

TA Circular 100/GEN/2005

Department of External Resources
Ministry of Finance & Planning
The Secretariat (3rd Floor)
Colombo 01

11th October 2004.

To: All Secretaries of Ministries

Foreign Training Opportunities

Technical Assistance Programme 2005

As the Technical Assistance Programme for 2005 is to be finalized shortly, requirements should be sent at your earliest in the annexed Format. The courses that were offered regularly by donors in the previous years are included as a guide to identify training programmes. Announcements of new and ad-hoc offers will be transmitted by External Resources Department (ERD) as and when they are available.

Please note that the responses to this Circular will be treated as a survey to be used as a basis for negotiations with ERD and the donor agencies, to obtain fellowships. The Department will invite nominations at a later date on the basis of actual allocations made by the donor agencies.

When sending your requirements for training the guidelines stipulated in the Circular should be strictly adhered to.

Seminars and Workshops of less than one week are not included in the 2005 survey. Such programs are generally meant for senior officials of the public service.

GENERAL GUIDELINES

1. Requests should be indicated **separately** in respect of each donor country and be sent using the annexed Format on "Foreign Training Requirements" in Page no.13. Requests of all the institutions under your Ministry should be consolidated in the format and arranged according to the order of priority for each donor. You may send an additional copy in a floppy disk.
2. After a strict scrutiny of all requests, only those programmes, which are directly relevant to functions and work programmes of the ministry should be included in the list with a brief justification for each request indicating its importance and relevance to the functions/work programmes of the institution.

3. The prospective candidates should have proficiency in English according to the requirements of respective donor agencies. Generally for long term training a minimum score of 500 in TOEFL (Test of English as a Foreign Language) or 6.0 in IELTS (International English Language Testing System) is required.
4. The prospective candidates should preferably be below 45 years of age. Further details are given in guidelines under each donor.
5. Only one request should be made for any prospective candidate. In case a candidate is nominated for more than one fellowship only the first nomination will be considered.
6. Candidates who have received one long term training course abroad under the Government auspices are not eligible for another long term training.
7. Candidates should have three years of government service to be eligible for long-term training.
8. Less priority should be given to the candidates who have had short term or long term foreign training opportunities during the last 3 years.
9. The government clearance to leave the country to participate in a training programme has to be submitted in the prescribed form Appendix-16 or 17 (Please see **annex 51 and 52**) only after the offer is granted to nominee/s. Please refer the PA circular No 03/2000 for further information. Please make sure to submit the application **to ERD prior to the applicant leaving the country.**
10. **Those who have completed foreign training programmes are required to submit a report to ERD through the Head of Department within a month of arrival.**

11. **Submission of Nominations**

- (a) Submission of Nominations should be made to ERD only when nominations are called for. When submissions are made, the internal procedures of the respective ministry should be followed and clearance should be obtained.
- (b) The ERD form “Essential Information of the Nominee” must be completed and sent along with the application form for further processing by the ERD. **Correct NIC number should be written clearly in the form.** Please note that we will be compelled to reject the nomination if the application and the ERD form are not properly completed and/or not submitted before the ERD closing date. Please see **annex 50.**
- (c) Chief Secretaries of Provincial Councils are requested to submit nominations to ERD with a copy to the Secretary of the Ministry of Provincial Council & Local Government. They should obtain the concurrence of the Governor before submission of the application.

All foreign training requirements of your ministry and the agencies functioning under your purview should be submitted to ERD on or before 30th November 2004, using the format attached. Any requests received after this date will not be considered for inclusion in the 2005 Technical Assistance Programme.

GUIDELINES FOR SHORT TERM TRAINING

The details of regular short-term training programmes (training courses that have been awarded for the last two years) are given under each donor heading. These training awards may be repeated for the next year. Details of the fields of training and duration are given in Annexures.

Asian Development Bank (ADB)

ADB offers a very limited number of short-term training programmes to Sri Lanka in the area of Infrastructure, Transport, Water Management and Poverty. Details are given in **Annex 1**. No specific application forms are available for ADB funded short-term training programmes.

Austria

The Government of Austria offers two short-term programmes .Please see **Annex 2**

Belgium

The Government of Belgium offers a short-term programme on tourism. Please see **Annex 3**

China and TCDC -China

The government of China provides few programmes for senior officials. Please see **Annex 6**. In addition to that, there are about 38 short term training programmes and around 40 fellowships available under the Technical Cooperation among Developing Countries (TCDC) – China programme . For many of these programmes, airfare has to be borne by the nominating agencies. Please see **Annex 26**.

Colombo Plan

The Technical Cooperation Scheme of Colombo Plan provides training assistance in neighboring countries to enhance the administrative and technical capabilities through human resource development. The total number of awards is around 20 and the duration of these programmes range from 1 to 2 weeks. Please see **Annex 4**.

Commonwealth Fund for Technical Cooperation (CFTC)

The CFTC provides around 45 short-term training programmes (less than 3 months) and very limited number of long term programmes conducted in Commonwealth Developing Countries. Details of the training programmes are given in **Annex 5**. CFTC Fellowships are provided in the following areas.

- Financial Management
- Economic and Social Development
- Administrative and Management Reforms
- Human Resource Development
- Environmental Promotion
- Science and Technology

Preference will be given to suitable female candidates.

Once a Commonwealth Fellowship is offered, the recipient is ineligible for any other Commonwealth Programme up to a period of 3 years. It has to be noted that the travel cost has to be met by the nominating agency.

Egypt

The Government of Egypt offers 3 short term programmes in the fields of Animal Products, Rural Development and Fish Culture. Applicants should be below 45 years of age for these programmes (**Annex 7**).

ESCAP and FAO

ESCAP and FAO offer short training programmes / workshops in the fields of Agriculture, Animal Husbandry, Natural Disaster Management, Poverty, Governance etc. The course details are given in **Annex 8 and 9**. Participants should possess at least 3 years work experience relevant to the course objectives.

India

BIMST- Economic Cooperation

Under the BIMST –EC programme, the government of India provides about 20 placements per year. The training fields are Management, Technology, Vocational Training, Trade and investment Etc. Please see **Annex 11**.

Colombo Plan - CP

Under the Colombo Plan – India Programme, the Indian government provides about 50 placements per year. The training fields are Improving Service Sector Skills, Productivity, Labour Management, Vocational Training, Human Resource Development, International Marketing, Poverty Alleviation, Fisheries, Marine and Coastal Area Management. Please see **Annex 12**.

India Technical Economic Cooperation - (ITEC)

Under ITEC- India Programme, The Indian government invites nominations for about 120 courses annually. About 70 awards are made available to Sri Lanka each year. The fields of training are Agriculture, Audit/Accounts, Commerce, Computers, Education, Finance, Science and Technology, Rural Development, Statistics, Water Resources, Transport etc. Preference will be given to candidates below 45 years of age. (**Annex 13**)

Indonesia

The Government of Indonesia offers limited number of training in the field of Remote Sensing and Geographic Information System, Rural Development and Poverty Alleviation. (**Annex 14**)

Israel

The Government of Israel offers about 50 short term training programmes in the fields of Education, Agriculture, Animal Products, Irrigation, Financial Management, Media, and Meteorology etc. Please see **annex 16**.

Israel awards are partial scholarships, which do not cover airfare component. Therefore, the respective nominating agencies have to bear the airfare for selected candidates. **The applications without confirmation of airfare provisions will not be processed.**

Germany

The Government of Germany offers short-term scholarships through the German Academic Exchange Service (DAAD) and INWENT. For these short –term courses/training programmes the participants should be less than 50 years of age .The number of scholarships received by Sri Lanka depends on the higher academic qualification and these are internationally competitive. Details are given in **Annex 10 and 15**.

Japan

Japan International Cooperation Agency (JICA)

The Government of Japan provides training facilities through the Japan International Cooperation Agency (JICA) under the following categories.

- JICA – Group Training Programme
- JICA – Country Focused Training
- JICA – Third Country Training Programme - Abroad
- JICA – Third Country Training Programme – in Sri Lanka

Nominations will not be accepted from the candidates who have been awarded JICA fellowships within the last 5 years period.

JICA- Group Training Programme

JICA offers training courses, seminars, workshops etc. for groups of participants from various recipient countries under the above mentioned programme. The duration of such programmes is from 2 weeks to 8 months. The number of participants for each group varies from 1 to 3. Details of the courses are given in **Annex 17**.

JICA in consultation with ERD annually selects an average of 137 programmes. The selection of the programmes for consideration by JICA will be based on requests made by government agencies. Annually about 200 awards are made.

Please note that the allocation of placements will be made to the most suitable institutions based on the justifications given by the institutions. Following conditions are applicable to all courses.

- **Submission of a Country Report/Job Report along with the nomination**
- **Sufficient command in the English language**
- **Not in the military service.**

JICA – Country Focused Special Group Training Programme

ERD may request JICA to provide training for a group of Sri Lankan participants in Japan. The total number of such programmes received by Sri Lanka is around 3. The average number of participants in a group varies from 5 to 10. The average duration varies from 2 to 4 weeks. The requested fields of training should be a specialized area, which is not covered by training programmes in category (1) and (3).

JICA – Third Country Training Programme - Abroad

JICA offers training courses similar to the category 1 above in collaboration with other countries such as Thailand, Pakistan, Indonesia, Bangladesh, Bhutan, Nepal, Vietnam, Cambodia, Laos, Myanmar, Kenya and Sri Lanka. Around 3 to 4 training courses are offered on an adhoc basis and applications will be called by ERD from the most suitable government agencies when and where such offers are made. Around 40 awards are available per year. The list of training courses is given in **Annex 18**.

JICA – Third Country Training Programme - Sri Lanka

JICA provide financial assistance for agencies in Sri Lanka to conduct training courses for foreign participants in the Asia-Pacific region in Sri Lanka. Two or three officials from Sri Lanka will be selected per programme and selection is made by the implementing agency in consultation with the secretary of the ministry concerned and JICA authorities.

Programmes are 2 to 6 weeks of duration and number of foreign participants is limited to 15. Heads of agencies are invited to submit proposals for qualitative training programmes to consider under this category.

Other Japanese training programmes

There are a few other short term programmes available from Japan organized by the different agencies in addition to the JICA training programmes. Please see **annex 19**.

Korea

The Government of Republic of Korea offers training courses through Korea International Cooperation Agency (**KOICA**). The list of training courses and duration of them are given in **Annex 20**. The total number of courses is about 35 and around 70 awards are made annually.

Malaysia

Malaysia offers about 50 Short Term Training Courses (less than 2 months). The main fields of training are management, governance, IT, agriculture, fire fighting, English language, diplomatic training, project planning and environment, etc. For more details please see **Annex 21**.

Netherlands

The Government of Netherlands has revised its Fellowship Programme (NFP). The programme will be more demand oriented and focussed on institutional development with more flexibility. Details are available at the website: <http://www.nuffic.nl/>. A brochure containing information will be sent to the secretaries of line ministries, chief secretaries of provincial councils and Vice Chancellors of each university annually.

The application forms for the relevant courses could to be downloaded from the website of the institution concerned or by contacting the relevant university / institution directly.

Duly completed application forms should be forwarded with your recommendation to the relevant university or Institution **directly, at least one –month prior to the admission deadline** given in the brochure for the relevant course. A copy of the application form, four sets of fellowship application forms along with the original placement letter and three copies of it should to be sent to ERD to recommend it to the Embassy of Netherlands. The fellowship application forms for the relevant courses (Short course) could be downloaded from the website: <http://www.nuffic.nl/nfp/>

Norway

There are about 14 short-term programmes available in the areas of media, health, energy planning, education, environmental management and ecological planning. Details are given in **Annex 22**.

All these programmes are internationally competitive. For some courses, male candidates between 25-35 years and female candidates between 25-40 years are given preferences.

The candidates should be fully qualified in a profession and aim at improving their skills by attending these courses. All applicants must have a good working knowledge in English and a minimum score of 500 for TOEFL or minimum score of 5.5 for IELTS is required.

Pakistan

The training Courses are available in the fields of banking, railway and audit management. The total number of courses offered is 2. Annually about 2 awards are made available. Please see **Annex 23**.

Singapore

The Singapore training programme consists of about 30 courses. Many of these training courses are of duration less than one month and there are few awards with the duration of 6 months. Most of the awards do not include the international travel costs. Please see **Annex 24** for more details. The Airfare is available from UNDP for the programmes organized by the Singapore government under the technical cooperation. They are listed in the **Annex 27**.

Sweden

Around 60 short term training courses (less than 1 month) are available under the Swedish international training programme – please see **Annex 25**. These training programmes are designed for executive staff having university degrees and relevant work experience.

Thailand

The list of training courses offered under the Thai International Training Programme is given in **Annex 28**. The total number of awards is about 20 and the duration ranges between 2 weeks to 3 months. Main areas of programmes are health and HIV/ AIDS prevention, environment, and agriculture. Maximum number of placements is about 2 per programme, if the conditions are fulfilled.

There are few programmes available from Thailand under the TCDC programme with the assistance of UNDP. They are listed under the **Annex 29**

UNDP Programme

There are few fellowships available under UNDP programmes and they are mainly seminars and workshops covering the area of poverty, governance, and environment. Please see **annex 30**. In addition, UNDP provides airfare for the TCDC programmes conducted by Thailand, China and Singapore.

GUIDELINES FOR LONG TERM TRAINING

Australia

Around 7 fellowships are available under the Australian Development Scholarships programme (ADS) for long term training in the following areas: -

- * **Health**
Preventing the spread and impact of HIV/AIDS, capacity building of health sector (ADS scholarships are not available for medical doctors intending to get board certification as consultants)
- * **Environment**
Natural resources management, waste management, land resources management forestry, agriculture & rural development
- * **Governance**
Economics, public policy & management, development administration
- * **Other**
Gender and development

Public sector category awards are for long term postgraduate studies only. E.g. graduate diplomas & masters programmes. No scholarships will be granted for Ph.D. studies.

Nominees should be below 45 years of age at the time of nomination. An equal number of male and female candidates are preferred in order to maintain a gender balance in the programme. Candidates must have a minimum IELTS overall score of 6.0 or TOEFL score of 550 at the time they apply in order to qualify for postgraduate training. Please see annex **31**.

Austria

One programme is available from Austria in the field of tourism. Please see annex **32**.

Commonwealth Fund for Technical Cooperation (CFTC)

One Long-term programme is available under the CFTC Programme. Details of the training programme is given in **Annex 33**.

Germany

DAAD Training Programme

The Government of Germany offers scholarships through the German Academic Exchange Service (DAAD). The DAAD Scholarships are available to young graduates from all academic disciplines. For the DAAD long-term training programme the participants should be less than 32 and for some programmes it extends up to 36. Basic knowledge of German will be an added qualification. Main fields of studies are management, engineering, natural sciences, regional planning, agriculture, forestry, environmental sciences, medicine, public health, veterinary science, sociology and education. The participants will be selected on international competitive basis. Please see annex **34**.

INWENT - Training Programme

German government is providing limited number of long term fellowships under this programme. The age limit is 35 years. Main fields are management, plant biotechnology, plant genetic diversity, food security, environment etc. The selection of participants is on international competitive basis. Please see annex **35**.

India

The Govt. of India offers Postgraduate Degree Programmes in human resource planning, statistics, maintenance engineering & management, marine engineering, business administration, cooperative banking, etc. Government of India provides technical assistance under the programmes of Indian Government Technical & Economic Co-operation (ITEC) and Colombo Plan. Details are given in **Annex 36 and 37**. Few placements under each ITEC and Colombo Plan would be available to Sri Lanka and generally one placement is available for selected courses. The selection would not be possible for all the courses listed in the Annex.

Japan

The Government of Japan offers limited number of long term training programmes to Sri Lanka. Details of the Programmes are given in **Annex 38, 39 and 40**.

Korea

Government of Korea offers few long term programme and they are listed in the **Annex 41 and 42**.

Malaysia

The Government of Malaysia offers two placements for long-term programmes on worldwide competitive basis. Please see annex **43**. Admission into a university is the responsibility of the candidate. Participating universities under this scholarship are

1. University of Malaysia
2. National university of Malaysia.
3. University Putra Malaysia
4. Science university of Malaysia.
5. International Islamic university Malaysia.
6. University technology of Malaysia.

The applicants should submit their application directly to the respective universities to obtain the placement for the desired programme. Only those who have obtained placement letter should submit the fellowship application through their respective ministry to ERD for the government approval.

Netherlands

The applications for these programmes will be processed in two phases.

Phase 1: Application for Admission

The application forms for the relevant courses should be downloaded from the web site of the relevant institution or by contacting the relevant university / institution directly. Details are available at the web site: <http://www.nuffic.nl/>

Duly completed application forms should be forwarded with your recommendation to the relevant university or Institution **directly with a copy to ERD** at least one-month prior to the admission deadline given in the brochure for the course.

Phase 2: Application for Fellowship

The applicants who have obtained the admission to respective courses will only be considered for the fellowship. They are requested to submit the fellowship application form with necessary documents in four sets to ERD at least two-weeks prior to the fellowship application deadline given in the brochure to submit with government approval to the Embassy of Netherlands. The fellowship application forms for the relevant courses (Master course) can be downloaded from the web site: <http://www.nuffic.nl/nfp/>. Kindly note that the applicants who have not submitted a copy of the application for admission to ERD will not be recommended for fellowship.

Norway

There are two types of Norwegian long term Fellowships

1. **Norwegian fellowship programmes**- the applications should be forwarded through ERD and the Royal Norwegian Embassy in Colombo.
2. **Norwegian quota programme** - Applicants should forward “Request for Application Form” directly to the University of Oslo and only eligible applicants receive application forms from them. Such eligible candidates should send the completed applications directly to the University of Oslo with a copy to the ERD.

Long term fellowships for postgraduate studies in the fields of professional shipping, hydropower development, electric power distribution systems, petroleum exploration and production, management of natural resources and sustainable agriculture will be available in Norway. The type of training and duration is given in **Annex 44**.

All these programmes are internationally competitive. For some courses, male candidates between 25-35 years and female candidates between 25-40 years are given preferences.

The candidates should be fully qualified in a profession and aim at improving their skills by attending these courses. All applicants must have a good working knowledge in English and required to undergo one of the following tests.

- * TOEFL - Minimum score required : 500
- * IELTS - Minimum score required : 5.5

Singapore

The Government of Singapore offers only one long-term programme. Please see **Annex 45**.

Slovak Republic

The Government of Slovak Republic offers two long-term programmes for Masters and Doctoral degree. Please see **Annex 46**

Thailand

There are 20 long-term programmes available from the government of Thailand and they are listed in the **Annex 47**. Some programmes are co-financed by the Colombo Plan and they are listed in the **annex 48**

UNDP Programme

There are 5 long-term programmes available under the UNDP programme in the specialized fields. Please see **Annex 49**

P.H. Sugathadasa
Director/ Technical Assistance Division

Sgd./-Sujatha Cooray
Director General/ERD

cc: *All Chief Secretaries of Provincial Councils, District Secretaries*
All Heads of Depts
Chairmen of Boards & Authorities