

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 a course

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

SCP COURSE CATALOGUE

Smart Cities

View courses

Resilience Building

View courses

Climate Action

View courses

Leadership and Governance

View courses

Economy and Infrastructure

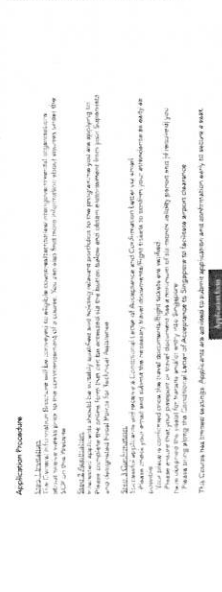
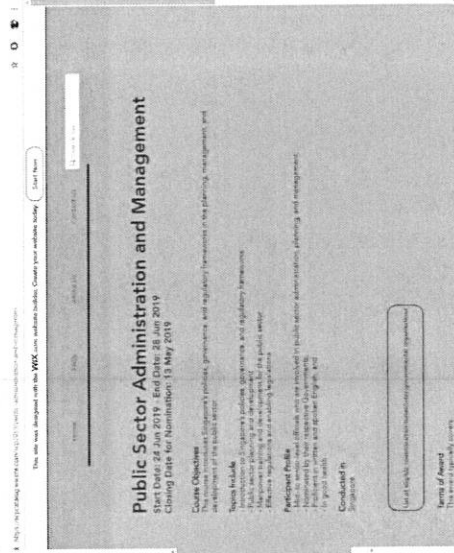
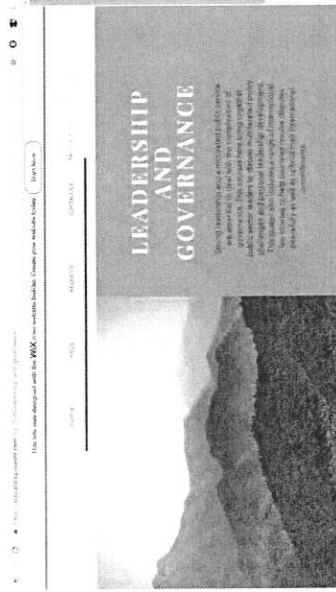
View courses

Connectivity

View courses

2. Check eligibility and course details

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



3. *Fill in Application*

- Follow the instructions on the page when filling in the Application Form.
- When doing so, ensure that you have the following documents/information on hand:
 1. Softcopy of **passport photo** (in 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 <http://forms.gov.sg/#/24267992/PS21/001/Re-Add>. The page header includes the Singapore Government logo and the text "Ministry of Education". The main heading is "Public Sector Administration and Management - 24 to 28 June 2019". Below this, there is a "START" button and a link to "Read Instructions". A note states "10 mins estimated time to complete". The "Instructions" section lists the required documents: "1) Passport Photo". It also includes a disclaimer: "Please ensure that all information filed out is true substantiating the application. Incomplete applications will not be considered." and a link to the "PRIVACY POLICY".

3. Fill in Application

- Please complete all fields **except** the last field which is meant for your National Focal Point.
- Once you have completed the application, click on the "Submit" button.
- You would be prompted to complete/correct any field that has missing/incorrect information.

→ C  <https://form.gov.sg/73c169f9b20551c00378ba5d8>

☆ ○ ●

[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 "Submit Application" button.
- You will land on the "Thank You" page (see example on the left) upon successful application.

Preview mode

https://form.gov.sg/5c169f9b20551c00178ea5d8/preview

☆ 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

Any other feedback?

5. Seek NFP endorsement

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

Ministry of Foreign Affairs <donotreply@mail.tom.gov.sg>
Application for SCPTA, Public Administration and Management (24 to 28 June 2019)

This is an instant email. If you are unsure of the content, please click the 'Cancel' button before you respond.

Subject: Focusing
Date: 24 Jun 2019, 11:31 AM

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 nfp@tom.gov.sg for further enquires.

Thank you

Regards,
The Singapore Cooperation Programme Team

A 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/5456960b00551d0078ec3d8
Reference Number	S6d55f84756930017a7e4ac
Time Submitted	Mon, 22 Apr 2019 11:31:07 AM
Full Name (as per passport)	David
Situation	Mr
Gender	Male
Date of Birth	23 Apr 1975

Please upload a recent passport-sized photo of yourself

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

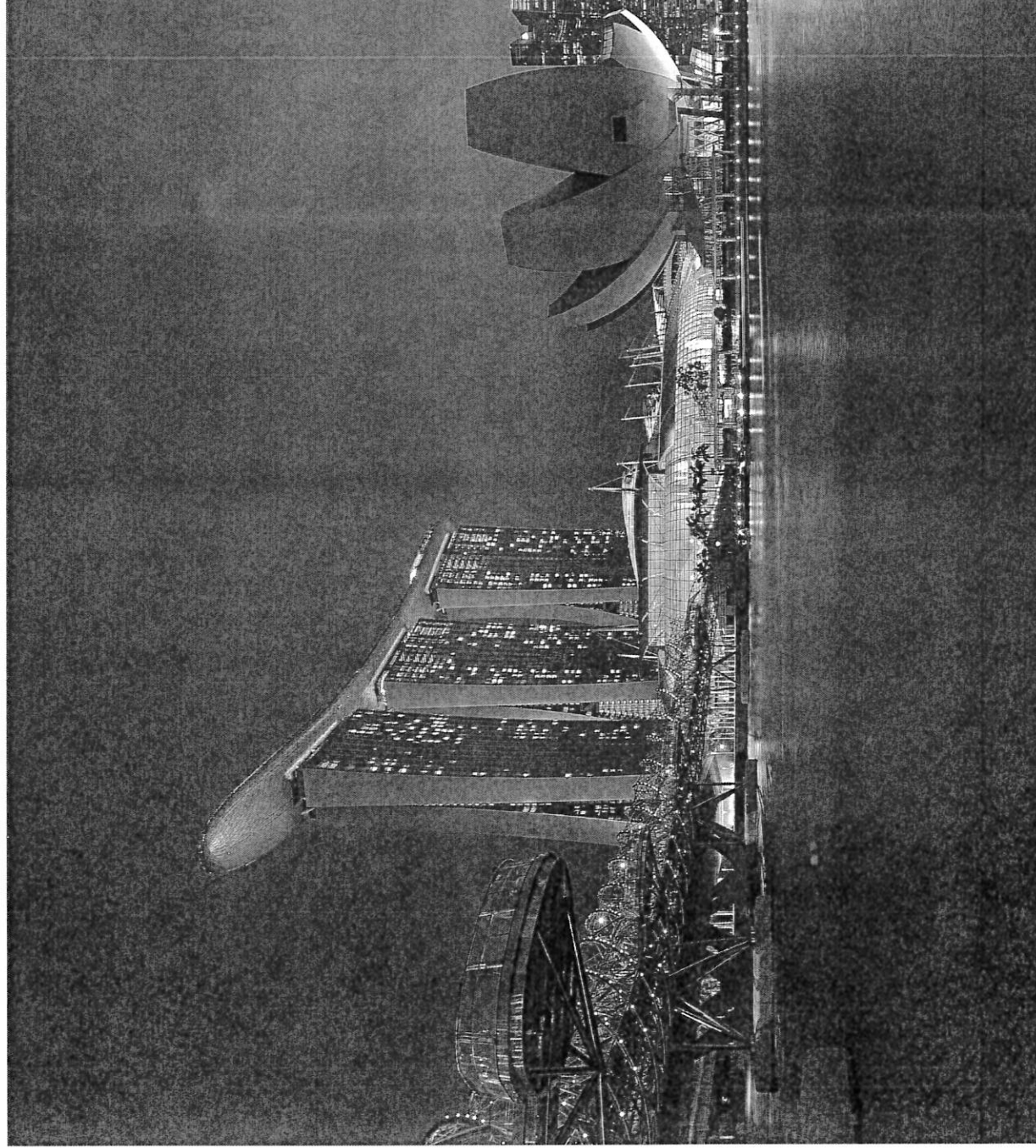
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



SMART CITY: IOT SOLUTIONS AND EMERGING TECHNOLOGIES

25 TO 29 NOVEMBER 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 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

Knowledge of 'Internet of Things' of IoT, its enabling technologies and best practices will support organisations in achieving their smart city objectives. This course provides insights on suitable applications and solutions for real world challenges in a user-centric manner.

Synopsis

Topics to be covered include:

- Introduction to IoT and IoT lifecycle;
- IoT envisioning and evaluation framework;
- Overview of cloud IoT services;
- Service design in IoT;
- IoT trends and security; and
- Management of emerging technologies such as block chain, autonomous vehicles and artificial intelligence.

Methodology

The programme is designed with seminars and hands-on workshop and presentations to ensure maximum participation and diversity of engagement for the participants such that the key learning points are entrenched well. Relevant site will also be included.

Duration

The course will be held from **25 to 29 November 2019**.

Application Information

Applicants should be:

- Middle to senior level government officials involved in technology and IoT-related projects;
- 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; and
- 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; and
- (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; and
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **11 October 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/smart-city-iot-solutions> by Friday, 11 October 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 Odelia_oh@mfa.gov.sg and Celia_tang@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.assn.gov.sg/psa/psa2019/psa2019.html>

Reference Number	5cc04cc5b7388600179d851e	
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)	

1. Receive application

- We have instructed all interested applicants to submit their completed forms to the National Focal Point (NFP) for endorsement.
- You should therefore expect interested applicants to approach you to endorse 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/seal at the “NFP Endorsement” portion of the application form (see example on the left). NFPs are then required to either send us the 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 (e.g. Diplomatic Note).

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate
Ministry of Foreign Affairs
Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg

