

F.No.16/25/2011-PMU
Ministry of Finance
Department of Economic Affairs
PMU & Training Section

New Delhi, the 9th May, 2011.

OFFICE MEMORANDUM

Subject:- Colombo Plan Training Course on International Trade and World Trade Organisation (WTO) from 22 September – 8 October, 2011, Korea.

The Colombo Plan Secretariat has offered the above-mentioned training course to be held in Korea during 22 September 8 October, 2011.

2. The applicants should be senior level government officers dealing with trade/economy related issues (directors and above), University Degree or its equivalent, not have participated in any KOICA training programme during the past 3 years, nominated by their respective Governments and age below 45 years.
3. Participants will be provided with a return air ticket on economy class to Republic of Korea, training costs, accommodation and per diem allowance.
4. The number of nominations to be sent to this Department may not exceed two (one principle and one reserve).
5. The nominations of suitable candidates may be done in accordance with the Department of Economic Affairs' OM No.1/13/03-PMU dated 27.2.2006. The nomination details should be submitted on the following:
 1. Prescribed application form
 2. DEA's prescribed proforma duly countersigned by the competent authority.
6. Last date for submission: The completed 'application form' should reach this Department not later than **23.7.2011**. Nominations received after the prescribed date will not be considered.
7. The details of the programme and the application form may be downloaded from this Department's Website: www.finance.nic.in under "Training Programme".


(Neelam Vohra)

Under Secretary (PMU & Trg.)

1. Ministry of Commerce & Industry.
2. Ministry of Finance (DEA)- JS(MR),
3. Planning Commission.
4. PM Office.
5. All State Governments.
6. Copy to Guard File for placing it on MoF websiste.



THE COLOMBO PLAN

KOICA 

Korea International
Cooperation Agency
(KOICA)

**Training Programme on
International Trade and World Trade Organisation (WTO)
22 September – 8 October 2011**

Jointly organized by

The Colombo Plan

and

Korea International Cooperation Agency (KOICA)

Implemented by

Korea International Trade Association (KITA)

BACKGROUND

The Colombo Plan

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is a unique inter-governmental organization providing development assistance under the "Planning for Prosperity" motto and the concept of self-help where member countries provide assistance to one another in socio-economic development.

The Colombo Plan was conceived at the Commonwealth Conference on Foreign Affairs held in Colombo, Ceylon (now Sri Lanka) in January 1950 and was established on 1 July 1951 as a cooperative venture for economic and social advancement of the people of South and Southeast Asia. It has grown from the founding group of seven Commonwealth nations - Australia, Britain, Canada, Ceylon, India, New Zealand and Pakistan - to 26 including non-Commonwealth countries and countries belonging to the Association of South-East Asian Nations (ASEAN) and South Asian Association for Regional Cooperation (SAARC). Current Colombo Plan member countries are Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Fiji, India, Indonesia, Islamic Republic of Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Papua New Guinea, the Philippines, Singapore, Sri Lanka, Thailand, United States of America and Vietnam.

In December 1977 the Colombo Plan for Cooperative Economic Development in South and Southeast Asia was changed to **The Colombo Plan for Co-operative Economic and Social Development** in Asia and the Pacific, to reflect the expanded geographical composition of its enhanced membership and the scope of its activities. The primary focus of all Colombo Plan activities is human resources development in the Asia-Pacific region.

Over the years, the programme content of the Colombo Plan has been adjusted to respond to the needs of member countries in a fast changing economic environment. In the early years, the training programmes were more of a long-term nature whilst the current programmes are established to provide advance skills and experience sharing, aimed at arriving at the best practices in different fields of economic and social activities for effective policy making and governance.

Current Programmes:

In 1995, the Colombo Plan revitalized its programmes to emphasize on short-term training courses in priority areas and promoting South-South cooperation. The current programmes of the Colombo Plan are in the areas of Public Administration and Environment including post-graduate long-term scholarships, Private Sector Development and drug demand and supply reduction in member countries. In this regard, the Colombo Plan has established four programmes for capacity building, namely, Drug Advisory Programme, Programme for Public Administration and

Environment, Long-term Scholarship Programme and Programme for Private Sector Development.

2. The Korean International Cooperation Agency (KOICA)

2.1 The Korea International Cooperation Agency (KOICA) was established in April 1991 under the auspices of the Ministry of Foreign Affairs and Trade (MOFAT), as a government agency responsible for international cooperation. KOICA implements a variety of programs, including training programs, dispatch of volunteers, experts and medical doctors, project-type cooperation, provision of equipments, and development study. Through these programs, KOICA strives to share its own lessons and experiences learned in the process of economic development, which can be used as a model by developing countries in their own development efforts, and to promote friendly and cooperative relations with developing partners.

2.2 KOICA will continue to support developing countries under the principles of the MOFAT and contribute to the promotion of world peace and prosperity under the motto "Cooperation for a Better World."

3. Korea International Trade Association (KITA)

3.1 KITA was founded in 1946 to represent the interests of Korea's international traders, KITA has been a critical part of Korea's transformation into one of the world most preeminent trading nations. Today, KITA is Korea's largest business association with 65,000 member firms, and continues to support Korea's business community through research, training and networking of Korea enterprises with the global trade community. <http://global.kita.net>

4. Proposed Programme

4.1 The training programme aims to provide an understanding of Korea's policies, systems, and best practices in trade agreements with other countries.

5. Objectives

5.1 The training programme objectives are:

- Sharing major issues and cases of the international trade environment under the WTO system as well as Korea's trade policies with the member countries of the Colombo Plan. Building real-world implementation skills for domestic/international policy for each member country.
- Studying time-periodic economic development of Korea and discuss on trade promotion policies needed for economic development and Korean experience to attract foreign direct investment (FDI).

- Introducing Korea's trade related infrastructure by visiting leading manufacturing companies and logistics facilities such as Hyundai Motors and Busan New Port. Promoting diplomatic and economic friendship between Korea and the countries of the participants

6. Contents of the Training Programme

The training will be provided through lectures, study visits and group discussions. The course contents are as follows:

Lectures:

- Korean Economic Development Experience and Strategy
- Introduction to International Trading Systems
- International Trade Negotiation
- International Trade and Foreign Direct Investment
- Introduction to World Trade Organisation (WTO) Policy
- Korea's WTO policy
- WTO Dispute Resolution Systems
- Korean Economic Growth and Major Issues
- Recent Changes in International Trade Environment
- Open Discussion on International Trade Policy

Study Visits

World Trade Centre, Invest Korea Plaza, POSCO, Hyundai Motors, Hyundai Heavy Industries, Busan New Port and etc.

Group Discussion and Presentation

- International Trade Policy and Legal System of the participant's country
- Major economic issues and future outlook of the participant's country
- Plans for promotion of trade/investment of the participant's country under the WTO system

7. Language

The training is conducted in English.

8. Duration

22 September – 8 October 2011 (16 days)

9. Invited Countries

The Colombo Plan developing member countries.

10. Number of Participants

15 participants.

11. Admission Criteria

- Senior level government officers dealing with trade/economy related issues (directors and above)
- Have a university degree or equivalent
- Have a good command of written and spoken English
- not have participated in any KOICA training programme during the past 3 years
- Should not be more than 45 years old

12. Scholarship

The scholarship award will cover:

- A return air ticket on economy class to Republic of Korea
- Training costs
- Per diem allowance
- accommodation

13. Airport Transfer

Korea International Cooperation Agency (KOICA) will provide airport transfers.

14. Attire

All participants should wear office attire during the class room sessions and appropriately during the workshop and the study visit.

15. Member Country Nominations

Each developing member country is requested to nominate, through the Colombo Plan National Focal Point up to two (2) candidates, one principal and one reserve, by completing the Colombo Plan Application Form. The duly completed nomination forms (two sets) should be sent by **1 August 2011** to the Colombo Plan Secretariat to the following address:

The Secretary-General
Colombo Plan Secretariat
No. 31, Wijerama Mawatha
P.O. Box 596
Colombo 07, Sri Lanka

Attn:

Mr. Mohd Sazali bin Mohd Zin
Director – Programme for Private Sector Development
Tel: 00 94 11 2684188 (Ext. 142)
Fax: 00 94 11 2684386
Email: mohd.sazali@colombo-plan.org

For more information contact:

Ms. Devika Karunaratne
Programme Officer- Programme for Private Sector Development
Tel: 94 11 2684188 (Ext.- 120)
Email: devikak@colombo-plan.org

The deadline for the nominations will be strictly observed.



THE COLOMBO PLAN

Please affix
photograph
(3cm X 4cm)

The Colombo Plan –Short Term Training Programme APPLICATION FORM

IMPORTANT: Please fill in **BLOCK CAPITALS**. Do not omit any particulars. Tick (✓) as appropriate.

1. Title of the Training Programme:		
2. Implementing Agency (s) / Cooperating Partner (s):		3. Date of Training (DD/MM/YY):
4. Full Name (as in passport): Underline family name.		5. Gender:
		Male <input type="checkbox"/> Female <input type="checkbox"/>
6. Date of Birth (DD/MM/YY):	7. Country of Birth:	8. Marital Status:
		Single <input type="checkbox"/> Married <input type="checkbox"/>
9. Passport Number:	Place Issued:	Expiry Date:
10. Nationality:	11. Religion:	

Mailing Address & Contact Number

12. Name of Organization:		13a. Job Title/Position:		13b. Length of Service in current position:	
14. Current Duties and Responsibilities:					
15. Applicant's Office Address:					
16. Office Telephone No:		Telefax:		Official Email:	
Country Code	Area Code	Number	Country Code	Area Code	Number
17. Home Address:			Telephone No:		Mobile No:
			Country Code	Area Code	Number
			Personal Email:		
18. Person to be contacted in case of emergency – name, telephone and address:					

19. Have you ever participated in any Colombo Plan training programmes before: YES / NO
 If "Yes", please specify:

Name of course	Name of Training Institute	Year

20. Highest Academic/Professional Qualifications/Year (Please specify when possible):

School leaving certificate	Graduate (e.g. BA [Hons] Eng)/Subject/Year	Postgraduate (e.g. Masters/PhD)/Subject/Year	Professional Qualification (Pls. specify)/Subject/Year	Others (Pls. specify)

21. Language Proficiency:
 (Please attach relevant English proficiency certificate e.g. 'O' level, 'A' level, IELTS, TOEFL, University certificate)

Excellent	Good	Fair	Basic

Mother tongue: _____

22. Employment Record (previous posts):

Organization	Previous Job Title/Position	Length of Service in previous position

23. Reasons for applying for the course:

24. Physical Fitness:
 Please clarify any existing medical condition(s). (Applicants are expected to be medically fit. Female applicants should not be pregnant.)

Good	Moderate	Poor

I certify that I am medically fit to undertake a course in: _____

DECLARATION

I certify that my statements, to the best of my knowledge, are correct.

If accepted for a training award, I undertake to:-

- (a) Refrain from engaging in political activities, or any form of employment for profit or gain; and
- (b) Return to my home country promptly upon the completion of my course of study or training.

I fully understand that if I am granted a Colombo Plan award, it may be subsequently withdrawn if I fail to comply with the rules and regulations of the Colombo Plan and the host agency/government.

Signature of applicant: Date:

OFFICIAL ENDORSEMENT

I hereby, certify that all information pertaining to the applicant is accurate.

(Name)

(Signature of responsible Government Official)

(Designation)

Address of Department/ Ministry:

Official Seal/ Stamp:

Office Telephone number: _____

Office Fax number: _____

Email: _____

Date: _____

All application forms, should be submitted through the Colombo Plan National Focal Points in invited countries.

**The Colombo Plan Secretariat
No. 31, Wijerama Mawatha
Colombo 7 – Sri Lanka
P.O.Box: 596
Tel: (94) 2684188, 2694192, 2694183-5
Fax: (94-11) 2684386
Website: www.colombo-plan.org**

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DEA PROFORMA FOR FOREIGN TRAINING

1. Name:
2. Date of Birth:
3. Educational Qualifications:
 - (i) Academic
 - (ii) Technical
4. Contact Nos:
 - (i) Phone number (with STD Code):
 - (ii) Fax number (with STD Code):
5. (i) Service to which officer belongs.
- (ii) Year of appointment/allotment:
- (iii) Present post:
- (iv) Date from which the current post held:
- (v) Details of previous posts held:
- (vi) Details of the posts held which are relevant to the course
6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:
(Please attach separate sheet, if necessary)
8. List of training courses attended abroad:

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

9. List of training courses attended in India:

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

Date:
Place:

Signature of the Candidate

10. Shri/Smt. _____ is cleared/(not) cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority
(with office stamp)

Date:
Place:

No.1/13/03-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Division)

New Delhi February 27, 2006

OFFICE MEMORANDUM

Subject: Foreign training courses administered by the Department of Economic Affairs

In supersession of the guidelines issued vide letter of even number dated 5th April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Depts./State Governments/Agencies are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.

Nominating State Governments/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

- (i) Training programmes abroad of a duration of six months or more are treated as Long Term;
- (ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off' condition:

- (i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;
- (ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;
- (iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;
- (iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;
- (v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.
- (vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

(i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;

(ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;

(iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.


(M.F. Farooqui)
Joint Secretary

To

1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to:

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn./IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA