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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/494

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

Human Resource Development & Management
- from 13th to 16th November 2017 – 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.

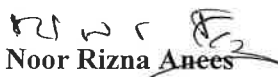
You are kindly requested to submit nominations with the following documents **on or before 11th October 2017.**

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

HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT

13 TO 16 NOVEMBER 2017

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

INSTITUTE OF PUBLIC ADMINISTRATION, QATAR

and conducted by

CENTRE FOR ORGANISATIONAL EFFECTIVENESS, SINGAPORE

under the

**SINGAPORE – QATAR ASIA-MIDDLE EAST DIALOGUE (AMED)
TRAINING PROGRAMME**

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.

Institute of Public Administration, Doha, Qatar

The Institute of Public Administration (IPA), established by the Amiri Decree in 1997, is under the Ministry of Administrative Development.

IPA is committed to improving on the administrative processes, practices, behaviour and procedures through training, consulting and applied research. Since 1997, IPA has trained more than 11,000 participants in the region in public administration, finance and information technology. It has also carried out over 44 consulting studies for 18 governmental and private organisations.

IPA has actively engaged in linkages with reputable regional and international organisations, focusing on and addressing issues of management and administrative development.

Centre for Organisational Effectiveness

Centre for Organisational Effectiveness (COE) is a Management Consultancy firm with headquarter in Singapore, operating in three practice areas, Customers, Operations, and Enablers, forming the acronym of COE. We pride ourselves in our ability to provide a holistic integration of these practice areas for our work with our clients to achieve high performance.

COE works in partnership with organisations, both in the private & public service sector, to improve their practices in understanding customers' needs, optimising underlying processes and developing human capital to achieve results.

Course Objectives

The 4-day Human Resource Development and Management programme aims to equip the Government Officials with skills and knowledge to refine and shape the value of HR for employees, customers and investors – address the challenges and institute measures for HR performance. The workshop also focuses on the management of talent and efficiency within public sector organisations. Participants will also learn about best practices through case studies of various public sector organisations in Singapore.

Synopsis

The topics include:

- The strategic human resource management and development
- Aligning human resource plans with organisational strategies
- Strategic workforce planning, segmentation and methodologies
- Competency-based approach to recruitment, selection and development
- The Singapore's Public Service Performance Management system and best practices
- Integrated talent management and the Singapore's public service talent management approach
- Managing talent readiness and leading talents for succession planning to ensure leadership continuity

Methodology

- Case studies
- Mini lectures and peer-group discussion
- Real case application – participants may bring their own real organisational case for group discussion. Coaching support will be provided by the Trainer.
- Best practice sharing and case examples from Singapore public service

Duration

The course will be held from **13 to 16 November 2017**.

Venue

The course will be conducted at the **Asia-Middle East Dialogue (AMED) Regional Training Centre for Public Administration (RTCPA) in Doha, Qatar**.

Address:

Institute of Public Administration – Ministry of Administrative Development
West Bay, Opposite Marriott Marquis Hotel
P.O. Box 7677
Doha, Qatar

Class Size

Maximum of 25 participants.

Application Information

Applicants should be:

- Nominated by their Governments;
- Mid to senior officials from Asian, African and Middle East government agencies;
- Proficient in both spoken and written English as the course is conducted fully in English without translation;
- In good health.

Terms of Award

The Government of Singapore will be responsible for the cost of the trainer's fees while the Government of Qatar will bear the cost of the training facilities.

The Nominating Governments will be responsible for travel arrangements, accommodation and other local and incidental expenses of their participants.

Application Procedure

(Closing date for nomination: **13 October 2017**)

The Governments of Singapore and Qatar are pleased to invite the National Focal Point for Technical Assistance of the AMED dialogue countries and Africa to nominate up to **three (3)** suitable applicants for consideration.

In case there are more applicants than training places, the selection of candidates will be based on merit. Hence, the Governments of Singapore and Qatar seek the understanding of the respective National Focal Points for Technical Assistance in the event that their nominee is not selected.

All nominations are to be carried out by the respective Government Institutions, using the official SCP Application Form.

The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Friday, 13 October 2017**.

Please address the forms to:

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

**Attn: Ms Khui Joo Ying
Tel: (65) 6379 8452
E-mail: Khui_Joo_Ying@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms, **together with the applicants' passport details**, 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 National Focal Point responsible for Technical Assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The Ministry of Foreign Affairs, Singapore, in consultation with the Government of Qatar will inform all applicants of the outcome of their applications. Their National Focal Point for Technical Assistance will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements should only be made upon receipt of the Letter of Acceptance to the course.



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 – Qatar Third Country Training Programme

Course Title: Human Resource Development and Management

Course Dates: 13 to 16 November 2017

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 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

Please attach a copy of your CV to back of this application form.

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 Qatar;
- (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 Qatar;
- (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 Qatar;

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 Qatar 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 NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE / MINISTRY OF FOREIGN AFFAIRS OF 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.

_____ Name	(Ministry's Official Stamp)
_____ Designation	_____ Name of Organisation
_____ Signature	_____ Country code Area code Office tel no.
_____ Email Address	_____ 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.