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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

ජාතික ප්‍රතිපත්ති හා ආර්ථික කටයුතු අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), නැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
தேசிய கொள்கைகள் மற்றும் பொருளாதார அலுவல்கள் அமைச்சு,
செயலகம் (3 ஆம் மாடி), த பெ இல 277, கொழும்பு 00100, இலங்கை
Ministry of National Policies and Economic Affairs
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல.
My No

TA/Sin/S/492

ඔබේ අංකය
உமது இல
Your No.

දිනය
திகதி
Date.

27-09-2017

Secretaries\All Independent Commissions
Secretary to the Cabinet\ Office of the Cabinet
Secretary General to the Parliament\ the Parliament
Secretaries\ All Ministries

Dear Sir/Madam

**Building & Future: Ready Public Service
- from 15th to 19th January 2018 – Singapore**

The Government of Singapore has invited nominations from eligible Government Officials in Sri Lanka for the above training programme. A copy of the programme details and the Application Form in this regard are enclosed.

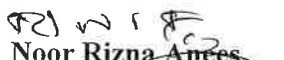
You are kindly requested to submit nominations with the following documents **on or before 02nd December 2017.**

1. Duly filled Application Form (filled in single sides) along with copies of the certificates of Academic and Professional Qualifications.
2. ERD Form 2 can be downloadable from www.erd.gov.lk (original only)

Please also note that the respective nominating agency should bear the nominee's round-trip airfare. The Government clearance to leave the country to participate in this programme has to be obtained only after the offer is granted to the nominee.

Your early response in this regard is highly appreciated.

Yours sincerely


Noor Rizna Anees
Addl. Director General
for Director General

Copies to: **Chief Secretaries, All Provincial Councils**
Leader of the House of the Parliament, Office of the Leader of the House of the Parliament
Leader of the Opposition, Office of the Leader of the Opposition
Director Generals, All Departments
Heads, All Government Statuary Institutions

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693
94-11-2434876

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600
94-11-2484724

ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633

BUILDING A FUTURE-READY PUBLIC SERVICE

15 TO 19 JANUARY 2018

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD /
SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION
PROGRAMME**

to be conducted by the

CIVIL SERVICE COLLEGE

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, Singapore has sponsored training courses and study visits for over 115,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Civil Service College

The Civil Service College (CSC) plays a pivotal role in nurturing and developing the Singapore Public Service to meet challenges of the future. Its mission is to develop a first-class Public Service through training and development. CSC endeavours to be the heart of learning excellence and development for the Public Service in Singapore.

CSC works closely with government ministries and public sector agencies to embed values, communicate public sector directions and manage change in individuals and organisations. It also partners public and private sector organisations, academic institutions and international government agencies to exchange best practices and experiences in leadership, policy development, public administration, and public service reform.

Course Objectives

This course will provide participants with the fundamentals of good governance in the evolving social, economic and global environment. Participants will gain insights as to how foresight and strategic planning better enables public services to adapt and anticipate governance needs for the future. The course will also allow participants to identify the frameworks and strategies to manage and lead change within the public service.

By the end of the course, participants will be able to:

- Articulate good governance from an understanding of Singapore's development experience.
- Discuss increasing policy complexities and challenges.
- Examine the new capabilities required in the 21st century for governance.
- Discuss how governments can transform and build capabilities to meet governance challenges.

Synopsis

Topics to be covered include:

- Foundations and Frameworks: Singapore's Approach to Governance.
- Adaptive Governance for Changing Contexts.
- Overview of the Singapore's Public Service Change Movement.
- Public Service for the 21st Century.
- Public Sector Transformation.
- Building Future-Ready Organizations.
- Building Emerging Capabilities for Future Ready Public Service.

Methodology

Using the best mix of training and learning methodologies, this programme will be highly interactive and experiential. Besides formal lecturing, participants will engage in open discussions, group work, exercises and other learning methodologies. Participants will also have adequate opportunity to share their experiences, learning points and challenges during the programme. Learning journeys to relevant agencies will also be included.

Duration

The course will be held from **15 to 19 January 2018**.

Application Information

Applicants should be:

- Mid- to senior-level officials involved in policy-making and public service reform;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

Note:

- (i) The nominating government will be responsible for its participants' round-trip airfares.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.

- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **4 December 2017**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Point for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted by the respective Government Institutions using the official Application Form. The application forms should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Monday, 4 December 2017**.

Please address the forms to:

**Director-General
Technical Cooperation Directorate
Ministry of Foreign Affairs, Singapore
Tanglin
Singapore 248163**

**Attn: Mr Khairul Anwar
Tel: (65) 6379 8467
E-mail: K_Anwar_A_WAHAB@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail to the **email address stated above**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and **must** bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country.
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.yoursingapore.com

 Follow us at



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SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

AFFIX A RECENT PASSPORT-SIZE PHOTOGRAPH HERE

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme: **Singapore Cooperation Programme Training Award (SCPTA) / Small Island Developing States Technical Cooperation Programme (SIDSTEC)**
 Course Title: **Building A Future-Ready Public Service**
 Course Dates: **15 to 19 January 2018**

PART ONE: APPLICANT DETAILS (TO BE COMPLETED BY APPLICANT)

Applicant's Particulars

Title	Dr/Mr/Mrs/Ms/Others (please circle accordingly)		
Family Name			
Given Name			
Gender		Date of Birth (dd/mm/yy)	
Nationality		Representing the Government of	
Passport Number		Passport Expiry Date (dd/mm/yy)	
Religion		Dietary Restrictions (if any)	

Contact Details

Country/Territory		State/Province		City/Town		
Office Address					Postal Code	
	Country Code	Area Code	Number	Personal Email		
Telephone No.						
Mobile			Other Email			
Fax No.						

Person to be notified in case of emergency

Name		Relationship			
Address		Telephone No.	Country Code	Area Code	Number
		Email			

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

Employment History

Organisation	Department	Designation	Nature of Job	From (dd/mm/yy)	To (dd/mm/yy)
					PRESENT

Educational Qualifications

Educational Qualification Attained	Educational Institution	From (dd/mm/yy)	To (dd/mm/yy)

Professional Qualifications

Description of Qualification	Date Attained

Previous Attendance

Have you attended any courses sponsored under the Singapore Cooperation Programme previously? If yes, please state the name and date of course(s).	Yes/No

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

PART TWO: DECLARATION (TO BE COMPLETED BY APPLICANT)

I, _____ of _____
Name of applicant Representing Country/Territory

Declare that:

- (a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- (b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore;
- (c) **I am proficient in spoken and written English.** (The course will be conducted in English. All participants are expected to have a good working knowledge of the English language.); and
- (d) I will be personally liable for **all** medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)

- (e) **(For pregnant applicants)** I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Singapore;

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

Date

Signature of applicant

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

PART THREE: TO BE COMPLETED BY DIRECT SUPERVISOR

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No. _____ for the training course.

Name and Designation

Email Address

Name of Organisation

Country code Area code Office tel no.

Signature

Country code Area code Office fax no.

Please describe why the applicant has been nominated for this course:

Please describe what skills / knowledge you would like the applicant to gain from this course:

PART FOUR: ENDORSEMENT (TO BE COMPLETED BY THE NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE / MINISTRY OF FOREIGN AFFAIRS OF THE NOMINATING GOVERNMENT)

By signing below, I confirm that I endorse the above nominee and that I believe all the statements in this form to be correct.

(Ministry's Official Stamp)

Name

Designation

Signature

Email Address

Name of Organisation

Country code Area code Office tel no.

Country code Area code Office fax no.

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.