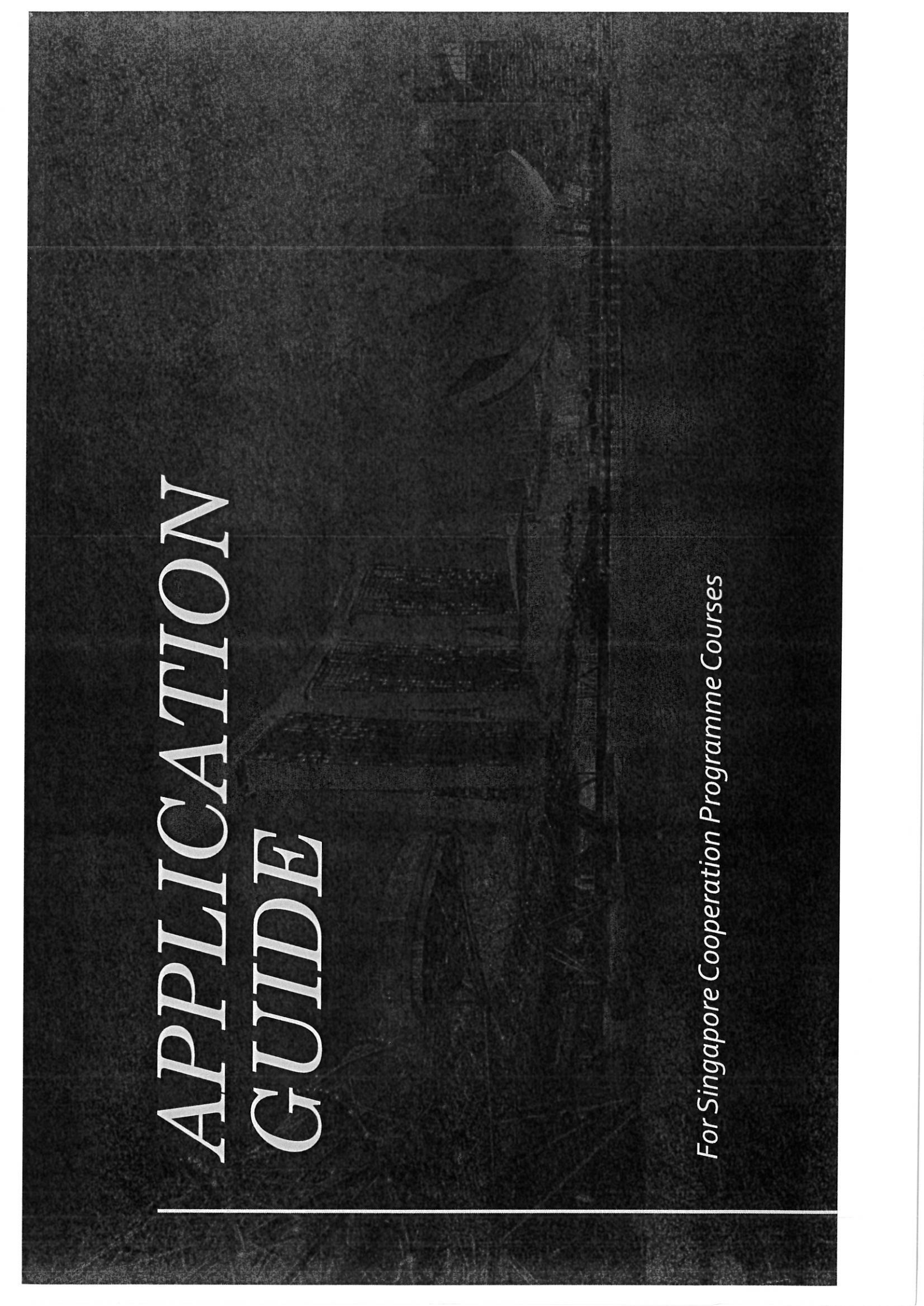




APPLICATION GUIDE

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

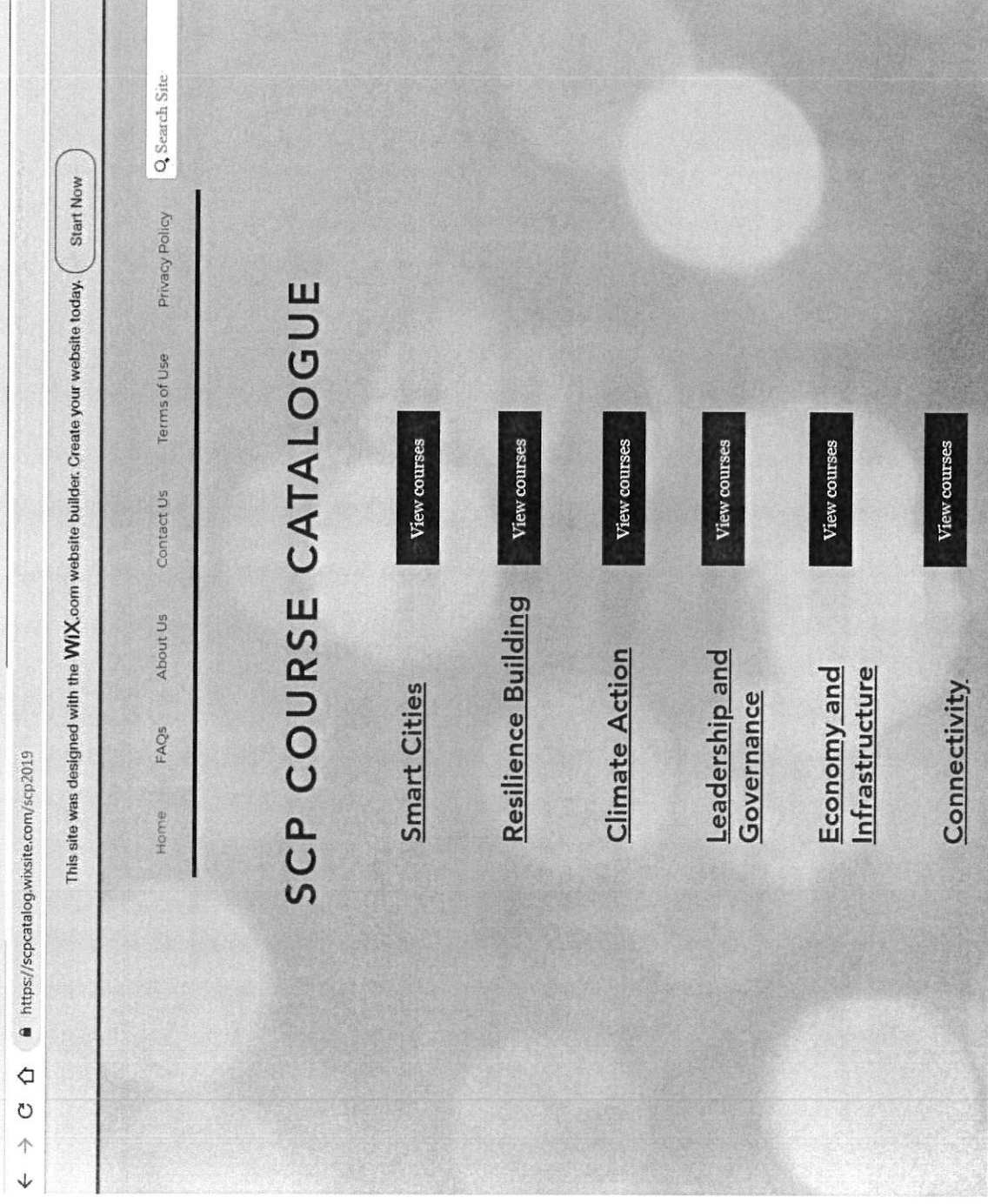
Submit application.

5

Seek NFP endorsement

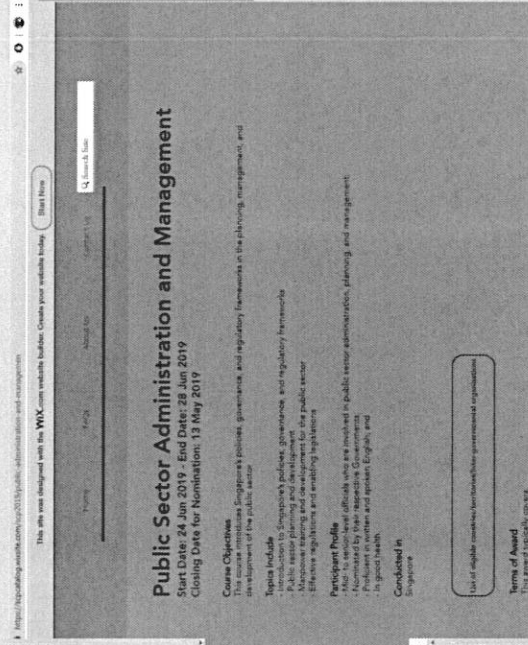
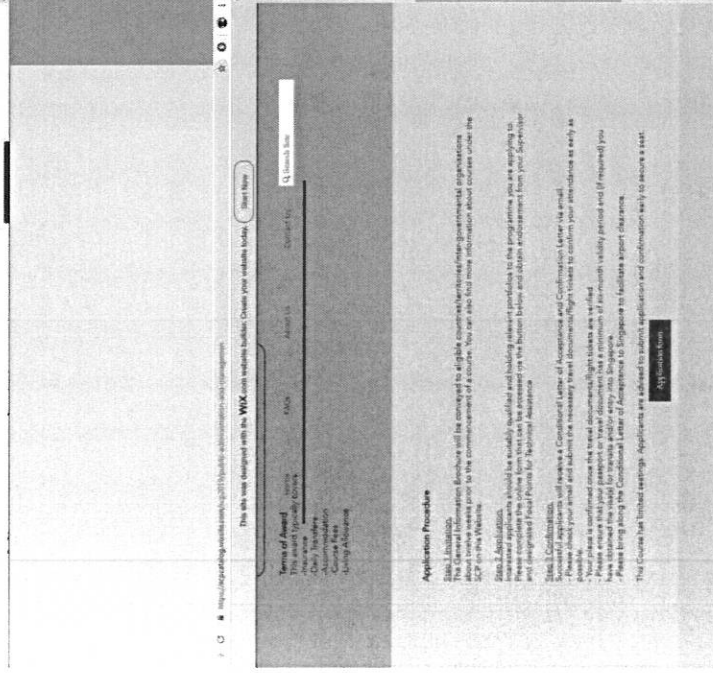
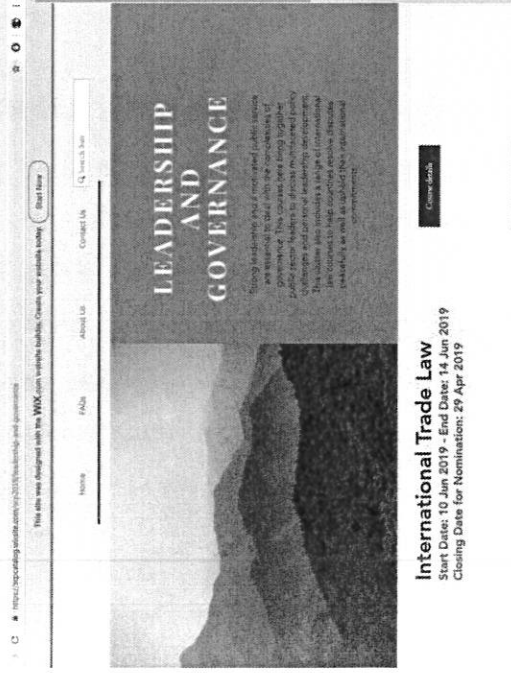
1. Search for course

- Browse our course catalog website (<http://scpcatalog.wixsite.com/2019>).
- 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

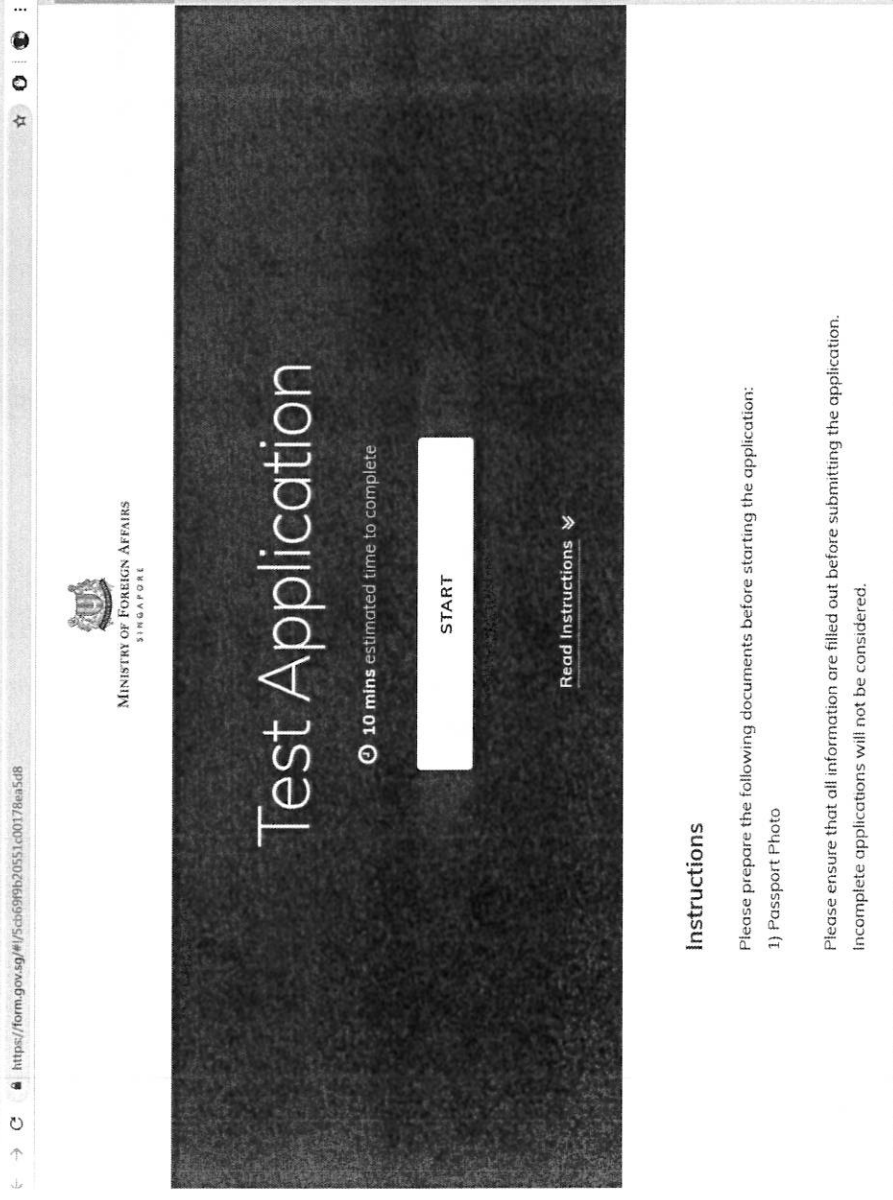
- At the course details check the eligibility criteria and application details ensure that you meet requirements.
- Click on "Application Information" at the bottom the page to apply for the course.



3. Fill in Applic

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

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



The screenshot shows a web browser window with the URL <https://form.gov.sg/#/5cb69fb20551cd0178aa548>. The page header includes the Singapore coat of arms and the text "MINISTRY OF FOREIGN AFFAIRS SINGAPORE". The main content area has a dark background with the text "Test Application" and "10 mins estimated time to complete". A white "START" button is visible. Below this, there is a section titled "Instructions" with the text "Please prepare the following documents before starting the application:" followed by a list item "1) Passport Photo". A note at the bottom states "Please ensure that all information are filled out before submitting the application. Incomplete applications will not be considered." A "Read Instructions" link with an external icon is also present.

MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

Test Application

10 mins estimated time 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.

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

https://form.gov.sg/#/f5cd69fb20551cd0178a5d8

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

4. *Submit Application*

- Once ready, click on the "Application" button.
- You will land on the "Thank you" page (see example on the right) upon successful application.

← → C <https://form.gov.sg/#/5c669b20551cd0178ea5d8/preview> ☆ Edit form

Preview mode


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

★ ★ ★ ★ ★

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 to your National Focal Point for endorsement.
- Lastly, wait to hear from us the results of your application.

Mon 22/4/2019 11:23 AM
Ministry of Foreign Affairs <donotreply@mail.form.gov.sg>
Application for SCPTA: Public Administration and Management (24 to 28 June 2019)

Sample Pic.png 4 KB
response.pdf 24 KB

is an internet email. If you are unsure of the content, please check the source before you respond.

Dear 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 (NFP). Applications with no endorsements will not be considered.

Please contact mfa_scp@mfa.gov.sg for further enquires.

Thank you.

Regards,
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/5cb09f0c20551c00178e5548
Reference Number	5cb03553a750930017a7e4ac
Date Submitted	Mon, 22 Apr 2019 11:33:07 AM
Applicant Name (as per passport)	David
Applicant Surname	Mr
Applicant Gender	Male
Applicant 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



SOCIAL COHESION AND RACIAL HARMONY

6 TO 10 JANUARY 2020

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 127,000 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.

Course Objectives

This course shares Singapore's multifaceted approach towards building an inclusive, cohesion and harmonious society.

Synopsis

Topics to be covered include:

- Singapore's philosophy and approach to social cohesion;
- Redesigning social service delivery;
- Public housing and universal healthcare;
- Workfare and social assistance schemes;
- Racial diversity and harmony;
- Active citizenry and building resilient communities.

Methodology

The programme is designed with seminars and group presentations by participants 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 **6 to 10 January 2020**.

Application Information

Applicants should be:

- Middle to senior level government officials involved in social policymaking and development;
- 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: **25 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://go.gov.sg/srch-jan2020> by **Monday, 25 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 [Edmund Koh@mfa.gov.sg](mailto:Edmund.Koh@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

Revised NFP Endorsement Steps

1

Receive Application from
Applicant

2

Input Endorsement (by
organization stamp or
Diplomatic Note)

3

Submit Endorsement
email to officer-in-charge
or to out Overseas
Mission

Public Sector Administration and
Management - 24 to 28 June
2019

<https://form.gov.sg/5c6b99b20551c0017d4e54d8>

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 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)

Revised Application Form

- Applicant are to submit the completed forms to the NFP
- Sample of the application for reference.

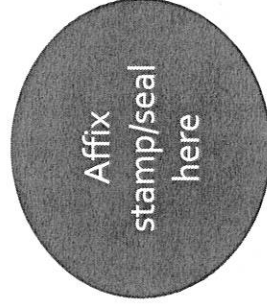
Submitting Endorsement

Endorsement Steps:

- NFP can input their endorsement for individual applications by affixing the organization stamp/seal at the 'NFP Endorsement' section or through official channels
- NFP can submit their endorsement either through email (mfa_scp@mfa.gov.sg) or mail the forms to one of our Overseas Mission

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)



SINGAPORE COOPERATION PROGRAM

Technical Cooperation Division
Ministry of Foreign Affairs
Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg

