ABOUT MTCP

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes on the development of human resources through the provision of training in various areas which are essential for a country's development such as agriculture, economy, finance, public management and administration, science & technology and ICT, health diplomacy, safety and security including cyber security, cultural diplomacy, social development, environment-related to SDG2030, education, industrial and technical training. Annually, Malaysia offered more than 60 technical and capacity-building programs under the MTCP, which have benefited more than 35,500 participants from 144 countries.

OBJECTIVES OF MTCP

1. To share the development experience with other countries;
2. To strengthen bilateral relations between Malaysia and other developing countries;
3. To promote South-South Cooperation (SSC); and
4. To promote technical cooperation among Developing Countries.

APPLICATION

1. The course fees are **fully sponsored** by the Government of Malaysia.
2. Applications should be made using the prescribed MTCP forms available at https://www.kln.gov.my/documents/8390448/8392184/MTCP+2022+-+APPLICATION+FORM.pdf/31506fe1-acea-44d1-88a2-7b4227e6bd2a
3. MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries.

4. 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 and submitted ONLY through the diplomatic channel via the Embassy/High Commission of Malaysia.

5. **Only successful applicants will receive the Official Invitation notification one (1) week from the course date, by the Training Institute via email.**

Closing Date For Application:
22 April 2022

For any enquiries regarding this course, please contact:

1. Project Director
Mrs. Kaszilawati Kasman
2. Project Officer
Mrs. Wan Nurul Asnidayu Wan Zawawi
3. Secretariat
Mr. Mohamad Asyek Che Yaacob

Email:
kaszila@arkib.gov.my
asnidayu@arkib.gov.my
asyek@arkib.gov.my
skl@arkib.gov.my

Telephone:
+603 26040561

Fax:
+603 62015679

Website:
http://www.arkib.gov.my

For further information at MTCP website:
https://www.kln.gov.my/documents/8390448/8392184/MTCP+2022+-+APPLICATION+FORM.pdf/31506fe1-acea-44d1-88a2-7b4227e6bd2a

MALAYSIAN TECHNICAL COOPERATION PROGRAMME 2022

"RECORDS DISASTER MITIGATION AND RECOVERY PLAN"

DATE: 23 - 27 MAY 2022

TIME: 11:00—17:00

MALAYSIA (GMT +8)

NATIONAL ARCHIVES OF MALAYSIA

National Archives of Malaysia (NAM) was established on 1st December 1957 with the objective to ensure that 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 Consultancy 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 "Records Disaster Mitigation and Recovery Plan" will be conducted in English medium and via an online classroom. This course has been tailored to cater the requirements of officers/staff from selected developing countries and other institutions throughout the world through:

- Introducing concepts.
- Unique properties of preservation and conservation records.
- Implications of these properties for their management.
- Outlines and analyzing the key steps in implementing preservation and conservation project.
- Highlights the advantages of involving end-users in the implementation process.
- Learning from the experience, issues and challenges faced by agencies/intuitions in dealing with the situation in the event of a disaster.

COURSE OBJECTIVES

- To provide knowledge and skills in choosing the best strategy for post-disaster record conservation.
- To provide hands-on experience rescuing and repairing records during and after the disaster in Malaysia.
- To provide a platform for participants to discuss issues and challenges in record-keeping before, during and after the disaster.
- To develop smart partnerships and networking between archival institutions and other government agencies.

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 preservation and conservation records.

Applicants of the course should fulfill the following requirements:

- Have basic training (certificate level) and five years' experience in managing preservation and conservation process.
- Responsible for the management of departmental records or having one-year experience or having attended a basic course on preservation and conversation records.
- Certified physically fit to attend the course online.
- Age between 26 – 50 years old.

RULES AND REGULATIONS

- 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.
- Participants must come in time and no participant will be allowed to enter the online course after the starting time of the training.
- Participants are required to dress in formal/casual attire throughout the class.
- Participants must have a good internet connection throughout the online class.
- Participants should be ready half an hour before class begins.