

TARGET GROUP

Desk Officer at selected Ministry of Foreign Affairs of MTCP recipient countries whose tasks and functions are related to Malaysia.

COURSE METHODOLOGY

Participants will learn through classroom lectures, discussion, group and individual in-class exercises and simulations, field trips and briefings. The course will be fully conducted in English.

COURSE CONTENT

- Introduction to Wisma Putra
- Overview of Malaysia's Foreign Policy
- Nation Branding and Cultural Diplomacy
- Introduction to ASEAN and ASEAN Diplomacy
- Introduction To Malaysian Technical Cooperation Programme (MTCP)
- Malaysia's Economic and Development Planning Process
- Malaysia Incorporated (Malaysia Inc)
- International Trade Policy (MITI)
- Halal as a New Source of Economic Growth (HDC)
- Trade and Market Information (MATRADE)
- Country Report Presentation on the way forward with Malaysia

PREREQUISITE / ELIGIBILITY

Interested applicants must fulfill the following criteria:

- Nominated by their Government;
- Below 40 years of age;
- Three or more years of working experience in international affairs/relations;
- Desk officer at Ministry of Foreign Affairs;
- Medically fit; and
- Proficient in the English language at the intermediate level.

HOW TO APPLY

Application form can be downloaded at https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course. The completed applications must be submitted to the nearest Malaysian Embassy/High Commission before 24 February 2020.

The application must be completed and endorsed by the Ministry of Foreign Affairs / Focal Points responsible for the MTCP Programme in the applicant's country, then submitted through the applicant's government with *Note Verbale* to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission / Embassy.

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

- Copy of Passport (Every pages)
- Passport sized coloured photo (3.5cm x 5cm)
- Medical Report
- It is mandatory under MTCP for all the MTCP participants to follow the Visa With Reference (VWR) application procedure

INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED

- Application form have to be accompanied by the applicant's medical report and copy of his/her passport

ONLY SUCCESSFUL CANDIDATES WILL BE NOTIFIED

RULES AND REGULATIONS DURING COURSE

- All participants must arrive in Malaysia no later than the date of commencement of the course, unless expressly given permission by the Institute.
- Absence from any of the scheduled programmes during the course, including study visit, for any reason is strictly prohibited without prior permission from the Institute.
- All participants are expected to maintain a high level of participation during the lectures, and conduct themselves in an agreeable manner amongst their peers. Any show of poor conduct will be treated seriously and an immediate notification will be sent to the participants' mission in Malaysia and to their respective Ministry of Foreign Affairs.
- All participants must observe punctuality at all times. Those who are late or miss the IDFR transport must find their own way to the Institute to attend the lectures, or will otherwise be considered absent.
- Appropriate dress code during the course is working attire.

COURSE FEE, ACCOMMODATION AND MEALS

All course fees are borne by the Government of Malaysia. Accommodation and food will be provided. Participants are not allowed to change any arrangement done by their training institute.

Participants will be provided with a daily allowance of RM85.00 that is sufficient to cover daily meals and laundry. However, if meals are provided by the organizer, some portion of the allowance shall be deducted. The amount received varies depending on the training institute. Food will be provided for the duration of the course.

FARES

A return air ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided to the participants.

MEDICAL

Participants should be certified medically and physically fit to participate in this programme. In the case of emergencies and need of medical treatment, medical expenses at a government hospital will be borne by the Government of Malaysia. However, medical expenses at private clinics shall be borne by the participants.

VISA

It is mandatory for all the MTCP participants to follow the Visa With Reference (VWR) application procedure. Once the approval is obtained, the training institution should send a copy of VWR approval letter to the participants. Subsequently, with the copy of the approval, the participants may get the VWR from the nearest Embassy of Malaysia. Expenditures on all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, private purchases, etc. borne by the participants.

VACCINATION

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 at the link below:

<https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>



MALYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)



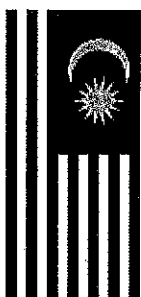
SPECIAL PROGRAMME FOR MALAYSIA DESK OFFICER 2020

23 – 29 March 2020



INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)
MINISTRY OF FOREIGN AFFAIRS
MALAYSIA

ABOUT MALAYSIA



Malaysia is a Southeast Asian country occupying the Malaysian Peninsula and part of the island of Borneo. It is known for its beaches, rainforests and mix of Malay, Chinese, Indian and European influences. The sprawling capital, Kuala Lumpur, is home to colonial buildings, busy shopping districts such as Bukit Bintang and skyscrapers including the iconic, 451m-tall Petronas Twin Towers.

Nestled in between Thailand to the north and Singapore to the south, Malaysia is a federation which consists of 13 states (11 in West Malaysia, and two in East Malaysia) and three federal territories. As a federation, the governance of the country is divided between the federal and the state governments. Malaysia is a parliamentary democracy with a federal constitutional monarch, in which the DYMM Yang di-Pertuan Agong is head of state and the Prime Minister of Malaysia is the head of government.

Malaysia is a tropical holiday destination, where temperatures fluctuate between 25 and 35 degrees Celsius throughout the year. Nice breezes can be enjoyed on the many islands surrounding Malaysia, while the 'highlands' offer cooler temperatures that never exceed 25 degrees Celsius.

Language Bahasa Melayu, English is widely spoken

Population 32.4 million

Ethnic 50.4% Malay, 23.7% Chinese, 11.0% Indigenous, 7.1% Indian & 7.8% Other

Capital Kuala Lumpur

Currency Ringgit Malaysia (RM) / Malaysian Ringgit (MYR)



CONTACT PERSON:

Ms. Wan Faizah Wan Yusoff
Centre for Languages and Cultural Diplomacy
E-mail: wanfaizah@idfr.gov
Tel: +603 2149 1000

MALAYSIAN TECHNICAL COOPERATION PROGRAMME

The Malaysian Technical Cooperation Program (MTCP) was initiated at the 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 emphasizes 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 the **144** countries have benefited from the various programmes offered under the MTCP.

For more information, go to MTCP website:
<http://mtcpcoms.kln.gov.my>

The objectives of the MTCP are:

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

A new direction for the MTCP was formulated following its placement under the Ministry of Foreign Affairs (also known as Wisma Putra) in 2010. It entails prioritising developing countries of strategic interests, focusing on Malaysia's area of expertise, demand-driven courses/programmes, cultivation of potential participants who would later serve as 'friends of Malaysia', public-private partnership (PPP) and collaboration with new development partners beyond MTCP's traditional partners.

From the ten key broad areas, the MTCP would give more attention to the following several sub-areas namely Oil and Gas Industry, Products and Services including Small Medium Enterprises (SMEs), Palm Oil Industry, Food and Beverages, Halal Economy and Ecosystem, Islamic Finance and Banking, Construction, Health services, Diplomacy and Governance

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)

IDFR, being the training arm of the Ministry of Foreign Affairs, Malaysia (Wisma Putra), conducts training courses in the field of diplomacy and foreign relations for Wisma Putra officers as well as officers from other Ministries and Agencies, both locally and internationally. The training programmes are practitioner-oriented and are aimed at equipping officers with the skills and knowledge to meet the challenges they face in the conduct of their professional duties.

Under the Malaysian Technical Cooperation Programme (MTCP), IDFR offers courses to more than 144 countries worldwide. Additionally, IDFR collaborates with the ASEAN Secretariat, the Colombo Plan and the Commonwealth Secretariat to train diplomats from various countries. Apart from organising various foreign relations and diplomacy related courses, IDFR organises intellectual discourse programmes under the IDFR Lecture Series, Ambassador Lecture Series and Cultural Diplomacy Lecture Series.

IDFR also offers a thirteen month postgraduate programme for a Master of Social Science in Strategy and Diplomacy jointly with the National University of Malaysia (UKM).

MTCP SPECIAL PROGRAMME FOR MALAYSIA DESK OFFICER 2020

Date : 23 – 29 March 2020

Venue : Institute of Diplomacy and Foreign Relations
Ministry of Foreign Affairs, Malaysia

Desk Officers assigned to take care of Malaysia is an important resource person to Malaysian Missions worldwide. This one-week course aims to expose the Desk Officers at the Ministry of Foreign Affairs of MTCP recipient countries on the experience of Malaysia in managing its foreign policy, economy and development matters. The Institute hopes to contribute towards the efforts undertaken by the International Cooperation and Development Division (ICADD) to create a pool of accomplished Desk Officers who are effective and capable in carrying out their duties to aid the diplomatic officers from the Ministry of Foreign Affairs, Malaysia in their efforts to effectively promote the interest of Malaysia in the respective recipient countries.

The objectives of the course are:

- i. to study on the experiences of Malaysia in managing its foreign policy, regional relations and security;
- ii. to exchange views, experiences and ideas pertaining to diplomacy and security;
- iii. to network with the Malaysian diplomatic corps and government officials as well as among participants, towards building a mutually beneficial relationship.

The learning outcomes expected of the participants are:

- to acquire knowledge on Malaysia's policy on foreign relations, economy, trade, investment and culture; to help participants to effectively carry out their duties as desk officer.
- to develop, foster, enhance and maintain close working relations with the Embassies of Malaysia abroad;
- to network closely with their counterpart from the Ministry of Foreign Affairs, Malaysia.

