



MALAYSIAN TECHNICAL COOPERATION PROGRAMME 2020

MANAGING DIGITAL RECORDS

24 - 30 August 2020

ABOUT MTCP

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the 2nd CHOGRM in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, trade and investment, ICT and banking. Since its inception in 1980, more than 34,000 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP.

OBJECTIVES OF MTCP

- To share development experiences with other countries
- To strengthen bilateral relations between Malaysia and other developing countries
- To promote South-South Cooperation (SSC)
- To promote technical cooperation among developing countries (TCDC)

NATIONAL ARCHIVES OF MALAYSIA

National Archives of Malaysia (NAM) was established on 1st December 1957 with the objective to ensure that the government records are kept and organized systematically. The role of the National Archives as the custodian and preserver of national treasures is highlighted in the national IT agenda. NAM has been involved in the Malaysian Technical Cooperation Programme (MTCP) conducted by the Consultation and Training Section since 1984 and has trained more than 416 participants from about 60 countries through the MTCP course.

ABOUT THE COURSE

The course entitled "Managing Digital Records" has been tailored to cater the requirements of officers / staff from selected developing countries and other institutions throughout the world through:

- Introducing key concepts and terminology; unique properties of digital records; implications of these properties for their management.
- Outlines and analyzing the key steps in implementing digitization process.
- Highlights the advantages of involving end-users in the implementation process.
- Learning from the experience, issues and challenges faced by National Archives of Malaysia in preserving digital records.

COURSE OBJECTIVES

- To provide knowledge and skill in choosing the best strategy for preservation of digital records.
- To provide hands on experience in managing digital records.
- To share National Archives of Malaysia's experience in implementation of digitization project.

PARTICIPANT CRITERIA

The total number of candidates for a course will be fifteen (15) officers from institutions/government and other public agencies. Priority will be given to those candidates / officers whose nature of work involves managing digital records.

Applicants of the course should fulfill the following requirements:

- Have basic training (certificate level) and of five years' experience in the managing digital records.
- Responsible for the management of departmental records especially digital records or having one year experiences of handling digital records or had attended basic course on digital records.
- Certified medically and physically fit to attend the course
- Age between 26 – 50 years old

RULES AND REGULATION

- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this training course.
- During lectures, male participants are required to dress in long-sleeved shirts with ties and long pants.
- Female participants should be appropriately dressed in office attire.
- For formal occasions – lounge suit or national costume are required.

VISA AND VACCINATION

Course participants must comply with the Visa with Reference (VDR) application procedure to enter Malaysia. They must possess a valid passport or other internationally recognised travel document and visa, if necessary, valid for at least 6 months beyond the period of stay in Malaysia. NAM will apply for VDR at the Department of Immigration, Malaysia and a copy of the VDR Approval Letter will be forwarded to the successful participants, subsequently with the copy of the approval letter, the participants must collect the VDR from the nearest Malaysian Embassy/High Commission.

Participants from some countries are required to take a mandatory vaccination for yellow fever **at least 10 days** prior to their departure to Malaysia. Yellow Fever Certificate is required to be produced upon landing in Malaysia for countries as listed as the link below:
<https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country.html>

APPLICATION AND ENQUIRIES

Application should be made using the prescribed MTCP forms available at https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course.

MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries. All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance) and should be submitted **ONLY** through the diplomatic channel via Embassy/High Commission of Malaysia in the respective countries.

Submitted application forms must be accompanied by the applicant's:

- Copy of Passport (every pages)
- Passport size coloured photo (3.5cm x 5cm)
- Medical Report

The Closing Date: 30 MAY 2020

Successful and unsuccessful applicants will be notified by NAM. Participants will receive support from the Government of Malaysia, includes:

1. Return Economy Class flight tickets
2. Accommodation , Meals and Daily Allowance
3. Course Fees and Registration
4. Medical and Dental Treatment

A government ministry applying for the course on behalf of its nominee (s) shall forward **three (3) copies** of the completed and endorsed Application Form for each applicant to the Government of Malaysia through diplomatic channels.

NOTE: INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.

For any enquiries regarding this course, please contact:

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For further information at MTCP website:

https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course