

# EFFECTIVE GOVERNANCE AND BUILDING A DIGITALLY ADVANCED GOVERNMENT

1 TO 5 APRIL 2024

Jointly sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

and

**KAZAKHSTAN AGENCY OF INTERNATIONAL DEVELOPMENT  
(KAZAID)**

under the

**SINGAPORE – KAZAKHSTAN JOINT TRAINING PROGRAMME**

to be conducted by the

**CIVIL SERVICE COLLEGE, SINGAPORE**

and

**KAZAID**

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## **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, more than 150,000 officials from more than 180 developing countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

## **Kazakhstan Agency of International Development (KazAID)**

The Republic of Kazakhstan has been providing assistance to countries in Central Asia and beyond since gaining its independence. In order to systematize Kazakhstan's efforts to provide financial, technical and other types of assistance, Kazakhstan adopted the Law on Official Development Assistance (ODA) in December 2014. Thus, Kazakhstan became the first country among the members of the Commonwealth of Independent States to adopt a national law regulating the ODA policy.

Kazakhstan Agency of International Development "KazAID" is a national operator of the Republic of Kazakhstan in the field of Official Development Assistance (ODA) established in December 2020, which operates under the Ministry of Foreign Affairs.

The purposes of Kazakhstan development cooperation efforts include strengthening peace, regional and global security as well as socio-economic development of the partner countries with

the focus on Central Asia and improvement of the welfare of its citizens.

KazAID specializes in provision of technical assistance, administration of grants, facilitation of technological advancement and economic growth through implementation of the projects in the field of ODA for the partner countries' sustainable development.

## **Civil Service College, Singapore**

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reform.

## **Course Objectives**

This programme will explore the use of technology to streamline governmental processes, improve public outcomes, discuss opportunities and challenges in digitalising government, economy and society as well as building public service capability to support digital transformation.

## **Course Outline**

This course topics will include, but not be limited to, the following:

- Traditional and new challenges in public administration
- Opportunities and challenges in digitalising government, economy and society

- Effective governance development trends in Central Asia (e.g. Kazakhstan's digital governance model)
- Utilisation of big data, AI, robotics and data analytics to improve public service outcomes and service delivery in Singapore
- Whole-of-Nation effort in harnessing technology to transform public service in Singapore and Kazakhstan

## **Methodology**

The course will be conducted in person in the capital of Kazakhstan, Astana, and will include the delivery of instruction of course sessions, group discussions, sharing sessions, case studies, experiential activities, and other learning methodologies.

## **Course Duration and Venue**

This course will be conducted from 1 to 5 April 2024 in Astana, Kazakhstan.

## **Invited Countries**

The Republic of Kazakhstan, Kyrgyz Republic, Republic of Tajikistan, Turkmenistan and Republic of Uzbekistan.

## **Application Information**

Applicants should be:

- Mid-to-senior level government officials involved in the formulation and implementation of policies related to digital governance and/or driving digital transformation within their respective public agency or at the wider civil service level
- Nominated by their government
- Proficient in English
- In good health
- Prepared to participate actively in the programme

## **Terms of Award**

This course is sponsored by the Government of Singapore and the Government of Kazakhstan under the Singapore-Kazakhstan MOU on Cooperation on Capacity Building Programme for

Government Officials of the C5 countries.

The Governments of Singapore and Kazakhstan will bear the following expenses for successful applicants, thereafter, known as “participants”, during the course in Kazakhstan.

These expenses include:

- Course fees, including lecture fees, administrative fees, and course materials.
- Accommodation for the entire duration of the course. Complimentary breakfast will be provided in the hotel.
- Meal and a daily per diem from the first day to the last day of the course.
- Transportation to the training venue and site visits during the course period.
- Accommodation, per diem and transportation costs are covered for participants travelling to Kazakhstan and are not envisaged for the residents of Kazakhstan.
- Basic insurance coverage for the duration of the course in Kazakhstan, in accordance with the policy of a local insurance company. This does not cover any pre-existing conditions/ illnesses and/or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy.

**Note:**

- The flight costs are to be covered by the participants;
- Participants are to bear their personal expenses that might be incurred prior to receiving the allowance; and
- As the basic insurance coverage is limited, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

**Regulations**

Participants are required to comply with the following:

- Strictly observe course schedules and not miss course sessions;

- Carry out instructions and abide by such conditions as may be stipulated by the nominating Authority or Governments of Singapore and Kazakhstan with respect to the course.
- Not to engage in political activities, or any form of employment for profit or gain while in Kazakhstan.
- Discontinue the course, in the event that they fall seriously ill and are considered unable to continue the course or have committed an improper act.
- Return to their respective home countries upon completion of the course.

**Application Procedure**

Selection of candidates will be based on merit. Should there be more applicants than course places, the Governments of Singapore and Kazakhstan seek the understanding of the respective National Focal Points for Technical Assistance if their nominee(s) is not selected.

The Governments of Singapore and Kazakhstan are pleased to offer two ways to nominate suitable candidates: online platform or via email.

Nominees are encouraged to submit their applications **online** at <https://go.gov.sg/effectivegovapr24>.

Alternatively, nominees may apply by submitting the completed application form (at Annex) to [office@kazaid.kz](mailto:office@kazaid.kz).

All applications must be **endorsed** by the National Focal Point for Technical Assistance. For online applications:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

All applications must be submitted by **Friday, 26 January 2024**.

**Note:**

- Applications must be completed in full. Incomplete application forms will not be considered. Please contact [june\\_see@mfa.gov.sg](mailto:june_see@mfa.gov.sg); [vikneshwari\\_muneaswara\\_rastrapathi@mfa.gov.sg](mailto:vikneshwari_muneaswara_rastrapathi@mfa.gov.sg); [l.sagymbayeva@kazaid.kz](mailto:l.sagymbayeva@kazaid.kz) and

[n.sharipova@kazaid.kz](mailto:n.sharipova@kazaid.kz) if you encounter technical issues during application.

- Please refrain from making telephone and email inquiries on the status of your applications while your application is being processed.
- All applicants will be informed of the outcome of their applications. The National Focal Point will also be informed directly or through Kazakhstan's diplomatic representation in the nominating country.

### **Follow SCP at:**

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)

### **Follow KazAID at:**

- KazAID Website: [www.kazaid.kz](http://www.kazaid.kz)
- Instagram: @kazaid.kz
- Twitter: @KAZ\_\_AID
- LinkedIn: [www.linkedin.com/company/kazaid/](https://www.linkedin.com/company/kazaid/)
- Facebook: <https://www.facebook.com/profile.php?id=100094452856181&mibextid=LQQJ4d>

# APPLICATION FORM

Please reply with the completed form in both Word doc format and PDF with the required signatures. Please type clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme: **SINGAPORE – KAZAKHSTAN JOINT TRAINING PROGRAMME**  
 Course: **EFFECTIVE GOVERNANCE AND BUILDING A DIGITALLY ADVANCED GOVERNMENT**  
 Course Dates: **1 to 5 APRIL 2024**

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

### Applicant's Particulars

Family Name			Title	Dr/Mr/Ms/Mrs*	<i>Attach a recent photo of yourself</i>
Name as in Passport					
Country Representing		Gender		Date of Birth	
Passport Issued By		Passport Number		Expiry Date	
Dietary Restrictions (if any)					

### Contact Details

Country/Territory		State/Province		City/Town	
Office Address				Postal Code	
	Country Code – Area Code – Number		Primary Email Address		
Telephone No.			Secondary Email Address		
Mobile					

\*Delete where applicable

**Person to be notified in case of emergency**

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

**Current Employment**

Organisation	Department	Job Title	Nature of Job/ Brief Description	From (mm/yy)	To (mm/yy)
					PRESENT

**Highest Educational Qualification**

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

**Professional Qualifications**

Name/Description of Qualification and Date Attained (mm/yy)

**Previous Attendance**

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

**Reason(s) for Application**

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\*Delete where applicable

NOTE: This application form should be duly completed and endorsed by the officially designated 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, \_\_\_\_\_,  
*Applicant name*

Declare that:

- (a) All information provided is true, complete, and accurate to the best of my belief and knowledge, and that I have not willfully suppressed any material facts;
- (b) **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.);
- (c) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Kazakhstan;
- (d) I am \_\_\_\_\_ months pregnant and \_\_\_\_\_ certified by a qualified  
State NA if not pregnant State Am/Am not or NA if not pregnant  
doctor to be medically fit to travel to Kazakhstan; and
- (e) I will be personally liable for **all** medical expenses incurred during my stay in Kazakhstan.

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 Kazakhstan at my own expense.

\_\_\_\_\_  
Application Date

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

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

I nominate \_\_\_\_\_ holding Passport No. \_\_\_\_\_  
*Applicant name* *Applicant passport no.*  
for the training course.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Job Title

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

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

\_\_\_\_\_  
Country code - Area code - Office Telephone 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 THE NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE)**

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

\_\_\_\_\_  
Signature and Organisation's Official Stamp

\_\_\_\_\_  
Job Title

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

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

\_\_\_\_\_  
Country code - Area code - Office Telephone No.

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