

Metropolis Diploma in Internationalization for Local Authorities 2025

Frequently asked questions

1. What is the format of the course?.....	1
2. Who can apply?.....	1
3. My job title doesn't include 'international relations' – is this relevant for me?.....	2
4. What is the language of the course?.....	2
5. What is the agenda of the course?.....	2
6. How much does the course cost?.....	3
7. What is included in the price of the course?.....	3
8. What is not included in the price of the course?.....	3
9. How do I apply?.....	4
10. I do not work for a city – can I apply for this course?.....	4
11. How will applications be assessed?.....	4
12. Will I receive a certificate or qualification from this course?.....	4
13. Who can I contact for support with my application?.....	4

1. What is the format of the course?

The proposed teaching methodology is adapted from the University of Melbourne's City Diplomacy Masterclass, a short course for local government officials aimed at maximizing the value of their city's international engagements.

Metropolis has refined and condensed key learning points from the knowledge and skills sessions into an appropriate format for delivery over five days and integrated select elements from the capstone module which can be utilized with a lower level of pre-course preparation from participants.

The participants will have access to the following:

- **Small Group Engagement**

With a limited number of seats, the Course fosters close interactions between participants and lecturers. This format also facilitates structured debates based on case studies of metropolises included in the program.

- **Networking**

Specific activities are included in the course program to ensure that participants get to know their peers and opportunities to spark dialogue and potential collaborations are created. In addition, through a series of presentation sessions delivered by the participants, it will broaden the knowledge of all the group about the cities they work for and their approach to internationalisation.

- **Study Visits**

Across the week, study visits are scheduled so that participants get to know projects that have made a difference in the city's perception on a global level. Additionally participants will have the opportunity to engage with international actors of the Barcelona metropolitan territory to exchange insights on internationalization strategies.

2. Who can apply?

- **Experienced junior to mid-level staff** in international affairs departments with a desire to develop their skills
- Staff from metropolitan governments perhaps without dedicated international affairs departments who are seeking to expand their office's expertise and activity in the internationalization space
- Officials from multi-sectoral metropolitan public authorities

Although the content of the course is adapted to the above participants criteria, if a more experienced civil servant wishes to apply, he/she should be aware that the content may not be adapted to his/her level. However, applications from officials at all stages of their careers are welcome and will not be refused as we appreciate the diversity of city government experience.

We will communicate with prospective participants to ensure that no-one is excluded who would benefit from the course and bring their own value to it.

3. My job title doesn't include 'international relations' – is this relevant for me?

This Training course is aimed at all public sector professionals or other professionals wishing to further understand the internationalization of local authorities.

4. What is the language of the course?

The course will be **entirely in English**. No interpretation will be provided.

5. What is the agenda of the course?

We are currently finalizing the agenda for the Metropolis Internationalization Course. However, the program will follow a structured format from Monday to Friday, combining knowledge sessions, skill sessions, case studies, participating cities' introduction and afternoon activities such as field or cultural visits and networking opportunities.

Day 1 Monday 17th November	Day 2 Tuesday 18th November	Day 3 Wednesday 19th November	Day 4 Thursday 20th November	Day 5 Friday 21st November
Knowledge Session 1 City diplomacy in a changing international context	Knowledge Session 2 Strategies for internationalization	Knowledge Session 3 City diplomacy and economic development	Knowledge Session 4 Measuring results and impact	Knowledge Session 5 Communicating the value of international engagement
Skills session 1	Skills session 2	Skills session 3	Skills session 4	Skills session 5
Site visits, networking activities and free time				Free afternoon

6. How much does the course cost?

- 660€ per person for non-Metropolis members
- 330€ per person for members of Metropolis (50% discount)

To qualify for the Metropolis member discount, the membership fee payments of your city must be up to date at the time of registration.

Some discounts may apply for early bird registrations and for group registrations from the same organization. The specific discount applicable to your case will be confirmed at the time of payment. You may also refer to the general conditions of the course for more details.

Payment must be made via bank transfer to Metropolis. Further details on the payment process will be provided upon acceptance of the application

7. What is included in the price of the course?

- ✓ Access to the course material
- ✓ Masterclasses with local governments or academic experts
- ✓ Site visits
- ✓ Transfers to site visits
- ✓ A 10-trip public transportation card
- ✓ Coffee/tea breaks
- ✓ Luncheons
- ✓ Networking event
- ✓ Certificate

7. What is not included in the price of the course?

- ✗ Air travel expenses from the City/Country of residence to Barcelona.
- ✗ Accommodation*
- ✗ Transfers from/to the airports
- ✗ Visa (if applicable)
- ✗ Dinners
- ✗ Any other item not included in the section "What is included in the price of the course?"

**We will provide participants with a list of hotels with different type of rates so that you can choose the one that fits better into your budget/preferences.*

9. How do I apply?

To apply, you will need to complete and submit a registration form that our team will send you. You may also be asked to provide additional documents, such as a CV and a personal statement explaining your suitability for the program.

10. I do not work for a city – can I apply for this course?

Yes, you can apply. This course is open to all professionals aspiring to better understand internationalization of local authorities. However it is required to have at least some experience and/or knowledge about international relations at local level.

11. How will applications be assessed?

- Current employment (permanent or fixed term, consultants accepted too) in a local government
- Relevance of experience per curriculum vitae
- Contents of personal statement
- High-level of English advanced/proficiency (the Course will be in English only, without interpretation)

Metropolis will strive to ensure a gender balance between the participants of the course, as well as Regional diversity to foster enriching exchanges.

12. Will I receive a certificate or qualification from this course?

Yes, upon satisfactory completion of the Course, the participant will receive a certificate of Diploma in Internationalization for Local Authorities, This is a professional certificate and does not confer an academic qualification.

13. Who can I contact for support with my application?

For any question or for more information please contact Metropolis' Learning unit. We're happy to support you through the application process.

- H el ene Jourdan, Programs Officer: hjourdan@metropolis.org
- Kei Arnau, Admin Officer: karnau@metropolis.org
- Learning Unit general inbox: learning@metropolis.org