APPLICATION GUIDE

For Singapore Cooperation Programme Courses

Application Process

1 — First browse or search for a course.

2 — Check eligibility and application details of the course details.

3 — Fill application, saving as draft as necessary

4 — Submit application for approval

Course Search

- The course search bar is visible throughout the website.

- Fill in a search keyword and hit enter to perform a search

- Select a course in the search results, to view it's details.

Browse Catalogue

- Click on the Catalogue button on the left of the search bar to view a list of all categories.

- From here, clicking on any of the categories will display a list of all courses under that category.

- Select a course in the listing, to view it's details.

Course Details

- In the course details page, make sure to check it's eligibility criteria and application details.

- Note that, the country or organisation you are representing **must match** the course eligibility requirements.

Fill in Application

- Please ensure that you have the following documents/information on hand:

1. Softcopy of **passport photo** (in jpeg, jpg, png, gif, bmp)

2. Softcopy of **passport biodata page**

3. **Curriculum vitae** (or employment and educational records)

4. Contact details of your **emergency contact** person

5. **Supervisor email address**

Save as Draft

- The minimum information that must be filled in to save your changes as a draft are all mandatory fields in the **Applicant Particulars** tab, and your **Personal Email** in the Contact Details tab.

- The application form does **not** auto save, the information is only saved upon saving as draft.

- Upon saving as draft a **link will be sent** to your personal email. To allow you to return to your draft.

Review Application

- For each tab, when all fields are complete and valid they will be marked with a white ticked checkbox.

- Once you have completed the application, switch to the **Review and Submit** tab.

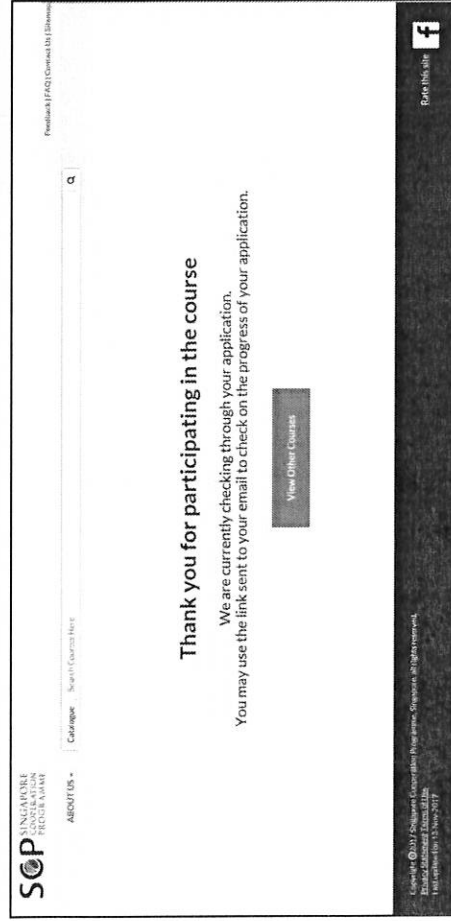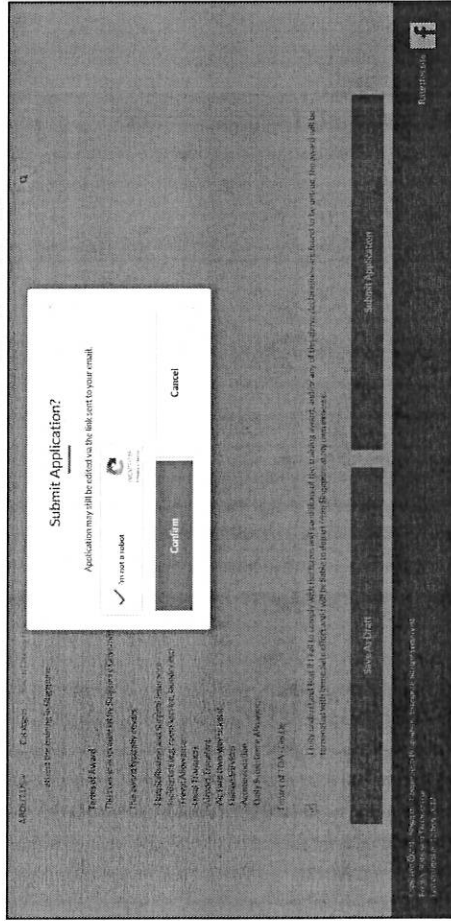- Should there be any incorrect or missing information, this summary page will indicate the offending field in red. You may also look for a tab without the white ticked checkbox for the offending tab.

Submit Application

- When there are no more incorrect or missing information, click on the red Submit Application.

- When the application is successfully submitted, you will be greeted with a thank you page.

Check Application

- After submitting your application, you may continue to use the same link to check the status of your application or to edit your particulars.

- Once your application is fully processed by us, you will need to **accept the invitation.**
Passport details must be provided at this stage to accept the invitation.
While an eTicket may be required depending on the course.

SCP SINGAPORE COOPERATION PROGRAMME

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Application for
Workforce for Future Economy

Application ID: 303 | Application Date: 27 Mar 2018 11:59

Application Status: **PENDING APPLN. SUP. ENDORSEMENT**

Edit Particulars

SCP SINGAPORE COOPERATION PROGRAMME

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Application for
Workforce for Future Economy

Application ID: 303 | Application Date: 27 Mar 2018 11:59

Congratulations! Your application has been provisionally approved. Kindly confirm your attendance as soon as possible as allocation is on a first come first served basis.
Please ensure that you have applied for your VISA before acquiring your eTicket (if required).

Download Letter of Acceptance

*Upload eTicket (Mandatory)
Select file...   Browse

Accept Invitation   Decline Invitation

Edit Particulars

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

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Singapore 248163

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SGP
SINGAPORE
COOPERATION
PROGRAMME

SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE

ENABLING NATIONAL SPATIAL DATA INFRASTRUCTURES

19 TO 21 SEPTEMBER 2018

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by the

SINGAPORE LAND AUTHORITY

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.

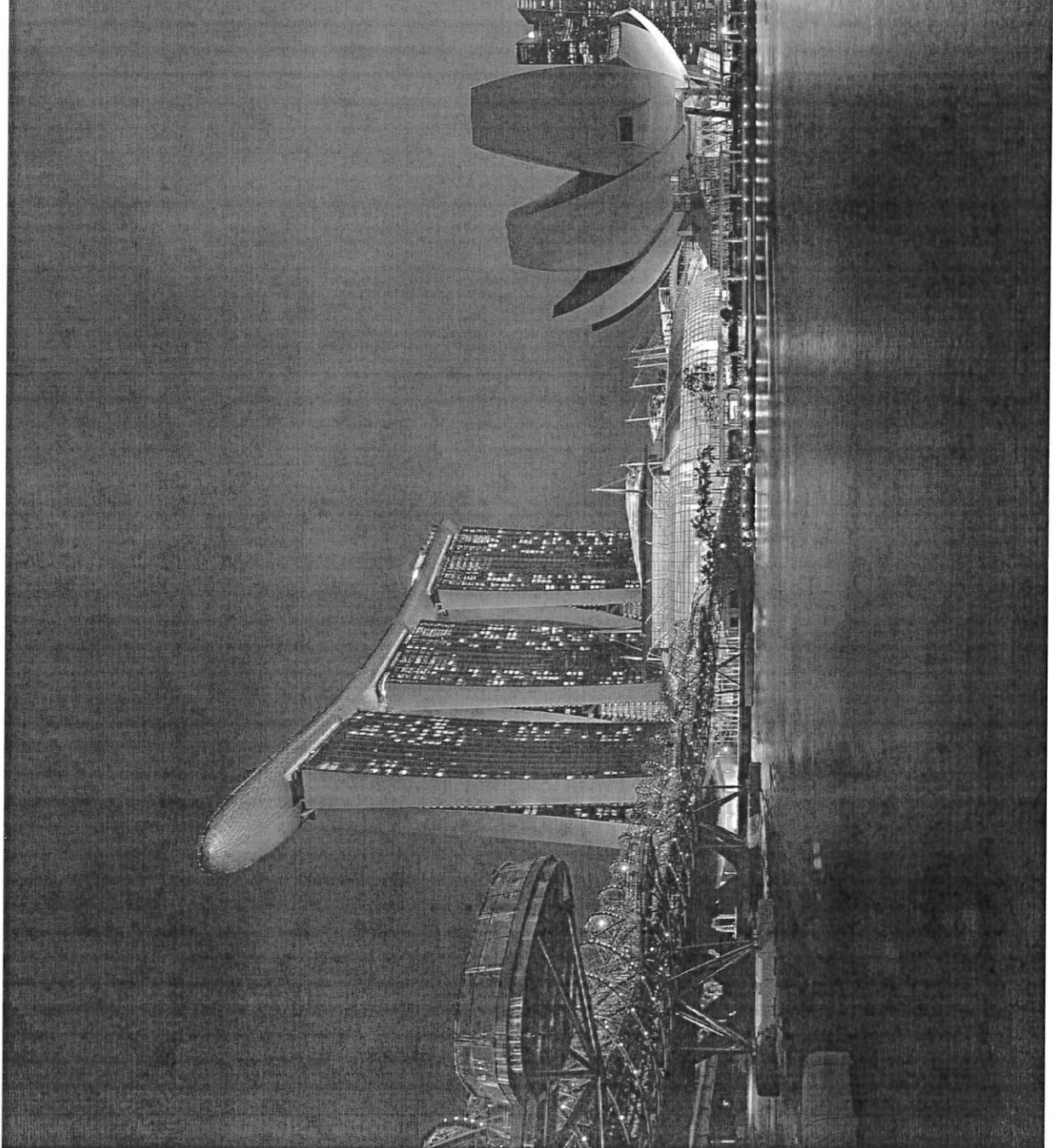In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, Singapore has sponsored training courses and study visits for over 117,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Course Objectives

Geospatial Information Science and Technology (GIST) is increasingly important for planning and IT decision-making across sectors. This course aims to share Singapore's experience in the use of geospatial information and technology in planning and decision-making. By the end of the course, participants should be able to make useful recommendations for their National (or Municipal) Spatial Data Infrastructures.

Synopsis

Topics to be covered include:

- Introduction to GIST, and its global trends and good practices.
- Policies and technologies for data management and sharing data within the government and with the public through geoportals
- Use of 3D modelling in collaborative platforms
- Multi-stakeholder approaches toward geospatial planning

- Promotion of innovation and business growth in the industry
- Building government capabilities and public engagement
- Overview of Singapore's National Spatial Data Infrastructure, GeospatialSG
- Geospatial analytics tools and projects for various planning applications.

Methodology

The course is designed with lectures, discussion sessions and group presentations to ensure maximum participation and diversity of engagement for the participants such that the key learning points are entrenched well. Relevant site visits will also be included.

Duration

The course will be held from **19 to 21 September 2018.**

Application Information

Applicants should be:
- Mid-to-senior level officials whose work involves the use of geospatial information and technology in planning and decision-making, or are from data-science, ICT, urban planning, land administration, or related fields;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this course 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 its 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 Authority 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: **13 August 2018)**

The Government of Singapore is pleased to invite the respective National Focal Point 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

Point for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted through **online Application Forms available at https://start.wizvision.com/startpublic/**.
Information submitted online must be endorsed by the National Focal Point by **Monday, 13 August 2018**. Please contact start-support@wizvision.com if you encounter technical issues during application.

- All application forms should be completed in full and submitted online. They must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

- Draft application forms or forms which are not endorsed will not be considered.

- Applicants should refrain from making telephone and email inquiries on the status of their applications.

- The system is hosted by a third party service provider. Please avoid providing input with sensitive or confidential information that should not be disclosed or made available online.

- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country.

- Flight arrangements are to be made only 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*

f ollow us at

SCP Friends

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NATIONAL FOCAL POINT FAQ

ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point of Technical Assistance
APP SUPVR	Application Supervisor

COURSE MANAGEMENT

Q1)   How can I disseminate the information for the applicants to apply?

A1)   NFP can use 'Send Link to Apply' function under 'Course Action' button to send the application form for applicants to apply

Q2)   How can I view a summary of all the courses I have to endorse?

A2)   NFP can use 'back' button beside Course's Name to access the dashboard which shows all the courses that involves corresponding NFP.

APPLICATION ENDORSEMENT

Q3)   Endorsement only has 'YES' option. What can we do if we do not wish to endorse for an application?

A3)   If NFP does not wish to endorse for an application, NFP can leave the 'YES' option unselected.

Q4)   'Endorse all' function selects all Application. Is there any function to select all application except for a few?

A4)   User can click 'YES' button at top of Endorsement Column to select all Applications. Once all Application has been selected, user can deselect individual applications by clicking 'YES' button next to the corresponding Application.

Q5)   Can I change my decision after submitting my Endorsement?

A5)   NFA can change your decision any time before <u>submitting</u> your endorsements. Endorsements submitted are considered final.

Q6)   What is the save function for?

A6)   The save function is for NFP to save their decision and not submit their endorsement. All submitted endorsements are considered final.

Q7) How can I differentiate between applications that were saved and submitted?

A7) Applications that were submitted will have an indication of the final decision in the NFP column. The decision in the Endorsement column is also non-editable. Applications that were saved and not submitted will not have an indication under the NFP column and decisions in the Endorsement column is editable.
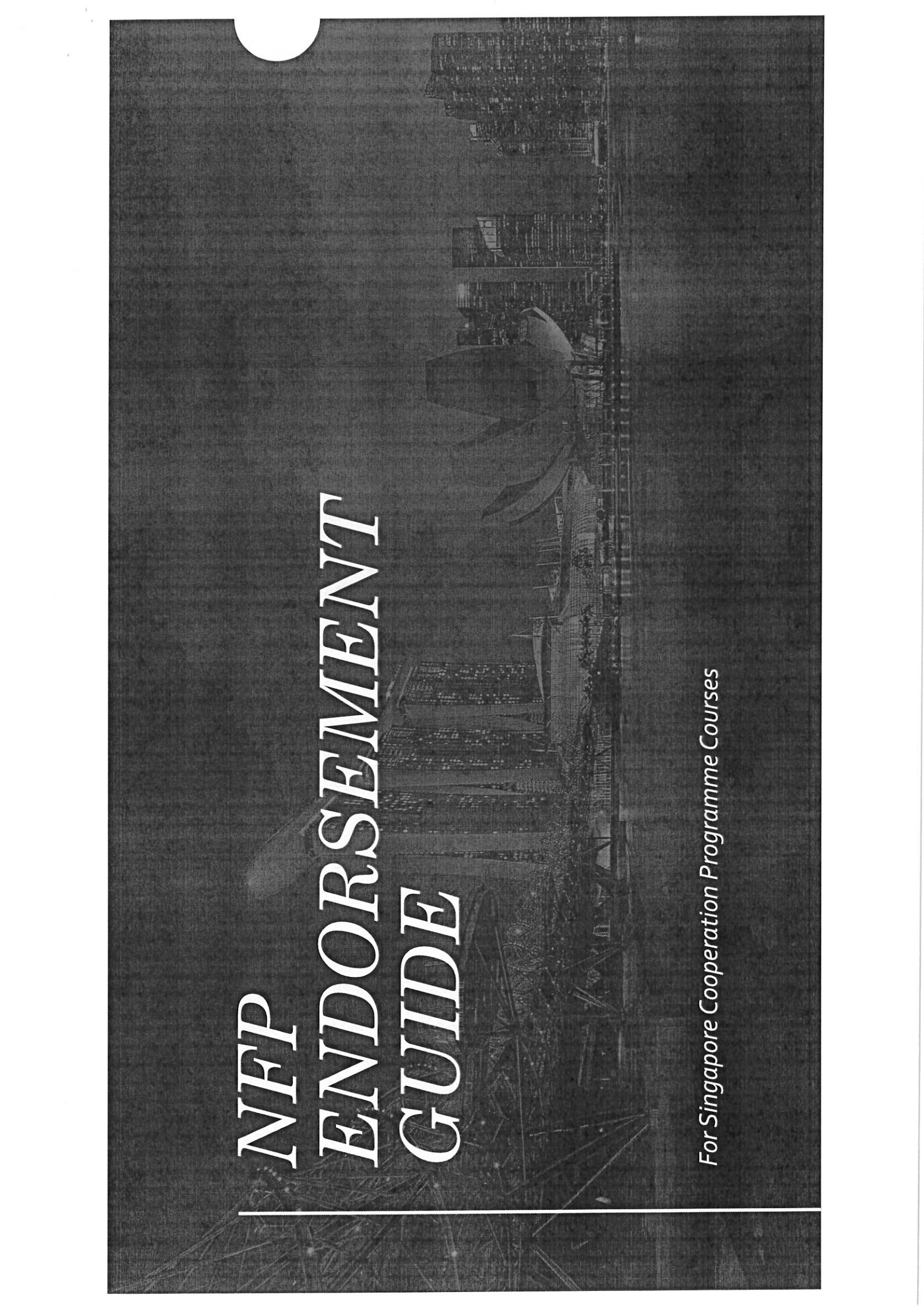
Q8) I encountered a <u>system error or technical issue</u> when applying online. What should I do?

A8) Please submit a screenshot of your error to us at start-support@wizvision.com with the subject title prefixed with [START Technical Issue]. Our appointed service provider will get in touch with you as early as we can. It will be helpful if you can quote the **application ID, full name, and course name** together with an explanation of what were the actions that led to the error / technical issue.

NFP
ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

NFP Endorsement Steps Overview

1

Access Assessment Page via link from Email

2

Check through Applications submitted

3

Input Endorsement

4

Submit Endorsement

Email Link

- Email with a link will be sent to NFP.

- NFP can access this link to input endorsement for applications submitted.

Submitting Endorsement

Endorsement Steps:

- NFP can input their endorsement for individual applications by selecting 'YES' button in the Endorsement Column for specified applications

- Alternatively, NFP can choose to endorse all applications by selecting 'YES' button at the top of Endorsement Column

- After selecting 'YES' button, NFP can choose to save their endorsement decision before submitting later by clicking 'Save' button

- NFP can submit their endorsement decision by clicking 'Submit NFP Endorsement' button *this action is nonreversible and NFP will not be able to amend endorsement

Save	Submit NFP Endorsement

NFP Endorsement

NFP	
	Yes
	Yes
	Yes
	Yes

Special Cases:

- 1. If an application has not been endorsed by Applicant's Supervisor, NFP will not be able to endorse yet. Endorsement column will display **'not available for assessment'**

- 2. If an application does not require endorsement, Endorsement column will display **'N/A'**

Save	Submit NFP Endorsement
NFP	NFP Endorsement not available for assessment
	not available for assessment
N/A	N/A

| 1 | Total records: 2 |

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