

# APPLICATION GUIDE

*For Singapore Cooperation Programme Courses*

## *5-Step Application Process*

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- 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

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## SCP COURSE CATALOGUE

[Smart Cities](#)

[Resilience Building](#)

[Climate Action](#)

[Leadership and Governance](#)

[Economy and Infrastructure](#)

[Connectivity](#)

• 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.).

## 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.

The image displays two screenshots of course detail pages from the WEA website. Both pages have a header with a back arrow, a search bar, and a user profile icon. They also feature a 'Print' button at the top right.

**Screenshot 1: Leadership and Governance**

**Title:** LEADERSHIP AND GOVERNANCE

**Description:** This leadership and governance module will introduce you to the basic concepts of leadership and governance. You will learn how to bring together a team to work effectively, manage conflict, and make decisions. This module also includes a range of different leadership theories, such as transformational, transactional, and situational leadership.

**Start Date:** 10 Jun 2019   **End Date:** 14 Jun 2019   **Closing Date for Nomination:** 29 Apr 2019

**Course Objectives:** Participants will gain an understanding of the basic concepts of leadership and governance, and their application in the public sector. Participants will also learn about the role of leadership in achieving organisational goals and improving performance.

**Topics Include:** Public sector leadership, government and leadership, leadership styles, leadership theory, leadership in public service delivery, leadership in public administration, leadership in public health, and leadership in public safety.

**Delivered By:** Singapore Management University

**Target Audience:** Public sector officials involved in public sector administration, planning, and management.

**Prerequisites:** Basic knowledge of public sector administration, planning, and management.

**Conducted In:** English

**Language:** English

**Format of Award:** Certificate of Completion

**Siggraph:** This award typically covers the cost of the course.

**Application Procedure:** Interested applicants should submit their application online through the website. The application form requires basic information such as name, contact details, and course preferences. Once the application is submitted, it will be reviewed by the course administrator. If approved, the applicant will receive a confirmation email with further instructions.

**Eligibility:** Interested applicants must be Singaporean citizens or permanent residents. They must also be employed in the public sector and have a minimum of 3 years of experience in their current role. They must also be able to commit to the full duration of the course and deliver a minimum of 8 hours of training per week.

**Assessment:** Participants will be assessed based on their participation in class discussions, assignments, and a final project. The final project will be evaluated based on its relevance to the participant's work and its contribution to the organization's goals.

**Cost:** SGD \$1,200

**Notes:** This course has a maximum capacity of 20 participants. Applications will be accepted on a first-come, first-served basis.

**Screenshot 2: International Trade Law**

**Title:** International Trade Law

**Description:** This module will introduce you to the basic concepts of international trade law. You will learn about the rules of international trade, such as the World Trade Organization (WTO) rules, and how they apply to various industries. This module also includes a range of different legal theories, such as international commercial law, international investment law, and international environmental law.

**Start Date:** 10 Jun 2019   **End Date:** 14 Jun 2019   **Closing Date for Nomination:** 29 Apr 2019

**Course Objectives:** Participants will gain an understanding of the basic concepts of international trade law, and their application in the public sector. Participants will also learn about the role of international trade law in achieving organisational goals and improving performance.

**Topics Include:** International trade law, international commercial law, international investment law, and international environmental law.

**Delivered By:** Singapore Management University

**Target Audience:** Public sector officials involved in international trade, such as customs officers, trade negotiators, and trade lawyers.

**Prerequisites:** Basic knowledge of international trade law and its application in the public sector.

**Conducted In:** English

**Language:** English

**Format of Award:** Certificate of Completion

**Siggraph:** This award typically covers the cost of the course.

**Application Procedure:** Interested applicants should submit their application online through the website. The application form requires basic information such as name, contact details, and course preferences. Once the application is submitted, it will be reviewed by the course administrator. If approved, the applicant will receive a confirmation email with further instructions.

**Eligibility:** Interested applicants must be Singaporean citizens or permanent residents. They must also be employed in the public sector and have a minimum of 3 years of experience in their current role. They must also be able to commit to the full duration of the course and deliver a minimum of 8 hours of training per week.

**Assessment:** Participants will be assessed based on their participation in class discussions, assignments, and a final project. The final project will be evaluated based on its relevance to the participant's work and its contribution to the organization's goals.

**Cost:** SGD \$1,200

**Notes:** This course has a maximum capacity of 20 participants. Applications will be accepted on a first-come, first-served basis.

### *3. Fill in Application*

Test Application

MINISTRY OF FOREIGN AFFAIRS

10 mins estimated time to complete

START

Read Instructions

- 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

### *3. Fill in Application*

The screenshot shows a web-based application for filling in an application. At the top, there is a navigation bar with icons for back, forward, and search. Below the title 'Fill in Application' is a large button labeled 'Read Instructions'. The main area is titled 'Instructions' and contains a note: 'Please prepare the following documents before starting the application: 1) Passport Photo'. A note below states: 'Please ensure that all information are filled out before submitting the application. Incomplete applications will not be considered.' There is a section titled 'Applicant's Details' with a list of fields: 1. Full Name (as per passport), 2. Surname, and 3. Please upload a recent passport-sized photo of yourself.

- 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.

# 4. Submit Application

https://form.gov.sg/#/5cb5f9020551c00178a538j/preview

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 a little bit more. We'd love to hear what you think.

1 ★ ★ ★ ★ 5

Any other feedback?

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

# 5. Seek NFP endorsement

- An acknowledgement email, which includes a copy of the completed Application Form, will be sent to you.

Mon 23 Apr 2019 11:32:48

Ministry of Foreign Affairs <dojotreply@mail.fmti.gov.sg>

Application for SCPIA, Public Administration and Management (24 to 28 June 2019)

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

Sample Pic.jpg 4 kB response.pdf 24 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 endorsement will not be considered.

Please contact [mfa\\_sen@mfa.gov.sg](mailto:mfa_sen@mfa.gov.sg) for further enquiries.

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.

Test Application  
<https://item.fmti.gov.sg/~?cb09a020f851cb817f8e548>  
Sect05fa59c9015a744ac  
Mon 23 Apr 2019 11:33:07 AM  
David  
Mr  
Sample Pic.jpg  
Male  
23 Apr 1975  
Gender  
Date of Birth

# SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

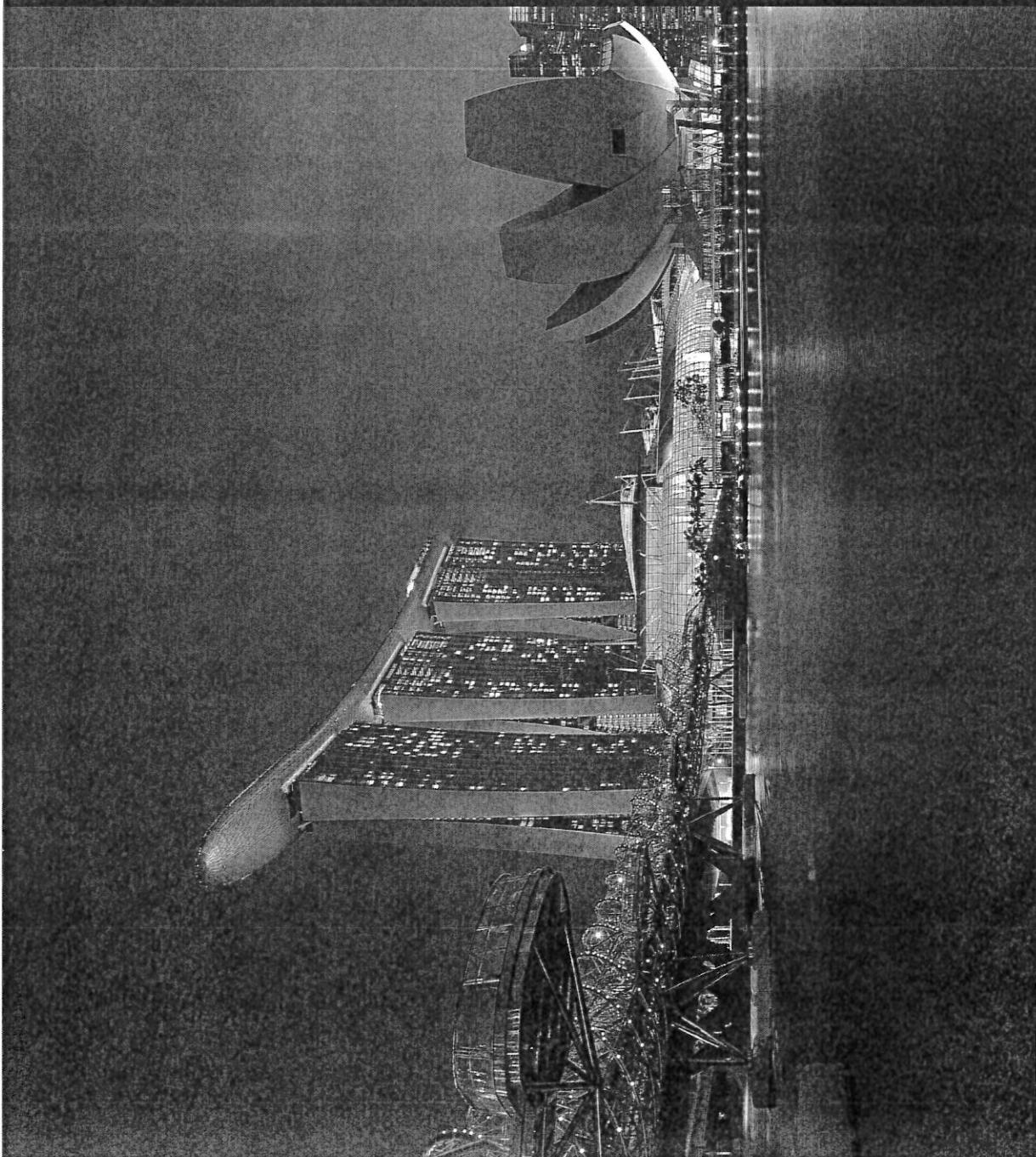
Ministry of Foreign Affairs

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 (hereafter 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.

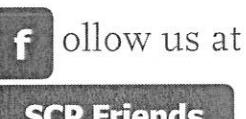
### Note:

- 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](mailto: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](http://www.yoursingapore.com)



# NFP ENDORSEMENT GUIDE

*For Singapore Cooperation Programme Courses*

# *Revised NFP Endorsement Steps Overview*

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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

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# Revised Application Form

- 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 [REDACTED]
- 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.
- Sample of the application form shown for reference.

## Public Sector Administration and Management - 24 to 28 June 2019

<https://form.gov.sg/f/5c04fc5e7398600179e951e>

Reference Number	5cc04fc5e7398600179e951e
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	[REDACTED]
Current Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX

# *Submitting* *Endorsement*

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)

Supervisor's Email Address  
[REDACTED]

Please describe why the applicant has been nominated for this course.

Please describe what skills/knowledge you would like the applicant to gain from this course.

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)

Affix  
Stamp/seal  
here

## **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.

# SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa\_scp@mfa.gov.sg

