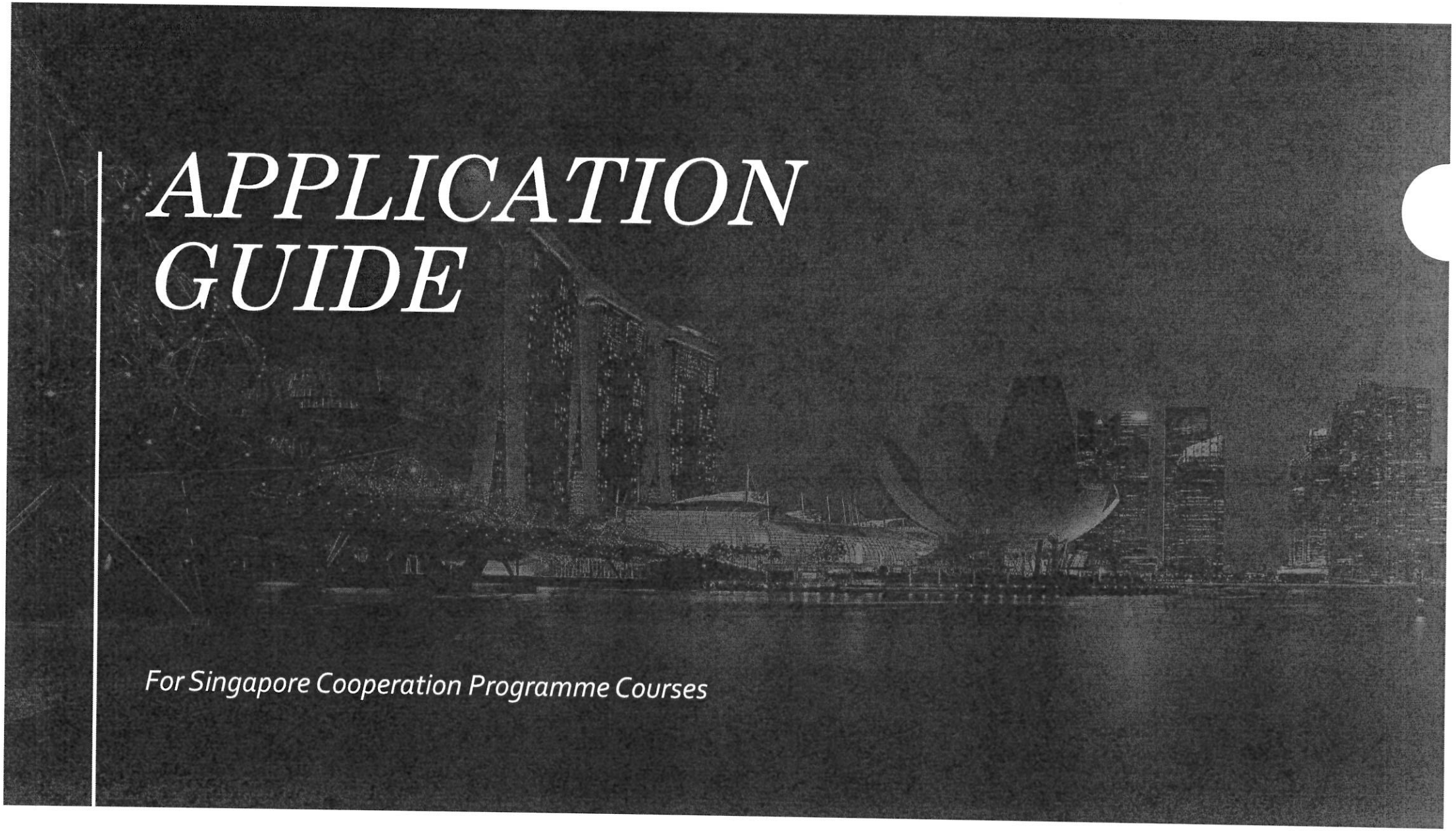
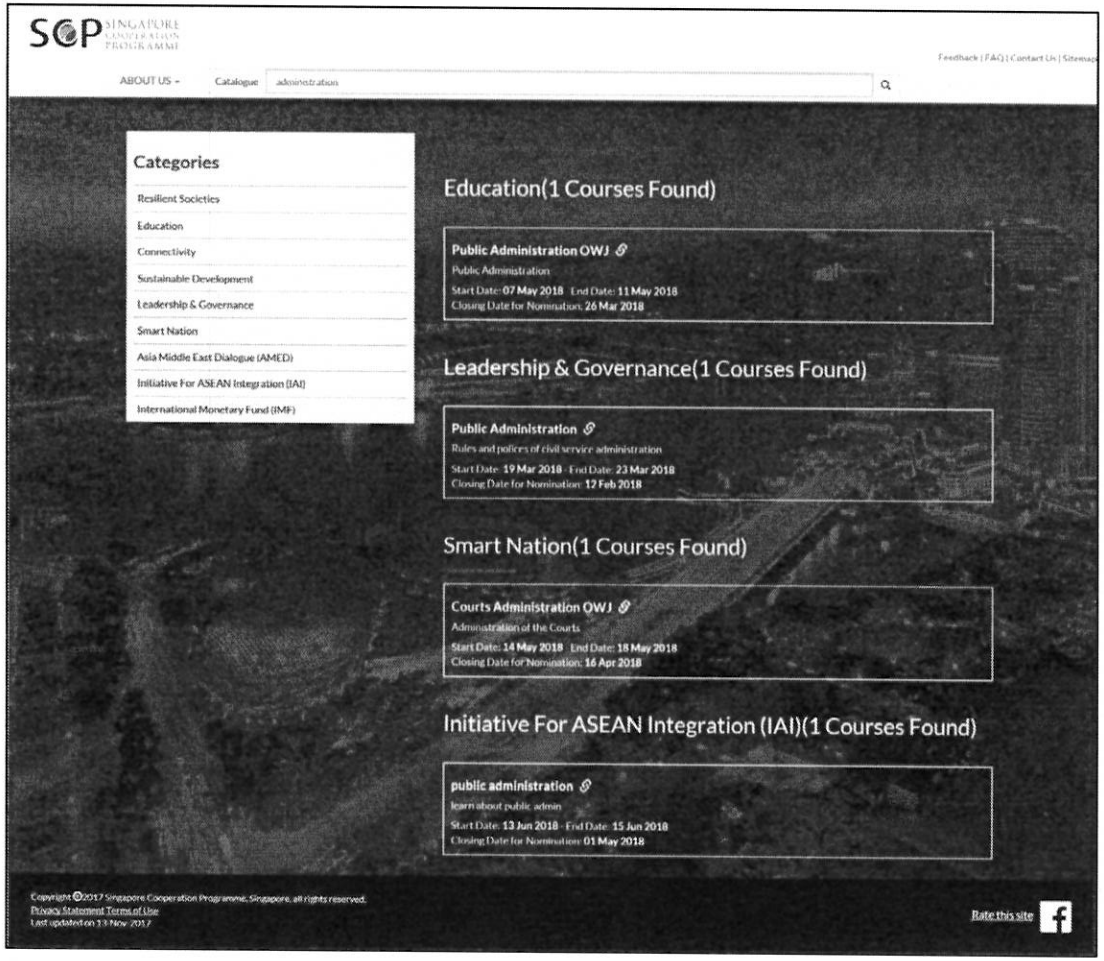


APPLICATION GUIDE

For Singapore Cooperation Programme Courses

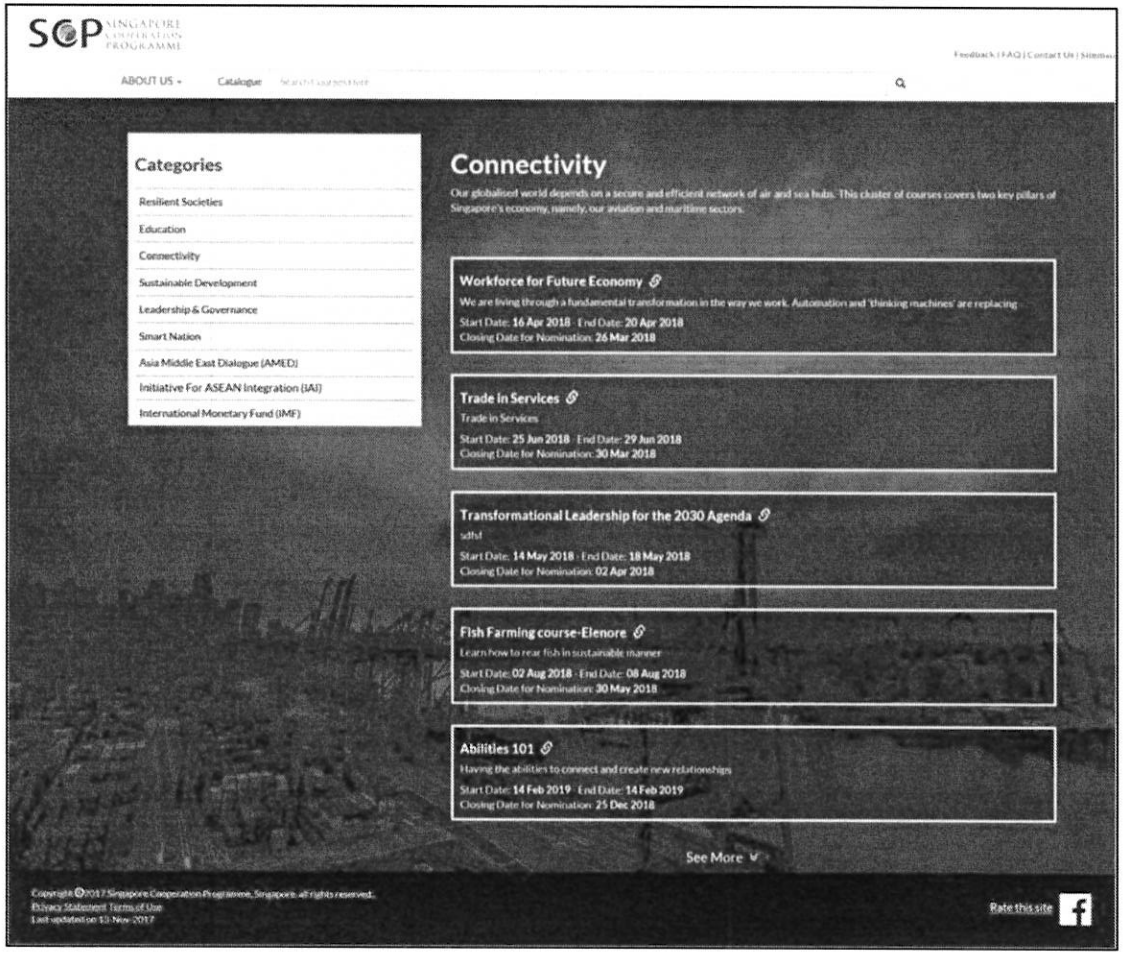
Application Process

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.

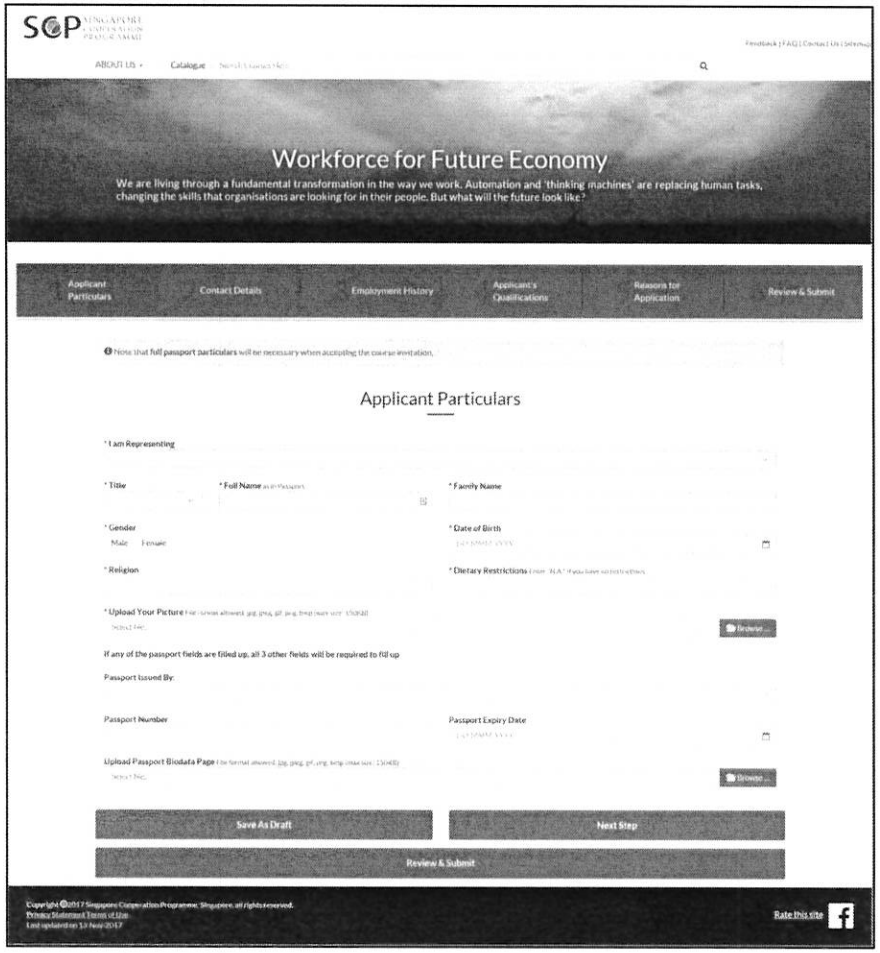


Browse Catalogue

- 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.

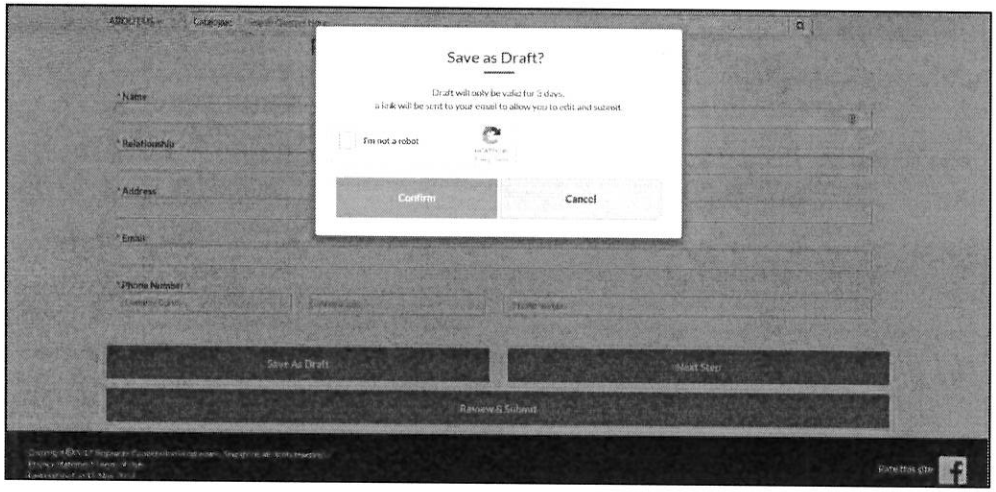
Course Details

- 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**

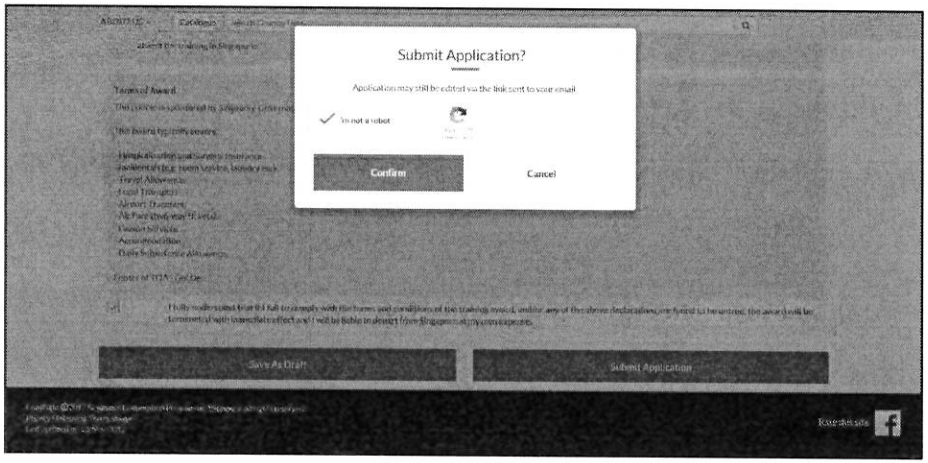


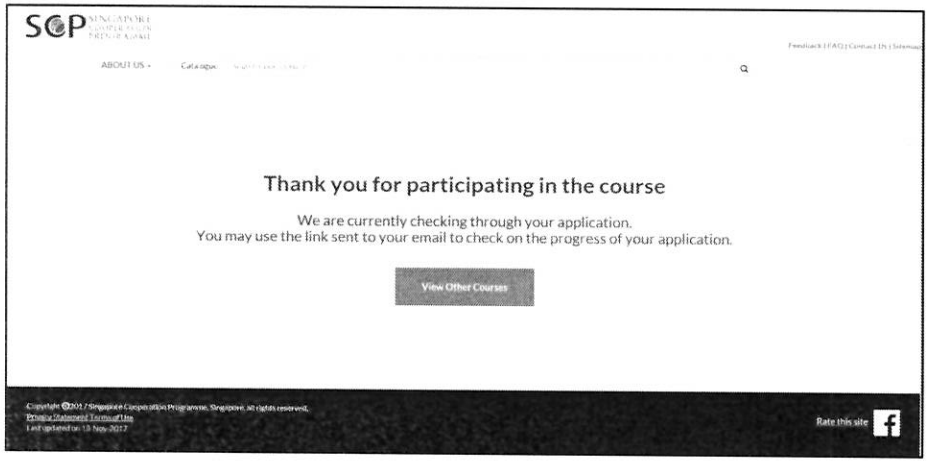
Save as Draft

- 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

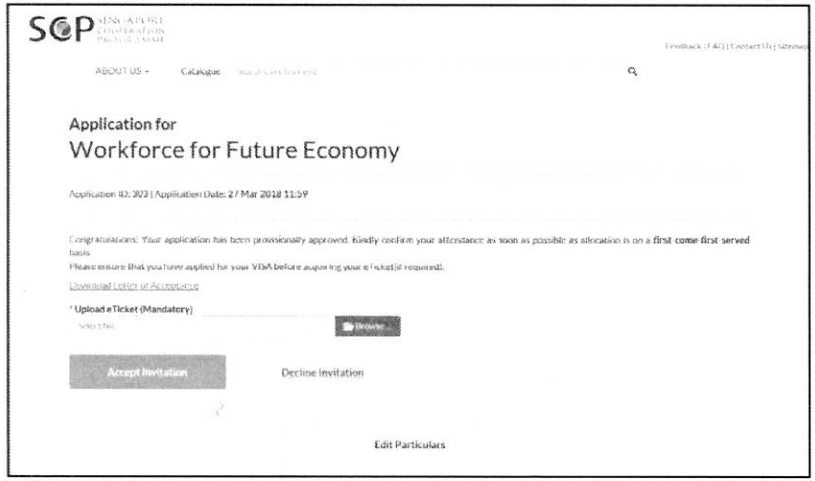
- For each tab, when all fields are complete and valid they will be marked with a white ticked checkbox.
- Once you have completed the application, switch to the **Review and Submit** tab.
- Should there be any incorrect or missing information, this summary page will indicate the offending field in red. You may also look for a tab without the white ticked checkbox for the offending tab.





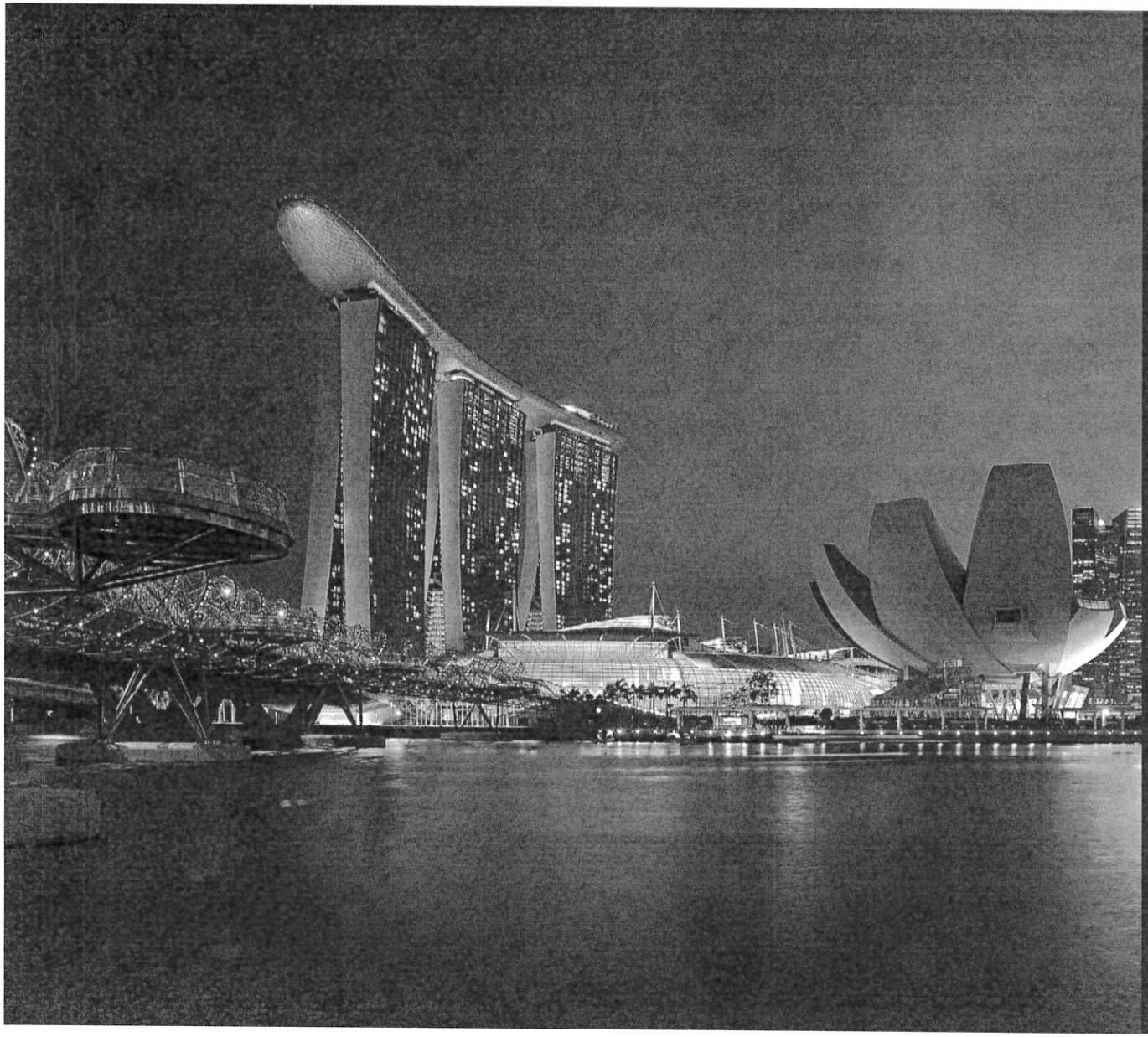
Submit Application

- 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.



SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg

GREEN CLIMATE FINANCING

3 TO 7 DECEMBER 2018

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

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 115,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Course Objectives

The course aims to provide insights into the mechanisms available to support projects and programmes to counter climate change, including Singapore's experience and involvement in this area.

Synopsis

Topics to be covered include:

- United Nations Framework Convention on Climate Change and recent GFC developments.
- Global and regional climate financing sources
- Challenges of National Implementing Entities (NIEs) and National Climate Finance Institutions (NCFIs).
- Monitoring, reporting and verifying financial flows.
- Catalysing green investments through public policies in Singapore
  - Green bond grant scheme
  - Responsible financing guidelines
  - Sustainability reporting requirements

Methodology

The course will include lectures and briefings by experienced speakers with substantial resource knowledge of the subject matter including those from the relevant Singapore authorities. It will include interactive sessions through discussions and presentations and relevant site visits.

Duration

The course will be held from **3 to 7 December 2018.**

Application Information

Applicants should be:

- Mid-to-senior-level officials involved in climate change, climate finance projects 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 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 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: **22 October 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, 22 October 2018**. Please contact start-support@wizvision.com if you encounter technical issues during application.

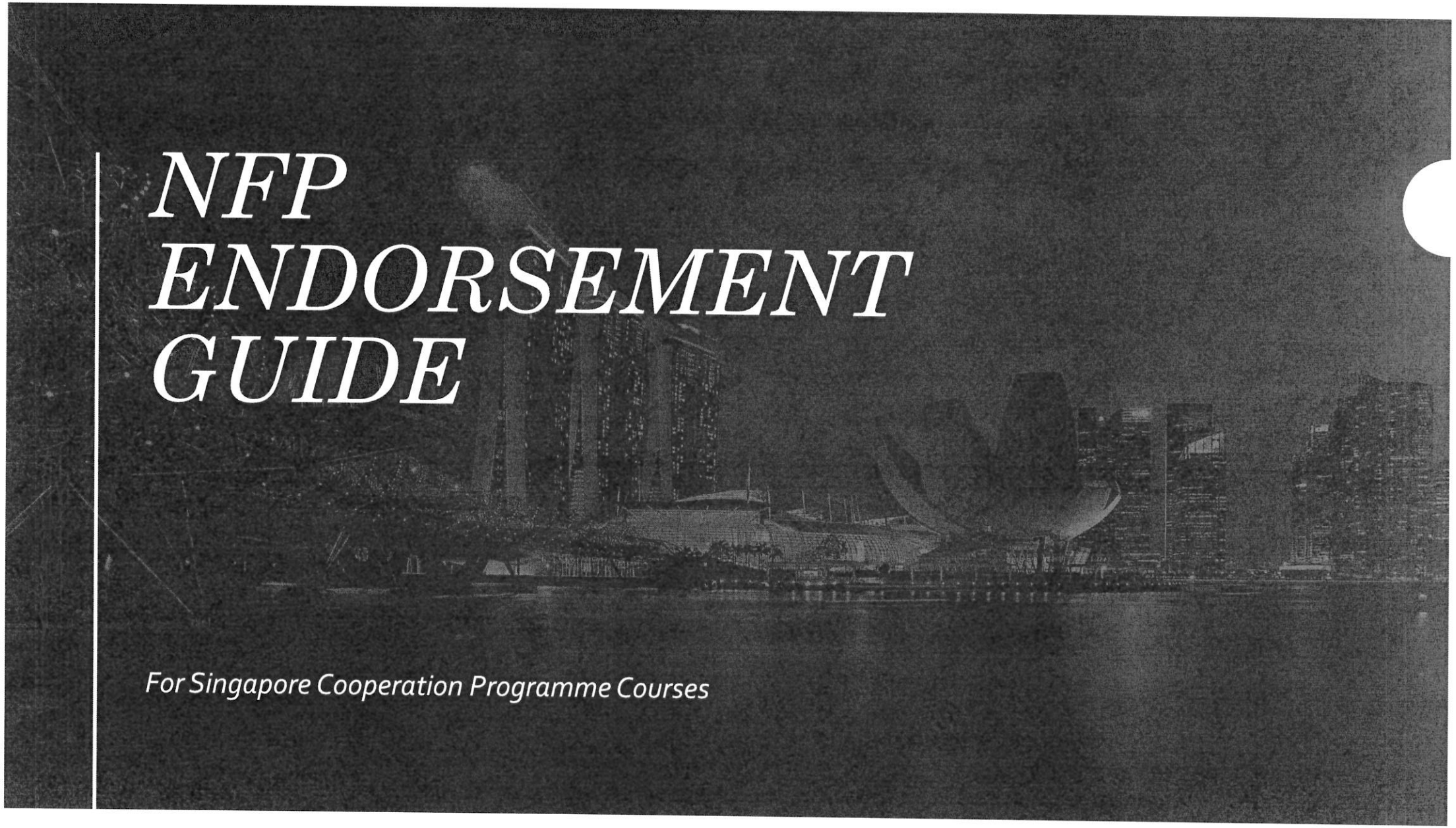
- All application forms should be completed in full and submitted online. They must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

- 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***

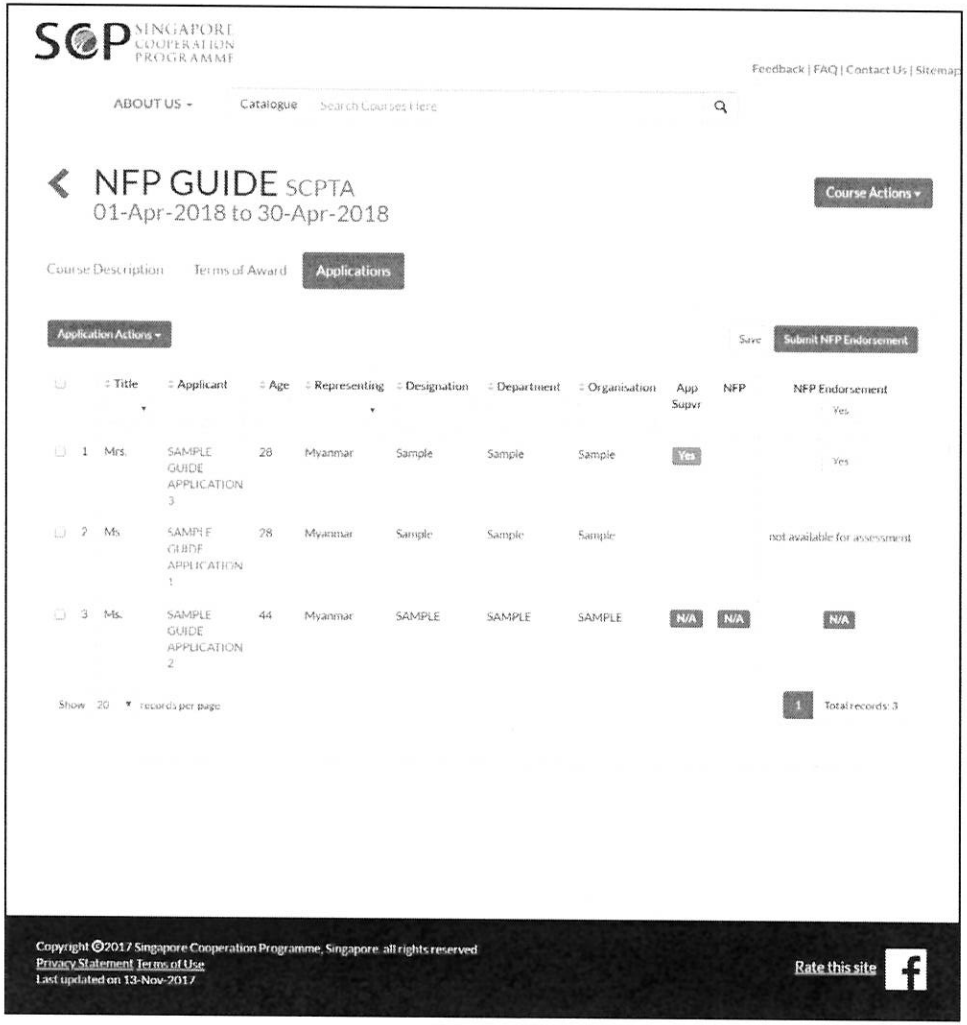


NFP ENDORSEMENT GUIDE

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



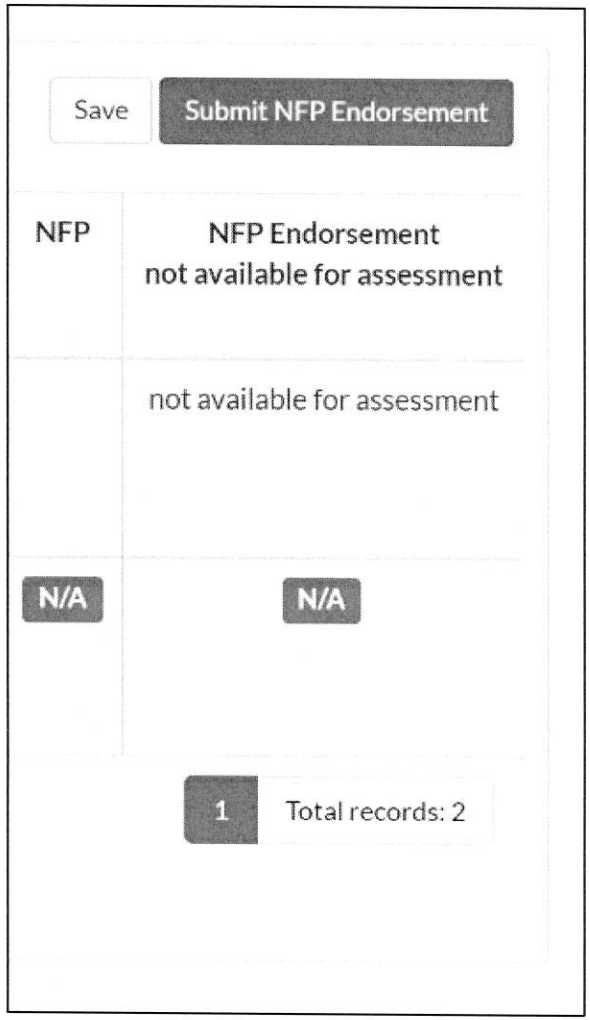
Email Link

- Email with a link will be sent to NFP.
- NFP can access this link to input endorsement for applications submitted.

Submitting Endorsement

Endorsement Steps:

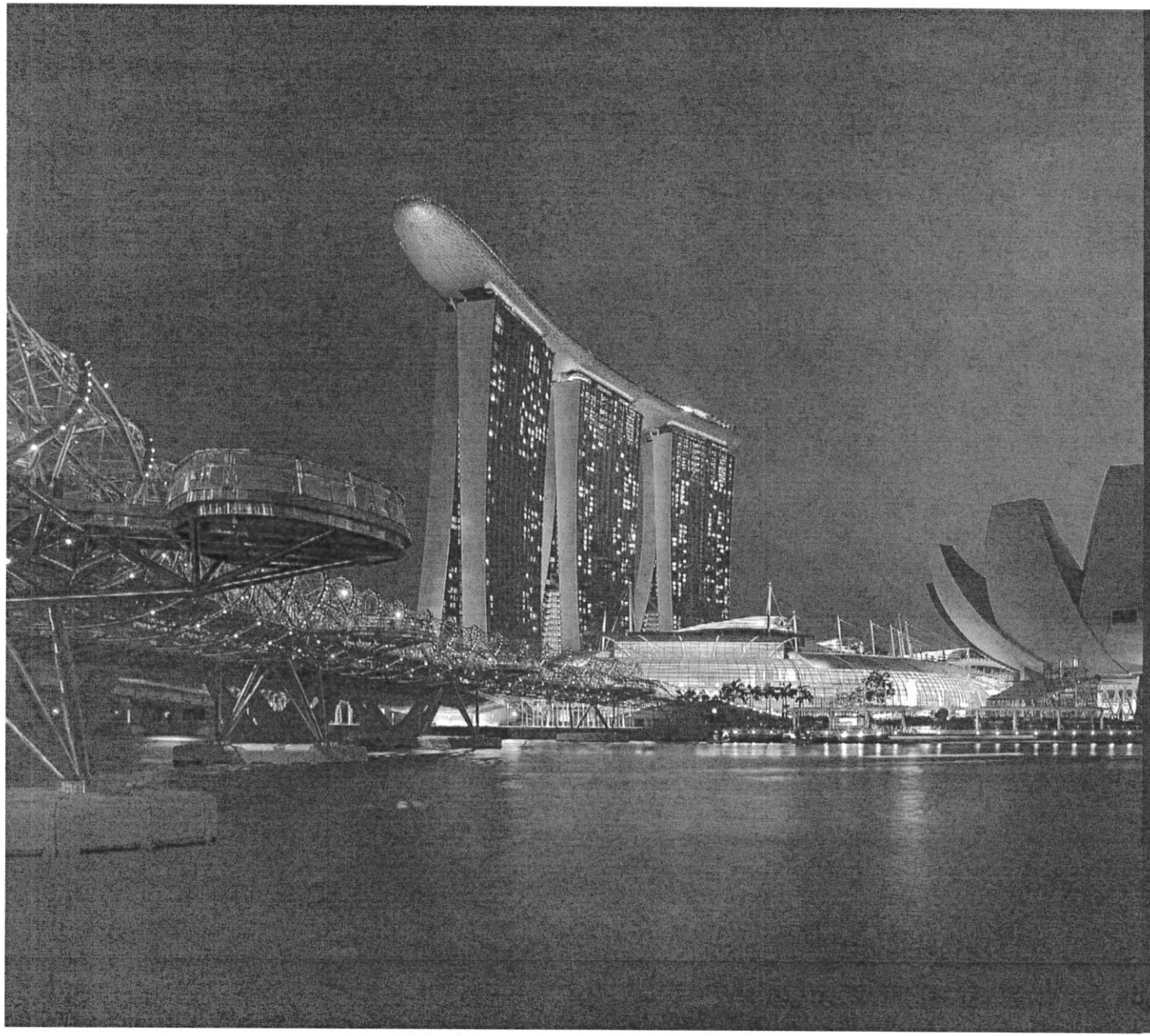
- NFP can input their endorsement for individual applications by selecting 'YES' button in the Endorsement Column for specified applications
- Alternatively, NFP can choose to endorse all applications by selecting 'YES' button at the top of Endorsement Column
- After selecting 'YES' button, NFP can choose 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**



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'**



SINGAPORE COOPERATION PROGRAMME

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