

## **INNOVATION AND CHANGE MANAGEMENT IN THE PUBLIC SECTOR**

**18 TO 22 MAY 2015**

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

**CIVIL SERVICE COLLEGE, SINGAPORE**

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### **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 90,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

### **Civil Service College, Singapore**

The Civil Service College (CSC) plays a key role in nurturing and developing the Public Service to meet challenges of the future. Its mission is to develop first-class public service through training and development. CSC offers a comprehensive suite of programmes that aim to build strategic capability, focusing particularly on core areas in the public governance, leadership and public administration.

The College works closely with Government Ministries and public sector agencies to embed values, communicate public sector directions and manage change in individuals and organisations. It also partners public and private sector organisations, academic institutions and international government agencies to exchange best practices and experiences in leadership, policy development, public administration, and public service reform.

- (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; and
- (f) Return to their respective home countries upon completion of the course.

### Application Procedure

(Closing date for nomination: **6 April 2015**)

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

Selection of candidates 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, 6 April 2015**.

Please address the forms to:

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

**Attn: Ms Florence Chen Zihui  
Tel: (65) 6379 8461  
Fax: (65) 6479 3357  
E-mail: chen\_zihui@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](http://www.yoursingapore.com)

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# SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

AFFIX A  
RECENT  
PASSPORT-  
SIZE  
PHOTOGRAPH  
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: **Innovation and Change Management in the Public Sector**  
Course Dates: **18 to 22 May 2015**

## 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.				Other Email				
Mobile								
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

**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

Este mensaje ha sido impreso por Rosa Lucila Herrera Costa (APC) quien asume la responsabilidad sobre el uso y destino de la información contenida (02/03/2015 / 09:47:16 a.m.)

		Identificador	L-SINGAPUR20150088
Prioridad	Normal	Tipo Documento	M
Oficina Origen	L-SINGAPUR	Clase	Abierto
Destino	AOC, APC, DAO, DCI		
		Fecha	02/03/2015
Nro. de Control			

Sumilla	INVITACION AL CURSO "ENABLING PRIVATE SECTOR GROWTH AND ATTRACTING FDIS"
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A  
L-SINGAPUR20150088  
APC-DCI-DAO-AOC  
02/03/2015  
INVITACION AL CURSO "ENABLING PRIVATE SECTOR GROWTH AND ATTRACTING FDIS"

Esta Misión ha recibido de parte del Ministerio de Relaciones Exteriores de Singapur, la invitación a nominar un candidato al curso "ENABLING PRIVATE SECTOR GROWTH AND ATTRACTING FDIS" el cual se realizará del 11 al 15 de Mayo del 2015 en Singapur, en el marco del Programa de Cooperación de este país.

Segundo.- La fecha final para la presentación del candidato es el 30 de Marzo del 2015, debiendo –además de mantener informada a esta Embajada - transmitirse la solicitud directamente a:

Director-General  
Technical Cooperation Directorate  
Ministry of Foreign Affairs, Singapore  
Tanglin  
Singapore 248163  
Attn: Mr Khairul Anwar  
Tel: (65) 6379 8467  
Fax: (65) 6479 3357  
E-mail: K\_Anwar\_A\_WAHAB@mfa.gov.sg

Tercero.- Mucho se agradecerá a ese Despacho transmitir la información que antecede a la PCM, PROINVERSION y otras entidades del Estado que ese Despacho estime pertinentes.

Cuarto.- Se adjunta el informativo electrónico del mismo, así como el formato de registro de candidato.

Quinto.- La invitación cubre los gastos de estada, alojamiento, movilidad local y seguro médico; no así los pasajes aéreos.

TALAVERA

Firmado por	TALAVERA
Anexos	 <a href="#">088 Anexo 1.pdf</a>  <a href="#">088 Anexo 2.docx</a>

Gestor	L-SINGAPUR / Diego Rodrigo Beleván Tamayo Documento registrado el día 02/03/2015 a hora 02:06:13 a.m.
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