

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (SERVICES-I BRANCH)
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING,
I.P. ESTATE, NEW DELHI – 110002.
(<http://services.delhigovt.nic.in>)

F.No. 2/05/2013/S.I/ 2029-30

Dated: 02/09/2020

To

All Pr. Secretaries/Secretaries/
Heads of Department/
Local and Autonomous Bodies,
Govt. of NCT of Delhi,
Delhi/New Delhi.

- Sub: 1. Singapore Cooperation Programme on “**Building Social Cohesion in a Plural Society**” in Singapore from 21st September to 25th September, 2020.
2. Singapore Cooperation Programme on “**Introduction to Disaster Risk Reduction**” in Singapore from 23rd September to 30th September, 2020 and 7th October to 14th October, 2020.
3. Singapore Cooperation Programme on “**Strategic Leadership and Public Governance**” in Singapore from 28th September to 2nd October, 2020.

Sir,

I am directed to forward herewith copies of training circulars No. 12/15/2020-BPC&T, No. 12/16/2020-BPC&T and No. 12/17/2020-BPC&T dated 25.08.2020 received from BPC&T Section, Department of Economic Affairs, Ministry of Finance, Govt. of India, on the subject cited above for information and necessary action.

Yours faithfully,

Encl: As above.



(ANJU MANGLA)

o/c DEPUTY SECRETARY-IV (SERVICES)

F.No. 2/05/2013/S.I/ 2029-30

Dated: 02/09/2020

Copy forwarded to Superintendent (Coord.), Services Department, Govt. of NCT of Delhi with the request to upload the above said letter/circular on the website of Services Department.


(ANJU MANGLA)

o/c DEPUTY SECRETARY-IV (SERVICES)

Training Circulars

From : Mukesh Kumar <mukeshkumar1963@nic.in>

Subject : Training Circulars

01/200/20465
Tue, Aug 25, 2020 06:08 PM

3 attachments

To : CS AP <cs@ap.gov.in>, Naresh Kumar <cs-arunachal@nic.in>, Kumar Sanjay Krishna IAS <cs-assam@nic.in>, Chief Secretary Bihar <cs-bihar@nic.in>, Chief Secretary Office <csoffice.cg@gov.in>, Chief Secretary <cs-go@nic.in>, cs@guj@gujarat.gov.in, KESHNI ANAND ARORA <cs@hry.nic.in>, Anil Khachi <cs-hp@nic.in>, cs-jandk <cs-jandk@nic.in>, Shri Sukhdev Singh <cs-jharkhand@nic.in>, cs@karnataka.gov.in, Dr(Mr) Dr. Vishwas Mehta Mehta <chiefsecy@kerala.gov.in>, Iqbal Singh Bains <cs@mp.nic.in>, chiefsecy@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>, cso-meg <cso-meg@nic.in>, cs-mizoram <cs-mizoram@nic.in>, Mr TALI TOY <csngl@nic.in>, Asit Kumar Tripathy <csori@nic.in>, Chief Secretary Punjab <cs@punjab.gov.in>, csraj@rajasthan.gov.in, Prakash <cs-skm@hub.nic.in>, cs@tn.gov.in, Somesh Kumar IAS <cs@telangana.gov.in>, cs-tripura <cs-tripura@nic.in>, CHIEF SECRETARY GoUP <csup@nic.in>, chief secretary <cs-uttaranchal@nic.in>, cs-westbengal <cs-westbengal@nic.in>, Chief Secretary Andamans <cs-andaman@nic.in>, Shri Vijay Kumar Dev <csdelhi@nic.in>, Shri. Dineshwar Sharma IPS <lk-admin@nic.in>, Mr Mr G. N. Singh <gn.singh13@nic.in>, singh gn50 <singh.gn50@gmail.com>, H K SUANTHANG <hk.suanthang@nic.in>, Mahendra Pratap <mahendra.pratap23@nic.in>, Joint Secretary Admin <jsadmin-doc@gov.in>, Navneet Gupta, JS-Admn DOT <jsa-dot@nic.in>, Suresh Kumar Vashishth <vashishth.suresh@nic.in>, Sanjukta Mudgal <jsadmasi-culture@gov.in>, Shri Shankar Lal Meena <shankarl.meena@nic.in>, VIPIN CHANDRA <js@moes.gov.in>, GOEL SANJAY <js.sgoel@meity.gov.in>, Office Of JS(SL) <jssl-dhi@gov.in>, Shri Prakash <jsadmin-mha@nic.in>, Anand Prakash <anand.prakash62@nic.in>, MADHU KUMAR <madhu.ranjan@gov.in>, RAJENDRA <rsingh.dhfw@nic.in>, Venudhar Reddy Nukala <nv.reddy@nic.in>, N P JOSHI Deputy Secretary MoWR RD GR <np.joshi@nic.in>, Rajinder Kashyap <rajinder.kashyap@gov.in>, Samar Nanda <samar.nanda@nic.in>, Arun Kumar Chaube

26.08.2020
CS
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ACS (Dev)

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Dewan

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(Admin), MoTA <js.adm-tribal@nic.in>, Ajay Tirkey
<tirkeyaj@ias.nic.in>, G S Chitra <gs.chitra@nic.in>

Cc : Mrutyunjay Behera <mrutyunjay.b@nic.in>, SanjayK
US DEA <kumar.sanjay76@nic.in>, R MURALI
<murali.r@nic.in>

Sir/Madam,

Please find attached the following DEA's Training Circulars for information and necessary action:-

- (i) No. 12/15/2020-BPC&T dated 25 August, 2020 - regarding online Singapore Cooperation Programme on **"Building Social Cohesion in a Plural Society"** in Singapore from 21 to 25 September, 2020.
- (ii) No. 12/16/2020-BPC&T dated 25 August, 2020 - regarding online Singapore Cooperation Programme on **"Introduction to Disaster Risk Reduction"** in Singapore from 23 to 30 September and 7 to 14 October, 2020.
- (iii) No. 12/17/2020-BPC&T dated 25 August, 2020 - regarding online Singapore Cooperation Programme on **"Strategic Leadership and Public Governance"** in Singapore from 28 September to 2 October, 2020

With regards,

Mukesh Kumar
Assistant Section Officer
(BPC&T) Section
Department of Economic Affairs
Ministry of Finance
North Block, New Delhi
Tele: 23095135

No.12/15/2020-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
25th August, 2020.

TRAINING CIRCULAR

Subject:- Singapore Cooperation Programme on "**Building Social Cohesion in a Plural Society**" in Singapore from 21st to 25th September, 2020.

The Republic of Singapore has invited nominations for **online course** on "**Building Social Cohesion in a Plural Society**" under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level Government officials involved in social policymaking. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Singapore**, who conducted as an online. All nominees are to submit their applications online at <http://go.gov.sg/building-social-cohesion>.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

(i) Sponsoring Government's application to be filled online (available at <http://go.gov.sg/building-social-cohesion>) Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.


(ii) DEA's proforma - duly countersigned by competent authority (**Annex-III**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 28.8.2020 positively at the following address:-**

Shri R. Murali,
Section Officer(BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali.r@nic.in



6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.nic.in under the link "Foreign Training Programmes".


(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 23095233

Email:- kumar.sanjay76@nic.in

1. Joint Secretary(Admn.), Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
2. Joint Secretary(Admn.), Ministry of Labour and Employment, Shram Shakti Bhavan, New Delhi.
3. Joint Secretary(Admn.), Ministry of Women & Child Development, Shastri Bhavan, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. All Cadre Controlling Authorities (As per list enclosed).

TO BE UPLOADED ON MOF'S WEBSITE



SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE

BUILDING SOCIAL COHESION IN A PLURAL SOCIETY (Conducted Fully Online)

21 TO 25 SEPTEMBER 2020

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SCP TRAINING AWARDS (E-LEARNING)

to be conducted by the

CIVIL SERVICE COLLEGE SINGAPORE

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 131,000 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.

Civil Service College Singapore

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in the public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reforms.

Course Objectives

Social cohesion is a cornerstone of Singapore's success as a nation. This programme shares Singapore's experience in building an inclusive and caring society, in the midst of changing demographics, societal needs and expectations.

Synopsis

Topics to be covered include:

- Singapore's philosophy and approach to social security
- Building a cohesive society through housing policies
- Forging social stability and national identity through education policies
- Managing racial diversity & harmony
- Active citizenry and strong communities
- The stewardship role of government

Methodology

This course will be delivered for up to 30 participants through a "blended" virtual classroom comprising a combination of **asynchronous e-Learning** (independent and self-study of online modules on a web-based Learning Management System) and **synchronous e-Learning** ("live" e-learning sessions). With sessions conducted online "live", participants will have the opportunity to dialogue with in-service officials and discuss the course materials with the trainers.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and attend all training sessions, and;
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government and the Government of Singapore and its appointed trainer, with respect to the course.

Duration

The course will be held over 5 days from 21 to 25 September 2020.

The "**Live**" e-learning sessions will be conducted from 2pm to 5.15pm (Singapore Time; UTC/GMT +8 hours) each day. The actual timing for each module will be provided in the programme schedule which will be shared to successful applicants.

Prior to the course, there will be an onboarding training session to familiarise participants with CSC's online learning tools. This session is compulsory and will take place a week before the course.

Application Information

Applicants should be:

- Mid-to-senior-level government officials involved in social policymaking;
- Able to attend **all** the synchronous training sessions. They will require an internet-enabled laptop (strongly encouraged) or device with Zoom app installed, a functioning webcam, microphone and headphones;
- Nominated by their respective Governments, and
- Proficient in written and spoken English.

Terms of Award

The course fee is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Application Procedure

(Closing date for nomination: 1 September 2020)

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://go.gov.sg/building-social-cohesion> by Tuesday, 1 September 2020. NFPs are also required to use the SCP website (<https://www.scp.gov.sg>) to endorse nominees.

230/c

**SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE**

Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact [Camille Ng@mfa.gov.sg](mailto:Camille_Ng@mfa.gov.sg) and [Chin Hsien Juen@mfa.gov.sg](mailto:Chin_Hsien_Juen@mfa.gov.sg) if you encounter technical issues during application.
- Participants who complete all eLearning modules and attend all "live" training sessions, will receive a certificate of completion from the SCP.
- 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.



SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

Eligibility Condition:

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Up to one week	5 years	less than 45 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	less than 50 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	8 years	less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off

2. Candidates and nominating authorities in Ministries/Departments/State Govts etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY

3. Filling up of application forms:-

- Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- Ensure that the **application form** prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. Nominations:-

- In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees
- Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme

DEA PROFORMA FOR FOREIGN TRAINING

ANNEX I
22/1

1. Name

2. Date of Birth

3. Male/Female

4. Educational Qualifications

5. Service to which the officer belongs

6. Date of regular appointment

7. Details of posts held during the last five years (starting from the present):

S.No.	Post held	Ministry/Department/ Organization	Nature of work/Job profile

8. Name of foreign training programme applied for and its relevance to the candidate

9. Papers etc. if any published by the candidate

10. Details of Foreign Training Programmes attended during the last two years

S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution	Source of funding

Signature of the candidate:

Office Phone No.

Mobile No.:

E-mail:

CERTIFICATE

Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)

227/c

No.12/16/2020-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
25th August, 2020.

TRAINING CIRCULAR

Subject:- Singapore Cooperation Programme on **"Introduction to Disaster Risk Reduction"** in Singapore from 23rd to 30th September and 7th to 14th October, 2020.

The Republic of Singapore has invited nominations for **online course** on **"Introduction to Disaster Risk Reduction"** under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level Government officials involved in disaster risk reduction policy making and national emergency planning and management. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Singapore**, who conducted as an online. All nominees are to submit their applications online at <http://go.gov.sg/undrr2020>.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <http://go.gov.sg/undrr2020>. Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-III**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 28.8.2020 positively at the following address:-**

Shri R. Murali,
Section Officer(BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali.r@nic.in

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6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.nic.in under the link "Foreign Training Programmes".



(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 23095233

Email:- kumar.sanjay76@nic.in

1. Joint Secretary(Disaster Management), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
2. Joint Secretary(Admn. & Capacity Building and Training), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. All Cadre Controlling Authorities (As per list enclosed).

TO BE UPLOADED ON MOF'S WEBSITE

INTRODUCTION TO DISASTER RISK REDUCTION

23 & 30 SEPTEMBER AND 7 & 14 OCTOBER 2020

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

**UNITED NATIONS OFFICE FOR DISASTER RISK REDUCTION
(UNDRR)**

under the

SINGAPORE-UNDRR JOINT TRAINING PROGRAMME

to be conducted by the

CIVIL SERVICE COLLEGE, SINGAPORE

and the

UNDRR

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 131,000 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.

United Nations Office for Disaster Risk Reduction

The UN General Assembly adopted the International Strategy for Disaster Reduction in December 1999 and established the United Nations Office for Disaster Risk Reduction (UNDRR). UNDRR is the focal point in the UN system for the coordination of disaster risk reduction (DRR) and supports the implementation, follow-up and review of the Sendai Framework for Disaster Risk Reduction 2015 – 2030. Its core areas of work

include supporting countries and regions in ensuring DRR is a national and local priority and increasing investments for DRR.

The UNDRR's Global Education and Training Institute (GETI), which was established in 2010, has a mandate to develop a new cadre of professionals in DRR and climate change adaptation for disaster resilient societies. To deliver on this mandate, it has focused primarily on national and city leaders and municipal disaster risk managers. Over the years, UNDRR GETI has trained over 8,039 government officials on various aspects of DRR, from 149 countries.

Civil Service College, Singapore

The Civil Service College (CSC) plays a pivotal role in nurturing and developing the Singapore Public Service to meet challenges of the future. Its mission is to develop a first-class Public Service through training and development. CSC endeavours to be the heart of learning excellence and development for the Public Service in Singapore.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration, and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations. CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration, and public reforms. By sharing Singapore government's experience and best practices, we hope to promote good governance and develop goodwill, co-operation, and understanding between different governments across the world.

Course Objectives

This short online course examines key principles of DRR and the hardcoding of resilience into policy, implementation action and human behaviour. Drawing lessons from the COVID-19 global pandemic that demonstrates the 'new normal' of interconnected risk, participants will learn about the Sendai Framework for DRR 2015-2030, the 2030 Agenda for Sustainable Development and the Paris Agreement, interlinkages with International Health Regulations, and possible applications to their State's existing

policy and plans. The course will also cover Singapore's Whole-of-government approach to integrated risk management and multi-stakeholder approach to crisis recovery.

UNDRR will provide globally accepted tools, including the Public Health Addendum to the Resilient Cities Scorecard, to help participants become familiar with tools available to develop risk-informed strategies and plans that link DRR, climate and development action. UNDRR will also bring global best practices and encourage sharing of experiences amongst the participants.

Synopsis

The programme will cover the following aspects:

- Understanding how DRR links with the Sustainable Development Goals and the Paris Agreement, linking the Sendai Framework with the other two major agreements of 2015;
- Understanding how to prevent creation of new risk, and reducing existing risks, including biological and human-induced hazards;
- Fundamentals for formulating national and local DRR strategies as per Global Target E of the Sendai Framework and indicators of SDGs 1 on no poverty, 11 on sustainable cities and 13 on climate action;
- Strengthening governance and building capacity;
- Integration of DRR and climate change adaptation into development policy. Key sectors covered will include infrastructure, housing, urban and land use planning, environmental protection, gender issues, psychosocial issues, and health;
- Building public health resilience through pandemic preparedness, including lessons from COVID-19;
- Essential emergency operations including emergency management plans, including health emergency;
- Working with public and private stakeholders and strengthening policy and decision-making processes, including for COVID-19 recovery.

Please view this video for more information on the Singapore-UNDRR Joint Training Programme and DRR: <https://www.go.gov.sg/drr2019video>.

Methodology

This short course will mix lecture, discussion and practical exercise with the aim of maximising engagement and exchange of experience among participants. Zoom platform will be used for meetings and webinars (polls, chat and Q&A), online video and offline presentations for self-study, and tools for individual and group practice. Participants will also have adequate opportunity to share their experiences, learning points and challenges in an online discussion forum.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedule and not miss training sessions, and;
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government, the Government of Singapore, UNDRR and the Civil Service College, with respect to the course.

Duration

The webinars will be held on **23 & 30 September** and **7 & 14 October 2020**, from **2.00pm to 3.30/4.00pm** (Singapore time; UTC+08:00 hours) on each of these days. Please see Annex for the draft programme (subject to changes).

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in disaster risk reduction policy making and/or national emergency planning and management. These can include officials from planning and finance/budget office or health office;
- Able to attend all the synchronous e-learning sessions. They will require an internet-enabled device with Zoom installed, and an internet-enabled device with functioning webcam, microphone and audio;
- 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 and UNDRR under the Singapore-UNDRR Joint Training Programme.

Application Procedure

(Closing date for nomination: **1 September 2020**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate suitable applicants. 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 NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at **www.go.gov.sg/undrr2020** by **Tuesday, 1 September 2020**. NFPs are also required to use the SCP website (<https://www.scp.gov.sg>) to endorse nominees.

Note:

- Participants who attend 75% of 'live' e-learning sessions, will receive a certificate of completion from the SCP.
- 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 NFP will also be informed directly or through Singapore's diplomatic representations in the nominating country.

 follow us at

SCP Friends

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DRAFT PROGRAMME (AS OF 28 JULY 2020)

Week	Date/Time	Programme	Duration	Methodology
1	Wednesday, 23 September 90 minutes 8-9:30 Geneva 9-10:30 Nairobi 12-13:30 Almaty 14-15:30 Singapore 18-19:30 Fiji	Welcome & Course Introduction	15'	Zoom Meeting or Webinar
		1.1. Making the Case: Understanding Concepts and Trends in Disaster Risk Reduction in a 'New Normal'	30'	
		1.2. Global Frameworks in Coherence: Reducing Risk for Sustainable Development	40'	
	Self-Study 60 mins	Group Discussion	30'	Online Discussion
		Foundation and Frameworks: Singapore's Approach to Governance	30'	Online: Video and Reading Materials will be provided.
2	Wednesday, 30 September 120 minutes 8-10:00 Geneva 9-11:00 Nairobi 12-14:00 Almaty 14-16:00 Singapore 18-20:00 Fiji	2.1. The Case for Whole-of-Government Integrated Risk Management (WOG-IRM): Singapore's Experience from COVID-19	120'	Zoom Meeting

0291/1

SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE

Week	Date/Time	Programme	Duration	Methodology
	Self-Study 90 minutes	2.2 Understanding Sendai Framework Priorities: Disaster Risk Reduction Planning and Implementation: DRR Case Studies	90'	Online: <i>Pre-recorded videos and PPT presentations</i>
3	Wednesday, 7 October 90 minutes 8-9:30 Geneva 9-10:30 Nairobi 12-13:30 Almaty 14-15:30 Singapore 18-19:30 Fiji	3. Understanding Resilience, Assessment & Planning: The case of public health	90'	Zoom Webinar
	Self-Study	Individual Exercise	60'	Offline Exercise and Online Discussion
4	Wednesday, 14 October 120 minutes 8-10:00 Geneva 9-11:00 Nairobi 12-14:00 Almaty 14-16:00 Singapore 18-20:00 Fiji	4. Focus on Partnerships in Crisis Recovery	100'	Zoom Meeting
		Way Forward & Closing	20'	

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs.

Eligibility Conditions:

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Up to one week	5 years	less than 60 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	8 years	less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off

2. Candidates and nominating authorities in Ministries/Departments/State Govts etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY

3. Filling up of application forms:-

- (i) Ensure that the DEA proforma is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the application form prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to Vigilance Clearance in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme

PROFORMA FOR FOREIGN TRAINING

1. Name

2. Date of Birth

3. Male/Female

4. Educational Qualifications

5. Service to which the officer belongs

6. Date of regular appointment

7. Details of posts held during the last five years (starting from the present):

S.No.	Post held	Ministry/Department/ Organization	Nature of work/job profile

8. Name of foreign training programme applied for and its relevance to the candidate

9. Papers etc. if any published by the candidate

10. Details of Foreign Training Programmes attended during the last two years

S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution	Source of funding

Signature of the candidate:

Office Phone No.
Mobile No.:

E-mail:

CERTIFICATE

Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)

No.12/17/2020-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
25th August, 2020.

TRAINING CIRCULAR

Subject:- Singapore Cooperation Programme on "**Strategic Leadership and Public Governance**" in Singapore from 28th September to 2nd October, 2020.

The Republic of Singapore has invited nominations for **online course** on "**Strategic Leadership and Public Governance**" under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level Government officials who currently involved in works in leadership and strategic planning or public service transformation. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Singapore**, who conducted as an online. All nominees are to submit their applications online at <http://go.gov.sg/strategicleadership2020>.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

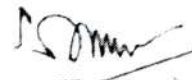
- (i) Sponsoring Government's application to be filled online (available at <http://go.gov.sg/strategicleadership2020>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-III**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 3.9.2020 positively at the following address:-**

Shri R. Murali,
Section Officer(BPC&T).
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali_r@dea.gov.in



6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.nic.in under the link "Foreign Training Programmes".


(Sanjay Kumar)

Under Secretary to the Govt. of India
Tele: 23095233

Email:- kumar.sanjay76@gmail.com

1. Joint Secretary(Admn.), Department of Personnel & Training, New Delhi.
2. Joint Secretary(Admn.), Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
3. Joint Secretary (Admn.), Ministry of Statistics and Programme Implementation, 1 Tayag Raj Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. All Cadre Controlling Authorities (As per list enclosed).

TO BE UPLOADED ON MOF'S WEBSITE



SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE

STRATEGIC LEADERSHIP AND PUBLIC GOVERNANCE (Conducted Fully Online)

28 SEPTEMBER TO 2 OCTOBER 2020

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by the

CIVIL SERVICE COLLEGE SINGAPORE

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 131,000 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.

Civil Service College Singapore

The Civil Service College (CSC) plays a pivotal role in nurturing and developing the Singapore Public Service to meet challenges of the future. Its mission is to develop a first-class Public Service through training and development. CSC endeavours to be the heart of learning excellence and development for the Public Service in Singapore.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. CSC works closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations. CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration, and public reforms. By sharing Singapore government's experience and best practices, CSC hopes to promote good governance and develop goodwill, co-operation, and understanding between different governments across the world.

SINGAPORE COOPERATION PROGRAMME GENERAL INFORMATION BROCHURE

Course Objectives

This programme shares Singapore's public service journey to develop visionary leadership and resilient institutions to drive development and nation building. It also shares Singapore's experience in promoting coordination and consultation within the Public Service to resolve multi-dimensional issues involving various stakeholders

Synopsis

Topics to be covered include

- Principles of good governance and leadership,
- Whole-of-Government approach to policy development and implementation,
- Developing human capital in the Public Service, and
- Fiscal policy, financial controls and zero tolerance for corruption in the public sector

Methodology

This course will be delivered for up to **30 participants** through the best mix of training and learning methodologies. This virtual training programme will consist a mix of synchronous and asynchronous learning components. The **synchronous** components will include a series of interactive and thematic sharing sessions, dialogues and facilitated discussions and reflections. **Asynchronous** components will comprise a mix of articles, resources, videos and e-learning modules to complement the various synchronous sessions

Regulations

Participants are required to comply with the following

- Strictly observe course schedules and not miss training sessions, and
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government and the Government of Singapore and its appointed trainer with respect to the course

Duration

The course will be held over five days from **28 September to 2 October 2020**, consisting of synchronous and asynchronous learning components. The synchronous components will be held from **1400 to 1730 hours (Singapore time; UTC+08:00)** each day

The actual timing for each module will be provided in the programme schedule which will be shared to successful applicants

Prior to the course, there will be an onboarding training session to familiarise participants with CSC's online learning tools. This session is compulsory and will take place on **23 September 2020** from **1400 to 1700 hours (Singapore time; UTC+08:00)**

Application Information

Applicants should be

- Mid- to senior-level government officials who are currently involved in works of leadership and strategic planning or public service transformation,
- Able to attend **all** the synchronous e-learning sessions. They will require an internet-enabled laptop (strongly encouraged) or device with Zoom installed, a functioning webcam, microphone and audio device.
- Nominated by their respective Governments and
- Proficient in written and spoken English

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award

Application Procedure

(Closing date for nomination **7 September 2020**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFPA) 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 NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at www.go.gov.sg/strategicleadership2020. NFPs are also required to use the START (<https://www.scp.gov.sg>) to endorse nominees.

Note:

- All applications should be completed in full. Application which are not endorsed online will not be considered. Please contact Celia_Tang@mfa.gov.sg and Odellia_Qh@mfa.gov.sg if you encounter technical issues during application.
- Participants who complete all course assignments and attend all 'live' e-learning sessions, will receive a certificate of completion from the SCP.
- 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 NFP will also be informed directly or through Singapore's diplomatic representations in the nominating country.



Note: Applicants for the training should ensure that they are not already employed by any foreign Government or organization. They should also ensure that they are not already employed by any foreign Government or organization.

Eligibility Conditions

Category	Not eligible for training	Eligible for training	Eligible for training	Eligible for training
Training	Applicants who are not citizens of the country of origin or the date of LTT	Applicants who are citizens of the country of origin or the date of LTT	Applicants who are citizens of the country of origin or the date of LTT	Applicants who are citizens of the country of origin or the date of LTT
Age	Applicants who are above 35 years of age	Applicants who are below 35 years of age	Applicants who are below 35 years of age	Applicants who are below 35 years of age
Education	Applicants who have not completed the minimum educational requirements	Applicants who have completed the minimum educational requirements	Applicants who have completed the minimum educational requirements	Applicants who have completed the minimum educational requirements
Work Experience	Applicants who have not worked for a minimum of 5 years	Applicants who have worked for a minimum of 5 years	Applicants who have worked for a minimum of 5 years	Applicants who have worked for a minimum of 5 years
Other	Applicants who are not recommended by the sponsoring agency	Applicants who are recommended by the sponsoring agency	Applicants who are recommended by the sponsoring agency	Applicants who are recommended by the sponsoring agency

Note: Project related training is exempt from the provision of cooling off

Embodied and nominating authorities in the country of origin should also satisfy themselves about the eligibility conditions prior to the submission of the nominations to DEA.

HOW TO APPLY

3. Filling up of application forms:-

- Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- In case of **training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. Nominations:-

- In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MIA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award
IMF - International Monetary Fund, MITCP - Malaysian Technical Cooperation Programme

3. Date of Birth _____ Male Female _____
4. Educational Qualifications _____
5. Service to which the officer belongs _____
6. Date of regular appointment _____
7. Details of posts held during the last five years (starting from the present)
- | S.No | Post held | Ministry/Department/
Organization | Nature of work/job profile |
|------|-----------|--------------------------------------|----------------------------|
| | | | |
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| | | | |
| | | | |

8. Name of foreign training programme applied for and its relevance to the candidate

9. Papers etc. if any published by the candidate

10. Details of Foreign Training Programmes attended during the last two years

S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution	Source of funding

Signature of the candidate:

Office Phone No.

Mobile No.:

E-mail:

CERTIFICATE

Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)