

North Block, New Delhi,
Dated the 1st July, 2022.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme Training Award(SCPTA) Course on "Innovations in Governance" from 29th August to 2nd September, 2022 in Singapore.

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme Training Award(SCPTA) Course on "Innovations in Governance"** to be held in Singapore from **29th August to 2nd September, 2022** under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level government officials involved in leading and overseeing public sector reforms. 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 will provide accommodation, local transport, medical insurance and daily allowance. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses.** An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

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 <https://go.gov.sg/scpta-ingov-2022>). 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-IV**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 18.07.2022 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

Contd.....2/-

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" [<https://mofapp.nic.in/training/default.aspx>].

Parvathy Kataria

(Parvathy Kataria) 11/7/2022
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Deptt. Of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Statistics & Programme Implementation, 1 Tyag Raj Marg, New Delhi.
3. Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://mofapp.nic.in/training/default.aspx>].

INNOVATIONS IN GOVERNANCE

29 AUGUST 2022 TO 2 SEPTEMBER 2022

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

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 137,000 officials from more than 180 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.

Course Objectives

This course is conducted under the auspices of the SCP Training Award.

The course will share Singapore's experience in various public policy and service delivery innovations, as well as the capabilities that public services need to stay relevant.

Synopsis

Topics to be covered include:

- Singapore's approach to governance and public service transformation;
- Challenges and innovations in the formulation of socio-economic policies;
- Governance innovation frameworks and tools; and
- The public service as a platform for citizenry engagement and ground-up innovation.

Methodology

The course will be conducted **in-person in Singapore**. The delivery of instruction includes seminar-style sessions, case studies and discussions.

Course Duration and Venue

The course will be conducted daily from **29 August to 2 September 2022** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in leading and overseeing public sector reforms;
- Nominated by their respective governments;
- Proficient in written and spoken English;
- Fully vaccinated with WHO EUL COVID-19 vaccines; and

- 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 (hereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from the first day to the last day of the course. A proportionate reduction in the daily training allowance will be made if you are unable to attend the full duration of the course;
- Transportation between course venue and site visits; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company. [This does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy.]

Note:

- The nominating government will be responsible for its participants' round-trip airfares;
- Participants are to bear their personal expenses that might be incurred prior to receiving the allowance; and
- As the basic insurance coverage is limited, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

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.

Application Procedure

(Closing date for nomination: **25 July 2022**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **1** suitable applicant(s). 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 <https://go.gov.sg/scpta-ingov-2022> by **25 July 2022**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course;
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed; and
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly.
- Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends

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 (DEA), summarized below:-

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
Upto one week	5 years	Less than 58 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	9 years	Less than 58 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

DEA 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)				

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of _____ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. _____ Designation _____ working in this Department/ Ministry/ State Government for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART- B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry/Department/State Government of _____ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____.

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)