

Expenditures such as visa and all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees et cetera are borne by the recipients.

Medical and Dental Treatment

Candidates should be certified medically and physically fit to participate in this programme. During participant's stay in Malaysia, all medical and dental expenses in government hospital/clinic are at the course of the Malaysian government. Dental treatment however is restricted to extraction and filling which must be carried out in government hospitals/clinics only.

Notification

An applicant is not successful if he/she does not receive notification of the award four weeks before the commencement of the course (to be advised accordingly).

Attire

For lectures, male participants are required to be in long-sleeved shirts with tie and tailored pants. Ladies should dress in appropriate office attire. For formal occasions, lounge suit or national costume is required.

Entry Requirements

Person's seeking to enter Malaysia must be in possession of valid passports or other internationally recognised travel documents endorsed for travel to Malaysia. Such passports or other travel documents must be valid for at least 6 months beyond the period of stay allowed in Malaysia. In the case of national passport not recognized by Malaysia, the holder must be in possession of a document in lieu of a passport obtained at the nearest Malaysian Mission abroad. It is mandatory under MTCP for all the MTCP participants to follow the Visa With Reference (VDR) application procedures. Travellers from certain countries in South America and Africa are required to produce a Yellow Fever Vaccination Certificate at the entry point in Malaysia.

HOW TO APPLY

Application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCP programme in your country before it is forwarded to us through the Malaysian Embassy in your country. Application must reach INTAN 3 months before the commencement of the course. Please visit <http://www.intanbk.intan.my> for more details and application form.

Closing date: 24 May 2015

FURTHER ENQUIRIES

For further enquiries, applicants can either approach their respective Malaysian official representatives, or write/email to the following address:

**Corporate and International Unit,
National Institute of Public Administration
(INTAN),**

Jalan Bukit Kiara,

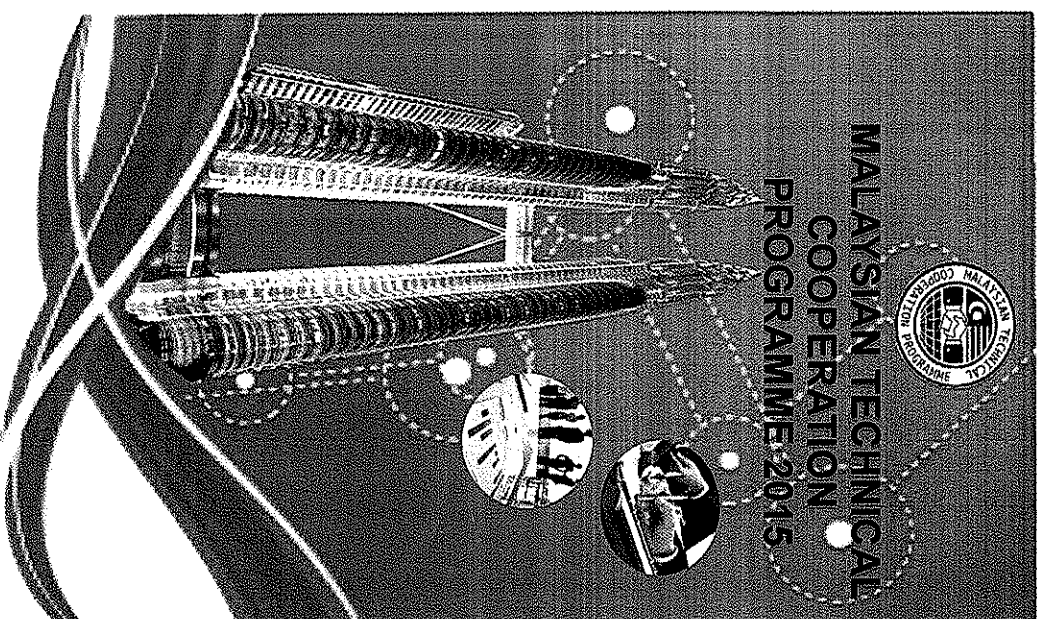
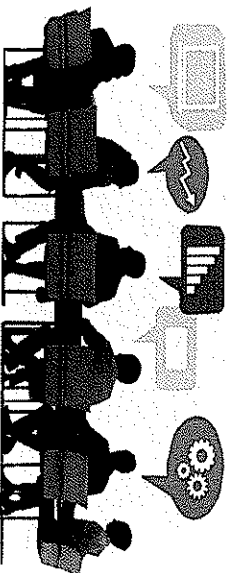
50480 Kuala Lumpur, MALAYSIA

Tel: (603) 2084 7327 / 7330 / 7296

Fax: (603) 2095 4299

mtcp@intanbk.intan.my

For more information, please visit Ministry of Foreign Affairs Malaysia website at <http://mtcp.kln.gov.my>



PROJECT PLANNING MANAGEMENT COURSE

24 AUG - 11 SEPT 2015



NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (INTAN)

PUBLIC SERVICE DEPARTMENT

MALAYSIA

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (INTAN), MALAYSIA

The National Institute of Public Administration (INTAN) is the training arm of the Public Service Department, the central human resource development agency of the Malaysian Government. INTAN provides quality training for all categories of civil servants from both the federal and state levels. Though INTAN's training programmes are focused on the public sector, opportunities are also available for the private sector to participate in some of its programmes. INTAN was awarded the ISO 9001 certification which has been upgraded to version ISO 9001:2008 in year 2009.

Training at INTAN centers upon human resource development. It aims at increasing the participants' level of knowledge, skills and enhancing positive attitudes towards upgrading their ability to plan, administer, manage and evaluate national development programmes. This is in line with its mission towards to develop a competent public sector workforce through quality learning.

INTAN trains more than 50,000 personnel through some 1,000 courses and seminars each year. The training offered by INTAN includes areas such as Strategic Management and Leadership, Public Administration, Project Management, Economic Planning, E-Learning (EPSA) and National Blue Ocean Strategy (NBOS).

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular to share its development experiences and expertise with other developing countries. The programme consolidates various forms of technical cooperation in areas where Malaysia has the experience and expertise.

The MTCP implemented by INTAN is based on the fact that the development of a country depends on the quality of its human resources. Such human resource quality can best be achieved through training. Presently the MTCP covers more than 140 developing countries. A total of 4,101 participants have been trained under the programme conducted at INTAN.

MTCP COURSES OFFERED FOR 2015

INTAN offers **Project Planning Management Course** which will be held from **24th August until 11th September 2015**. The objective of this course are:

- to enhance knowledge and skills on project management particularly in the aspects of planning, monitoring and evaluation;
- to ensure participants fully understand the process, approaches and technique in project planning and impact evaluation;
- to expose participants to the concept and practices of Malaysia's project development and management; and
- to encourage participants from various backgrounds in sharing their experience and knowledge of project management among themselves.

Target Group

Middle to top level officials who are or will be involved in project planning and management from related government departments or agencies in their respective countries, have at least four (4) years working experience in their respective organizations. Age from 26 – 50 years, certified medically fit in both physical and mental health, non-military personnel and proficient in English.

Course Outline:

- ♦ Malaysia's Planning for Development: Current status, issues and Challenges;
- ♦ Project Management Essential: Critical Success Factors in Managing Projects;
- ♦ Project Identification and Planning using Logical Framework Approach (LFA);
- ♦ Financial Analysis for Development Project;
- ♦ New Approach in Project Financing: Public - Private Partnership;
- ♦ Project Value Management;
- ♦ Project Risk Management;
- ♦ Environment Impact Assessment (EIA) in Project Management;
- ♦ Contract Management in Malaysia;
- ♦ Public Project Monitoring Approach;
- ♦ Outcome-Based Project Evaluation; and
- ♦ Academic Visits and Sharing Experience Sessions: Best Practices and Success Factors in Project Management.

FELLOWSHIP/ SCHOLARSHIP

The terms and conditions of fellowship/ scholarship awards under the MTCP at INTAN include:

Allowance/ Per Diem

i. Food and lodging are provided by INTAN.

ii. Participants are given an allowance/ per diem of RM45.00 per day.

Fares and Course Fees

All course fees are borne by the Malaysian Government. A return air ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided except for countries such as Kuwait, Bahrain, Qatar, United Arab Emirates, Saudi Arabia, Oman, Mexico, Croatia, Chile and Turkey (Kindly refer to MTCP website for further details).