

No.12040/58/2012-FTC (Trg.)
Government of India
Ministry of Personnel, PG & Pension
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated August 1, 2012

TRAINING CIRCULAR

Subject: Training Programme on Diplomatic Training to be held in Kuala Lumpur, Malaysia from 3rd September, 2012 to 15th September, 2012.

The undersigned is directed to state that the Commonwealth Secretariat has invited applications for the above programme to be held in Kuala Lumpur, Malaysia from 3rd to 15th September, 2012. The programme is jointly organized by Institute of Diplomacy and Foreign Relations (IDFR) and Ministry of Foreign Affairs, Malaysia.

2 The programme aims to enhance the participants' professional knowledge and skills in diplomacy so that they can play their role more effectively in defending and promoting their national interests in the international arena. In addition, this course serves as a forum for mid-career diplomats from the Commonwealth to exchange ideas and experience as well as to forge closer relationship and networking.

3 The candidates should be senior officials from the Foreign, Economic, Trade and Commerce Ministries in the Commonwealth. Officials from the national foreign service training institutes/ academies are particularly welcome. The participants should be within the 35-45 age bracket, fluent in English and have served in their respective ministries/ training institutions for a minimum of 10 years.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while furnishing the nomination:

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof?
- b) Whether clear from vigilance angle?
- c) Age;
- d) Whether working in North East State/J&K?
- e) A brief in 50-100 words justifying the nomination.

5. The course covers the return airfare from their respective capital city to Kuala Lumpur, on need basis as countries are encouraged to meet travel cost,

.....2/-

Accommodation, Daily subsistence allowance or per diem of RM85.00 per day for the duration of the course. Participants or nominating agency will be expected to bear the expenses incidental to travel abroad such as visas, passport, medical/travel insurance cover, vaccinations, airport fees and excess luggage, compensation in the event of death, disability or illness.

6. It is requested that the nomination of the suitable candidates may please be forwarded in the prescribed application form to this Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/State Government not later than **August 8, 2012**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**), which is available in "What is New" under the Department of Personnel and Training.



(N.K. Wadhwa)

Under Secretary to the Government of India

Tele. No.011-26165682

E-mail ID naresh.wadhwa@nic.in

Copy to:

1. The Secretary, Ministry of External Affairs, South Block, New Delhi.
2. The Secretary, Department of Economic Affairs, Ministry of Finance, North Block, New Delhi.
3. The Secretary, Department of Commerce, Udyog Bhawan, New Delhi.
4. NIC with the request to post the circular, brochure and the enclosed application form on the Department's website.

COMMONWEALTH
REGIONAL PROGRAMME
ON DIPLOMATIC TRAINING
3 – 15 September 2012

JOINTLY ORGANIZED BY:



Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs, Malaysia



Governance and Institutional Development Division (GIDD)
Commonwealth Secretariat (COMSEC)

THROUGH:

Commonwealth Fund for Technical Cooperation (CFTC)

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COMMONWEALTH
REGIONAL PROGRAMME
ON DIPLOMATIC TRAINING

3 – 15 September 2012
KUALA LUMPUR, MALAYSIA

IDFR - COMSEC

PROGRAMME RATIONALE

Today's diplomats have to be knowledgeable and equipped with a multitude of skills to be able to play an effective role in the contemporary global environment characterized by globalization, rapid development in ICT and an ever changing geo-political landscape. The need for enhancing knowledge and skills is especially important to mid-career diplomats, who play a crucial role at Missions or at the Foreign Ministry, and are often at the threshold of being entrusted with heavier responsibilities as heads of missions.

This aim of this workshop is to enhance the participants' professional knowledge and skills in diplomacy so that they can play their role more effectively in defending and promoting their national interests in the international arena. In addition, this course serves as a forum for mid-career diplomats from the Commonwealth to exchange ideas and experience as well as to forge closer relationship and networking.

PROGRAMME OBJECTIVES

The objectives of the programme are:

- i) To expose participants to contemporary developments in diplomacy and international relations;
- ii) To enhance participants' knowledge and skills in handling work demands at Missions and to prepare them for higher responsibilities as heads of mission or deputy heads of mission;
- iii) To enhance participants' knowledge of contemporary global and regional issues;
- iv) To provide a forum for the exchange of ideas, experience and good practices.

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- v) To support an institutional network of Foreign Service Institutes and Academies within Asia region and beyond

PROGRAMME CONTENT

The areas that will be given special focus in this workshop are as follows:

- i) Contemporary International Issues
- Globalisation
 - Overview of the current global economic, political, social and cultural situation
- ii) Regional Issues
- ASEAN and SAARC
 - Commonwealth
- iii) Diplomacy
- Recent Development in Diplomacy
 - Globalised Diplomacy
 - Cultural, Sports and Science Diplomacy
 - Cross-Cultural Awareness
 - Trade Negotiations
 - Environmental Diplomacy
 - Knowledge Management
 - Crisis Management
 - Leadership & Organizational Management
- iv) 3-day attachment at the Ministry of Foreign Affairs Malaysia

TRAINING METHODOLOGY

The programme is highly participatory and interactive. Learning will be through study visits, lectures, group discussions, panel discussions and simulation exercises.

RESOURCE PERSONS

Former ambassadors, senior government servants and internationally recognized training consultants from the private sector will be the resource persons for this workshop.

PARTICIPANT PROFILE

This course is open to senior officials from the Foreign, Economic, Trade and Commerce Ministries in the Commonwealth. Officials from the national foreign service training institutes/academies are particularly welcome. **The participants should be within the 35-45 age bracket**, fluent in English and have served in their respective ministries/training institutions for a minimum of 10 years.

TERMS OF AWARD

The participants would be provided with financial support by the Commonwealth Fund for Technical Assistance (CFTC) for the following:

- Return airfare from their respective capital city to Kuala Lumpur, **on need basis as countries are encouraged to meet travel cost**
- Accommodation
- Daily subsistence allowance or *per diem* of RM85.00 per day for the duration of the course

Participants or his/her nominating government /agency will be expected to bear the following costs:

- Expenses incidental to travel abroad such as visas, passport, medical/travel insurance cover, vaccinations, airport fees and excess luggage

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- Compensation in the event of death, disability or illness

Participants are expected to submit a typed written essay of not less than 350 words on the foreign policy, national and regional issues of their respective country along with their application form.

PROGRAMME DURATION

The duration of the programme is 13 days. The tentative dates are from **3 – 15 September 2012.**

ACCOMODATION

Accommodation will be provided at one of the hotels in Kuala Lumpur.

APPLICATIONS /NOMINATIONS AND ENQUIRIES

Applicants should be nominated by the Point of Contact (POC) of the Governance & Institutional Development Division (GIDD) of the Commonwealth Secretariat in the applicant's country. The application should be made on the GID/1 nomination form found in this brochure and sent to the Commonwealth Secretariat for its consideration at the following address:

Director
Governance & Institutional Development Division (GIDD)
Commonwealth Secretariat
Marlborough House, Pall Mall
London SW1Y 5HX
United Kingdom
Attn.: Mr. M. Jasimuddin, Adviser (Asia)

Tel: +44(0) 207 747 6343

Fax: +44(0) 207 747 6335 / 6540

Email: m.jasimuddin@commonwealth.int

A copy of the GID/1 nomination form should be sent to:

Director General
Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs, Malaysia
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia
(Attn.: Ms. Romaiza Ab Rahman)

Tel: 603 2149 1014
Fax: 603 2145 7015
Email: romaiza@idfr.gov.my

All application forms should reach the Commonwealth Secretariat and IDFR at least 3 weeks before the start of the course.

The closing date for the nomination: 10 August 2012

It is important to provide full passport details, date and place of issue and expiry (for insurance purposes) and contact details – email, telephone and mobile numbers.

Successful candidates will be notified. Candidates who do not receive a **Signed Award Letter from GIDD, Commonwealth Secretariat within two weeks** before the course begins can consider themselves as not successful in their application.

Any clarification on this matter should be sought at the above address.



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Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs, Malaysia

The Institute of Diplomacy and Foreign Relations Malaysia (IDFR) was established in 1991 to organize training programmes in diplomacy and international relations for the Ministry of Foreign Affairs and other government agencies in Malaysia. Since its establishment, IDFR has also been involved in conducting international courses, especially for participants from other developing countries, under the Malaysian Technical Cooperation Programme (MTCP). In addition, the Institute currently also conducts international courses that are fully or partially sponsored by third parties such as the ASEAN Secretariat, the Colombo Plan Secretariat, and the Commonwealth Secretariat.

Director General
Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs, Malaysia
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia

Contact Person:

Name: Ms. Romaiza Ab Rahman
Position: Deputy Director of Training
Tel: 603 2149 1014
Fax: 603 2145 7015
Email: romaiza@idfr.gov.my
Website: www.idfr.gov.my

FORM GID/1

The Commonwealth Secretariat
GOVERNANCE & INSTITUTIONAL DEVELOPMENT DIVISION
(GIDD)

NOMINATION

by the Government of _____

for a training course/study visit/training attachment/workshop*
(delete as applicable)

for _____ (name)

in _____ (subject field)

due to start _____ (date if known) in _____ (country).

This form (GID/1) should be completed for each nominee with a passport sized photo of the nominee.

Part I is to be completed by the nominee.

Part II is to be completed by the nominee's departmental head.

The form should then be endorsed below by an officer in the Government Ministry or Department designated as the Point of Contact (PoC) for the Governance & Institutional Development Division of the Commonwealth Secretariat, and posted or faxed to:

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The Director
Governance & Institutional Development Division
The Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX
United Kingdom Fax: 44 (0)20 7747 6335/6515

All correspondence with GIDD about this application will be through the PoC.

For Completion by the Government Designated Point of Contact:

I certify that this nomination has the endorsement of the Government and that to the best of my knowledge, the details given in the application form are correct. *(If you are nominating more than one person for this programme please indicate an order of priority.)*

Signed: _____ Stamp of Department

Name: _____

Position: _____

Department/Ministry: _____

Date: _____

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FORM GID/1 Part I

The Commonwealth Secretariat
GOVERNANCE & INSTITUTIONAL DEVELOPMENT DIVISION (GIDD)

PERSONAL DETAILS To be completed by the nominee.
*Please use BLOCK CAPITALS or typewriter *Circle as appropriate*

1. **Surname or family name:**

2. Forenames or personal names:

Please attach a photograph

3. Title: Mr/Mrs/Miss/Ms/Dr/Other*

4. Male/Female*

5. Date of Birth: _____ Place of Birth: _____ *here*

6. Nationality (if different from passport):

7. **Home address:**

Phone: _____ Fax/E-mail: _____

8. **Work Address:**

Phone: _____ Fax: _____

E-mail/Telex: _____

9. **Passport Details:** Nationality: _____ Number: _____

Date/Place issued: _____ Type: _____ Expires: _____

10. Name & address of person to