

El Ministerio de Asuntos Extranjeros de la República de Singapur a través del Singapore Cooperation Programme Training Award ofrece el curso: “Information and Knowledge Management in Public Organizations”, a llevarse a cabo del 30 de noviembre al 9 de diciembre.

Los interesados deberán presentar para su postulación en esta DGCIN **antes del 27 de octubre próximo**: CV, analítico, certificado médico además del formulario, acompañado de una nota dirigida a la Embajadora Julia Levi, donde exprese brevemente, como estima que la capacitación a adquirir impactará en el proceso de desarrollo integral en el que esté inserto.

El Gobierno de Singapur otorga becas de estadía (alojamiento, y transporte local), por lo cual el candidato o institución que lo proponga deberá costear el pasaje aéreo.

SINGAPORE COOPERATION PROGRAMME
SINGAPORE COOPERATION PROGRAMME TRAINING AWARD
GENERAL INFORMATION BROCHURE

**INFORMATION AND KNOWLEDGE MANAGEMENT
IN PUBLIC ORGANISATIONS**

30 NOVEMBER TO 9 DECEMBER 2011

Sponsored by the

MINISTRY OF FOREIGN AFFAIRS, SINGAPORE

under the

**SINGAPORE COOPERATION PROGRAMME
TRAINING AWARD**

to be conducted by the

VECTOR SCORECARD (ASIA-PACIFIC) GROUP

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. Through the Singapore Cooperation Programme (SCP), Singapore can contribute to the development of other developing countries.

In 1992, the SCP was established, bringing together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Since 1992, Singapore has sponsored training courses and study visits for over 75,000 officials from 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Vector Scorecard (Asia-Pacific) Group

Established since 2006, Vector Scorecard (Asia-Pacific) is a niche economic development and training centre with internationally-recognised programmes and a unique teaching approach that uses proprietary scorecards in its training engagements. Vector's training programmes constantly incorporate the latest dynamics, trends and issues affecting the region and industries into the learning syllabus.

Vector is partly-invested by the investment arm of Spring Singapore, an agency under the Ministry of Trade and Institute. Vector has successfully assisted government agencies, ministries and professional organisations in Asia via its 6 Learning Verticals:

- Finance & Risk Management
- Economic Development & Trade
- Trade and Investment Facilitation
- Tourism & Retail
- Healthcare and Hospitality

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- Human Resource Development and Management

Vector Group comprises of 16 core personnel based in Singapore and more than 30 supporting personnel and partners in 9 international country offices in South-East Asia, North Asia, South Asia, the USA and the UK.

It has also a network of more than 100 experienced trainers and consultants (locally and internationally) in various subjects of interest to policy makers

Course Objectives

The course aims to take provide participants with an understanding of.

By the end of the course, participants will be able to:

- Understand how the Singapore government plans and implements IT systems
- Identify IT systems and architecture needs and implementation planning for procurement efficiency and rapid adoption
- Manage ICT project objectives and scope
- IT outsourcing and service delivery

Synopsis and Methodology

The course will be highly interactive and experiential. Besides formal lecturing, activities include open discussions, group work, exercises, experiential activities and other learning methodologies. Participants will have adequate opportunity to share their experiences, learning points and challenges.

The topics to be covered are:

- Overview of Information Systems and Information System Project Management
- Systems Analysis and Design
- Identifying IT needs and requirements
- Knowledge Management Strategies and Policies
- ICT for Development and e-Government
- IT Policy
 - Understanding Information vulnerability, liabilities and risks
 - Designing Information Security Policy
 - Implementing Data Protection and Privacy
 - Understanding Intellectual properties and copyright
- E-Government (RS)
 - Online Content to Web Enabled Self Service

- Building Successful Online Services
- Fulfilling Public Service Needs

Duration

The course will be held from **30 November to 9 December 2011**.

Application Information

Applicants should be:

- Mid to senior level public service officials who are currently involved information management roles and/or formulating information management policies
- Nominated by their respective Governments
- Proficient in spoken and written English
- Below 50 years of age
- 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:

- A daily training allowance of Forty Singapore Dollars (S\$40) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from first day to one day after the course];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

Note:

- (i) The recipient government will be responsible for their participants' round-trip airfares

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- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves

Please address the forms to:

**The Director
Technical Cooperation Directorate
Ministry of Foreign Affairs, Singapore
Tanglin
Singapore 248163**

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 for the duration of the course;
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government 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.

Attn: Ms. Khui Joo Ying
Tel: (65) 6379 8452
Fax: (65) 6479 3357
E-mail: KHUI_Joo_Ying@mfa.gov.sg

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail or faxed to the **Ministry of Foreign Affairs, Singapore** at Fax (65) 6479 3357. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and must bear the endorsement of the respective National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Only successful applicants will be notified.
- Applicants should refrain from making telephone, fax 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. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

Application Procedure

(Closing Date for Nomination: **28 October 2011**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **ONE (1)** suitable applicant.

Where there are more applicants than training places, the selection of applicants will be based on merit. The Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event their nominee is not selected.

All nominations are to be carried out by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **28 October 2011**.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.visitsingapore.com

Singapore Cooperation Programme Application Form for Bilateral Courses

SINGAPORE COOPERATION PROGRAMME**APPLICATION FORM FOR TRAINING IN SINGAPORE**

Affix a recent
passport-size
photograph here

Please type or write clearly in capital letters.
The words "NIL" or "N/A" should be used where applicable.
Do not leave any space blank.

Programme: **Singapore Cooperation Programme Training Award (SCPTA)**

Course Title: **Information and Knowledge Management in Public Organisations**

Date of Course: **30 November to 9 December 2011**

PART I: PARTICULARS OF APPLICANT

Name Mr/Mrs/Miss/Dr* (Full name in capital letters as in International Passport – please underline Family/Last Name)		
Nationality	Date of Birth (dd/mm/yy)	Place of Birth
Gender Male / Female*	Passport Number (Diplomatic / Official / Ordinary)*	Expiry Date of Passport (dd/mm/yy)
Marital Status	Religion	Dietary Restriction, if any
Home Address	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.	
Airport of Departure to Singapore:	Mobile: _____ - _____ - _____ Country Code Area Code Tel No.	
Job Title	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.	
Office Address (Name of Organisation and Address)	Fax No: _____ - _____ - _____ Country Code Area Code Fax No.	
Email Address:		
Alternate Email Address:		

*Delete where applicable

Person to be notified in case of an emergency:

Name	Relationship
Home Address	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.

NOTE:

This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.

Singapore Cooperation Programme Application Form for Bilateral Courses

PART II: EMPLOYMENT HISTORY

(starting from present position - in reverse chronological order)

Organisation / Department	Designation	Nature of job	Period (dd/mm/yy)	
			From	To

PART III: EDUCATIONAL RECORD

Degree / Diploma / Certificate	Educational Institution	Location	Period (dd/mm/yy)	
			From	To

PART IV: DETAILS OF PROFESSIONAL QUALIFICATIONS

Type of Professional Qualification	Date Attained

PART V: PREVIOUS ATTENDANCE

Have you previously attended any courses sponsored under the Singapore Cooperation Programme?

Yes / No (please tick)

If yes, please state the name and date of course/s:

- _____
- _____

PART VI: EXPERIENCE AND TRAINING REQUIREMENTS

Please write briefly on your working experience and training requirements. Copies of the relevant supporting documents (e.g. educational certificates, testimonials) should be attached.

NOTE:

This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.

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PART VII: NOMINEE'S DECLARATION

I, _____, of _____
 (Name) (Country)

declare that :

(a) all information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not willfully suppressed any material fact;

(b) I am medically fit and free from any medical problem which may impair my ability to attend the training in Singapore; and

(c) I will be personally liable for all medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy. (All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance. The Group Hospital & Surgical Insurance does not cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)

Upon successful selection for the training award, I undertake to:

- (a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- (b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- (c) submit/present any report which may be required;
- (d) refrain from engaging in political activities and any form of employment for profit or gain;
- (e) return to my home country upon completion of the training; and
- (f) discontinue the course should I be found guilty of misconduct or be medically unfit.

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 would be liable to depart from Singapore on my own expense.

 (Date)

 (Signature of Nominee)

NOTE:

This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.

Singapore Cooperation Programme Application Form for Bilateral Courses

PART VIII: (To be completed by the Nominating Government)

Comments and observations on the Nominee's:

(a) *Proficiency of the English Language

	Excellent	Fair	Basic	Nil
Spoken				
Written				

(b) *Fitness Level

	Excellent	Good	Fair	Poor
Fitness level				

*Tick where appropriate

(c) Reasons for the Nominee's selection:

(d) The post which the Nominee will be required to fill upon satisfactory completion of training:

(e) Relevance of course to the nominee's job:

NOTE:

This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.

Singapore Cooperation Programme Application Form for Bilateral Courses

PART IX: OFFICIAL DECLARATION (to be completed by the Nominating Government)

On behalf of the Government of _____ (Country)

I, _____, certify that: (Name of Official)

- (a) I have examined the educational, professional or other certificates quoted by the nominee in this form and I am satisfied that they are authentic and relate to the nominee.
(b) The nominee is medically fit and free from infectious disease and that, having regard to his/her physical and mental history; there is no reason to suppose that the nominee is other than fit to undertake the journey to Singapore and to remain in Singapore for the duration of training.
(c) Should the nominee seek medical consultation/treatment during his period of stay in Singapore, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.
(d) The nominee has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Mr/Mrs/Miss/Dr) _____ holding Passport No _____

(Name)

(Signature)

(Name of Organisation)

(Designation)

(Address of Organisation)

Country Code Area Code Office Tel No.

(Email Address)

Country Code Area Code Office Fax No.

Endorsement by the nominating country's National Focal Point for Technical Assistance:

(Name)



(Designation)

(Signature)

(Name of Organisation)

(Email Address)

Country Code Area Code Office Tel No.

Country Code Area Code Office Fax No.

NOTE: This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.

Singapore Cooperation Programme Application Form for Bilateral Courses

To: GOVERNMENT OF THE REPUBLIC OF SINGAPORE

Dear Sir

LETTER OF INDEMNITY

In consideration of your allowing me to do my training with the relevant Government departments/ statutory boards/institutions in Singapore, I _____, Passport Number _____ of _____, hereby declare that I shall be personally liable for and shall indemnify the Government of the Republic of Singapore against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses whatsoever arising under any statute or at common law which may be made or taken against the Government of the Republic of Singapore or incurred or become payable by the Government of the Republic of Singapore in respect of any medical illness, personal injury (whether fatal or otherwise) to or the death of any person or in respect of any injury or damage whatsoever to any property, real or personal arising out of or in the course of or by reason of my carelessness or negligence, omission or default during my training with the relevant Government departments/statutory boards/institutions in Singapore.

Dated this _____ day of _____ 2011 / 2012

Signed by _____ (Signature of trainee) _____ (Name of trainee)

in the presence of

Signed by _____ (Signature of witness) _____ (Name of witness) _____ (Designation of witness)

NOTE: This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.