



### Department of External Resources

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தேசிய கொள்கைகள் மற்றும் பொருளாதார அலுவலகம்  
செயலகம் (3 ஆம் மாடி), த. பெ. இல 277, கொழும்பு 00100, சிங்களம்

Ministry of National Policies and Economic Affairs  
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka



Web Site: www.erd.gov.lk

මගේ අංකය  
எனது இல  
My No

} TA/Sin/S/484

ඔබේ අංකය  
உமது இல  
Your No.

} 27 JUL 2017  
Personnel & Training  
Eastern Province  
Thilini

දිනය  
நாள்  
Date

} 20-07-2017

Secretary\Ministry of Mahaweli Development & Environment  
Secretary\Ministry of Provincial Councils & Local Government

Dear Sir/Madam

**Regional Training Programme on Solid Waste Management & Reduction of Marine Litter**  
- from 09<sup>th</sup> to 13<sup>th</sup> October 2017 – Singapore

The Government of Singapore has invited nominations from eligible Government Officials in Sri Lanka for the above training programme. A copy of the programme details and the Application Form in this regard are enclosed.

You are kindly requested to submit nominations with the following documents **on or before 12<sup>th</sup> August 2017.**

1. Duly filled Application Form (filled in single sides) along with certified copies of the certificates of Academic and Professional Qualifications (in two sets).
2. ERD Form 2 can be downloadable from [www.erd.gov.lk](http://www.erd.gov.lk) (original only)

Please also note that the respective nominating agency should bear the nominee's round-trip airfare. The Government clearance to leave the country to participate in this programme has to be obtained only after the offer is granted to the nominee.

Your early response in this regard is highly appreciated.

Yours sincerely

Noor Rizna Afices  
Addl. Director General  
for Director General

Copies to: **Chief Secretaries, All Provincial Councils**  
**Chairman, Central Environment Authority**

DO/E  
DCS/PPT  
Forwarded in  
&  
20/A

PST closing Date  
2017/8/11

D.M.S. Abayaratne  
Chief Secretary  
Eastern Province

අධ්‍යක්ෂ ජනරාල්  
பணிப்பாளர் நாயகம்  
Director General } 94-11-2484693  
94-11-2434876

කාර්යාලය  
அலுவலகம்  
Office } 94-11-2484500  
94-11-2484600  
94-11-2484724

ලැයිස් අංකය  
ஒன்றை எண்  
Fax } 94-11-2447633



**REGIONAL TRAINING PROGRAMME ON WASTE MANAGEMENT  
AND REDUCTION OF MARINE LITTER**

**9 TO 13 OCTOBER 2017**

Sponsored by the



**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE-NORWAY THIRD COUNTRY TRAINING PROGRAMME**

to be conducted by

**SINGAPORE ENVIRONMENT INSTITUTE**

*Draft  
Final  
Pls  
13/07/17*

**Singapore Cooperation Programme**

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, Singapore has sponsored training courses and study visits for over 110,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

**Norwegian Development Cooperation**

The Government takes an integrated approach to Norway's foreign and development policy. Our development policy is designed to promote economic development, environment, democratisation, implementation of human rights, good governance and measures that can lift people out of poverty for good. Priority is given to education, humanitarian assistance, health and vaccination, private sector development, climate change adaptation and mitigation, and human rights.

In order to succeed in reducing poverty, it is crucial to achieve sustainable economic development and strengthen the private sector. The Government will give priority to business development in the South, and will seek to promote cooperation with the Norwegian business sector in areas where we have a competitive advantage. The Government will continue Norway's efforts in the areas of global health, peace and reconciliation, humanitarian aid and increased access to energy. It will maintain a high level of development aid.



## Singapore-Norway Third Country Training Programme

Since the establishment of the Singapore - Norway Third Country Training Programme (TCTP) in 1996, Singapore and Norway have jointly sponsored training programmes for over 430 government officials from all over the world in areas such as Climate Change and Renewable Energy, Environmental Management, Aquaculture, Utility Management, Information Technology, English Language, Healthcare and Good Governance and Anti-Corruption Measures.

## Singapore Environment Institute, National Environment Agency

Singapore Environment Institute (SEI) is the training and knowledge division of the National Environment Agency (NEA), Singapore's leading public organisation responsible for sustaining a clean and green environment. SEI distils and documents the knowledge residing with experienced staff, as well as other sources, for transfer to the next generation of officers through its training programmes. The Institute also develops and upgrades the local industry's manpower capabilities. SEI's public lectures feature renowned environmental speakers who catalyse thought leadership and foster communities of best practices. SEI's collaborations with, and strong support from industry, academic and government organisations, are instrumental to its goal of 'Advancing Knowledge in Environmental Sustainability'.

SEI's key training and knowledge areas include:

- Climate Change and Energy
- Pollution Management
- Environmental Public Health Management
- Urban Environmental Management
- Weather and Meteorological Services

## Course Objectives

The course will share the policy frameworks and practices adopted by Singapore and Norway towards managing and reducing land-based sources of waste and marine litter that would otherwise have ended up in the seas or our beaches respectively. The course will look into proven best practices in South East Asia region and focus on methods that can be effectively applied in the region as well as strategies for

recovery, recycling, waste prevention and solid waste handling. Participants will gain an insight in effective policies in this field and get a broader understanding of the challenges and responses at different stages. Professionals will share experiences on their response to challenges within waste management and marine litter issues. Government experts, relevant companies and research communities will share their ideas and expertise.

## Synopsis

The course will provide the participants with an overview of the global challenges and insights into managing land-based waste and marine litter. Learning outcomes would include Singapore's waste management concepts and strategies to manage waste streams as well as Norway's and UN's perspectives to marine litter reduction strategies and action plan. Additionally, participants will also gain an understanding of the linkages between waste management and land-based marine pollution, as well as how to identify gaps in current waste management activities and develop action plans to tackle such issues.

Topics to be covered includes:

- Marine Litter as a Global Challenge
- Environmental Protection and Management – A Nation's perspective
- Strategies & Practices in Integrated Waste Management System
- Waste Minimization and Reduction Management
- Strategies for Marine Litter Reduction
- Public Cleansing and Environmental Sanitation
- Plastics Production and Use
- Regional and National Action Planning on Waste & Marine Litter Reduction

## Methodology

The course will be conducted in an interactive and immersive manner, with lecture presentations, open discussion of cases and exercises, and experiential learning via site visits. Experienced speakers from Norway, Singapore and other South East Asian countries will share their experiences and facilitate discussion within the field of waste management and marine littering.



### Duration

The course will be held from 9 to 13 October 2017.

### Invited Countries

Bangladesh, Brunei, Cambodia, India, Indonesia, Lao PDR, Malaysia, Myanmar, Pakistan, People's Republic of China, Philippines, Sri Lanka, Thailand, Timor-Leste and Vietnam.

### Application Information

Participants should be:

- Mid to senior officials involved in policy-making related to Environment, Planning and Management of Waste and Reduction of Marine Litter.
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

### Terms of Award

The course is sponsored by the Government of Singapore and Norway under the Singapore-Norway Third Country Training Programme.

Under this arrangement, both Governments will cover the following expenses for successful applicants, thereafter known as participants, during the seminar in Singapore.

- An economy class, round-trip, air ticket between the respective international airports designated by the Ministry of Foreign Affairs, Singapore;
- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

### Note:

- (i) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.
- (ii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

### Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

### Application Procedure

(Closing date for nomination: **21 August 2017**)

The Government of Singapore and Norway are pleased to invite the respective National Focal Point for Technical Assistance to nominate **two (2)** suitable applicants. Selection of candidates will be based on merit.

Should there be more applicants than training places, the Government of Norway and Singapore seeks the understanding of the respective National Focal Point for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the

nominating country not later than  
**Monday, 21 August 2017.**

Please address the forms to:

Director-General  
Technical Cooperation Directorate  
Ministry of Foreign Affairs, Singapore  
Tanglin  
Singapore 248163

Attn: Mr Leroy Chen Ziqiang  
Tel: (65) 6379 8466  
Fax: (65) 6479 3357  
E-mail: [Chen.Ziqiang@mfa.gov.sg](mailto:Chen.Ziqiang@mfa.gov.sg)

### Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board web site at [www.yoursingapore.com](http://www.yoursingapore.com)



- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail/fax to the **email address/fax number stated above**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and **must** bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.



# PROGRAMME APPLICATION FORM

RECENT  
PASSPORT-  
SIZE  
PHOTOGRAPH  
HERE

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme: Singapore-Norway Third Country Training Programme  
Course Title: Regional Training Programme on Waste Management and Reduction of Marine Litter

Course Dates: 9 to 13 October 2017

## PART ONE: APPLICANT DETAILS (TO BE COMPLETED BY APPLICANT)

### Applicant's Particulars

Title	Dr/Mr/Mrs/Ms/Others (please circle accordingly)		
Family Name			
Given Name			
Gender		Date of Birth (dd/mm/yy)	
Nationality		Representing Government of	
Passport Number		Passport Expiry Date (dd/mm/yy)	
Religion		Dietary Restrictions (if any)	

### Contact Details

Country/Territory		State/Province		City/Town		
Office Address					Postal Code	
	Country Code	Area Code	Number	Personal Email		
Telephone No.				Other Email		
Mobile						
Fax No.						

### Person to be notified in case of emergency

Name		Relationship			
Address		Telephone No.	Country Code	Area Code	Number
		Email			

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

**Employment History**

Organisation	Department	Designation	Nature of Job	From (dd/mm/yy)	To (dd/mm/yy)
					PRESENT

**Educational Qualifications**

Educational Qualification Attained	Educational Institution	From (dd/mm/yy)	To (dd/mm/yy)

**Professional Qualifications**

Description of Qualification	Date Attained

**Previous Attendance**

Have you attended any courses sponsored under the Singapore Cooperation Programme previously? If yes, please state the name and date of course(s).	Yes/No

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.



**PART TWO: DECLARATION (TO BE COMPLETED BY APPLICANT)**

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of applicant Representing Country/Territory

Declare that:

- (a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- (b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore;
- (c) I am proficient in spoken and written English. (The course will be conducted in English. All participants are expected to have a good working knowledge of the English language.); and
- (d) I will be personally liable for all medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)

- (e) *(For pregnant applicants)* I am \_\_\_\_\_ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Singapore;

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant



SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

**PART THREE: TO BE COMPLETED BY DIRECT SUPERVISOR**

I nominate (Dr/Mr/Mrs/Ms\*) \_\_\_\_\_ holding Passport No. \_\_\_\_\_ for the training course.

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Organisation

\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Country code Area code Office fax no.

Please describe why the applicant has been nominated for this course:

Please describe what skills / knowledge you would like the applicant to gain from this course:

**PART FOUR: ENDORSEMENT (TO BE COMPLETED BY NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE / MINISTRY OF FOREIGN AFFAIRS OF NOMINATING GOVERNMENT)**

By signing below, I confirm that I endorse the above nominee and that I believe all the statements in this form to be correct.

\_\_\_\_\_  
Name

(Ministry's Official Stamp)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Organisation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Country code Area code Office fax no.

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.