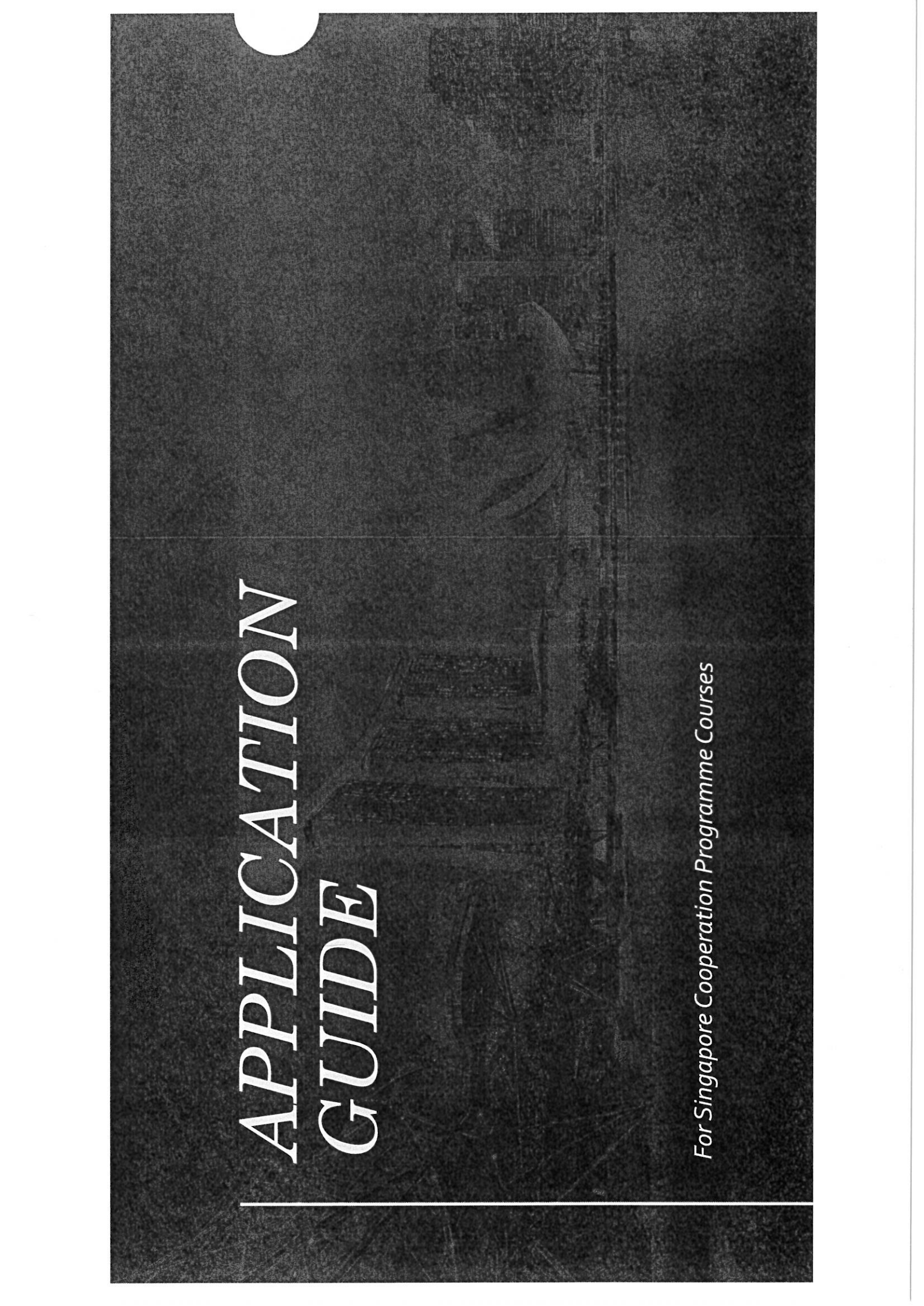




APPLICATION GUIDE

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

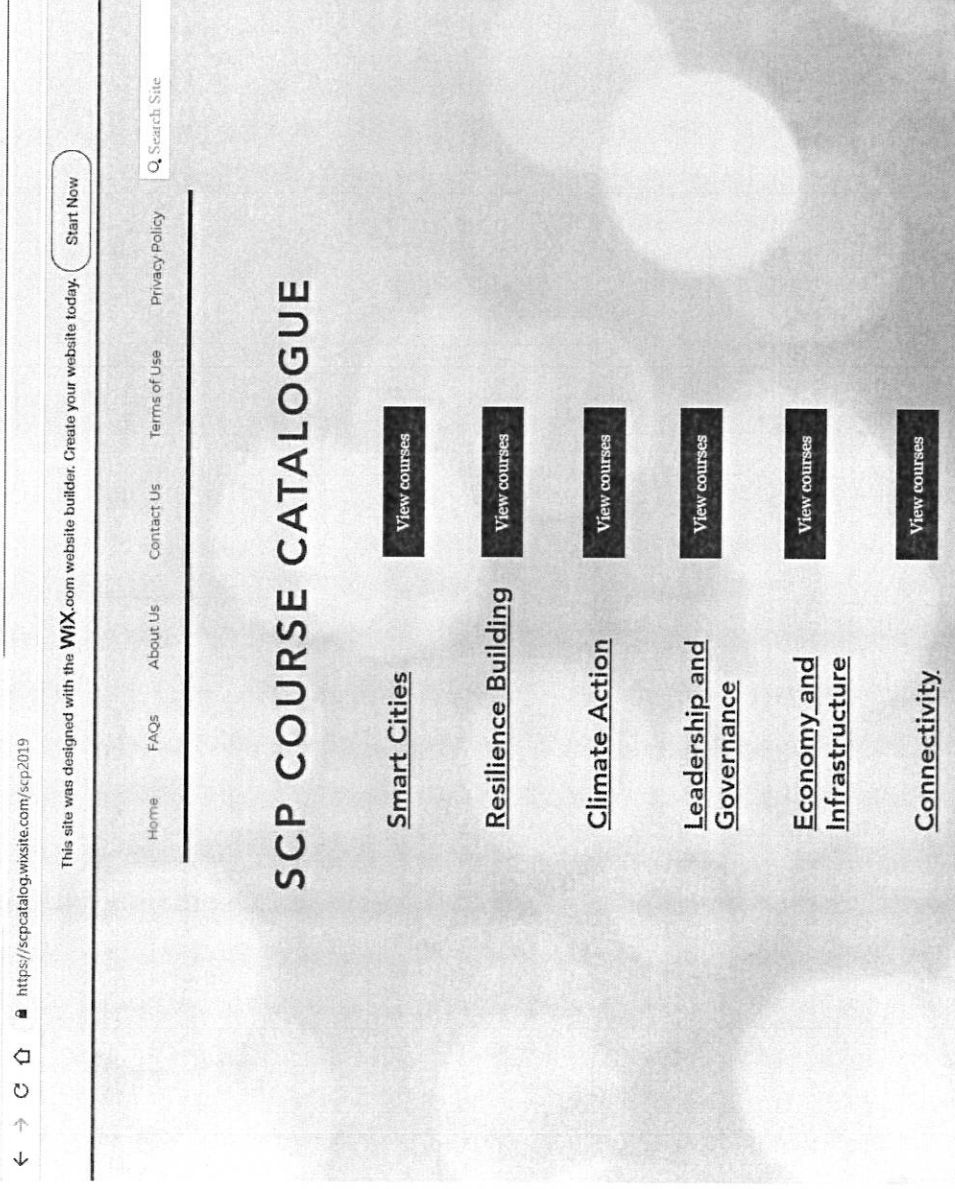
Submit application.

5

Seek NFP endorsement.

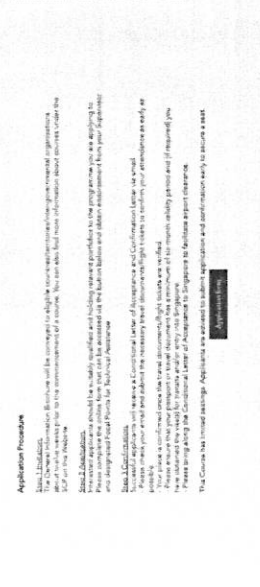
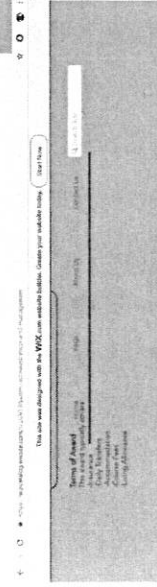
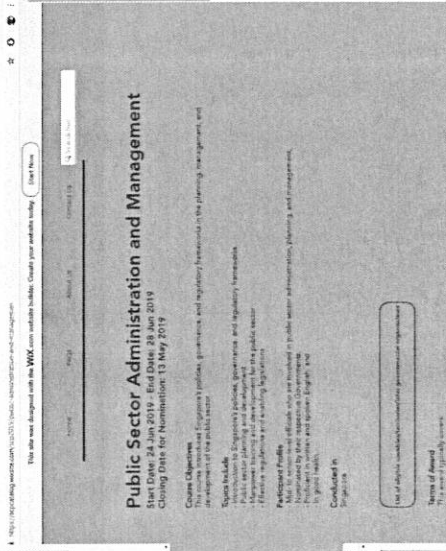
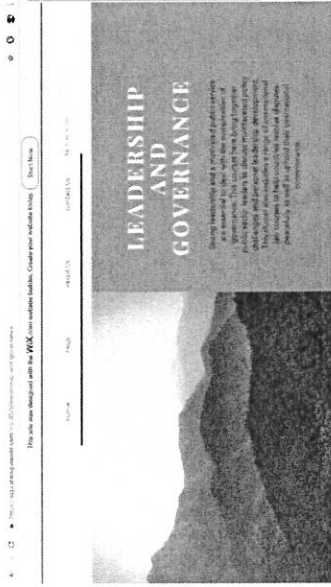
1. Search for a course

- 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.).



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 <https://form.gov.sg/#/5256949b20551c00178ae548>. The page header includes the Singapore Government logo and the text "Ministry of Manpower". The main heading is "Public Sector Administration and Management - 24 to 28 June 2019". Below this, it states "10 mins estimated time to complete" and features a large "START" button. A link for "Read Instructions" is also visible. The "Instructions" section lists required documents: "Passport Photo" and "Curriculum Vitae". A "Privacy Policy" link is at the bottom.

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.

☆ ○ ●

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.

The screenshot shows a web browser window with the URL <https://form.gov.sg/#/5cd699b20551c00178ea5d8/preview>. The page header includes the Ministry of Foreign Affairs, Singapore logo and the text "MINISTRY OF FOREIGN AFFAIRS SINGAPORE". The main content area has a dark background with the text "Thank you for your interest in our SCP courses." followed by "We will process the application, and update you in due course." and "Like us on our Facebook page <https://www.facebook.com/SCPFriends/ today!>". There is a "Submit another application" button. Below this is a feedback section titled "How would you rate your overall experience today?" with five smiley face icons (three are selected) and the text "Help us improve by sharing with us how we did". At the bottom, there is a text input field labeled "Any other feedback?".

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

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.

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

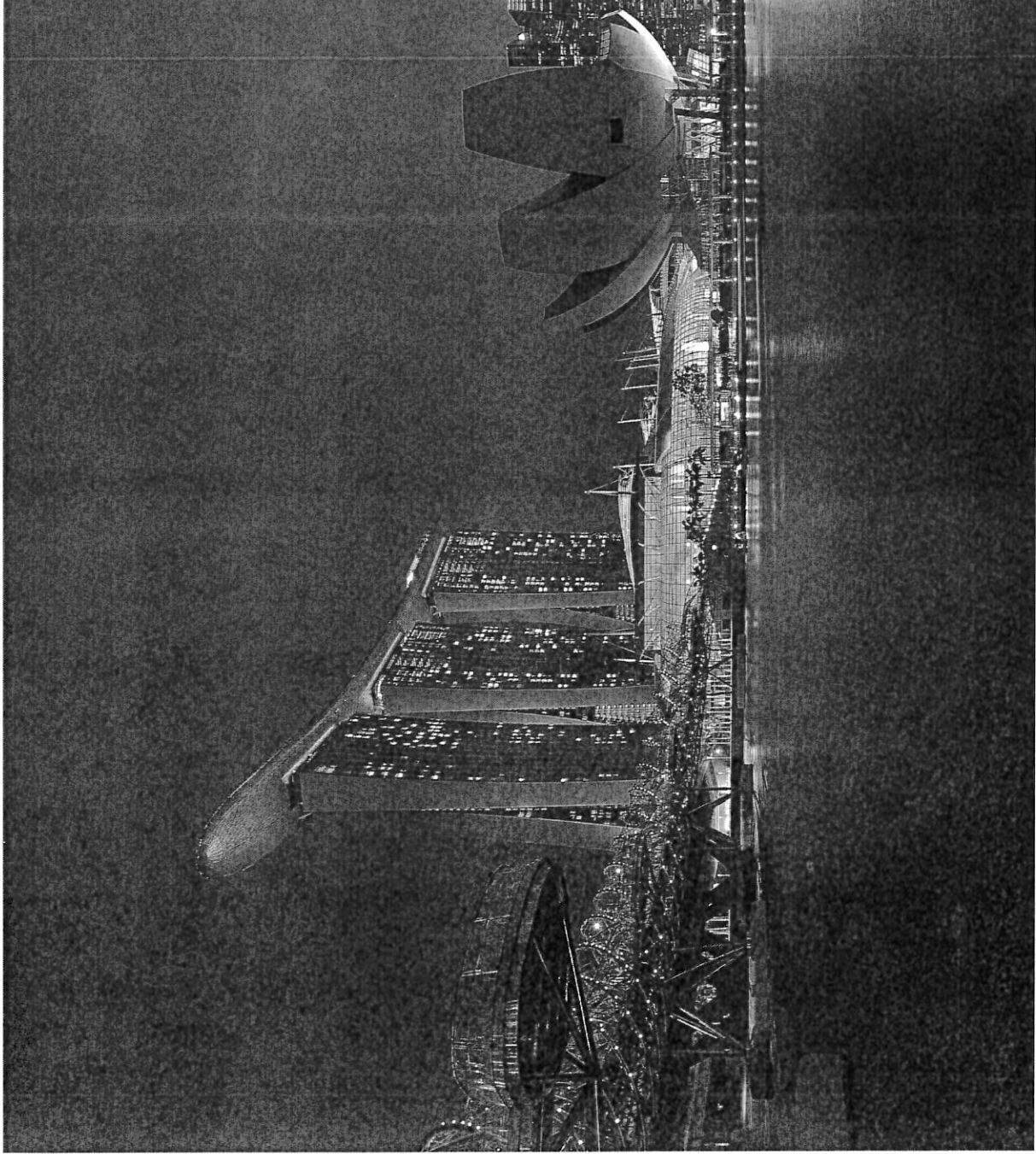
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



WORKSHOP ON PREPARATION FOR GOODS SCHEDULES AND NEGOTIATIONS

26 TO 28 NOVEMBER 2019

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by the

MTI TRADE ACADEMY

in collaboration with the

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

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.

MTI Trade Academy

The MTI Trade Academy was set up by the Ministry of Trade and Industry (MTI) of Singapore to develop and coordinate training on topics relating to trade, industry development and foreign economic policy for Singapore public officers. It does so by working closely with MTI's divisions and other Singapore government agencies.

Beyond training for Singapore public officers, the Academy works with various international partners on Third Country Training Programmes (TCTPs) under the SCP.

Course Objectives

This workshop aims to equip participants with the knowledge and skills to prepare requests and offers with respect to goods market access concessions. Whilst focused on FTA negotiations, the skills would also be applicable for other plurilateral, regional or multilateral negotiations relating to market access for exports of goods.

Synopsis of Topics

Topics to be covered include:

- Overview of the current trends in merchandise trade and related trade profiles in identifying position of participating countries in global goods trade;
- Review of goods schedule architecture and key obligations and Interpretation of goods schedules; Market access negotiations on goods (both industrial and agriculture) with mock simulations; and
- What could constitute a "Model" trade in goods chapter in FTAs.

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.

Duration

The course will be held from **26 to 28 November 2019**.

Application Information

Applicants should be:

- Middle-level trade officials who handle trade in goods issues and have had or will have some involvement in Trade in Goods market access negotiations in free trade agreements;
- 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: **16 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/goods-schedules-and-negotiations> by **Wednesday, 16 October 2019**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

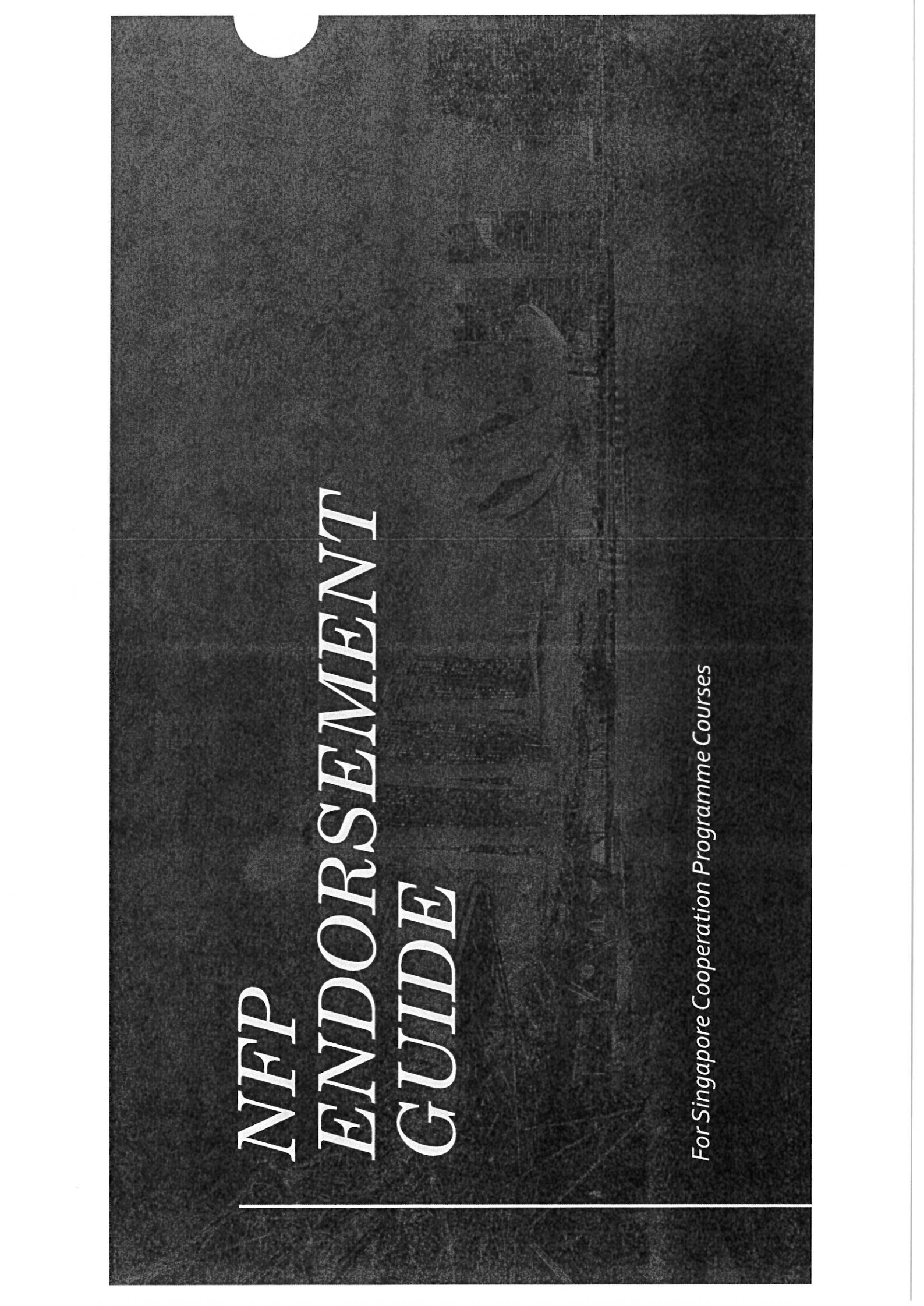
Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact 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; and
- 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





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://www.spsa.gov.sg/psa2019/24to28june>

Reference Number	5cc04cc5b7398600179d951e
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 stipulations, I will be found to be untrue, the award will be forfeited, the immediate effect and I will be liable to depart from Singapore at my own expense.
To be completed by National Service Training Scheme Assistant Nsp 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)

Affix stamp/seal here

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

