

## MALAYSIA TECHNICAL COOPERATION PROGRAMME (MTCP)

### ABOUT MTCP

The Malaysia Technical Cooperation Programmes (MTCP) was officially launched on September 7, 1980 at Commonwealth Head of State Meeting in New Delhi, India to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Development Countries (TCD/C).

The programme provides various forms of technical cooperation in areas where Malaysia has the experience and expertise. The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country's development, such as public administrations, investment promotion, ICT, banking and project management.

Since its launching, More than 29,000 participants from more than 140 countries have benefited from the various programmes offered under the MTCP. Annually, more than 100 MTCP Programmes are offered by 79 MTCP Training institutions, many of which are centres of excellence for training, with the aim of building human capital in other developing countries.

For more information on MTCP, please visit  
<http://mtcp.kln.gov.my>

Project management aptitude is essential to ensure successful project delivery. It involves the application of knowledge, skills, tools and techniques to a broad range of activities in order to meet the requirements of a particular project. This course will provide participants with knowledge and tools to help them deliver project on time, on budget and in scope of work.

### TRAINING INSTITUTION

Universiti Tun Hussein Onn Malaysia (UTHM) is a public university located in Batu Pahat, Johor Malaysia. It was formerly known as Institut Teknologi Tun Hussein Onn (ITTHO) and Kolej Universiti Teknologi Tun Hussein Onn (KUTTHO). UTHM is committed to generate and disseminate knowledge in order to meet the needs of the industry and the community and to nurture creative and innovative human capital, based on the laudic paradigm.

Continuing Education Centre (CEC) is a lifelong learning provider in UTHM. CEC provides various opportunities of lifelong learning and professional development programmes for local, national and international community.

Among the programmes offered include short-term courses, long-term courses and part time master programmes.

### CONTACT DETAILS

Continuing Education Centre (CEC)  
Universiti Tun Hussein Onn Malaysia  
86400 Batu Pahat, Johor  
Malaysia

General Line

:+607-4538162/8062

Fax

:+607-4538167

Email

: [norsaleha@uthm.edu.my](mailto:norsaleha@uthm.edu.my)

Latitude

: 1.85266510000000000000

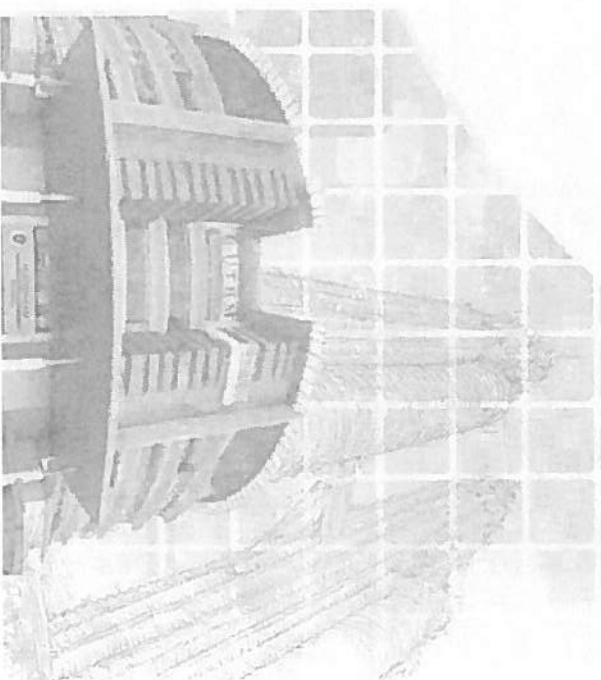
Longitude

: 103.086390500000000000

CLOSING DATE: 30 APRIL 2015



**PROJECT MANAGEMENT  
TOWARDS  
ORGANISATIONAL SUSTAINABILITY:  
THEORY AND PRACTICE**  
**8 - 21 August 2015**



Organised by :



## COURSE OBJECTIVES

- This course is designed to assist participants to be able to:
1. Explain the impact of project management skills on the success of managing project and tasks
  2. Discuss the strengths, and limitations of several tools and techniques for project management
  3. Apply several tools and techniques for managing project.

## TRAINING OUTLINE

1. Overview of project Management
  - Project Management Concepts
  - Organisational Sustainability
  - Benefits of Project Management
  - Roles and responsibilities
  - Project Life Cycle
2. Project Planning
  - Project Initiation
  - Resources
  - Costing and Budgeting
  - Tools and Techniques (e.g. Work Breakdown, Structure, Critical Path Method, Project Evaluation and Review Techniques, Responsibility Matrix)
3. Project Execution
  - Project Communication
  - Managing Stakeholders Expectation
4. Project Monitoring, Control and Closeout
  - Project Documentation
  - Monitoring Project Performance

## TRAINING METHODOLOGY

An integrated teaching and learning methodology which include interactive classroom activities, discussions, simulations exercise, group work on a mini project and study visits. This course will be fully conducted in English.

### Note:

- For lectures, participants are required to dress in formal attire.
- For formal occasions, lounge suit or national costume are required.
- All participants need to prepare a presentation related to Project Management implementation in their respective country

## EXPECTED OUTCOME

- At the end of course, the participants should be able to:
1. Explain the main concepts of Project Management
  2. Discuss the importance of Project Management and its application
  3. Communicate effectively and cooperate in a group to complete the task given

## TRAVEL AND ACCOMMODATION ARRANGEMENTS

Sponsored participants will be provided with a round trip economy class air ticket from their international airport of origin to Kuala Lumpur

### Accommodation and daily subsistence allowances:

- Participants will be accommodated either in hotel or belong to the training institutions or nearby hotel on twin sharing basis.
- Participants will be provided with a daily allowance enough to cover daily meals and laundry. However, if meals are provided by the organiser, some portion of the allowance shall be deducted. The amount received varies depending on the organiser.

### Medical Treatment:

- Expenses for medical treatment in government hospitals/clinics will be borne by the Government of Malaysia

## MONITORING AND EVALUATION METHOD

- Presentation : 30%
- Participant : 20%
- Assignments and reports : 50%

## TARGET PARTICIPANTS

Participants should be Middle Management Officers nominated by their Government having the following prerequisites:

- A bachelor's degree in any field
- 26-45 years of age
- Three years or more of working experience
- Have a good command of spoken and written English
- Medically fit
- Ability to work independently and in groups

## APPLICATION AND ENDORSMENT

All applications should be made in the prescribed form which also can be downloaded from MTCP's website (<http://mtcp.kln.gov.my/download/view/63applicationsform>). The applications forms must be endorsed by the participating countries through the respective Ministry of foreign Affairs/local points and to be forwarded to the relevant Malaysian Missions before it reaches the Universiti Tun Hussein Onn Malaysia (UTHM)

Submitted application forms must be accompanied by the applicant's medical report and a copy of his/her passport. The list of Malaysian embassies worldwide is available at [www.kln.gov.my](http://www.kln.gov.my). The government of Malaysia will inform successful applicants no later than

## ENTRY REQUIREMENTS

### Passport and Travel Document

Person seeking entry into Malaysia must be in possession of a valid passport (and visa whenever applicable) and must be valid for at least 6 month beyond the period of stay allowed in Malaysia.

### Visa & Vaccination

It is mandatory under MTCP for all the MTCP/CTCP participants to follow the visa with Reference (VWR) application procedure. This will minimise complication at the immigrations counter at the Kuala Lumpur International Airport (KLIA) and throughout the training programme.

Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. They are required to submit a colored photocopy of the first page of their valid passport, passport sized colour photo and acceptance letter to the program organizer for immigration processing.

Upon receiving the passport colour copy, passport sized colour photo and acceptance letter from the selected participants, the organizer will apply for VWR at the Department of Immigration in Malaysia and obtain either specific or generic VWR Approval Letter for the participants. A copy of this VWR Approval Letter will be sent directly to the participant and related Malaysian Mission. All the participants must follow the state procedure.

If the selected participants do not agree to obtain the VWR or adhere to the necessary procedure, the organizer reserves the right to revoke their participation.

## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MITCP)

The history of the Malaysian Technical Cooperation Programme (MITCP) dates as far back as the First Commonwealth Heads of Government Meeting (CHOGM) for the Asia Pacific Region in Sydney in February 1978, where the idea was first mooted. The MITCP was officially launched on September 7, 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in the particular Technical Cooperation among Developing Countries (TCD/C).

In line with the spirit of South-South Cooperation, MITCP is considered as a bilateral technical cooperation programme with an objective to share development experiences with other developing countries. This "prosperity-neighbour" philosophy is the underlying basis for the MITCP. The programme was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme provides various forms of technical cooperation in areas where Malaysia has the experience and expertise. The MITCP emphasises on the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, agriculture, poverty alleviation, investment promotion, ICT, banking and English language.

Beginning 2010, the Ministry of Foreign Affairs (MOFA) Malaysia is responsible for the administration and coordination of MITCP activities. Since its inception, the MITCP has expanded in terms of its scope and coverage with emphasis on the exchange of development experience. More than 2,000 participants from 139 member countries come to Malaysia annually under MITCP. Currently, the MITCP has a membership of more than 28,000 alumni worldwide. The 73 MITCP training institutions offer more than 100 short-term specialised courses, many of which are centres of excellence for training, with the aim of building human capital in other developing countries.

### OBJECTIVES

- ❖ To share Malaysia's development experiences with other countries;
- ❖ To strengthen bilateral relations between Malaysia and other developing countries;
- ❖ To promote South-South Cooperation; and
- ❖ To promote technical cooperation among developing countries.

### THIRD COUNTRY TRAINING PROGRAMME (TCIP)

The MITCP also collaborates with international organisations such as the Japan International Cooperation Agency (JICA), the Colombo Plan, the Commonwealth Fund for Technical Cooperation (CFTC), the Danish International Development Assistance (DANIDA) and the Australian Government Overseas Aid Program (AUSAID) through Third Country Training Programme (TCIP). These TCIPs are organised through partnerships with several MITCP training institutions.

### Malaysian Technical Cooperation Programme Secretariat

Ministry of Foreign Affairs  
Wisma Putra  
No. 1, Jalan Wisma Putra  
Precinct 12  
62602 Putrajaya

## INTERNATIONAL INSTITUTE OF PUBLIC POLICY AND MANAGEMENT (INPUMA)

The International Institute of Public Policy and Management (INPUMA), University of Malaya, has established itself as one of the leading resource centres for public policy and human resource management in the region. This has been achieved through carefully crafted strategies and by consistently benchmarking itself against the best global practices in public policy. This, along with a clear recognition of current national and international developments in the political, economic, and social spheres, constantly shape INPUMA's outlook and perspective. Against the backdrop of the global social, economic and political uncertainties, INPUMA seeks to analyse, debate and monitor its implications or public policies at both the international and national levels.

Over the years, INPUMA has succeeded in contributing to the intellectual discourse on public policy issues in Malaysia through forums, conferences and public lectures. These events revolve around topical and important public policy issues such as good governance in higher education, the impact of ICT in bridging the urban-rural (or generational) divide, sustainable development, promotion of Malaysia as a global hub, as well as development issues close to the heart of the civil society. They are designed to provide platforms to policy makers, leaders and the mass media to exchange and articulate ideas pertaining to policy issues. INPUMA, invariably, acts as an intellectual laboratory which tests out the best possible inputs for public policymaking.

In accordance with its multi-disciplinary focus, INPUMA seeks to collaborate with the public and private sectors in research programmes with the humanities and social sciences. A broader understanding of public policy and management is gained through this cross-fertilisation and this has helped to place INPUMA in a coveted position as one of the distinguished public policy institutions in Southeast Asia.

### ACADEMIC PROGRAMME

The Master of Public Policy (MPP) provides rigorous on-campus training. The MPP is offered at a post-graduate level and is geared to the needs of practising or prospective managers who wish to acquire or enhance the skills necessary for effective and responsible public sector management and policy analysis. The programme will equip candidates with knowledge in the fields of public policy processes and affairs in local and global contexts, and with theoretical and methodological skills in public policy issues.

The programme is designed for highly talented and highly motivated students who want to pursue a career in the public sector, non-profit organisations or private businesses, whether on the local, regional, national or international level. The interdisciplinary programme equips candidates with the scientific knowledge and practical experience they will need to advance the public interest by making policy decisions on a rational basis and by implementing policy programs effectively.

### International Institute of Public Policy and Management (INPUMA)

Level 13, Research Management and Innovation Complex  
University of Malaya  
50603 Kuala Lumpur



## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MITCP)

MANAGING DIVERSITY IN A GLOBALISING  
WORLD: THE WAY FORWARD

19 - 28 APRIL 2015



INTERNATIONAL INSTITUTE OF PUBLIC POLICY AND MANAGEMENT

## BACKGROUND

The definition of diversity in the modern world today does not only encompass race and ethnicity but gender, political ideologies and socio-economic background as well. Diversity has indeed contributed to the growth and development of societies worldwide. However, due to mismanagement of resources by governments, societies can easily fall into instability.

The "Managing Diversity in a Globalising World" training programme is part of the Malaysian Government's continuous effort to help enhance the knowledge and skills of public officials from developing countries in the areas of capacity building under the Malaysian Technical Cooperation Programme (MTCP). The programme is implemented by the International Institute of Public Policy and Management (IIPPM), University of Malaya.

This training programme offers the nation-building and developmental experiences of Malaysia – a country characterised by distinct ethnic, religious and cultural differences – as informative and instructive lessons to the participating countries. Given that Malaysia is able to develop while avoiding serious conflict or disintegration as a multicultural society, it can therefore offer its successful nation-building experience as a model to post-conflict countries which are committed to fulfilling the goals and agenda of national reconciliation and reconstruction. In effect, many of Malaysia's policies and accompanying programmes have contributed to enduring peace and stability. Specifically, the aim of the training programme is to enable participants to critically evaluate the changing role of the State and the transformation of society caused by and in response to, the phenomena of evolving political demography and pressures of democratisation.

## OBJECTIVES

At the end of the programme, the participants would be able to:

- ✧ enhance the understanding of multiculturalism via lessons from the experiences of other physical societies, particularly Malaysia, amongst participants from Southeast Asia and other regions;
- ✧ instill the principles of constitutionalism, institution building, and good governance in the context of multiculturalism amongst the participants as representative of their respective countries;
- ✧ enable the development of viable public policies and political mechanisms in managing potential areas of conflict in order to attain the goals of peace, security and nation building;
- ✧ develop greater understanding and closer relations between Malaysia and participating countries; and
- ✧ provide a platform for participants to establish professional networks with Malaysian public officials and other organisations.

## PROGRAMME DURATION

The duration of the programme is ten days. It will be held from 19 – 28 April 2015.

## TARGETED PARTICIPANTS

The total number of candidates is limited to twenty-four (24) and comprise of public officials (middle and senior levels) from ASEAN member states. However, public officials from other regions are also encouraged to apply.

## ADMISSION REQUIREMENTS

Applicants must fulfil the following requirements:

- ✧ a civil servant from ASEAN Member States who have practical experience of more than five (5) years in the public sector. However, participants from other countries would also be considered;
- ✧ aged between 30 – 45 years;
- ✧ possess a good command of written and spoken English. A phone interview with shortlisted candidates will be conducted by the Embassy of Malaysia before a final decision is made;
- ✧ be in good health (applicants must submit his/her medical certificate together with the application form);
- ✧ not have participated in previous MTCP or TICP training programmes organised by IIPPM or other Malaysian implementing agencies; and
- ✧ must not currently serve in the military service.

Female public officials are strongly encouraged to apply.

## PROGRAMME DESCRIPTION

This training programme will be fully conducted in English. It will include lectures, seminars and hands-on learning to share Malaysian experiences in developing viable public policies to manage diversity with a particular focus on human security and peace-building in a multicultural environment.

Field visits are an important component of the programme whereby participants will visit various public and private organisations (such as peace institute) as well as historical landmarks in Malaysia (which include places of worship) that are relevant to the programme's objectives.

Certificates of attendance will be awarded upon successful completion of the programme.

## ACCOMMODATION AND ALLOWANCE

All participants will be provided with hotel accommodation, arranged by IIPPM. Accommodation will be on a twin-sharing basis. Daily allowance will only be given on the days where dinner or lunch is not served.

## SEMINAR PRESENTATION

Participants will be assigned to a group of four (4) to five (5) members with a specific topic which is relevant to their work experience in their respective organisations. As part of this training programme, each group will present their practical and workable cases. Several senior academicians/officials will be invited to evaluate the groups' presentation.

## FLIGHT TICKET AND TRANSPORTATION

Participants will be provided with a round-trip ticket (economy class) from their respective countries. Transportation for official visits within Malaysia, including airport transfers will be included.

## VISA

Wherever applicable, participants are advised to arrange for single entry visa on their own from the nearest Malaysian mission. The expense to obtain this visa should be borne by the participants. Successfully participants are required to submit a coloured photocopy of the full page of their valid passport and a coloured passport size photo to the programme organiser for immigration processing.

## VACCINATION FOR YELLOW FEVER

A Yellow Fever vaccination certificate is required from all visitors coming from/through Yellow Fever endemic countries. They are required to bring along their Yellow Fever vaccination certificates, which must be valid. A vaccination certificate against Yellow Fever disease will be valid if the vaccination is taken at least 10 days prior to the date of arrival in Malaysia. The validity of the vaccination is for a period of 10 years. This requirement also applies to those who had visited Yellow Fever endemic countries within one week prior to arrival in Malaysia. In accordance with Article 68 of the International Health Regulations of the World Health Organisation, a person without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia.

## APPLICATION AND INQUIRIES

A government ministry applying for the course on behalf of its nominee(s) shall forward three (3) original copies of the completed and endorsed Application Form for each applicant to the Government of Malaysia through diplomatic channels.

**Application procedure and enquiries are as follows:**

All applications must be made via the standard application form, which is attached to this brochure and also obtainable from Embassy of Malaysia in their respective countries.

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant ministry or agency responsible for the overall coordination of international technical assistance (Focal Agency) in respective countries. **INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.**

Application form which has been endorsed and approved should be submitted ONLY through the diplomatic channel via Embassy of Malaysia in the respective regions no later than Thursday, 19 March 2015.

## IMPORTANT

All applicants must provide a valid e-mail address written/printed legibly in the application form. Confirmation of the course and other notifications will be made using e-mail.

For any inquiries regarding this course, please contact IIPPM through the following channels:

International Institute of Public Policy and Management (IIPPM)  
Level 3, Research Management and Innovation Complex  
University of Malaya  
50603 Kuala Lumpur  
Telephone: +603 7967 7970 / 7974 / 7976  
Facsimile: +603 7967 7971  
E-mail: [iippm@um.edu.my](mailto:iippm@um.edu.my)  
Website: <http://iippm.um.edu.my>

Dr. Shafiah Mokmin Alkabani, Associate Professor – [allkabani@um.edu.my](mailto:allkabani@um.edu.my)  
Ms. Sofiya Wan Mohd Nor, Programme Officer – [ssofiawm@um.edu.my](mailto:ssofiawm@um.edu.my)  
Mr. Shahrul Azmi Tokmin, Programme Officer – [sazmi@um.edu.my](mailto:sazmi@um.edu.my)  
Mr. Hafeezam bin Kahmis, Assistant Registrar – [hafieezam@um.edu.my](mailto:hafieezam@um.edu.my)

Preferred mode of communication is through e-mail.

IIPPM will notify successful applicants no later than Monday, 23 March 2015.



## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

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In line with the spirit of South-South Cooperation, MTCP is considered as a bilateral technical cooperation programme with an objective to share development experiences with other developing countries. This "prosperity-neighbour" philosophy is the underlying basis for the MTCP. The programme was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme provides various forms of technical cooperation in areas where Malaysia has the experience and expertise. The MTCP emphasises on the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, agriculture, poverty alleviation, investment promotion, ICT, banking and English language.

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### OBJECTIVES

- ❖ To share Malaysia's development experiences with other countries;
- ❖ To strengthen bilateral relations between Malaysia and other developing countries;
- ❖ To promote South-South Cooperation; and
- ❖ To promote technical cooperation among developing countries.

### Malaysian Technical Cooperation Programme Secretariat

Ministry of Foreign Affairs  
Wisma Putra  
No. 1, Jalan Wisma Putra  
Precinct 2  
62602 Putrajaya

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Over the years, INPUMA has succeeded in contributing to the intellectual discourse on public policy issues in Malaysia through forums, conferences and public lectures. These events revolve around topical and important public policy issues such as good governance in higher education, the impact of ICT in bridging the urban-rural (or generational) divide, sustainable development, promotion of Malaysia as a global hub, as well as development issues close to the heart of the civil society. They are designed to provide platforms to policy makers, leaders and the mass media to exchange and articulate ideas pertaining to policy issues. INPUMA, invariably, act as an intellectual laboratory which tests out the best possible inputs for public policymaking.

In accordance with its multi-disciplinary locus, INPUMA seeks to collaborate with the public and private sectors in research programmes with the humanities and social sciences. A broader understanding of public policy and management is gained through this cross-fertilisation and this has helped to place INPUMA in a coveted position as one of the distinguished public policy institutions in Southeast Asia.

### ACADEMIC PROGRAMME

The Master of Public Policy (MPP) provides rigorous on-campus training. The MPP is offered at a post-graduate level and is geared to the needs of practising or prospective managers who wish to acquire or enhance the skills necessary for effective and responsible public sector management and policy analysis. The programme will equip candidates with knowledge in the fields of public policy processes and efforts in local and global contexts, and with theoretical and methodological skills in public policy issues.

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## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

### MANAGING GENDER ISSUES IN COMPLEX SOCIETIES

17 – 24 MAY 2015



## BACKGROUND

The issue of gender cuts across many economic, social, political and legal domains. However, this issue is often overlooked or inadequately addressed in many developed and developing countries. Involvement of women in promoting gender responsive environments is integral in enabling greater equity and equality of opportunity. Failing to take into account the issue of gender in the context of growing economic uncertainties can lead towards greater problems of inequality, discrimination and marginalization. Studies have shown women who are empowered and given greater access to productive resources will yield long-benefits for a country. In other words, not focusing on gender particularly on the role of women in the initial designs, implementation and monitoring of certain policies and programmes will only serve as a hindrance towards inclusive development. With this in mind, it is crucial to address and integrate gender issues in nation-building programmes.

This programme will allow participants to study and understand the different approaches and strategies adopted by the Malaysian Government in addressing issues pertaining to gender development. Malaysia, as the host country of this training programme, serves as a relevant example of a harmonious yet multicultural society. Whilst Islam is set as the official religion of the country, other people of different religious affiliations are free to practice their religion. Moreover, women are empowered and given recognition in Malaysia. Malaysian women have played an important part in development and nation-building since independence. Furthermore, policies take into consideration of the role and responsibilities of women. The 10th Malaysia Plan, for example, has a special clause about gender and inclusiveness in development.

## OBJECTIVES

At the end of the programme, participants would be able to:

- ❖ study policies and programmes introduced by Malaysia, especially in the context of the changing roles and contribution of women in areas of development;
- ❖ serve as a platform for participating countries to discuss and debate on latest developments with regard to the issue of gender and development;
- ❖ include women in the initial formulation and implementation design of a country's policy and developmental planning; and
- ❖ act as a platform for greater integration and recognition of gender issues in development especially in the role of women in the context of growing global political and economic uncertainties.

## PROGRAMME DURATION

The duration of the programme is eight days. It will be held from 17 – 24 May 2015.

## TARGETED PARTICIPANTS

The total number of candidates is limited to twenty-four (24) and comprise of public officials (middle and senior levels) from ASEAN member countries. However, public officials from other regions are also encouraged to apply.

## ADMISSION REQUIREMENTS

Applicants must fulfil the following requirements:

- ❖ a civil servant from ASEAN Member States who have practical experience of more than five (5) years in the public sector. However, participants from other countries would also be considered;
  - ❖ aged between 30 – 45 years;
  - ❖ possess a good command of written and spoken English. A phone and when possible, a face-to-face interview with short-listed candidates will be conducted by the Embassy of Malaysia before a final decision is made;
  - ❖ be in good health (applicants must submit his/her medical certificate together with the application form);
  - ❖ had never participated in previous MICEP or ICTP training programmes organised by INPUMA or other Malaysian implementing agencies; and
  - ❖ must not currently serve in the military service.
- ❖ male public officials are encouraged to apply

## PROGRAMME DESCRIPTION

The programme will be fully conducted in English. The programme will include lectures, seminars and hands-on training to share Malaysian experiences in developing viable public policies to manage complex gender issues.

Field visits are an important component of the programme whereby participants will visit various public and private organisations as well as historical landmarks in Malaysia that are relevant to the programme's objectives.

Certificates of attendance will be awarded upon successful completion of the programme.

## SEMINAR PRESENTATION

Participants will be assigned to a group of four (4) to five (5) members with a specific topic which is relevant to their work experience in their respective organisations. As part of this training programme, each group will present their practical and workable cases. Several senior academicians/officials will be invited to evaluate the groups' presentation.

## ACCOMMODATION AND ALLOWANCE

All participants will be provided with hotel accommodation, arranged by INPUMA. Accommodation will be on a twin-sharing basis. Daily allowance will only be given on the days where dinner or lunch is not served.

## FLIGHT TICKET AND TRANSPORTATION

Participants will be provided with a round-trip ticket (economy class) from their respective countries. Transportation for official visits within Malaysia, including airport transfers will be included.

## VISA

Wherever applicable, participants are advised to arrange for single entry visa on their own from the nearest Malaysian mission. The expense to obtain this visa should be borne by the participant. Successful participants are required to submit a coloured photocopy of the first page of their valid passport and a coloured passport size photo to the programme organiser for immigration processing.

## VACCINATION FOR YELLOW FEVER

A Yellow Fever vaccination certificate is required from all visitors coming from/through Yellow Fever endemic countries. They are required to bring along their Yellow Fever vaccination certificates, which must be valid. A vaccination certificate against Yellow Fever disease will be valid if the vaccination is taken at least 10 days prior to the date of arrival in Malaysia and the validity of the vaccination is for a period of 10 years. This requirement also applies to those who had visited Yellow Fever endemic countries within one week prior to arrival in Malaysia. In accordance with Article 68 of the International Health Regulations of the World Health Organisation, a person without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia.

## APPLICATION AND INQUIRIES

A government ministry applying for the course on behalf of its nominee(s) shall forward three (3) original copies of the completed and endorsed Application form for each applicant to the Government of Malaysia through diplomatic channels.

Application procedure and enquiries are as follows:

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Application forms which have been endorsed and approved should be submitted ONLY through the diplomatic channel via the Embassy of Malaysia in the respective regions no later than Friday, 10 April 2015.

## IMPORTANT

All applicants must provide a valid e-mail address written/printed legibly in the application form. Confirmation of the course and other notifications will be made using e-mail.

For any inquiries regarding this course, please contact INPUMA through the following channels:

International Institute of Public Policy and Management (INPUMA)  
Level 3, Research Management and Innovation Complex  
University of Malaya  
50603 Kuala Lumpur  
Telephone: +603 7967 7970 / 7974 / 7976  
Facsimile: +603 7967 7971  
E-mail: [inpuma@um.edu.my](mailto:inpuma@um.edu.my)  
Website: <http://inpuma.um.edu.my>

D Shorifiah Matlani Alhabshi, Associate Professor – [alhabshi@um.edu.my](mailto:alhabshi@um.edu.my)  
Ms. Sofiya Wani Mohd Nafi, Programme Officer – [sofiya@um.edu.my](mailto:sofiya@um.edu.my)  
Mr. Shenuf Azmi Idris, Programme Officer – [azami@um.edu.my](mailto:azami@um.edu.my)  
Mr. Haseebuzzaman bin Kadir, Assistant Registrar – [haseeb@um.edu.my](mailto:haseeb@um.edu.my)

Preferred mode of communication is through e-mail.

INPUMA will notify successful applicants no later than Tuesday, 14 April 2015.



## MALAYSIAN TECHNICAL COOPERATION PROGRAMME 2015

### *Islamic Equity Market: Prospects and Challenges for ASEAN and OIC Member Countries*

8 - 12 June 2015

Organised by



www.malaysia.gov.my

### *About Malaysian Technical Cooperation Programme (MTCP)*

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TDC).

In line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. More than 100 MTCP programmes are offered by more than 79 MTCP training institutions, many of which are centres of excellence for training. Since its launching, more than 29,000 participants from 141 countries have benefited from the various programmes offered under the MTCP.

### *About Securities Industry Development Corporation (SIDC)*

THE SECURITIES INDUSTRY DEVELOPMENT CORPORATION (SIDC) is the training and development arm of the Securities Commission Malaysia (SC) and the leading capital markets education, training and information resource provider in ASEAN.

Established in 1994 and incorporated as a corporate entity in 2007, the SIDC has been in the business of training and developing capital market participants in Malaysia and internationally for almost two decades. It designs and facilitates training programmes for Malaysian and foreign regulators, company directors and market professionals as well as conducts public investor education seminars on wise investing and investors' rights.

The SIDC also builds human capital for the Malaysian capital market through its talent development programmes. In addition, the SIDC works closely with the SC to develop, maintain and administer the SC Licensing Examinations and the mandatory Continuing Professional Education (CPE) programme as part of the licensing regime for Malaysian capital market intermediaries.

Through its comprehensive experience and successful track record in developing and delivering innovative, high-calibre, fit-for-purpose programmes for specific target audiences, it has established a reputation synonymous with professional excellence and has been acknowledged by international institutions such as the International Organization of Securities Commissions (IOSCO), the Asian Development Bank (ADB), the Asia-Pacific Economic Cooperation (APEC) and ASEAN.

## Programme Objective

Over the course of 5 days, participants will be exposed to the application of Islamic finance in the Islamic capital market in relation to the diversity of Islamic equity products. Having understood the products and mechanism of Islamic finance, participants will be exposed on how the ASEAN and OIC market could take advantage in offering Islamic equity instruments to promote a more robust business growth.

## Programme

Day One	Day Two	Day Three	Day Five
<ul style="list-style-type: none"> <li>• Overview of Islamic Finance</li> <li>• Islamic Capital Market Participants/Stakeholders</li> <li>• Transaction Platform for Islamic Capital Market Products and Services</li> <li>• Basic Principles Governing Islamic Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• Overview of the Islamic Equity Market</li> <li>• Sale Contract (Al Bay') in Islamic Commercial Law, its Nature and Characteristics</li> <li>• Leasing (Ijarah) in Islamic Commercial Law</li> <li>• Partnership (Shirkah) in Islamic Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• Nature and Operations of Islamic Stockbroking Companies</li> <li>• Islamic Screening Process</li> <li>• Day Four</li> <li>• Islamic Venture Capital (IVC)</li> <li>• Islamic Private Equity (IPE)</li> <li>• Islamic Real Estate Investment Trusts (I-REITS)</li> <li>• Islamic Derivatives Market</li> </ul>	<ul style="list-style-type: none"> <li>• Townhall Session: Managing Opportunities through offering of Islamic financial instruments</li> </ul>

## Learning Outcomes

Upon completion of this course, learners will be able to:

- identify the components of the Islamic financial market
- explain the basic principles governing the Islamic commercial law
- distinguish between market players and stakeholders in the Islamic capital market
- describe the concepts and principles of Islamic equity market
- identify a wide range of Islamic equity products in the market
- explore on the different types of contracts in Islamic finance
- examine the screening process of Shariah compliant stocks
- examine the salient features of different Islamic equity instruments
- elaborate on how to leverage on Islamic instruments in the ASEAN and OIC markets.

## Entry Requirement

- Age : 26 to 50 years old
- 3 years or more working experience in the financial industry
- Hold a minimum of a degree
- Good proficiency in English language
- Certified to be medically fit to complete the programme
- Nominated by the government

## Target Participants

- Government officials and senior regulators who are involved in financial industry and Islamic equity;
- Financial industry practitioners and academicians who are involved in Islamic equity market.

## Application Guidelines

- Application must be made using the standard application form obtainable from Embassies/High Commission of the Malaysian Government in the applicant's respective country or from the MTCP website at [www.mtcp.kin.gov.my](http://www.mtcp.kin.gov.my)
- All application forms must be endorsed by the participating countries Ministry of Foreign Affairs /focal point with a Note Verbal and all completed forms must be forwarded to the relevant Malaysian Embassy or Mission
- A scanned copy of the completed application form must be send by email to [slidc@slidc.com.my](mailto:slidc@slidc.com.my), [hadl@slidc.com.my](mailto:hadl@slidc.com.my) and [lanam@slidc.com.my](mailto:lanam@slidc.com.my)
- INCOMPLETE OR UNENDORSED FORM WILL NOT BE PROCESSED
- Application forms must be accompanied with the applicant's medical report and a copy of applicant's passport
- Applicants will be notified on their acceptance to the course either through the Malaysian Embassies or Securities Industry Development Corporation (SIDC).
- Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. Successful participants are required to submit a colored photocopy of the first page of their valid passport to the program organizer for immigration processing.

## Contact details

For further enquiries, please approach your respective Malaysian official representative or email to :

Securities Industry Development Corporation (SIDC)  
 Mr Noor Hadl Ali  
 Email : [hadl@slidc.com.my](mailto:hadl@slidc.com.my)

Ms Lana Mahbob  
 Email: [lanam@slidc.com.my](mailto:lanam@slidc.com.my)

Tel: +603 6204 8660  
 Fax : +603 6209 5811

Closing Date:

10 April 2015

For more information on MTCP, please visit <http://mtcp.kin.gov.my/>



## Training Methodologies

The training methodology balances theoretical understanding with practical application, using different teaching and learning approaches. Participants will have the opportunity to use m-learning devices in their teaching and learning, assess and select appropriate applications and teach using new pedagogical approaches. At the end of the course, participants would have prepared a ready-to-use m-learning project for immediate implementation in their respective countries. Participants will require at least a smartphone (tablet preferable) to apply for the course.

The social networking component is primarily practical in nature, where participants design and create learning opportunities for online collaboration, especially in a teaching and learning environment. Multiple social networking sites will be used for this purpose.

## Targeted Participants

This course is designed for education practitioners with ICT background and who are interested in extending their practice through mobile technologies and social networking to further enhance the integration of technology in their training.

**Application Dateline : 30 April 2015**

All applications must be made using standard MTCP application form obtainable from the Embassies or local agencies recognized by the Malaysian Government in the applicant's home country or downloaded from <http://mtcp.kln.gov.my>

## Scholarship

**Travel:**

A return air ticket from capital city of the recipient country to Kuala Lumpur.

**Accommodation:**

Full board and accommodation will be provided for the duration of the training. (Twin sharing)

**Visa & Vaccination:**

Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. Successful participants are required to submit a coloured photocopy of the first page of their valid passport to the program organizer for immigration processing.

## Contact Details

For further enquiries, please contact:



**English Language Teaching Centre (ELTC)**

Ministry of Education Malaysia,

Kompleks Pendidikan Nilai,

Lebuhr Enstek, 71760 Bandar Enstek,

Negeri Sembilan, Malaysia

(Attn : Mr Ananda Kumar)

Tel : 606-7979162 Fax : 606-7979113

Email : [anand.kumar@eltc.edu.my](mailto:anand.kumar@eltc.edu.my)



**MALAYSIAN TECHNICAL COOPERATION PROGRAMME**

# MOBILE LEARNING & SOCIAL NETWORKING

**24 August – 11 September 2015 ( 3weeks)**

**A MTCP - ELTC course  
for education practitioners**



**Closing date:**

**30 APRIL 2015**



**English Language Teaching Centre (ELTC)**  
Ministry of Education, Malaysia

## About The Malaysian Technical Cooperation Programme (MTCP)

The MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular to share its development experiences and expertise with other developing countries.

More than 100 short-term specialized courses are offered by more than 79 MTCP training institutions, many of which are centres of excellence for training. Since its launching, more than 29,000 participants from 141 countries have benefited from the various programmes offered under the MTCP.

### Objectives Of MTCP

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC)

## About The English Language Teaching Centre (ELTC)

ELTC was established on 1st June 2002 to undertake the specialist function of enhancing the teaching competencies of English Language teachers. The institution functions as a centre for innovation and research and development in the teaching and learning of English. The institution is also tasked with the responsibility of setting standards and providing certification for English Language Teaching (ELT) professionals, in addition to developing expertise especially in the field of e-learning for ELT teacher education.

### Background

Mobile learning is seen as an evolution to complement e-learning, creating opportunities to learn using mobile devices which are more prevalent in this post-pc world. Utilising new technologies such as smart phones and tablets, learning can now occur anytime and anywhere.

This course outlines how course participants can capitalize on devices such as tablets, select applications for teaching and learning and understand the changes in pedagogical approaches necessary to implement m-learning in the classroom.

Social networks, particularly educational ones are one of the trends in supporting participants to use devices in teaching and learning. Twitter and Facebook can be used to help students engage in learning and improve performance whilst participants benefit from peer support on these networks.

## About The Course – Mobile Learning & Social Networking

A full-time three week training course with practical pedagogy and application in using mobile technology in the teaching and learning of English. Mobile learning covers learning across multiple contexts through social and content interactions using personal electronic devices like tablets and smartphones. Furthermore, in relation to m-learning, social networks are being utilized by participants to improve and learn together. This course shows how to utilize such networks for education.

### Objectives

Participants will be able to:-

- use tablets or smartphones and other devices for teaching and learning;
- select and assess appropriate applications for teaching and learning;
- use new pedagogical approaches in m-learning; (flipped classroom);
- recognize and use m-learning tools and approaches in appropriate contexts;
- create learning and teaching opportunities using social networks.

## ABOUT MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The MTCP was established in 1980, aimed at providing technical assistance to participating developing countries. The programme consolidates various forms of technical cooperation in areas where Malaysia has the experience and the expertise.

More than 100 MTCP Programmes are offered by more than 79 MTCP training institutions which are centres of excellence for training. Since its inception, more than 29,000 participants from 141 countries have benefited through various programmes offered under the MTCP.

### Objectives of MTCP

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-south Cooperation (SSC); and
- To promote technical cooperation among developing countries (TCDC).

## ABOUT MALAYSIAN TAX ACADEMY

MTA is the main training centre for the Inland Revenue Board of Malaysia (IRBM) since 1995, providing in-house training and over ten international courses annually to local and foreign officials.

Set in over 40 acres of green space 36 kilometers south of Kuala Lumpur, it boasts of modern training facilities which include a canteen, gym and recreation rooms, etc

### CLOSING DATE

The closing date for submission is 16 June 2015  
Successful applicants will be notified by 7 July 2015.

### ENQUIRIES

Further information is obtainable from:

**DR. NIK ABDULLAH SANI NIK MDHAMED**

Telephone +603-8924 5803(o)  
e-Mail [nsani@hasil.gov.my](mailto:nsani@hasil.gov.my)

**RUEDAH KARIM**

Telephone +603-8924 5861(o) / +6019-6653458(h/p)  
e-Mail [rueдах@hasil.gov.my](mailto:rueдах@hasil.gov.my)

International Training Sector, Malaysian Tax Academy  
Inland Revenue Board of Malaysia

<http://www.hasil.gov.my>  
General Line +603-8924 3600  
Facsimile +603-8925 7005 / +603-8625 7299



## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

### INTRODUCTION TO THE APPLICATION & NEGOTIATION OF TAX TREATIES

KUALA LUMPUR, MALAYSIA  
31 AUGUST TO 11 SEPTEMBER 2015



Organised by:  
International Training Sector  
Malaysian Tax Academy  
Inland Revenue Board of Malaysia



## INTRODUCTION

The growing economic interdependence of countries and integration of national markets into one global economy has posed significant challenges to Tax Administrations worldwide. It is becoming more imperative for Tax Administrators to foster better bilateral and multilateral approaches when dealing with international taxation issues. The need for tax treaties arises, especially in facilitating cross-border flow of capital and providing relief from double taxation.

It is therefore invaluable for Tax Administrators to be aware of the main provisions and problem areas in tax treaties. Awareness of available policy options for negotiation and current development in issues relating to international taxation are also becoming increasingly crucial.

The Malaysian Tax Academy (MTA) is proud to be organising and hosting this programme on behalf of the Government of Malaysia. It is the desire of the MTA to provide a forum for tax officials from developing countries to meet and share knowledge and experiences in the application of the tax treaties. It is hoped that the course will be a platform for participants to expand their perspective on issues of common concern while providing an opportunity to contemplate fresh ideas and formulate new approaches in relation to international taxation.

## COURSE OBJECTIVES

The course is specially designed to:

- enable participants to understand the underlying principles of tax treaties;
- broaden and deepen participants' understanding of the rules of international taxation, its interaction with domestic laws and its application to commercial transactions involving flow of funds across international frontiers; and
- enable participants to gain comprehension on policy considerations built within a tax treaty.

## COURSE CONTENT

It includes:

- Review of basic concepts such as source of income and residence status;
- Structure of treaties and basic allocation rules;
- Overview of tax aspects of permanent establishments;
- Common tax treaty negotiation strategies and techniques; and
- Skills and techniques in cross-cultural negotiations.

## DURATION, VENUE & ACCOMMODATION

This is a 12-day programme commencing on 31 August and ending on 11 September 2015. The course will be held at the MTA in Bangi, Selangor. Accommodation is provided on-site in well-equipped single occupancy rooms.



## COUNTRY PAPERS

Successful applicants are required to present Country Papers (5-8 pages) on their respective tax systems, with emphasis on:

- domestic concept of residence;
- application of income tax to foreign income of residents;
- domestic foreign tax relief; and
- application of income tax to domestic income of non-residents.

Submission of Country Papers is upon confirmation of participation.

## ELIGIBILITY

Application is open to officials who are below 45 years old with at least five (5) years of working experience in tax administration and have good command of spoken and written English. The stipulated age limit can be subject to review based on the merits of each applicant.

Preference will be given to applicants who have had involvement in:

- negotiation or application of tax treaties;
- development or administration of policy in relation to international taxation;
- audit of multinational enterprises; or
- audit of taxpayers involved in international transaction.

A maximum of fifteen (15) participants will be selected on the basis of regional representation. Each recipient country may nominate two (2) candidates although it is unlikely that more than one candidate per country will be considered for selection.

## SPONSORSHIP & ADMISSION

The course is fully sponsored by the Malaysian Government under the auspices of the Malaysian Technical Cooperation Programme (MTCP). The sponsorship covers return air passage, food, lodging, course expense, insurance and medical facilities. For more information on the MTCP and general conditions of the award, please visit <http://mtcp.kln.gov.my>.

Application should be made using the specified form for short term course in Malaysia as prescribed by the MTCP. The form is obtainable from the Malaysian Embassy / High Commission in the applicants' respective countries. It is also downloadable from MTCP's official website at [http://mtcp.kln.gov.my/download/attach\\_view/3-application-forms](http://mtcp.kln.gov.my/download/attach_view/3-application-forms).

All applications must be endorsed and subrittied by the participating countries through respective Ministry of Foreign Affairs.