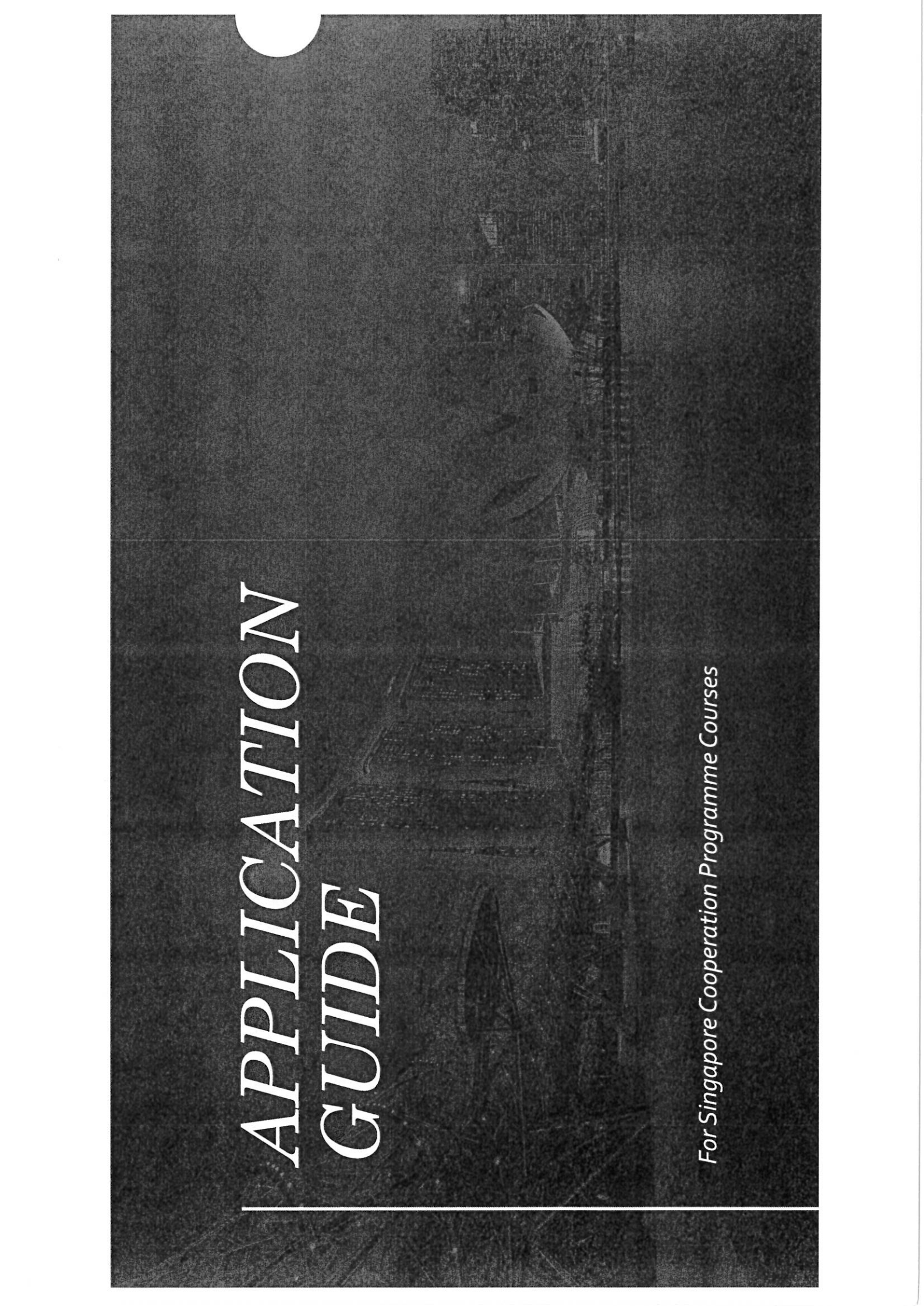




APPLICATION GUIDE

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

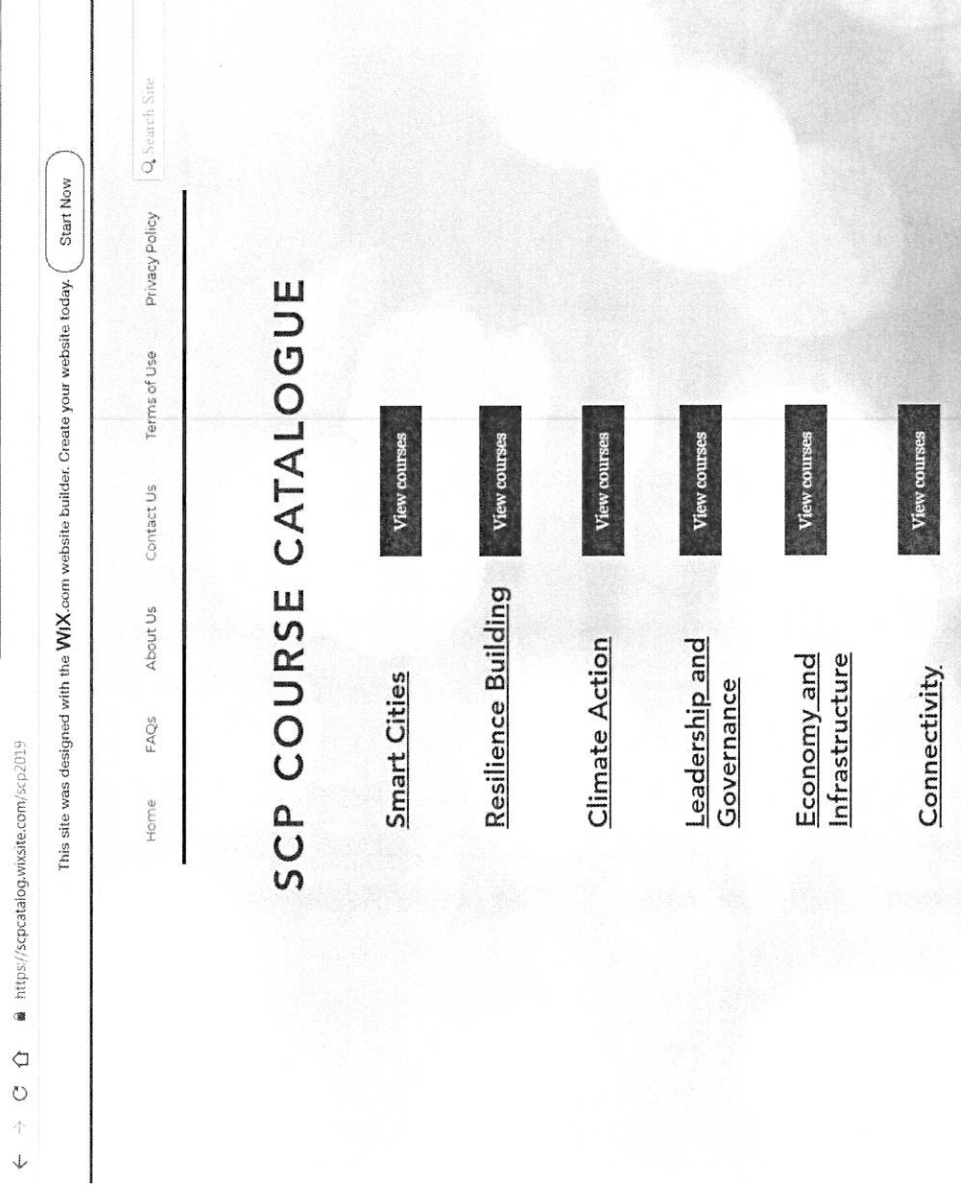
Submit application.

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.).



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**

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 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.

https://form.gov.sg/75a2d9fb-0551c0178a2d8

[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/#/5c6e69820551c00178ea548/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.mfa.gov.sg>
Application for SCPTA, Public Administration and Management (24 to 28 June 2019)

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

Sample For you
4 KB

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,

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	http://form.gov.sg/5d696b03051c00178e65d8
Reference Number	SCB4356a750940017a4e4e
Time Submitted	Mon, 22 Apr 2019 11:43:07 AM
Full Name (as per passport)	David
Salutation	Mr
Please upload a recent passport sized photo of yourself	Sample Pic.png
Gender	Male
Date of Birth	23 Apr 1975

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

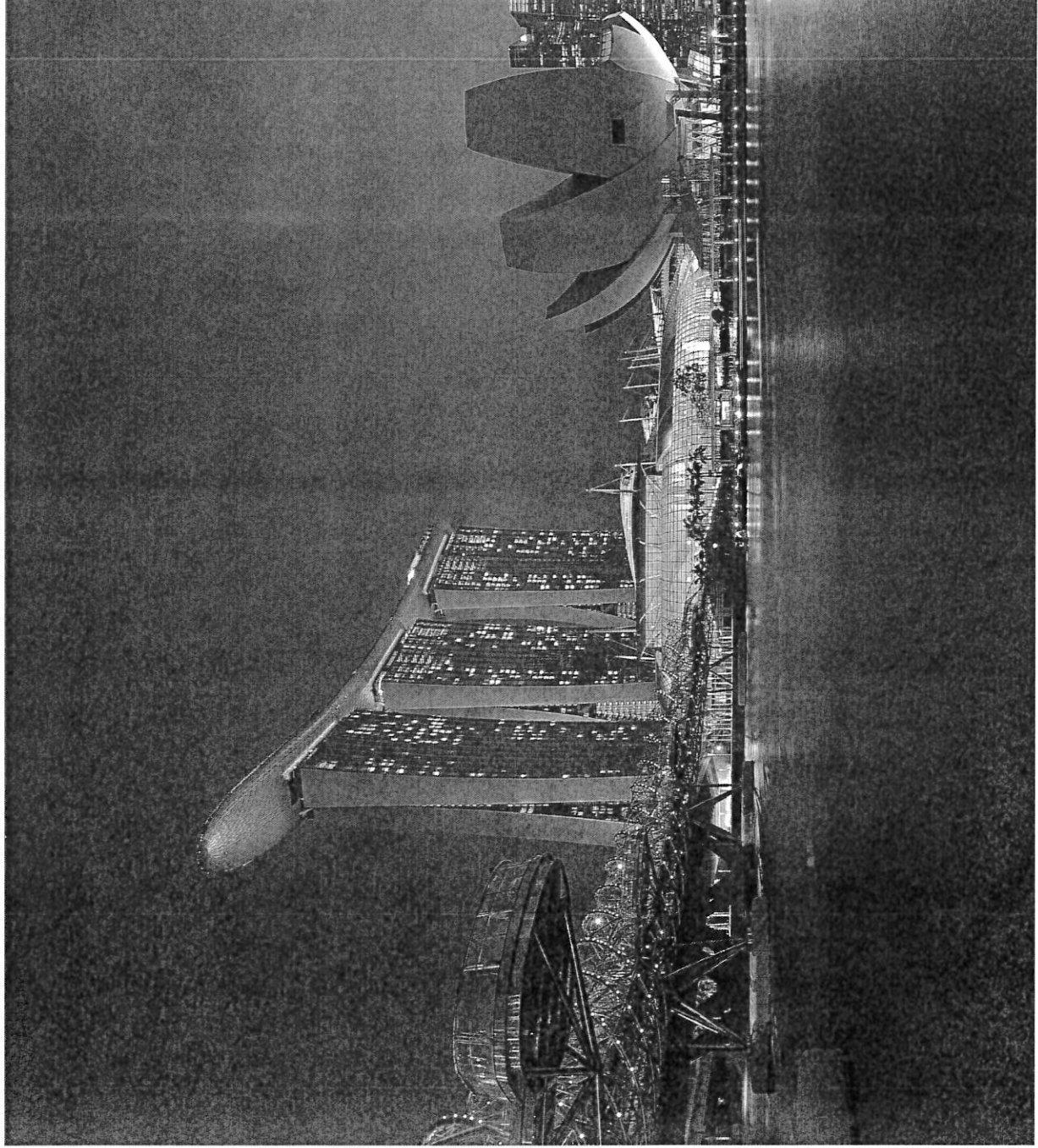
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



DIGITAL ECONOMY: BIG DATA AND ANALYTICS

2 TO 6 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 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 provides an overview of Big Data concepts and a deeper understanding of the applications that use these concepts for process mining to improve business decision-making and performance.

Synopsis

Topics to be covered include:

- Big Data concepts
- Data and process mining concepts
- Future market trends in Big Data analytics

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 **2 to 6 December 2019**.

Application Information

Applicants should be:

- Middle to senior level government officials with the digital economy in their countries;
- 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: **18 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/scpbda19> by **Monday, 18 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 Ronald_Ang@mfa.gov.sg if you encounter technical issues during application.

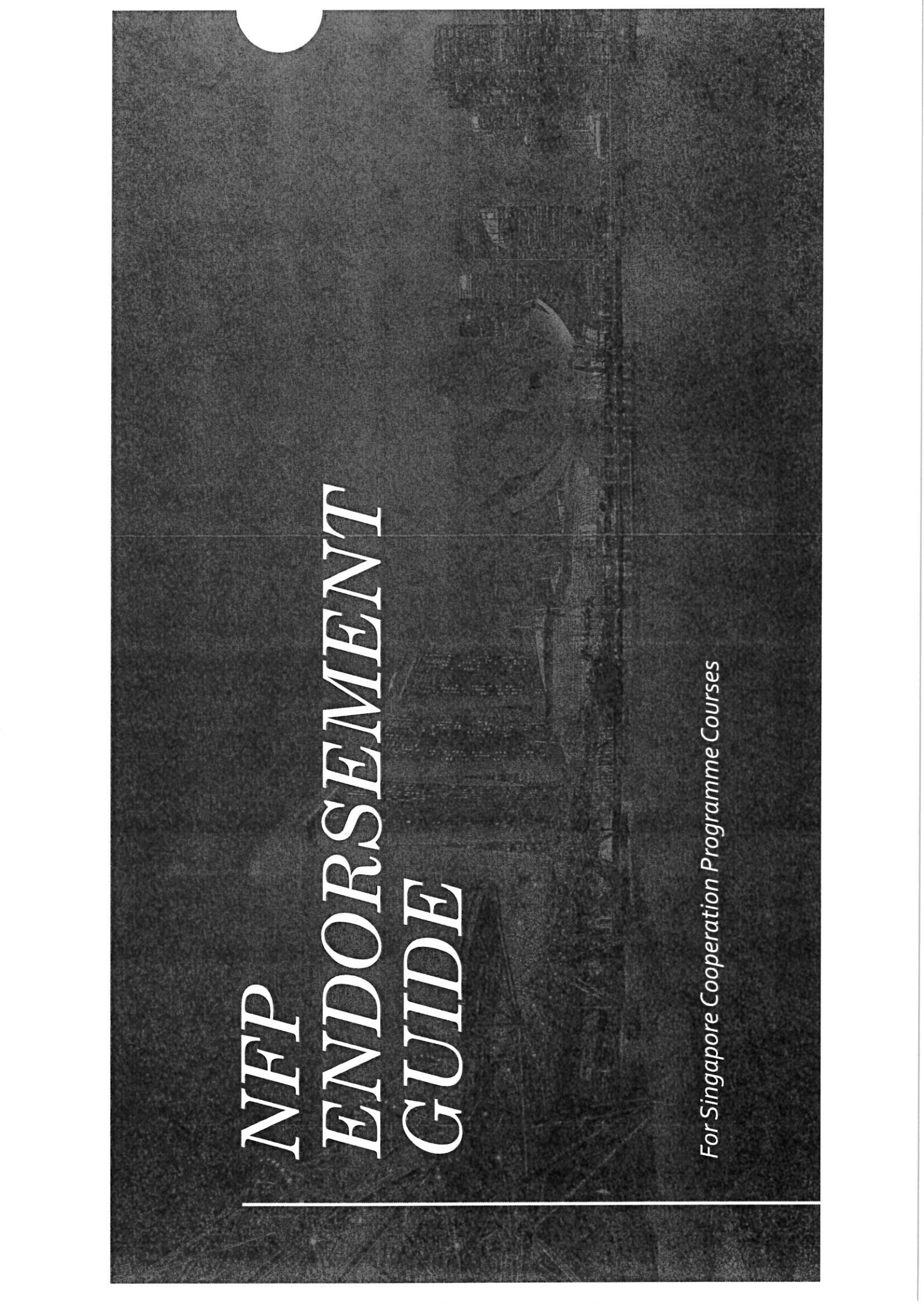
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic 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

Overview

1

Receive Application from
Applicant

2

Input Endorsement (by
organization stamp or
Diplomatic Note)

3

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

Public Sector Administration and
Management - 24 to 28 June
2019

<https://form.gov.sg/5c6959b20351e00176ea548>

Reference Number 5cc04cc5c7398600179e951e
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 form shown 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 PROGRAMME

Technical Cooperation Directorate
Ministry of Foreign Affairs
Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg

