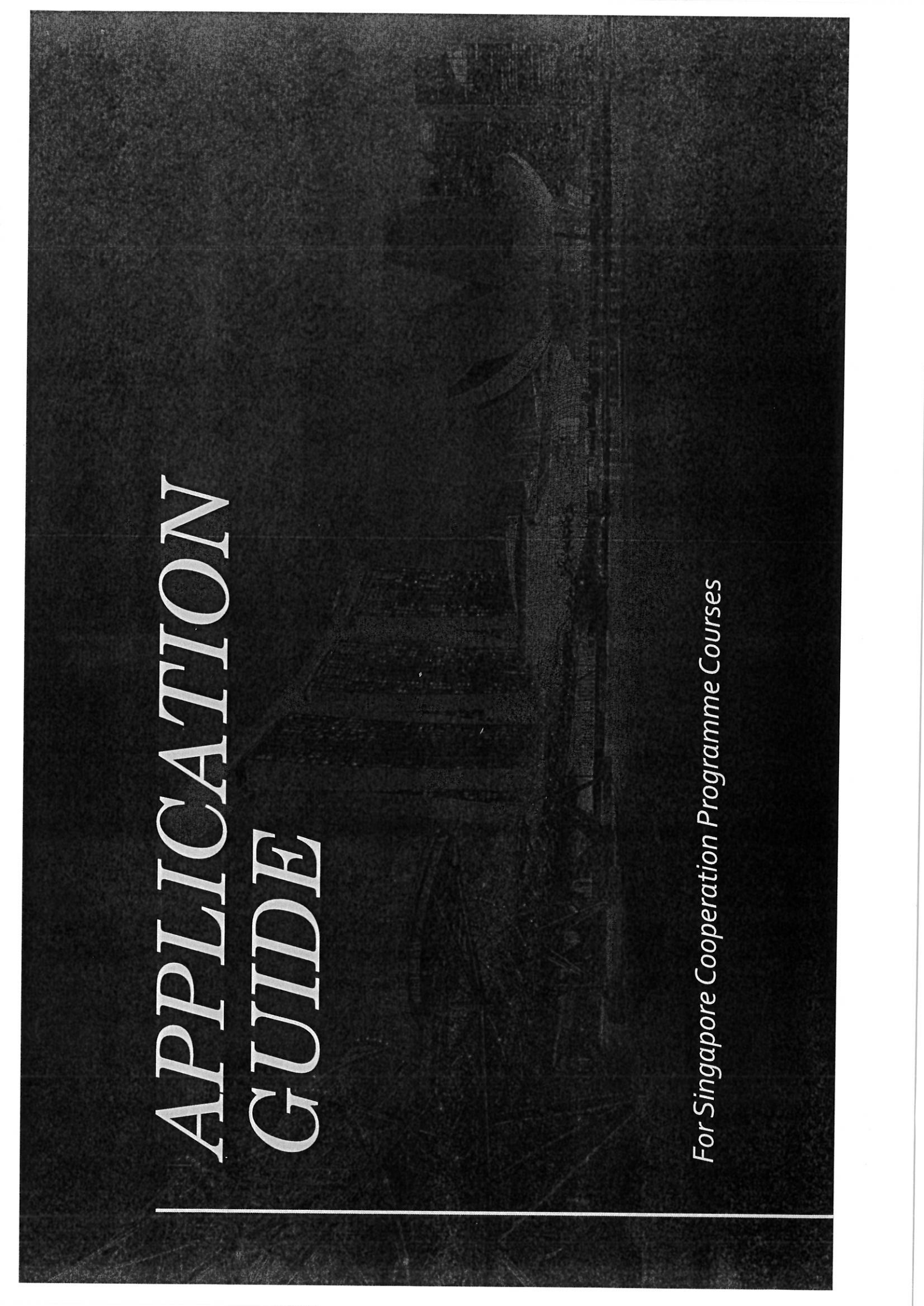




APPLICATION GUIDE

For Singapore Cooperation Programme Courses

5-Step Application Process

1

Search for a course.

2

Check eligibility and course details.

3

Fill in application.

4

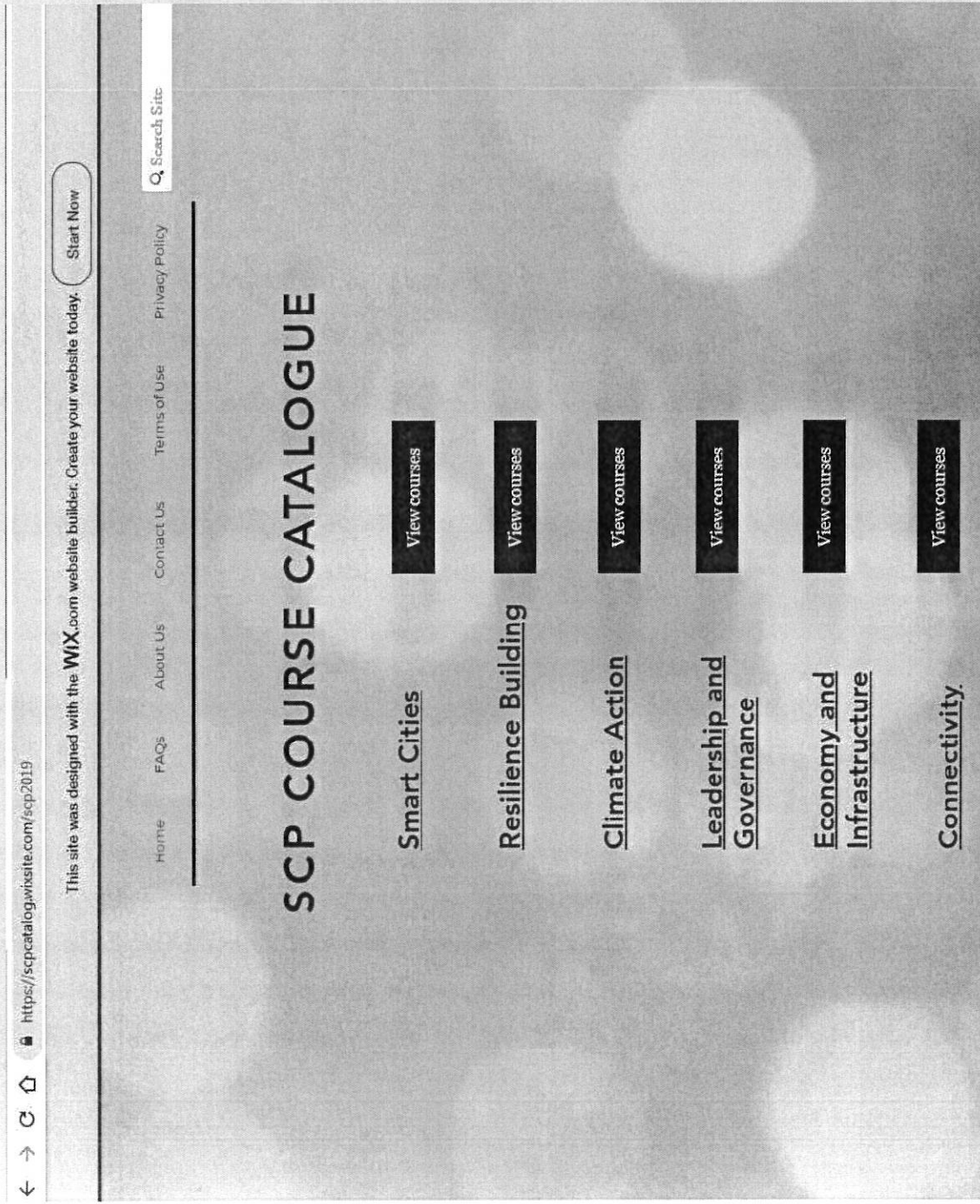
Submit application.

5

Seek NFP endorsement

1. Search for course

- Browse our course catalogue website (<http://scpcatalog.wixsite.com/scp2019>).
- Click on any of the categories in the list of courses under each category.
- Select a course in the list to view more details (e.g. course description, course dates, etc.).



2. Check eligibility and course details

- At the course details check the eligibility and application details ensure that you meet requirements.
- Click on "Application" at the bottom the page apply for the course.

The image displays three screenshots of the WU application portal, illustrating the process of checking course eligibility and details.

Screenshot 1: Leadership and Governance

- Course Title:** LEADERSHIP AND GOVERNANCE
- Start Date:** 10 Jun 2019 - End Date: 14 Jun 2019
- Closing Date for Nomination:** 29 Apr 2019
- Application Period:** 10 Jun 2019 - 14 Jun 2019
- Course Details:** This course provides a foundation for understanding the role of leaders in organizations. It covers topics such as leadership theories, organizational behavior, and decision-making. The course is designed for students who are interested in pursuing a career in management or leadership.

Screenshot 2: International Trade Law

- Course Title:** INTERNATIONAL TRADE LAW
- Start Date:** 10 Jun 2019 - End Date: 14 Jun 2019
- Closing Date for Nomination:** 29 Apr 2019
- Application Period:** 10 Jun 2019 - 14 Jun 2019
- Course Details:** This course provides a comprehensive overview of international trade law. It covers topics such as the World Trade Organization (WTO), trade agreements, and dispute resolution. The course is designed for students who are interested in pursuing a career in international trade or law.

Screenshot 3: Public Sector Administration and Management

- Course Title:** PUBLIC SECTOR ADMINISTRATION AND MANAGEMENT
- Start Date:** 10 Jun 2019 - End Date: 14 Jun 2019
- Closing Date for Nomination:** 29 Apr 2019
- Application Period:** 10 Jun 2019 - 14 Jun 2019
- Course Details:** This course provides a comprehensive overview of public sector administration and management. It covers topics such as public sector organizations, public sector management, and public sector reform. The course is designed for students who are interested in pursuing a career in public sector administration or management.

3. Fill in Applic

- Follow the instructions on when filling in the Application
- When doing so, ensure that the following documents/information are on hand:

1. Softcopy of passport photo (jpeg, jpg, png)
2. Curriculum vitae (or employment and educational records)
3. Supervisor's email address

← → 🔍 ☆ ○ | ⌵

https://form.gov.sg/#/7c51a989a205314d0278a6a48

 MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

Public Sector
Administration and
Management - 24 to 28
June 2019

⌚ 10 mins elapsed / 1 hr to complete

START

Read Instructions

Instructions

Please prepare the following documents before starting the application:

- 1) Passport Photo

Please ensure that all information are filled out before submitting the application. Incomplete applications will not be considered.

PRIVACY POLICY

3. Fill in Applic

- Please complete all fields e last field which is meant National Focal Point.
- Once you have comple application, click on the button.
- You would be prom complete/correct any field missing/incorrect informatio

← → C <https://form.gov.sg/#/5cb69f9b20851e00178ca5d8> ☆ ○ | 🔍

Read Instructions ↗

Instructions

Please prepare the following documents before starting the application:
1) Passport Photo

Please ensure that all information are filled out before submitting the application.
Incomplete applications will not be considered.

Applicant's Details

1. Full Name (as per passport)

! Please fill in required field

2. Salutation

×

3. Please upload a recent passport-sized photo of yourself

<https://forms.gov/9tJ5abG9b6z0S51cd03178a056d8>
[Preview mode](#)
[Edit form](#)

- 

MINISTRY OF FOREIGN AFFAIRS

SINGAPORE

Thank you for your interest in our SCP courses.

We will process the application, and update you in due course

Like us on our Facebook page <https://www.facebook.com/SCPFriends/today/>

Submit another application

How would you rate your overall experience today?

Help us improve by sharing with us how we did

Very Satisfied

Satisfied

Neutral

Dissatisfied

Very Dissatisfied

Any other feedback?

5. Seek NFP endorsement

- An acknowledgement email which includes a copy of the completed application form to be sent to you.
- Print this form and submit your National Focal Point for endorsement.
- Lastly, wait to hear from us results of your application.

Mon 22 Apr 2019 11:29 AM
Ministry of Foreign Affairs <donotreply@mail.form.gov.sg>
Application for SCPTA, Public Administration and Management (24 to 28 June 2019)

Be an informed reader. If you are unsure of the content, please check the source before you respond.

Sample Pic.png 4 KB
response.pdf 24 KB

at Sir or Madam,

Thank you for submitting your application. Please print out the form and seek endorsement from your National Focal Point for Technical Assistance (NFTA).

Applications with no endorsement will not be considered.

Please contact nfta_scp@mfat.gov.sg for further enquiries.

Thank you.
NFTA
Singapore Cooperation Programme Team

Summary of your response is shown below. A PDF summary is also attached for your convenience.

Form Title	Test Application
Form Link	https://form.gov.sg/2c4d498b20351c00178a2d48
Reference Number	4c6d352a-750900017a2d4e2e
Date Submitted	Mon, 22 Apr 2019 11:29:07 AM
Full Name (as per passport)	David
Nationality	Mr
Gender	Sample Pic.png
Age	Male
Date of Birth	23 Apr 1975

Please upload a recent passport-sized photo of yourself.

SINGAPORE COOPERATION PROGRAM

Technical Cooperation Division

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



THE ENTREPRENEURIAL ECOSYSTEM: SUPPORTING START-UPS AND COMMUNITIES

9 TO 13 DECEMBER 2019

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, over 128,000 officials from more than 170 countries and territories have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Synopsis

This course explores the key enablers of entrepreneurship and a holistic start-up ecosystem. Apart from business accelerators and incubators, it also looks into enhancing the ecosystem with technology and innovations.

Topics to be covered include:

- Singapore's experience in start-up accelerators and incubators
- Support frameworks for entrepreneurs
- Venture management and mindset approaches
- Media and knowledge transfer in the start-up ecosystem
- Global opportunities and internationalising start-ups
- Role of innovation and technology

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 **9 to 13 December 2019**.

Application Information

Applicants should be:

- Mid-to-senior-level officials involved in supporting SME development and entrepreneurship;
- 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 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:

- Daily training allowance
[Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits
- Accommodation for the entire duration of the course
- Basic hospitalisation and surgical insurance
[This does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy.]

Note:

- (a) The nominating Government will be responsible for its participants' round-trip airfares.
- (b) Participants are advised to have money for miscellaneous expenses that might be incurred prior to receiving their training allowance.
- (c) As the basic hospitalisation and surgical insurance coverage is limited, participants are also advised to purchase comprehensive travel insurance which includes medical evacuation in case they encounter any unexpected emergencies.

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: **8 November 2019**)

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 nominees are to submit their applications online at <https://scpcatalog.wixsite.com/scp2019/the-entrepreneurial-ecosystem> by **Friday, 8 November 2019**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact benedict_chua@mfa.gov.sg if you encounter technical issues during application.
- Applicants should refrain from making telephone 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. 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



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NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

3-Step NFP Endorsement Process

1

Receive
application.

2

Review application.

3

Submit
endorsement.

Public Sector Administration and
Management - 24 to 28 June
2019

<https://form.gov.sg/6d69b0b0551c0012f6a346>

Reference Number	5cc04cc5e7398600179e951e
Time Submitted	Wed, 24 Apr 2019 07:47:17 PM
Please upload a recent passport-sized photo of yourself	
Acknowledgement.PNG	
Salutation	Mr
Full Name (as per passport)	David
Gender	Male
Date of Birth	23 Apr 1975
Passport Issuing Country	Azerbaijan
Representing	Azerbaijan
Passport Number	A123456BC
Passport Expiry Date	31 May 2021
Contact Details (Mobile Number, Office Number)	XXX, XXX
Email Address	
Current Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

[To be completed by National Focal Point for Technical Assistance NFP Endorsement (please affix seal here or attach a Diplomatic Note)]

1. Receive applic

- We have instructed all interested applicants to submit their comments to the National Focal Point (NFP) for endorsement.
- You should therefore expect applicants to approach you about their application.
- An example of a completed application form is on the left.

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	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.

[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)



2. Review application

- NFPs will have full access to all the information regarding an applicant.
- NFPs can review the application forms before deciding whether to endorse an applicant or not.

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	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.

[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)



3. *Submit endorsement*

- There are two ways NFPs can provide endorsement:
 - NFPs are to affix the organisation stamp at the “NFP Endorsement” portion of application form (see example on the NFPs are then required to either send completed forms via email (mfa_scp@mfa.gov.sg) or mail the forms to any of Singapore’s Overseas Missions
 - Alternatively, NFPs can inform us of your endorsement through official channels (Diplomatic Note).

SINGAPORE COOPERATION PROGRAM

Technical Cooperation Division

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg

