

E-GOVERNMENT LEADERSHIP

22 TO 26 FEBRUARY 2016

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD/
SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION
PROGRAMME**

to be conducted by the

**SINGAPORE E-GOVERNMENT LEADERSHIP CENTRE
NATIONAL UNIVERSITY OF SINGAPORE**

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 100,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Singapore e-Government Leadership Centre, National University of Singapore

The Infocomm Development Authority of Singapore (IDA) together with the Institute of Systems Science (ISS) and the Lee Kuan Yew School of Public Policy (LKYSPP) are the three partner institutions behind the Singapore e-Government Leadership Centre (eGL).

Singapore is recognised as one of the leaders in the field of digital government (e-Government). eGL draws its knowledge from the Singapore government's experience in computerisation and digital government (e-Government) implementation. At eGL, its mission is to help government leaders innovate and transform through the provision of education, research and advisory services so as to accelerate economic development in their countries.

Course Objectives

The course will equip participants with an understanding of digital government (e-Government) strategies that can be implemented by public sector organisations for strategic planning and transformational purposes.

Participants should be able to share their respective countries' experiences in digital government (e-Government) and develop a suitable action plan, upon completing this course. In order to accomplish the stated objectives, the curriculum will be based on the framework below:

- Strategic Planning for Digital Government
- Leading Transformation Programs
- Designing for Sustainability and Scalability
- Innovation and Service Delivery Excellence

Synopsis and Methodology

Topics to be covered include:

- Technology as an enabler for effective governance
- Development of IT policies and standards
- Strategic management of IT to meet organisational goals
- Design thinking for Public Service excellence
- IT governance, risk and compliance

The course is designed with a careful mix of lectures, case studies, class interactions, discussions, site visits and workshops to provide a good understanding of tools, techniques and frameworks to manage technology.

Site visits will provide a wider perspective and an opportunity for the participants to witness the outcome of transformation in Singapore.

Duration

The course will be held from **22 to 26 February 2016**.

Application Information

Applicants should be:

- Directors or senior government officials in charge of developing and implementing digital government (e-Government) projects and strategies;
- Nominated by their respective Governments;
- Proficient in spoken and written English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits.
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company.
- Accommodation for the entire duration of the course.

Note:

- (i) The nominating government will be responsible for their participants' round-trip airfares.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **11 January 2016**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

Selection of applicants will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted by the respective Government Institutions, using the official 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 **Monday, 11 January 2016**.

Please address the forms to:

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

**Attn : Mr Andy Sim
Tel : (65) 6379 8463
Fax : (65) 6479 3357
E-mail : andy_sim@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail/fax to the **email address/fax number 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 Ministry of Foreign Affairs or 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** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.yoursingapore.com



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SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

AFFIX A
RECENT
PASSPORT-
SIZE
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HERE

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

Programme: Singapore Cooperation Programme Training Award (SCPTA) / Small Island Developing States Technical Cooperation Programme (SIDSTEC)

Course Title: e-Government Leadership

Course Dates: 22 – 26 February 2016

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

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.

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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 Singapore;
- (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 Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all 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 Singapore.)

- (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 Singapore;

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 Singapore 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.