

IMMEDIATE

No. 12040/1/2011-FTC
Government of India
Department of Personnel & Training
Training Division

New Delhi, the 27 December 2011

TRAINING CIRCULAR

Subject Workshop on Strengthening Negotiation Capabilities of Senior Officers from Developing Countries in Commonwealth, Kuala Lumpur.

The undersigned is directed to say the Commonwealth Secretariat, in collaboration with the Malaysian Institute of Public Administration (INTAN), is organizing a Workshop on Strengthening Negotiation Capabilities of Senior Officers from Developing Countries in Commonwealth from **2-13 April 2012 at Kuala Lumpur.**

2. The objectives of the Workshop are to:

- Understand the major issues and challenges involved in negotiations;
- Understand the importance of effective negotiation skills in order to be an effective leader;
- Identify and counter-negotiation techniques; and
- Exchange ideas and share experiences and knowledge on negotiation techniques.

3. To be eligible to apply for the Workshop, the candidate should be a senior official of a key public sector Ministries engaged or likely to be involved in the near future in a wide range of public sector negotiations (bilateral, multilateral, organization, project and donor agencies).

4. The selected participants will be provided with financial support by the Commonwealth Fund for Technical Cooperation (CFTC) covering the Course registration fees, Board & lodging, per diem, programme delivery & training material, local transportation and field tours/site visits. The nominating department will have to bear expenses on airfare, incidental expenses (visa, passport, medical/travel insurance cover, travel injections, airport fees and transport to and from airport and compensation in the event of death, disability or illness).

5. The nominated official is required to come prepared with a Country Paper and an Action Plan on the issues and challenges. The Country Paper is required to be submitted on the first day of the course whereas the Action Plan has to be submitted on the last day of the Workshop.

6. It is requested that nomination of suitable officers may please be forwarded to this Department latest by **20th January 2012** in accordance with the eligibility criteria. The course brochure and application form (GID/1) is available at our website (www.persmin.nic.in).

(N.K. Wadhwa)

Under Secretary to the Govt of India

1. All Ministries/Departments/State Governments/UTs

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:

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: _____

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*
 3. Title: Mr/Mrs/Miss/Ms/Dr/Other* 4. Male/Female* *a photograph*
 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 be contacted in an emergency
(including telephone number).
Relationship of this person to you: _____

11. Have you ever travelled abroad before?
If YES, give details.

12. Give details of any disability, or any medical condition which may require treatment during your training, or any dietary restrictions.

13. Please make an assessment of your ability in English (Circle as appropriate).

Reading: Excellent/Good/Average/Poor
Writing: Excellent/Good/Average/Poor
Speaking: Excellent/Good/Average/Poor

Previous Employer
(and nature of business):

Job Title:

Dates:

Duties of the Post:

17. **Personal Statement**

Please describe briefly those aspects of your present work which relate to the training requested.
How will the training help?
Are there other skills which the training should cover?

18. **Undertaking**

I _____ (name in CAPITALS)

of _____ (Country) certify that the statements made by me in Part I of this form are true, complete, and correct to the best of my belief.

I also fully understand that if I am granted an award it may subsequently be withdrawn if I fail to make adequate progress, or for other sufficient cause determined by GIDD, my own, or the host Government. I undertake to return to my country after completion of the training programme.

Except as mentioned in 12 above, I confirm that I am in good health.

Signature: _____ Date: _____

FORM GID/1 Part II

The Commonwealth Secretariat GOVERNANCE & INSTITUTIONAL DEVELOPMENT DIVISION (GIDD)

TRAINING REQUIREMENTS

To be completed by the employer.

1. **Name of Nominee** _____

If others are nominated for this training please indicate their priority relative to the nominee.

<u>Higher Priority</u>	<u>Equal Priority</u>	<u>Lower Priority</u>
1.	1.	1.
2.	2.	2.
3.	3.	3.

2. **Training Needs**

Please indicate the subject, nature, and level of the training requested.

Why is this training required? (Please indicate relevance to national development.)

Describe any particular problems which the training is intended to help solve.

(Continue on a separate sheet if necessary)

3. **Content & Objectives of the Training** Please specify in as much detail as possible:-

- why the nominee was selected.

- what post he/she will fill on return.

- the skills you wish him/her to acquire.

(Continue on a separate sheet if necessary)

4. **Other Sources of Assistance or Sharing of Costs**

Are you requesting assistance from elsewhere? Give details. Yes/No*

If partial assistance were offered by GIDD, is your Government or any other source prepared to meet any part of the cost? Please give details. Yes/No*

Complete **either** Section A for formal courses,
or Section B - study visits for training attachments
and the section on Costs.

A For formal courses

5. If you have a particular course in mind, please give:-

- exact course title

- institution & country

- course start dates & duration
(if known)

Has an application been made by or on behalf of the nominee(s)? (If so, please give details and attach copies of any response, offer, or rejection.) Yes/No

6. If you do not know of a particular course, please give (on a separate sheet) as much information as possible to assist in identifying a suitable programme; eg specific subject areas, specialisations, and possible countries or institutions.

B Study Visits & Attachments

7. If you know of any suitable places for the visit or attachment, please give details, including the address of the host organisation, dates/duration, details of the required training, and copies of any relevant correspondence.

8. If no approach has been made, please give details of the visits/experiences to which the nominee(s) should be exposed, with details of their present and future work. Include details of industrial processes, machinery or equipment used.

(Continue on a separate sheet.)

9. Anticipated Cost of Training

Please give anticipated costs for the training as shown below, indicating whether these are known, estimated, or unknown. (Please attach explanatory documents where appropriate.) Please note that the absence of this information may delay Processing.

- Travel
- Fees
- Subsistence Allowances
- Other costs (specify)

10. Please comment, if appropriate, on any answers given by the nominee in Part 1.

11. I confirm that I believe all the statements in this form to be correct.

Signed: _____ Position: _____

Name: _____ Date: _____ Organisation: _____



Commonwealth Secretariat
(COMSEC)



National Institute of Public Administration
(INTAN)

WORKSHOP ON STRENGTHENING NEGOTIATION CAPABILITIES OF SENIOR OFFICERS FROM DEVELOPING COUNTRIES IN COMMONWEALTH (ASIA)



2nd – 13th APRIL 2012
INTAN BUKIT KIARA
KUALA LUMPUR MALAYSIA

RATIONALE

The world is undergoing dramatic changes in various fields. Nations are becoming more and more interdependent on each other in various areas such as environment, trade, education, security, economics, politics, culture and social agendas.

In order to meet and embrace the ever increasing challenges and competition, the demands and expectations upon civil servants at all levels of government are also extensive and becomes more complex everyday.

In line with the demanding yet challenging environment, civil servants in the Commonwealth countries particularly in the Asian region must develop their competency in order to be more competitive and efficient.

Negotiation is one area that is gaining more attention and focus amongst Asian nations, as this region is going through a monumental development phase. Civil servants are expected to be equipped with effective negotiation skills which are not only essential for their professional responsibilities but also in their personal capacity. An effective leader needs also be an effective negotiator.

Therefore, it is essential and necessary for civil servants to develop their competency in negotiation skills which would enable them to perform and deal effectively in their official duties so as to ensure the continued development in their nations.

COURSE OBJECTIVES

The objectives of the proposed workshop are:

- To understand the major issues and challenges involved in negotiations;
- To understand the importance of effective negotiation skills in order to be an effective leader;
- To identify and counter negotiation techniques; and
- To exchange ideas and share experiences and knowledge on negotiation techniques.



COURSE CONTENT

The proposed in-depth topics for the workshop include:

- Preparation for Negotiation
- Winning Strategies in Negotiations
- International and Cross-cultural Negotiation
- Communication Skills in Negotiation

IMPACT

It is expected that the workshop will enable participants to:

- Identify strategies, tactics and practices to enable their organisations to improve and engage in effective negotiations; and
- Exchange experiences and promote the dissemination of skills and knowledge on effective negotiations
- Develop an action plan for implementation at their respective countries

METHODOLOGY

This course is an interactive-based workshop:

- Simulation;
- Case studies;
- Group discussion and presentation;
- Role play;
- Group work; and
- Study and field visits



RESOURCE PERSONS

The workshop will be conducted by resource persons and guests speakers from:

- Ministry of Finance, Malaysia
- Ministry of International Trade and Industry, Malaysia
- Institute of Diplomacy and Foreign Relations, Malaysia; and
- Negotiation experts

PARTICIPANTS' PROFILE

Senior officials of key public sector ministries who are currently engaged or likely to be involved in the near future in a wide range of public sector negotiations (bilateral and multilateral, organisation, project and donor agencies)



COURSE REQUIREMENTS

Participants are strongly required to come prepared with a **Country Paper** and an **Action Plan** on the issues and challenges. **The Country Paper** must be submitted to the Secretariat on **the first day of the course** whereas **the Action Plan** has to be submitted on **the last day of the workshop**.

Further details on the Country Paper and Action Plan will be acquired later in the Award Letter from COMSEC. It is highly recommended for the participants to read through all the Terms of Award before completing and returning both the GID/1 forms and the Award Letter.

TERMS OF AWARD

Participants will be provided with financial support by the Commonwealth Fund for Technical Co-operation (CTFC) covering the following which is communicated through the Point of Contact (POC):

- Course registration fees;
- Board and lodging/small per diem (out of pocket allowance);
- Programme delivery and training materials;
- Local transportation; and
- Field tours and site visits.

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

- Return airfare;
- Expenses incidental to travel abroad such as visas, passport, medical/travel insurance cover, travel injections, airport fees and transport to and from airport; and
- Compensation in the event of death, disability or illness.

HOW TO APPLY

To enable COMSEC to consider applications for sponsorship, the relevant POC must nominate suitable individual candidates using the GID/1 nomination forms. Completed GID/1 forms should be sent to COMSEC and also copied to National Institute of Public Administration (INTAN) to keep all parties fully informed, at the following address:

COMSEC:

Mr. Jasimuddin Mohammad

Advisor (Asia)

GIDD, Commonwealth Secretariat

Marlborough House,

London SW1Y 5HX, UK

Tel: +44 20 7747 6343

Fax: +44 20 7747 6335/6515

E-mail: m.jasimuddin@commonwealth.int

INTAN:

Director

National Institute of Public Administration (INTAN)

Jalan Bukit Kiara

50480 KUALA LUMPUR

Malaysia

Attn.:

Ms. Wan Hasmanirah Wan

Mohammad

Senior Programme Coordinator

Tel: +603-2084 7379

E-mail: manirah@intanbk.intan.my

Ms. Suzana Ibrahim

Programme Coordinator

Tel: +603-2084 7384

E-mail: isuzana@intanbk.intan.my

Ms. Fathy Faizura Mohd Isa

Programme Coordinator

Tel: +603-2084 7385

E-mail: f.faizura@intanbk.intan.my

Fax: +603-2094 7912



**CLOSING DATE:
2nd FEBRUARY 2012**