany, Namibia, South Africa, Mozambique, Zambia and Malawi), or in an area of focus that is affiliated to an ASAP partners ongoing research in the SADC region, or concerning an issue that is relevant for the ecosystems and agroforestry systems found there. Applicants are encouraged to apply for an STSM grant to facilitate travel and exchange outside the home institution, however, due to ongoing COVID-19 related travel restrictions researchers can also apply for an STSM grant at their home institution in order to collect, analyse and work with data derived in the local or near local area.

Applications should observe current COVID-19 travel restrictions and be realistic about the possibility of changes to current regulations. Applications will be reviewed in respect to their achievability in the light of current COVID-19 control measures.

Funding can be sought to cover:

1. If visiting a host institution away from the home institution - Travel costs, visa fees, accommodation and subsistence while away from home.
2. If remaining at the home institution – costs incurred for travel to research site can be claimed, accommodation and a subsistence grant may be paid if overnight stays are necessary where home to research site distances are greater than 3hrs travel time per journey leg.

SPONSORED BY THE



Federal Ministry  
of Education  
and Research



SPACES II

Science Partnerships for the  
Adaptation to Complex Earth System  
Processes in Southern Africa



Agroforestry in Southern Africa

new pathways of innovative land use systems under a changing climate

[www.agroforestry-africa.org](http://www.agroforestry-africa.org)



3. Consumable products (Lab/fieldwork consumables) needed for undertaking of the defined research task.
4. COVID-19 related PPE (personal protective equipment) i.e. masks, gloves, disinfectant while undertaking the research task.
5. Other necessary expenses incurred for the undertaking of the defined research for consideration (to be detailed within the application).

A successful applicant is expected to complete and submit a report to the ASAP coordinator within 30 days of the STSMs completion detailing the tasks undertaken, a summary of the results obtained and their significance, and a report on the utilisation and publication of the results obtained (more detail can be found in section 6).

## 2. Application

Who is eligible to apply?

STSMs are open to:

- Master students
- PhD students
- Early Stage Researchers (limited to a maximum of 5 years since obtaining their PhD at the time of application)

Priority will be given to applicants affiliated to institutions participating in the ASAP project.

It is intended that the applicant answers the promoted call, submitting the required application documents within the period that the call is active.

Applications should be typed and dated and include as one merged PDF file:

- An up-to-date CV including a list of academic publications, and current contact details for the applicant (including an email address) (max. 2 pages)
- Motivation letter (max. 1 page)
- Letter of recommendation from home educational institution (max. 1 page)
- Letter of support from the hosting institution (or if the applicant is applying for funding to undertake a task at their home institution this can be combined with the letter of recommendation) this letter should include a tentatively agreed work plan (max. 2 pages)
- CV and contact details of the responsible supervisor within the institution where the work will be carried out in order to guarantee the relevant scientific expertise (if not within the ASAP project, see table 1) (max. 2 pages)
- Detailed research proposal (max. 5 pages) outlining:
  - Time period and planned dates to undertake the proposed STSM (in the case of travel to a remote host institution, STSMs are generally foreseen to be for a period of 5-14 days, but applications of up to 31 days will be considered if necessary for the research goals, stays longer than 31 days must be justified, but may not be funded for the entire duration).
  - Realistic estimate of funds required to undertake proposed workplan (in both local and EURO currency), this should be itemised and detailed with justifications so the reviewer can assess the need for funds.
  - Aims of the research.
  - Methods that will be applied.

SPONSORED BY THE



**Agroforestry in Southern Africa**

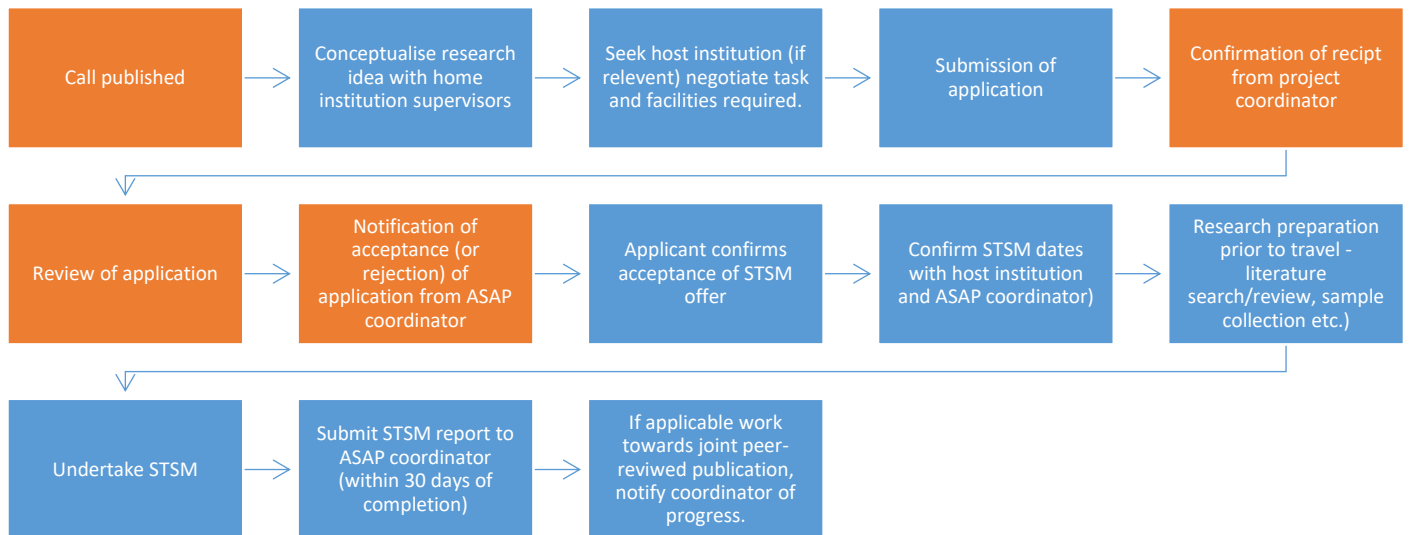
new pathways of innovative land use systems under a changing climate

[www.agroforestry-africa.org](http://www.agroforestry-africa.org)



- Expected outcomes (e.g. student thesis, peer reviewed publication).
- Applications should be submitted to the project coordinator at [asap@agroforestry-africa.org](mailto:asap@agroforestry-africa.org)
- All documents should be merged as one single pdf

### Anticipated STSM work-flow



### Choosing a host organisation

Host organisation can be universities, research institutes, ministries, industrial organisations, etc., however, the STSM should support the academic career of the candidate and the tasks should be strongly linked to research and to the thematic and goals of the ASAP project. The following table is a list of ASAP partner organisations for guidance, this is not an exclusive list of host institutions. It is the candidate's responsibility to find and liaise with a host institution (unless they are applying for work at their home institution) that suits the work that they wish to undertake with a supervisor who is willing to, and has the capacity to support the STSM period.

#### Potential Host institutions within the ASAP project

	Institution	Contact Person	Expertise and facilities
Germany	Chair of Forest Growth and Dendroecology, University of Freiburg, Freiburg  Website: <a href="https://www.iww.uni-freiburg.de/">https://www.iww.uni-freiburg.de/</a>	Dr Jonathan Sheppard <a href="mailto:jonathan.sheppard@iww.uni-freiburg.de">jonathan.sheppard@iww.uni-freiburg.de</a>	<ul style="list-style-type: none"> <li>• Research on growth processes related to genetics, site conditions and biotic and abiotic interactions.</li> <li>• Development of basic principles for sustainable production of natural raw material in various land use systems.</li> <li>• Reconstruction of climatic and other environmental changes as well as of structures and processes in forest ecosystems.</li> <li>• Development of methods for quantitative assessment, analysis and prediction of tree growth.</li> </ul>



Germany	<p>Chair of Forest and Environmental Policy, University of Freiburg, Freiburg</p> <p>Website: <a href="https://www.forstpolitik-umweltpolitik.uni-freiburg.de/Forstpolitik-Umweltpolitik-en?set_language=en">https://www.forstpolitik-umweltpolitik.uni-freiburg.de/Forstpolitik-Umweltpolitik-en?set_language=en</a></p>	<p>Dr Lars Borrass (<a href="mailto:lars.borrass@ifp.uni-freiburg.de">lars.borrass@ifp.uni-freiburg.de</a>)</p>	<p>We are committed to producing outstanding empirically grounded and theoretically informed research that furthers the field of policy research and is of relevance to policy makers and practitioners. Our field of expertise covers actor, institutional as well as idea-based approaches representing the state of art of political science and we engage in further developing these approaches. We rely on a broad range of qualitative and quantitative research methods and have a great expertise in inter- and transdisciplinary research processes.</p>
	<p>Chair of Soil Ecology, University of Freiburg, Freiburg</p> <p>Website: <a href="https://www.bodenkunde.uni-freiburg.de/forschung/index.html?set_language=de">https://www.bodenkunde.uni-freiburg.de/forschung/index.html?set_language=de</a></p>	<p>Prof Friederike Lang (<a href="mailto:fritzi.lang@bodenkunde.uni-freiburg.de">fritzi.lang@bodenkunde.uni-freiburg.de</a>)</p>	<p>The research questions currently being worked on can be assigned to the following topics:</p> <ul style="list-style-type: none"> <li>• Forest nutrition</li> <li>• Gas exchange in forest soils</li> <li>• Ecology of soil structure</li> <li>• The influence of deadwood on forest soils</li> <li>• Species-specific interactions between trees and soils</li> <li>• Mobilisation and mobility of pollutants</li> <li>• Soil protection and mechanised forestry</li> </ul>
	<p>Institute of River Basin Management, Karlsruhe Institute of Technology, Karlsruhe</p> <p>Website: <a href="https://hyd.iwg.kit.edu/english/index.php">https://hyd.iwg.kit.edu/english/index.php</a></p>	<p>Dr Sibylle Hassler (<a href="mailto:Sibylle.hassler@kit.edu">Sibylle.hassler@kit.edu</a>)</p>	<p>Main research areas</p> <ul style="list-style-type: none"> <li>• Thermodynamics, self-organisation and functional similarity in the water cycle</li> <li>• Data-based learning, data infrastructures and measurement procedures</li> <li>• Hydrological modelling and prediction uncertainty</li> <li>• Ecohydrology and environmental quality</li> </ul>
	<p>Landscape Pedology, Leibniz Centre for Agricultural Landscape Research e.V. (ZALF), Munchenberg</p> <p>Website: <a href="http://www.zalf.de/en/struktur/pb1/lap/Pages/default.aspx">http://www.zalf.de/en/struktur/pb1/lap/Pages/default.aspx</a></p>	<p>Dr Roger Funk (<a href="mailto:rfunk@zalf.de">rfunk@zalf.de</a>)</p>	<p>It is the strategic aim of the working group Landscape Pedology (SoilScape) to develop an improved understanding of the dynamics and functionality of soil landscapes. This will be achieved through a joint analysis of soil processes / functions and structures across scales - from the micro to the landscape scale. We combine experimental approaches, long-term measurements, modelling and continuous method development, to unravel landscape-scale carbon and nutrient dynamics, feedback mechanisms of soil erosion (e. g. wind), the long-term dynamics of soil landscapes and their impact on soil fertility.</p>
	<p>Centre for Energy Technology Brandenburg e.V.(CEBra), Cottbus.</p> <p>Website: <a href="https://www.cebra-cottbus.de/de/cebra-e-v.html">https://www.cebra-cottbus.de/de/cebra-e-v.html</a> (German only)</p>	<p>Dr Maik Veste (<a href="mailto:veste@cebra-cottbus.de">veste@cebra-cottbus.de</a>)</p>	<p>Research focus:</p> <ul style="list-style-type: none"> <li>• Modelling optimised tree density and tree-crop interactions</li> <li>• Ecophysiological measurements along an environmental gradient from the tree trunk to the open landscape investigating the effects of trees on biophysical parameters (light, radiation and heat balance), water balance and yield.</li> <li>• Innovative methods of remote sensing with mini drones will be used in the project to investigate the spatial aspects of heat balance, plant growth and stand management.</li> <li>• Biodiversity in agroforestry ecosystems will be promoted and explored</li> </ul>

SPONSORED BY THE



Federal Ministry of Education and Research



**SPACES II**

Science Partnerships for the Adaptation to Complex Earth System Processes in Southern Africa



**Agroforestry in Southern Africa**

new pathways of innovative land use systems under a changing climate

[www.agroforestry-africa.org](http://www.agroforestry-africa.org)



South Africa	<p>Department of Forest and Wood Science, Stellenbosch University, Stellenbosch, South Africa</p> <p>Website: <a href="http://www.sun.ac.za/english/faculty/agri/forestry">http://www.sun.ac.za/english/faculty/agri/forestry</a></p>	<p>Prof Ben du Toit (<a href="mailto:ben@sun.ac.za">ben@sun.ac.za</a>)</p>	<p>The Department of Forest and Wood Science (DFWS) is the only tertiary education institution in South Africa to provide an educational offering at BSc, MSc and PhD levels in both Forest and Natural Resource and Wood Products Science. The presence of these two major disciplines under one roof enables the DFWS to address the full forestry value chain, from forest establishment and silviculture, forest management, timber harvesting and transport, and forest economics to secondary processing for structural lumber, composite materials, bio-energy and other value added products.</p>
	<p>Forest Science Postgraduate Programme, Faculty of Natural and Agricultural Sciences, University of Pretoria, Pretoria, South Africa</p> <p>Website: <a href="http://www.up.ac.za/forestry">www.up.ac.za/forestry</a></p>	<p>Prof Paxie Chirwa (<a href="mailto:paxie.chirwa@up.ac.za">paxie.chirwa@up.ac.za</a>)</p>	<p>The Forest Science Postgraduate Programme is coordinated by the SAFCOL Chair in Forest Management. While the program aims to train postgraduate students to be proficient in forest science and management, the emphasis is on environmentally sound and sustainable use and management of forest resources.</p>
Mozambique	<p>The Faculty of Agronomy and Forest Engineering, Eduardo Mondlane University, Maputo, Mozambique</p> <p>Website: <a href="https://www.uem.mz">https://www.uem.mz</a> (in Portuguese)</p>	<p>Dr. Tarquinio Mateus Magalhaes  (via <a href="mailto:asap@agroforestry-africa.org">asap@agroforestry-africa.org</a>)</p>	<p>The Faculty of Agronomy and Forest Engineering is an institution of higher education belonging to the Eduardo Mondlane University, founded more than 50 years ago, which teaches 3 degree courses, namely: Degree in Agronomic Engineering, Forest Engineering and Agroecconomics and Agrarian Extension, 10 degree courses at Masters level and currently with 3 PhD courses.</p>
Zambia	<p>Department of Plant and Environmental Sciences, Copperbelt University, Kitwe, Zambia</p> <p>Website: <a href="https://www.cbu.ac.zm/snr/department-of-plant-environmental-sciencespes/">https://www.cbu.ac.zm/snr/department-of-plant-environmental-sciencespes/</a></p>	<p>Prof Stephen Syampungani  (<a href="mailto:syampungani@cbu.ac.zm">syampungani@cbu.ac.zm</a>)</p>	<p>PES has developed a regional track record for knowledge generation in sustainable natural resources management. In responding to the many daunting challenges in the field of NRM, PES is employing an interdisciplinary programme that is influencing policy change through education and research. PES has a regional reputation in research, with particular expertise in tropical ecosystems, agroforestry, forest ecology and management, and biodiversity conservation.</p>
Malawi	<p>World Agroforestry (ICRAF), Southern African Node, Lilongwe, Malawi</p> <p>Website: <a href="http://www.worldagroforestry.org/country/Malawi">http://www.worldagroforestry.org/country/Malawi</a></p>	<p>Dr Betserai Nyoka (<a href="mailto:B.Nyoka@cgiar.org">B.Nyoka@cgiar.org</a>)</p>	<p>World Agroforestry activities in Malawi began with research into leguminous tree-based soil fertility management and capacity building, mainly targeting researchers, extension specialists and farmers in the mid-1980s. Later, research activities increased to include processing of agroforestry products and market research, gender in agroforestry, domestication of indigenous fruits and integration of fruit trees and other species on agricultural landscapes.</p>
Namibia	<p>Southern African Science Support Centre for Climate Change and Adaptive Land Management (SASSCAL), Windhoek (Headquarters).</p> <p>Website: <a href="http://www.sasscal.org/">http://www.sasscal.org/</a></p>	<p>Dr Jörg Helmschrot (<a href="mailto:joerg.helmschrot@sasscal.org">joerg.helmschrot@sasscal.org</a>)</p>	<p>Objectives:</p> <ul style="list-style-type: none"> <li>• To conduct research in adaptation to climate change and sustainable land management</li> <li>• To provide products, services and information for decision-making</li> <li>• To contribute to the creation of a knowledge-based society through academic and non-academic capacity development programmes</li> </ul>



	National Botanical Research Institute, Economic Botany Programme, Ministry of Water and Agriculture, Windhoek. Website: <a href="http://www.nbri.org.na/sections/economic-botany">http://www.nbri.org.na/sections/economic-botany</a>	Mr Steve Carr <a href="mailto:steve.carr@mawf.gov.na">(steve.carr@mawf.gov.na)</a>	The Economic Botany Programme's main objective is to improve the exploitation of indigenous plant resources and the socio-economic role of plants harvested by local communities to benefit the rural poor. In order to achieve this objective, institutional linkages and partnerships will be developed as a key part of the promotion and sustainable development processes.
--	---	---	---

The candidate is responsible for obtaining the agreement of the home and host organisations before submitting his/her application.

- Deadline for applications 30.04.2021 for STSMs to be completed before 31.08.2021
- Confirmation of receipt of applications will be sent by the project coordinator to the contact email address of the applicant within 5 working days of receipt.
- Applications will be reviewed as they are received, applications will be accepted or denied on a rolling basis.
- Applications are dependent on available funds, once all funds are committed the call for applications will close irrespective of the deadline date.

### 3. Application review criteria

1. STSMs must be performed within and between ASAP participant countries (Germany, Namibia, South Africa, Mozambique, Zambia and Malawi).
2. Preference will be made towards African partners wishing to visit other institutions either within southern Africa or in Europe or to German affiliated applicants (attached to a German University or research organisation) who will contribute directly to the projects stated goals. Nevertheless, due to ongoing COVID-19 related travel restrictions researchers can also apply for an STSM grant at their home institution in order to collect, analyse and work with data derived in the local or near local area, such project focused goals at a home institution remain prioritised.
3. Applications will be reviewed by two reviewers.
4. Applications for STSMs will follow a set selection criterion as set out below, applications can attain a maximum score of 20 points (appeals to be addressed to the project leader, [asap@agroforestry-africa.org](mailto:asap@agroforestry-africa.org)).
5. All applications will first be reviewed regarding completeness. If the application is not complete, the applicant may be removed from consideration.

SPONSORED BY THE



**Agroforestry in Southern Africa**

new pathways of innovative land use systems under a changing climate

[www.agroforestry-africa.org](http://www.agroforestry-africa.org)



Criteria	Description	Score
Proposal Quality	The reviewer should evaluate whether the proposal is well structured, the problem (background) and the objectives clearly stated and is the novelty of the proposed work.	0 very bad
		1 poor
		2 acceptable
		3 good
		4 very good
		5 excellent
Feasibility of the work plan	Can the proposed work be completed during the timeframe of the STSM and adhering to current COVID-19 restrictions?	0 no
		1 to smaller extent
		2 mostly
		3 all
Contribution to the overall objectives of the ASAP project	Does the proposal contribute to the achievement of the ASAP project's objectives?	0 not at all
		1 to a minor extent
		2 partly
		3 completely
Planned publications/theses	Are there any concrete peer-reviewed publications or theses planned as the outcome of the STSM?	0 no
		2 yes
Cost	Are the costs in proportion to the duration and destination of the STSM?	0 no - too high an adjustment would be needed
		1 yes
ASAP project participant	Is the applicant affiliated to an established ASAP partner organisation or focus country?	0 no
		1 from a non-ASAP institution in South Africa, Namibia, Mozambique, Zambia or Malawi
		2 from an ASAP partner organisation
Early Stage Researcher	Is the applicant a Master or PhD student or Early Stage Researcher? (i.e. a researcher whose career spans less than 5 years between the date of the PhD/doctorate (or similar experience) and the date of STSM commencement. <i>Periods of career leave (e.g. maternity/paternity leave) must be added to this time span.</i> )	0 no
		4 yes

SPONSORED BY THE

Federal Ministry  
of Education  
and Research

SPACES II

Science Partnerships for the  
Adaptation to Complex Earth System  
Processes in Southern Africa

Agroforestry in Southern Africa

new pathways of innovative land use systems under a changing climate

www.agroforestry-africa.org



## 4. Acceptance Letter

Upon the evaluation of received applications following the standardised review process, the coordinator will contact successful applicants informing them of the decision via the provided contact e-mail address. Only upon confirmation of a successful application is the applicant to start planning to undertake the STSM.

The applicant is required to acknowledge receipt of this letter and accept the STSM.

## 5. Travel arrangements

### International travel

Please note updated National COVID-19 restrictions may influence your ability to travel to undertake the planned work, the ASAP project and its staff cannot guarantee that planned travel will be permitted to take place, nor that rescheduling of planned travel can be made in the event of cancellation. Please consider this when making your application.

STSMs for successful applicants will be facilitated by the distribution of mobility grants that cover the full cost of travel (e.g. flights, airport transfer, accommodation and a daily allowance for to contribute towards sustenance). Travel arrangements for course attendees will be made by the coordinator. Upon acceptance of a place on the course, attendees must stipulate the start and end point of their travel and essential travel document information. Travel arrangements will be made in conjunction with the project coordinator. Under no circumstances book travel yourself unless directed to do so by the ASAP project coordinator, otherwise reimbursement of costs cannot be made.

Travellers are responsible for informing themselves of changes to the flight times, gate changes etc. ASAP takes no responsibility for rebooking of missed flights. Participants are not entitled to a refund of cancelled flights. Flight bookings cannot be changed without exceptional reason which must be submitted in writing.

Accommodation must be booked by the STSM grant holder and will be retrospectively reimbursed (pre-payment also possible upon provision of a quotation from the accommodation provider) by the project upon the submission of an original receipt addressed to:

Albert-Ludwigs University, Freiburg  
 Chair of Forest Growth and Dendroecology  
 Tennenbacher Str. 4  
 79106 Freiburg  
 Germany

A daily allowance will be paid at a rate dependent on the country where the STSM takes place. Reductions will be made if breakfast is included in accommodation costs and/or if meals are provided within the framework of STSM activities (reduced by 20% for breakfast, 50% for lunch, and 30% for dinner).

SPONSORED BY THE



Federal Ministry  
of Education  
and Research



**SPACES II**

Science Partnerships for the  
Adaptation to Complex Earth System  
Processes in Southern Africa



**Agrofocresry in Southern Africa**

new pathways of innovative land use systems under a changing climate

[www.agrofocresry-africa.org](http://www.agrofocresry-africa.org)





### Schengen Visa

Students travelling from outside Europe in order to undertake STSMs within Europe are responsible for the application of their own visa. Visa fees (at a standard 60 EUR rate) claimed with a receipt will be reimbursed by the ASAP project, reimbursement will be made in Euro currency only.

*In general applications can be made **within 90 days of your scheduled departure date**, we recommend you apply in ample time. Submitting your application later than this may well cause your trip to be delayed.*

**The information given here is not exclusive, please inform yourself directly concerning actual visa requirements at the time of application.**

STSM grant holders are responsible for the validity of travel documents for the entire duration of their travel.

### Local Travel

STSMs for successful applicants will be facilitated by the distribution of mobility grants that cover the full cost of local travel (Car hire, public bus etc.), please provide an estimate of costs and mode of travel in your application. Costs will be retrospectively reimbursed (pre-payment also possible upon provision of a quotation). Use of private vehicles for STSM purposes must be discussed directly with the ASAP coordinator and the local supervisor.

Accommodation must be booked by the STSM grant holder and will be retrospectively reimbursed (pre-payment also possible upon provision of a quotation from the accommodation provider) by the project upon the submission of an original receipt addressed to:

Albert-Ludwigs University, Freiburg  
 Chair of Forest Growth and Dendroecology  
 Tennenbacher Str. 4  
 79106 Freiburg  
 Germany

A daily allowance will be paid at a rate dependent on the country where the STSM takes place. Reductions will be made if breakfast is included in accommodation costs (if applicable) and/or if meals are provided within the framework of STSM activities (reduced by 20% for breakfast, 50% for lunch, and 30% for dinner).

SPONSORED BY THE



Federal Ministry  
of Education  
and Research



**SPACES II**

Science Partnerships for the  
Adaptation to Complex Earth System  
Processes in Southern Africa



**Agroforestry in Southern Africa**

new pathways of innovative land use systems under a changing climate

[www.agroforestry-africa.org](http://www.agroforestry-africa.org)



## 6. Upon completion of the STSM

At the end of each funded STSM exchange the delivery of a written report will be required as a condition of the grant this will detail the STSM research, goals and outcomes and whether further work is needed to reach them (D2.1), furthermore, funded STSMs should strive for publication or presentation in the scientific/public domain (D2.2).

After the STSM, the investigator submits a scientific report to the STSM Host and STSM coordinator **within 30 days** of completing the STSM. This must include:

1. Cover page
  - a. Project title.
  - b. Dates of the STSM.
  - c. Place of the STSM (i.e. host).
  - d. Name of researcher, title, affiliation and contact information.
  - e. Name, title, affiliation and contact information of STSM supervisor
2. Abstract (max 300 words) – this may be placed on the ASAP website for public dissemination.
3. Objectives (the purpose of the STSM).
4. Materials and methods - a description of the work carried out during the STSM,
5. Results - please include the main results and achievements of the STSM.
6. Discussion - please discuss the results, successes and failures of the project, results in the light of other studies.
7. Conclusions.
8. References (in a consistent and recognised citation style).
9. Appendices:
  - a. Description of future planned collaboration with the host institution (if applicable)
  - b. Projected publications stemming from this STSM (including working title, time plan for submission and potential target journal, if applicable).
  - c. Letter of confirmation from host organisation
    - Printed on headed notepaper of the host organisation, signed by the host's representative
    - Example text: *I hereby inform that the ASAP short term scientific mission has been completed and the scientific report approved by the host. Sign/Date*

## 7. Contact

Should you have any questions or queries please contact Dr. Jonathan Sheppard, ASAP project coordinator ([asap@agroforestry-africa.org](mailto:asap@agroforestry-africa.org))

SPONSORED BY THE



**Agroforestry in Southern Africa**

new pathways of innovative land use systems under a changing climate

[www.agroforestry-africa.org](http://www.agroforestry-africa.org)



## Annex: letter of support from host organisation

Letter of support

*Must be on letterhead paper of the host organisation*

Re: Invitation for a visit to our organisation within the framework of a short-term scientific mission (STSM) funded by the ASAP project through the German Federal Ministry of Education and Research

Dear *Sir/Madam*,

We hereby invite you to the name of the organisation, name of the department/faculty, from day/month/year to day/month/year (*XX* working days), in order to (please give the purpose of the STSM).

During your STSM at our organisation, we will help you in carrying out the following activities:

*List of activities to be carried out by the candidate*

*Add any practical arrangements/comments you deem necessary*

For all matters linked to your STSM, you can contact name of contact person, with contact details

Yours sincerely,

*SIGNATURE of the person legally authorised to represent the host organisation*

*POSITION of the person legally authorised to represent the host organisation*

*OFFICIAL STAMP or SEAL of the organisation*

SPONSORED BY THE



Federal Ministry  
of Education  
and Research



**SPACES II**

Science Partnerships for the  
Adaptation to Complex Earth System  
Processes in Southern Africa



**Agrofocresry in Southern Africa**

new pathways of innovative land use systems under a changing climate

[www.agrofocresry-africa.org](http://www.agrofocresry-africa.org)