

PUBLIC SECTOR ADMINISTRATION AND FINANCIAL MANAGEMENT

25 TO 29 JULY 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, 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.

Civil Service College, Singapore

The Civil Service College (CSC) plays a pivotal role in nurturing and developing the Singapore Public Service to meet challenges of the future. Its mission is to develop a first-class Public Service through training and development. CSC endeavours to be the heart of learning excellence and development for the Public Service in Singapore.

CSC 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

This course provides an overview of the Singapore public service and its philosophy towards public administration and financial management. The course will focus on exploring some of the tools and principles used by the Singapore public service to increase performance through financial management, budgetary control, and proper fiscal policy planning. The course will also share some of Singapore's successes and failures in financial management, along with the lessons that can be drawn from those experiences.

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

- Understand the principles underlying public administration in Singapore, including the importance of a whole-of-government approach in public administration;
- Recognize the key principles that form the foundation of financial management in the Singapore public service;
- Understand the process of effective fiscal policy planning and development;
- Conceptualize budgets within the budgetary management framework to efficiently allocate public resources;
- Develop a performance-based budget that promotes greater effectiveness in public administration; and
- Build financial awareness and integrity while establishing financial reporting controls for sustained financial excellence.

Synopsis

Topics to be covered include:

- Foundations and Frameworks: Singapore's Approach to Public Administration;
- Introduction to Effective Financial Management;
- Budgetary Control and Performance-Based Budgeting;
- Building and Sustaining Financial Excellence;
- Good Fiscal Policy and Planning; and
- Learning Journeys to Public Sector Organisations in Singapore.

Methodology

Using the best mix of training and learning methodologies, this course 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 **25 to 29 July 2016**.

Application Information

Applicants should be:

- Mid to senior level government officials involved in public sector administration, fiscal policy planning, and budgetary management;
- 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; and

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

Application Procedure

(Closing date for nomination: **13 June 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 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, 13 June 2016**.

Please address the forms to:

**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**

- 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

