

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The history of the Malaysian Technical Cooperation Programme (MTCP) dates as far back as the First Commonwealth Heads of Government Meeting (CHOGM) for the Asia Pacific Region in Sydney in February 1978, where the idea was first mooted. The MTCP was officially launched on September 7, 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in the particular Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, MTCP is considered as a bilateral technical cooperation programme with an objective to share development experiences with other developing countries. This "prosperity-neighbour" philosophy is the underlying basis for the MTCP. The programme was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme provides various forms of technical cooperation in areas where Malaysia has the experience and expertise. The MTCP emphasises on the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, agriculture, poverty alleviation, investment promotion, ICT, banking and English language.

Beginning 2010, the Ministry of Foreign Affairs (MOFA) Malaysia is responsible for the administration and coordination of MTCP activities. Since its inception, the MTCP has expanded in terms of its scope and coverage with emphasis on the exchange of development experience. More than 2,000 participants from 139 member countries come to Malaysia annually under MTCP. Currently, the MTCP has a membership of more than 28,000 alumni worldwide. The 73 MTCP training institutions offer more than 100 short-term specialised courses, many of which are centres of excellence for training, with the aim of building human capital in other developing countries.

OBJECTIVES

- ❖ To share Malaysia's development experiences with other countries;
- ❖ To strengthen bilateral relations between Malaysia and other developing countries;
- ❖ To promote South-South Cooperation; and
- ❖ To promote technical cooperation among developing countries.

THIRD COUNTRY TRAINING PROGRAMME (TCTP)

The MTCP also collaborates with international organisations such as the Japan International Cooperation Agency (JICA), the Colombo Plan, the Commonwealth Fund for Technical Cooperation (CFTC), the Danish International Development Assistance (DANIDA) and the Australian Government Overseas Aid Program (AUSAID) through Third Country Training Programme (TCTP). These TCTPs are organised through partnerships with several MTCP training institutions.

Malaysian Technical Cooperation Programme Secretariat

Ministry of Foreign Affairs
Wisma Putra
No. 1, Jalan Wisma Putra
Precinct 2
62602 Putrajaya

INTERNATIONAL INSTITUTE OF PUBLIC POLICY AND MANAGEMENT (INPUMA)

The International Institute of Public Policy and Management (INPUMA), University of Malaya, has established itself as one of the leading resource centres for public policy and human resource management in the region. This has been achieved through carefully crafted strategies and by consistently benchmarking itself against the best global practices in public policy. This, along with a clear recognition of current national and international developments in the political, economic and social spheres, constantly shape INPUMA's outlook and perspective. Against the backdrop of the global, social, economic and political uncertainties, INPUMA seeks to analyse, debate and monitor its implications or public policies at both the international and national levels.

Over the years, INPUMA has succeeded in contributing to the intellectual discourse on public policy issues in Malaysia through forums, conferences and public lectures. These events revolve around topical and important public policy issues such as good governance in higher education, the impact of ICT in bridging the urban-rural (or generational) divide, sustainable development, promotion of Malaysia as a halal hub, as well as development issues close to the heart of the civil society. They are designed to provide platforms to policy makers, leaders and the mass media to exchange and articulate ideas pertaining to policy issues. INPUMA, invariably, acts as an intellectual laboratory which tests out the best possible inputs for public policymaking.

In accordance with its multi-disciplinary focus, INPUMA seeks to collaborate with the public and private sectors in research programmes with the humanities and social sciences. A broader understanding of public policy and management is gained through this cross-fertilisation and this has helped to place INPUMA in a coveted position as one of the distinguished public policy institutions in Southeast Asia.

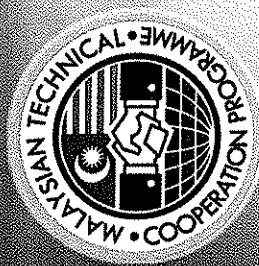
ACADEMIC PROGRAMME

The Master of Public Policy (MPP) provides rigorous on-campus training. The MPP is offered at a post-graduate level and is geared to the needs of practising or prospective managers who wish to acquire or enhance the skills necessary for effective and responsible public sector management and policy analysis. The programme will equip candidates with knowledge in the fields of public policy processes and affairs in local and global contexts, and with theoretical and methodological skills in public policy issues.

The programme is designed for highly talented and highly motivated students who want to pursue a career in the public sector, non-profit-organisations or private businesses, whether on the local, regional, national or international level. The interdisciplinary programme equips candidates with the scientific knowledge and practical experience they will need to advance the public interest by making policy decisions on a rational basis and by implementing policy programs effectively.

International Institute of Public Policy and Management (INPUMA)

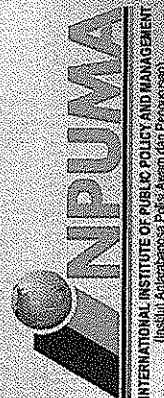
Level 3, Research Management and Innovation Complex
University of Malaya
50603 Kuala Lumpur



MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

MANAGING DIVERSITY IN A GLOBALISING WORLD: THE WAY FORWARD

19 – 28 APRIL 2015



BACKGROUND

The definition of diversity in the modern world today does not only encompass race and ethnicity but gender, political ideologies and socio-economic background as well. Diversity has indeed contributed to the growth and development of societies worldwide. However, due to mismanagement of resources by governments, societies can easily fall into instability.

The "Managing Diversity in a Globalising World" training programme is part of the Malaysian Government's continuous effort to help enhance the knowledge and skills of public officials from developing countries in the areas of capacity building under the Malaysian Technical Cooperation Programme (MTCP). The programme is implemented by the International Institute of Public Policy and Management (INPUMA), University of Malaya.

This training programme offers the nation-building and developmental experiences of Malaysia – a country characterised by distinct ethnic, religious and cultural differences – as informative and instructive lessons to the participating countries. Given that Malaysia is able to develop while avoiding serious conflict or disintegration as a multicultural society, it can therefore offer its successful nation-building experience as a model to post-conflict countries which are committed to fulfilling the goals and agenda of national reconciliation and reconstruction. In effect, many of Malaysia's policies and accompanying programmes have contributed to enduring peace and stability. Specifically, the aim of the training programme is to enable participants to critically evaluate the changing role of the State and the transformation of society caused by and in response to, the phenomena of evolving political demography and pressures of democratisation.

OBJECTIVES

At the end of the programme, the participants would be able to:

- ❖ enhance the understanding of multiculturalism via lessons from the experiences of other plural societies, particularly Malaysia, amongst participants from Southeast Asia and other regions;
- ❖ instill the principles of constitutionalism, institution building, and good governance in the context of multiculturalism amongst the participants as representative of their respective countries;
- ❖ enable the development of viable public policies and political mechanisms in managing potential areas of conflict in order to obtain the goals of peace, security and nation building;
- ❖ develop greater understanding and closer relations between Malaysia and participating countries; and
- ❖ provide a platform for participants to establish professional networks with Malaysian public officials and other organisations.

PROGRAMME DURATION

The duration of the programme is ten days. It will be held from **19 – 28 April 2015**.

TARGETED PARTICIPANTS

The total number of candidates is limited to twenty-four (24) and comprise of public officials (middle and senior levels) from **ASEAN member states**. **However, public officials from other regions are also encouraged to apply.**

ADMISSION REQUIREMENTS

Applicants must fulfil the following requirements:

- ❖ a civil servant from ASEAN Member States who have practical experience of more than five (5) years in the public sector. However, participants from other countries would also be considered;
 - ❖ aged between 30 – 45 years;
 - ❖ possess a good command of written and spoken English. A phone interview with short-listed candidates will be conducted by the Embassy of Malaysia before a final decision is made;
 - ❖ be in good health (applicants must submit his/her medical certificate together with the application form);
 - ❖ had never participated in previous MTCP or TCTP training programmes organised by INPUMA or other Malaysian implementing agencies; and
 - ❖ must not currently serve in the military service.
- Female public officials are strongly encouraged to apply.

PROGRAMME DESCRIPTION

This training programme will be fully conducted in English. It will include lectures, seminars and hands-on training to share Malaysian experiences in developing viable public policies to manage diversity with a particular focus on human security and peace-building in a multicultural environment.

Field visits are an important component of the programme whereby participants will visit various public and private organisations (such as peace institute) as well as historical landmarks in Malaysia (which include places of worship) that are relevant to the programme's objectives.

Certificates of attendance will be awarded upon successful completion of the programme.

ACCOMMODATION AND ALLOWANCE

All participants will be provided with hotel accommodation, arranged by INPUMA. Accommodation will be on a twin-sharing basis. Daily allowance will only be given on the days where dinner or lunch is not served.

SEMINAR PRESENTATION

Participants will be assigned to a group of four (4) to five (5) members with a specific topic which is relevant to their work experience in their respective organisations. As part of this training programme, each group will present their practical and workable cases. Several senior academicians/officials will be invited to evaluate the groups' presentation.

FLIGHT TICKET AND TRANSPORTATION

Participants will be provided with a round-trip ticket (economy class) from their respective countries. Transportation for official visits within Malaysia, including airport transfers will be included.

VISA

Wherever applicable, participants are advised to arrange for single entry visa on their own from the nearest Malaysian mission. The expense to obtain this visa should be borne by the participants. Successful participants are required to submit a **coloured photocopy** of the first page of their valid passport and a **coloured passport size photo** to the programme organiser for immigration processing.

VACCINATION FOR YELLOW FEVER

A Yellow Fever vaccination certificate is required from all visitors coming from/through Yellow Fever endemic countries. They are required to bring along their Yellow Fever vaccination certificates, which must be valid. A vaccination certificate against Yellow Fever disease will be valid if the vaccination is taken at least 10 days prior to the date of arrival in Malaysia. The validity of the vaccination is for a period of 10 years. This requirement also applies to those who had visited Yellow Fever endemic countries within one week prior to arrival in Malaysia. In accordance with Article 68 of the International Health Regulations of the World Health Organisation, a person without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia.

APPLICATION AND INQUIRIES

A government ministry applying for the course on behalf of its nominee(s) shall forward three (3) original copies of the completed and endorsed Application Form for each applicant to the Government of Malaysia through diplomatic channels.

Application procedure and enquiries are as follows:

All applications must be made via the standard application form, which is attached to this brochure and also obtainable from Embassy of Malaysia in their respective countries.

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant ministry or agency responsible for the overall coordination of international technical assistance. (focal Agency) in respective countries. **INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.**

Application form which has been endorsed and approved should be submitted **ONLY** through the diplomatic channel via Embassy of Malaysia in the respective regions no later than **Thursday, 19 March 2015**.

IMPORTANT

All applicants must provide a valid e-mail address written/printed legibly in the application form. **Confirmation of the course and other notifications will be made using e-mail.**

For any inquiries regarding this course, please contact INPUMA through the following channels:

International Institute of Public Policy and Management (INPUMA)
Level 3, Research Management and Innovation Complex
University of Malaya
50603 Kuala Lumpur
Telephone: +603 7967 7970 / 7974 / 7976
Facsimile: +603 7967 7971
E-mail: inpuma@um.edu.my
Website: <http://inpuma.um.edu.my>

Dr Sharifah Mariani Alhabshi, Associate Professor – alhabshi@um.edu.my
Ms. Sofya Wan Mohd Nor, Programme Officer – sofiyawnm@um.edu.my
Mr. Shahnuj Azmi Tokimin, Programme Officer – sozm@um.edu.my
Mr. Haidirulhezam bin Kahmis, Assistant Registrar – haidirulhezam@um.edu.my

Preferred mode of communication is through e-mail.

INPUMA will notify successful applicants no later than **Monday, 23 March 2015**.



Please affix
passport
photograph

APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

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

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

1. PERSONAL DATA

Family Name (surname) :	Date of birth : Day Month Year
First Name :	Nationality (citizenship) :
Other Names :	Gender : Male / Female #
City and country of birth :	Marital status : Single / Married #
Passport No :	Religion :

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :	
		Home telephone	
		Country Area Number	
Office telephone	Telefax	Email	
Country Area Number	Country Area Number		
Person to be contacted in case of emergency :			
Name : _____		Mobile Phone Number: _____	
Telephone : _____			
Address : _____			
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. Forms which are incomplete or
not endorsed will not be accepted

3. **EDUCATION** (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study : from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer :	Employer :
Years of service (from – to) :	Years of service (from – to) :
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars) :	Salary per month (US Dollars) :
Name of supervisor and title :	Name of supervisor and title :
Type of organization :	Type of organization
Government / Semi Government / Private / NGO #	Government / Semi Government / Private / NGO #
Main functions of organization :	Main functions of organization :
Total number of employees :	Total number of employees :

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# Delete accordingly
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Description of your work including your responsibility :

Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

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. Forms which are incomplete or not endorsed will not be accepted

7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other ()			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women):	
I certify that the applicant is medically fit to undertake a course in Malaysia. Name of Physician : _____ Address of Clinic : _____ (printed) _____ Telephone : _____ (printed) _____ Email : _____ Date : _____ Signature of Physician : _____ Seal of Clinic : _____			

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. Forms which are incomplete or not endorsed will not be accepted

8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

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 Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for 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 Malaysia;** and
- d) For pregnant female applicants only: 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 Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

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 Malaysia at my own expense.

Date

Signature of applicant

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20____

Signature of applicant)

Name of applicant)

Date)

In the presence of

Signature of Witness)

Name of Witness)

Designation of Witness)

I/C or Passport No.)

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

--

The post which the applicant will be required to fill upon satisfactory completion of training

--

Relevance of the course to applicant's job

--

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his period of stay in Malaysia, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and
- The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

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

Name and Designation

Signature and Official Stamp

Name and Organisation

Country code Area code Office tel no.

Email address

Country code Area code Office tel no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

Name

Email Address

(Ministry's Official Stamp)

Designation

Name of Organisation

Signature

Country code Area code Office tel no.

Country code Area code Office tel 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. Forms which are incomplete or not endorsed will not be accepted