

PUBLIC GOVERNANCE AND ADMINISTRATION

18 TO 22 JANUARY 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

CIVIL SERVICE COLLEGE (CSC)

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.

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 a 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.

Course Objectives

The programme aims to provide an overview of the Singapore public service and its philosophy towards public governance and administration. Participants will learn how key principles of Singapore's model of governance have been translated into policies in corruption control, human resource management, eGovernance and fiscal policy. To examine the impact of these policies, the speakers will share Singapore's successes and failures in public governance and administration as well as the public service reforms aimed at forging a more effective government.

By the end of the programme, participants should be able to:

- Understand the unique circumstances that influenced Singapore's policy development processes
- Recognise the key principles underlying Singapore's model of Governance
- Appreciate the importance of corruption control for effective public administration
- Acknowledge the role of human capital in building a solid foundation for the public service
- Examine how eGovernment can increase the effectiveness and productivity of public service delivery
- Gain insight on fiscal policy and financial systems in the public sector
- Discuss Singapore's reform initiatives and how lessons can be applied to participants' own national contexts

Topics to be covered include:

- Foundation and Frameworks: Singapore's Approach to Public Administration
- Policymaking in Singapore
- Public Sector Reforms and Managing Change
- Public Sector Consultation and Communication
- eGovernment: Towards Public Sector Excellence
- The Singapore Experience in Corruption Control
- Financial and Budgetary Process in the Singapore Public Service
- Human Resource Management and Development

Methodology

Using the best mix of training and learning methodologies, this programme will be highly interactive and experiential. Besides formal lecturing,

activities include open discussions, group work, experiential activities and other learning methodologies. Participants will also have adequate opportunity to share their experiences, learning points and challenges during the programme.

Duration

The course will be held from **18 to 22 January 2016**.

Application Information

Applicants should be:

- Mid to senior level government officials (Deputy Heads and above) who are involved in public governance and administration functions.
- Nominated by their respective Governments.
- Proficient in spoken and written English.
- In good health.

The programme will be conducted in English without any translation / interpretation.

Terms of Award

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

Under the Terms of Award for this programme, 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 the 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: **7 December 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 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, 7 December 2015**.

Please address the forms to:

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

**Attn: Ms Khui Joo Ying
Tel: (65) 6379 8452
Fax: (65) 6479 3357
E-mail: Khui_Joo_Ying@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



