

TECHNICAL ASSISTANCE CIRCULAR FOR FOREIGN TRAINING OPPORTUNITIES

2010/2011



DEPARTMENT OF EXTERNAL RESOURCES
Ministry of Finance & Planning
Colombo, Sri Lanka.

TA Circular /GEN/2010/11

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

10th November 2009

**To: Secretary to the President
Secretary to the Prime Minister
Secretary to the Cabinet
All Secretaries of Ministries
All Chief Secretaries of Provincial Councils**

Foreign Training Opportunities

Technical Assistance Programme for 2010 / 2011

The Department of External Resources (DER) is making arrangements to finalize the technical assistance programme for 2010 / 2011 shortly. Therefore, DER requests the submission of your training requirements by **31st December 2009** in the format given in **Annex I**. The courses that were offered regularly by donors in the previous years are included as a guide to identify training programmes in the schedule. Announcements of any other new and ad-hoc offers will be transmitted by the DER when they are available.

The responses to this Circular will be treated as a demand survey to be used as a basis for negotiations on fellowships with donor agencies. The DER will invite nominations at a later date on the basis of actual offers made by the donor agencies.

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

Seminars and Workshops less than one week duration are not included in this Circular. Such programs are generally meant for senior officials of the public service and will be announced when they are available.

1.0 GENERAL GUIDELINES

- 1.1 Requests should be indicated **separately** in respect of each donor agency and be sent using the format on “Foreign Training Requirements” in **Annex I. 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.**
- 1.2 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 of the institution.
- 1.3 The prospective candidates should have proficiency in English language 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.
- 1.4 The prospective candidates should preferably be below 45 years of age. Further details are given in guidelines under each programme category.
- 1.5 Only one request should be made for any prospective candidate. In case if a candidate is nominated for more than one fellowship only the first nomination will be considered.
- 1.6 Candidates who have received one long term training course abroad under the Government auspices are not eligible for another long term training.
- 1.7 Candidates should have three years of Government service to be eligible for a long-term training.
- 1.8 Consultants, Advisors and Officers who are on contract basis are not considered under Technical Assistance Programme.
- 1.9 Less priority should be given to the candidates who have had short term or long term foreign training opportunities during the last 3 years.
- 1.10 The Government clearance to leave the country to participate in a foreign training programme has to be submitted to the relevant authority as per Appendix-16 to the PA circular No 21/2007 dated 11th September 2007 only after the offer is granted to nominees. (Please see **Annex II for Appendix – 16**). Please note that a copy of Appendix 16 should be submitted to DER in order to keep records updated.
- 1.11 **Those who have completed foreign training programmes are required to submit a report to DER through the Head of Department within a month of arrival.**

1.12 Submission of Nominations

- (a) Submission of Nominations should be made to DER only when nominations are called for. When submissions are made, the internal procedures of the respective Ministry should be followed and necessary clearance should be obtained.
- (b) The ERD Form 2 “Essential Information of the Nominee” as given in Annex III must be completed and sent along with the application form for further processing by the DER. **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 2 are not properly completed and/or not submitted before the DER closing date.
- (c) Chief Secretaries of Provincial Councils are requested to submit nominations directly to DER with a copy to the Secretary of the Ministry of Local Government & Provincial Councils. They should obtain the concurrence of the Governor before submission of the application.
- (d) This Circular, most of the Fellowship Applications, ERD Form 2 and Appendix 16 can be downloaded from <http://www.erd.gov.lk> .

All foreign training requirements of your Ministry and the agencies functioning under your purview should be submitted to DER on or before 31st December 2009, using the format attached. Any requests received after this date will not be considered for inclusion in the year 2010 / 2011 Technical Assistance Programme.

2.0 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 attached Schedules.

2.1 Asian Development Bank (ADB)

About 25 programmes are available from the ADB in the field of IT, Trade, Tax, Education , Environment and Regional Development. Please see **Schedule 1**.

2.2 Colombo Plan

The Technical Cooperation Scheme of Colombo Plan provides training assistance to the member countries to enhance the administrative and technical capabilities through human resource development. The total numbers of awards are around 20 and they are in the fields of Public Administration, Environment, Public Sector Development and Drug Advisory programmes. The duration of these programmes range from 1 to 6 weeks. Please see **Schedule 2**.

2.3 Commonwealth Fund for Technical Cooperation (CFTC)

The CFTC provides around 50 short-term training programmes (less than 3 months) conducted in Commonwealth Developing Countries and around 75 placements are available under this programme for one financial year. Details of the short term training programmes are given in **Schedule 3**. CFTC Fellowships are provided in the following areas.

- Public Sector Management
- Economic and Social Development
- Institutional Capacity Development
- Environmental and Climate Change
- Science and Technology

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. Specific application forms (GID 1 Part I & II) are available for CFTC programmes.

2.4 Government of China

The Government of China provides around 90 short-term training programmes. The total number of awards is around 125 and the duration of the programmes are 1 week to 4 months. Please see **Schedule 4**.

2.5 Food and Agriculture Organization (FAO)

About 8 programmes are available from the FAO in the field of Agriculture, Trade, Environment and Dairy Development. Please see **Schedule 5**.

2.6 Government of Germany / (INWENT)

The Government of Germany offers short-term scholarships directly and through the 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 qualifications and these are internationally competitive. Details are given in **Schedule 6 & 7**.

2.7 Government of India - Colombo Plan

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. Preference will be given to candidates below 45 years of age. Please see **Schedule 8**.

2.8 Indian Technical Economic Cooperation - (ITEC)

Under ITEC- India Programme, The Indian Government invites nominations for about 120 courses annually. About 45 awards are made available to Sri Lanka for each year. The fields of training are Agriculture, Audit/Accounts, Commerce, Information Technology , Education, Finance, Science and Technology, Rural Development, Statistics, Water Resources, Transport etc. Preference will be given to candidates below 45 years of age. Please see **Schedule 9**.

2.9 Indonesia

Government of Indonesia offers about 10 short term training courses (less than 2 months). The main fields of training are Rural Development, Disaster Management, Renewable Energy, Micro Finance etc. For more details, please see **Schedule 10**.

2.10 Israel

The Government of Israel offers about 8 short term training programmes in the fields of Agriculture, Animal Products, Irrigation, Media, etc. Israel awards are partial scholarships, which do not cover international airfare component. Therefore, the respective nominating agencies have to bear the airfare for selected candidates. Please see **Schedule 11**.

2.11 Government of Japan - Japan International Cooperation Agency (JICA)

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

- (a) JICA – Group Training Programme
- (b) JICA – Country Focused Training
- (c) JICA – Third Country Training Programme - Abroad
- (d) JICA – Third Country Training Programme – in Sri Lanka
- (e) JICA – Special Training Programmes

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

(a) 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. Details of the courses are given in **Schedule 12**.

JICA in consultation with DER annually selects 119 programmes for the year 2010 / 11. The selection of the programmes for consideration by JICA will be based on requests made by agencies of GOSL. Annually about 285 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**

(b) JICA – Country Focused Group Training Programme

DER 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 15 to 30. 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).

(c) JICA – Third Country Training Programme - Abroad

JICA offers training courses similar to the category (1) above in collaboration with other countries such as Singapore, Philippines, 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 DER from the most suitable Government agencies when and where such offers are available. Around 40 awards are made available per year. The list of training courses is given in **Schedule 13**.

(d) JICA – Third Country Training Programme - Sri Lanka

JICA provides financial assistance for agencies in Sri Lanka to conduct training courses in Sri Lanka for foreign participants in the Asia-Pacific region. 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 16 officials. Heads of training agencies are invited to submit proposals for training programmes to consider under this assistance.

(e) Other Japanese Training Programmes (Special Programmes)

There are a few other short term programmes available from Japan organized by few other agencies in addition to the JICA training programmes. Please see **Schedule 14**.

2.12 Republic of Korea

The Government of Republic of Korea offers training courses through Korea International Cooperation Agency (**KOICA**). The total number of courses is about 45 and around 80 awards are made annually. The list of training courses and duration of them are given in **Schedule 15**.

2.13 Republic of Korea - Colombo Plan

The Airfare is available from Colombo Plan for some of the programmes organized by the Korean Government under the Colombo Plan Technical Cooperation. They are listed in the **Schedule 16**.

2.14 Malaysia – Colombo Plan

The Airfare is available from Colombo Plan for some of the programmes organized by the Malaysian Government under the technical cooperation. They are listed in the **Schedule 17**.

2.15 Malaysia

Malaysia offers about 80 short term training courses (less than 2 months). The main fields of training are management, governance, cooperative management, IT, agriculture, fire fighting, English language, diplomatic training, Economic planning, Project Planning, irrigation, animal science, Auditing and environment, etc. For more details, please see **Schedule 18**.

2.16 Norway

Sri Lanka receives a few numbers of scholarships per year from Norway. There are about 07 short-term programmes available in the areas of media, health, energy planning and education. Details are given in **Schedule 19**.

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

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.

2.17 The Netherlands

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

Phase 1: Applications for Admission

The applicants who wish to avail the Netherlands Government Fellowship should first obtain a placement from a university / institution in the Netherlands. 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** at least one-month prior to the admission deadline given in the brochure for the course.

Phase 2: Applications for Fellowships

The applicants who have obtained the admission to respective courses in the Netherlands will only be considered for the fellowship. They are requested to submit the fellowship application forms with necessary documents in four sets to DER at least two-weeks prior to the fellowship application deadline given in the brochure to submit with the Government approval to the Embassy of the Netherlands. The fellowship application forms for the relevant courses can be downloaded from the web site: <http://www.nuffic.nl/nfp/>.

2.18 Pakistan

There are five training courses available in the fields of banking, accounting and railway. Annually about 2 to 4 awards are made. Please see **Schedule 20**.

2.19 SAARC

Ten short term training programmes are available under SAARC assistance. Details of the programmes are given in **Schedule 21**.

2.20 Singapore

The Singapore training programme consists of about 70 courses. Many of these training courses are of durations less than one month. Most of the awards do not include the international travel costs. Please see **Schedule 22** for more details.

2.21 Sweden

Around 50 short term training courses (less than 1 month) are available under the Swedish international training programme. These training programmes are designed for executive staff having university degrees and relevant work experience. For details, please see **Schedule 23**. **One who is offered a training placement in Sweden will not be eligible for any other Swedish programme up to a period of 5 years.**

2.22 Thailand / TCDC Programme

The list of training courses offered under the Government of Thailand is given in **Schedule 25**. The total number of awards is about 20 and the duration ranges between 1 week to 3 months. Main areas of programmes are health, environment, agriculture and fisheries. Maximum numbers of placements are 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 and Colombo Plan. They are listed under the **Schedule 24 and 26**.

2.23 UNDP Programme

For UNDP fellowships please see **Schedule 27**. In addition, UNDP provides cost of airfare for the selected TCDC programmes conducted in the South Asian Developing Countries under the UNDP South-South Cooperation Programme.

2.24 UNESCAP Programme

The list of training programmes offered under UNESCAP is given in **Schedule 28**.

3.0 GUIDELINES FOR LONG TERM TRAINING

3.1 Australian Development Scholarships

Around 6 - 10 fellowships are available under the Australian Development Scholarships Programme (ADS) for long term training. The priority areas for the year 2010 intake under the ADS programme are mentioned below;

*** Education**

- Education policy, management and reform
- Teacher training, production and supply of curriculum materials

*** Governance**

- Economics, public policy & management, development administration
- International affairs / International relations (Ministry of Foreign Affairs staff only)

*** Natural Resource Management / Environment**

- Waste management, land resources, community forestry, agriculture & rural Development.

*** Other**

- Peace building and conflict resolution
- Gender & development

Public sector category awards available for long term postgraduate studies only. For instance, Graduate Diplomas & Master's Degree programmes. No scholarships will be granted for Ph.D. studies.

Nominees should be below 45 years of age on 1st January of the year of application. 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 (academic module) overall score of 6.0

with no band less than 6.0 at the time they apply in order to qualify for postgraduate training. Many Australian Universities request IELTS overall score of 6.5 for ADS programmes. The selections will be done based on the Academic and Professional qualifications, experience of the service and written test. Please see **Schedule 29**.

3.2 Colombo Plan

Seven long-term (Masters Level) programmes are available from Colombo Plan. Please see **Schedule 30**.

3.3 Commonwealth Fund for Technical Cooperation (CFTC)

The list of long – term training courses offered under CFTC is given in **Schedule 31**.

3.4 Government of Germany

3.4.1 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 age of participants should be less than 32years and for some programmes it extends up to 36years. Basic knowledge of German will be an added qualification. Main fields of studies are management, regional development, and horticulture. The participants will be selected on international competitive basis. Please see **Schedule 32**.

3.4.2 INWENT - Training Programme

The Government of Germany 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 and public management etc. The selection of participants is on international competitive basis. Please see **Schedule 33**.

3.5 Government of India

The Government of India provides technical assistance under the programmes of Indian Government Technical & Economic Co-operation (ITEC), Colombo Plan and BIMST-EC. India offers Postgraduate Degree Programmes in human resource planning, traditional system of Medicine, statistics, maintenance engineering & management, marine engineering, business administration, cooperative banking, etc. Details are given in **Schedule 34 and 35**. Few placements under each ITEC, Colombo Plan, ICCR and BIMST-EC 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 above Schedules.

3.6 Government of Japan

The Government of Japan offers limited number of long term training programmes to Sri Lanka. Details of the Programmes are given in **Schedule 36 and 37** .

The Government of Japan offers 15 long term scholarships per year under the Japanese Grant Aid for Human Resources Development Scholarship (JDS) in addition to the schedule 38, 39, and 40 to pursue Post Graduate Studies in Japanese Universities. Identified target areas for the JDS programme are Public policy & Public Finance, Public Administration, Regional Development & Poverty Alleviation, Macro Economic and Development Economics.

Nominees for this training programme should be below 40 years of age and should have at least 3 years of experience in a managerial level position in the public sector. Candidates must have a minimum IELTS (academic module) overall score of 5.5 .

3.7 People's Republic of Korea / Colombo Plan

Government of Korea offers few long term programmes and they are listed in the **Schedule 38 & 39**.

3.8 Government of Malaysia / Colombo Plan

The Government of Malaysia offers two placements for long-term programmes on worldwide competitive basis. Please see **Schedule 40 & 41**. 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 DER for the Government approval.

3.9 Government of the Netherlands

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

Phase 1: Application for Admission

The applicants who wish to avail the Netherlands Government Fellowship should first obtain a placement from a university / institution in the Netherlands. There will be around 350 long term programmes available for each year.

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** 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 DER at least two-weeks prior to the fellowship application deadline given in the brochure to submit with Government approval to the Embassy of the Netherlands. One copy of the ERD form 2 should be submitted with the fellowship application. The fellowship application forms for the relevant courses (Master's Degree Programme) 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 DER will not be recommended for fellowship.

3.10 Government of Thailand

There are 25 long-term programmes available from the Government of Thailand and they are listed in the **Schedule 42**.

J H J Jayamaha
Director General

cc:

All Heads of Departments
All District Secretaries
All Heads of Public Corporations and Statutory Bodies
Auditor General

Annex 1

FOREIGN TRAINING REQUIREMENTS

Data Entry Operator	(Only for ERD use)
Data of Entry	(Only for ERD use)

Ministry	
Department/Agency	
Donor Agency	
Date Received at ERD	(Only for ERD use)

ERD Code **	Title of Training	Designation *			
		1	2	3	4

*** Classification of Designation**

a. Category of Trainees Proposed for the Field of Training

- 1 - Senior Level
- 2 - Middle Level
- 3 - Junior Level
- 4 - Technical/Supportive Level

b. Officers could be at management or technical post for the above categories 1-3

c. Indicate training placements in number under each category corresponding to the title of training

** As indicated in the first column of the annexures