

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE AND TEXTILE
COMMERCE DIVISION)



No. 5(1)/2019-Admn-I/MoC

Islamabad, the 30th MAY, 2019

C I R C U L A R

Subject: - capacity Bulding programe on Enhancing the Devlopment of Small and Medium Industry year2019 at Surabaya-Indonesia on 2-3 july.2019

A self-explanatory U.O. of Ministry of Foreign Affairs received regarding the above mention training in Adman-1 section,

2. Interested officers may forward their nominations to Admn-1/MoC section with the approval concerned Additional Secretary latest by 31-05-2019.

Database Administrator is requested to upload the above mention training on the website of the Commerce Division.

(Arshad Nawaz)
Deputy Director (MoC)

Database Administrator,
Commerce Division,
Islamabad.

Government of Pakistan
Ministry of Foreign Affairs
Islamabad

Subject: Capacity Building Programme on Enhancing the Development of Small and Medium Industry Year 2019 at Surabaya-Indonesia on 2-3 July, 2019

Referenc Note Verbal NO. 716/EK/ISL/V/19 dated 9th May, 2019 along with application form received from Indonesian Embassy, Islamabad (Copy enclosed) on the above noted subject.

2. The Indonesian Embassy in Islamabad has invited officials from relevant government institutions and small and medium entrepreneurs to participate in the subject training, organized by the Indonesian government in collaboration with Colombo Plan Secretariat, at Surabaya-Indonesia on 2-31 July, 2019.
3. The government of Indonesia and Colombo Plan Secretariat shall bear all cost of the participants. Nomination forms are required to be received by the organizing committee latest by 3 June, 2019.
4. Ministry of Commerce is requested for nomination of appropriate participants and further necessary action.


(Sarfaraz Ahmad Khan)
Deputy Director (SEAP-I)
051-9211659

Secretary, Ministry of Commerce, Islamabad
M/o Foreign Affairs, U.O. No. SEAP-I (Indo)- 13 /2019, dated 24 May, 2019



**EMBASSY OF THE REPUBLIC OF INDONESIA
ISLAMABAD**

Islamabad, 9 May 2019

No. 716/EK/ISL/V/19

The Embassy of the Republic of Indonesia in Islamabad presents its compliment to the Ministry of Foreign Affairs of the Islamic Republic of Pakistan and has the honour to inform the latter that the Government of the Republic of Indonesia, in collaboration with the Colombo Plan Secretariat, invite officials from relevant government institution and practitioners of small and medium industry in Pakistan to participate in Capacity Building Program on Enhancing the Development of Small and Medium Industry Year 2019, which will be conducted in Surabaya-Indonesia on 2-13 July 2019.

The qualifications and procedure of application can be found in the General Information as attached herewith. All required nomination forms should be received by the organising committee on **3 June 2019** at the latest. The Government of the Republic of Indonesia and the Colombo Plan Secretariat will bear the international flight ticket, daily allowance, board and lodging, airport transfer, health insurance, and seminar kit of the participants.

In this regard, the Embassy has further the honour to kindly request the Ministry to convey the information of the aforementioned training to relevant government institution in Pakistan

Further information pertaining to the nomination of the candidates can be directed to Mr. Daniel Nugroho via email at daniel.nugroho@kemtu.go.id.

The Embassy of the Republic of Indonesia in Islamabad avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the Islamic Republic of Pakistan the assurances of its highest consideration.

**The Ministry of Foreign Affairs of the Islamic Republic of Pakistan,
Islamabad**

cc. The Director General of East Asia and Pacific





Please affix
passport
photograph



Government of the Republic of Indonesia - Colombo Plan Joint Training Course

APPLICATION FORM (typewriting or block letters)

TITLE OF COURSE: Capacity Building Programme on Enhancing the Development of Small and Medium Industry – Year 2019	Course Duration: 2 – 13 July 2019 (Application should be sent to Colombo Plan on or before 3 June 2019)
NAME OF TRAINING INSTITUTE: The Ministry of Industry of the Republic of Indonesia, in coordination with the Ministry of State Secretariat of the Republic of Indonesia and the Colombo Plan	

1. PERSONAL DATA

Family name (surname)	Date of birth Day Month Year
First Name	Nationality (citizenship):
Other names	Gender: Male/Female #
City and country of birth	Marital status Single/Married/Divorced/Widowed #
Passport No:	Religion:

#Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:			Applicant's Postal/ Home Address:			
			Home telephone			
			Country	Area	Number	
Office telephone	Telefax		Email			
Country	Area	Number	Country	Area	Number	Mobile
Person to be contacted in case of emergency, name, telephone and address						

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study: from - to	Degree

(Please attached a copies of the certificates)

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous positions held
Employer:	Employer:
Years of service (from - to):	Years of service (from - to)
Title of your post/position:	Title of your post/position:
Present salary per month (US Dollars):	Salary per month (US Dollars):
Name of supervisor and title:	Name of supervisor and title:
Type of organization: Government /Semi Government/ Private/ NGO #	Type of Organization Government/ Semi Government/ Private/ NGO #
Main functions of organization:	Main functions of organization:
Total number of employees:	Total number of employees:

Delete accordingly

Description of your work including your responsibility:

Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any Indonesia South-South Cooperation and Triangular Programmes or Colombo Plan Training Programmes before: YES/NO #

Name of course

Name of Training Institute

Year

Delete accordingly

6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY (PARTICIPANTS MUST FILL ALL THE INFORMATION IN THIS SECTION)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue: _____

Language test administered by _____

Title : _____

Address : _____

Tel. Number : _____

E mail : _____

Date and signature: _____

7. MEDICAL REPORT (to be completed by an authorized physician, All the fields must be filled)

Name of Applicant:				
Age:	Sex:	Height:	cm	Weight
				Kg
Blood Group:				
<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>
		<input type="checkbox"/>	AB	<input type="checkbox"/>
				O
Blood Pressure:				
Is the person examined at present in good health?			Is the person examined physically and mentally able to carry out intensive training away from home?	
Pre-prandial Blood Sugar			Post-prandial Blood Sugar	
Is the person free of infectious diseases (Tuberculosis, Trachoma, Yellow Fever, Hepatitis A, B and skin diseases etc.)?			Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.			Pregnancy Test (for women): (optional)	
I certify that the applicant is medically fit to undertake this course.				
Name and the registration No. of the Physician :				
Address of Clinic (printed) :				
Telephone (printed) :				
E mail :				
Signature of Physician :				
Date:				
Seal of Clinic:				

8. **FOOD PREFERENCES IF ANY:**.....

9. **DECLARATION**

Have you ever been convicted by a Court of Law of any country?	Yes/ No #
If yes, please give brief details:	
I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.	
If accepted for a training award, I undertake to:-	
<ul style="list-style-type: none"> (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training; (b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train; (c) Refrain from engaging in political activities, or any form of employment for profit or gain; (d) Submit any progress reports which may be prescribed; and (e) Return to my home country promptly upon the completion of my course of study or training. 	
I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.	
Signature of applicant:	
Name:	Date:

Delete accordingly

10. **OFFICIAL DECLARATION (to be completed by the nominating government. All the fields must be filled)**

The Government of:	
nominates (name of applicant)	
For the course under the Colombo Plan Joint Programme with Republic of Indonesia and certifies that:	
<ul style="list-style-type: none"> (a) all information supplied by the nominee is complete and correct; (b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency. 	
Remarks:	
_____ (Name)	_____ (Signature of responsible Government Official)
_____ (Designation)	Address of Department/ Ministry: _____ _____
Official Seal/ Stamp: _____	Office Telephone number: _____ Office Fax number: _____ E mail: _____
Date: _____	

Please note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the Relevant Agency responsible for the CPS programme in your country. Application should be submitted to Colombo Plan Secretariat through the respective National Focal Point ONLY. INCOMPLETE AND/ OR UNENDORSED FORMS WOULD NOT BE PROCESSED.



GENERAL INFORMATION

CAPACITY BUILDING PROGRAM ON ENHANCING THE DEVELOPMENT OF SMALL AND MEDIUM INDUSTRY 2019

**“Small and Medium Industry Empowerment through Business Development
Services”**

2 - 13 July 2019

**Collaboration between:
The Government of the Republic of Indonesia and
The Colombo Plan Secretariat**

**Implementing Agency:
Directorate General of Small, Medium and Multifarious Industry
Ministry of Industry of the Republic of Indonesia**

1. SUMMARY

Title of Training Program	:	Capacity Building Program on Enhancing the Development of Small and Medium Industry 2019
Theme	:	Small and Medium Industry Empowerment through Business Development Services
Time/Duration	:	2 to 13 July 2019/12 days
Venue	:	Surabaya, East Java, Indonesia
Total Participants	:	20 (10 government officials and 10 SMI Owners/Managers)
Program Composition	:	Class (20%), Workshop (20%), Field observation (50%) and action plan development (10%).
Qualifications	:	<ol style="list-style-type: none">a. Nominated by their respective Governments (indicated with the signature of responsible Government Official and official seal/stamp on Official Declaration part of the Application Letter);b. Have at least a bachelor degree or have an equivalent level of academic background;c. Have at least three (3) years of actual working experience in the field of SMIs development (governments side);d. Have good command of spoken and written English, proven by certificate of TOEFL/TOEIC/IELTS;e. Under forty (40) years of age for government officials and between twenty five (25) to forty (40) years old for SMI owners;f. be in good health, both physically and mentally in order to complete the course (proven by medical record);g. not pregnant (as of application submission and announcement of participant);h. Open for small and medium industry of food, beverage, footwear and leather goods.

2. COLOMBO PLAN

1.1 BACKGROUND

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 27 including non-Commonwealth 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, Iran, Japan, Republic of Korea, Kingdom of Saudi Arabia, 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.

1.2 CURRENT PROGRAMMES

In 1995, Colombo Plan revitalized its programmes to emphasize on short-term training courses in priority areas and promoting South-South cooperation. The Colombo Plan consists of four key programmes which

are the Drug Advisory Programme, the Gender Affairs Programme, the Capacity Building Programme, and the Environment Programme.

Capacity Building Programme

Human resource development plays an essential role in the development process of a country. Therefore, the Colombo Plan endeavours to develop human resource development initiatives in the member countries through its Capacity Building Programme. The Colombo Plan provides short-term training courses, workshops, scholarships and Master Degree programs under the wing of its Capacity Building Programme. All activities are fully or partially funded on cost sharing basis by donors in the Colombo Plan member countries and some other International Organizations. The Capacity Building Programme incorporates the legacy programs of the Programme for Public Administration, the Long Term Scholarships Programme, and the Programme for Private Sector Development.

Environment Programme

The programme on Environment was originally launched in 2005 as part of the Programme for Public Administration. The 45th Consultative Committee Meeting held in Fiji in 2016 recognized it as an independent programme and re-named it as Programme for Environment and Climate Change (ECC). It launched One Child One Tree concept as a community based initiative on the 29th June 2018 during the 67th Anniversary of the Colombo Plan.

The Environment Programme is collaborating with its member countries in implementing environmentally beneficial programs to help people to build a better environment for the future. Most recently, the Environment Programme has been implementing its schools-based tree planting program named 'One Child One Tree' and has attracted significant support from schools, community groups, and governments.

Drug Advisory Programme

The Colombo Plan Drug Advisory Program (CPDAP) was established in 1973, as the Colombo Plan's response to the growing drug-related concerns in the Asia-Pacific region. Incepted with the vision "To be the Global Leader in Planning Healthy, Safe and Strong Communities", CPDAP is the oldest Colombo Plan program.

Recognizing the importance of cooperation among agencies, CPDAP brings together government, non-government and international organizations to identify gaps in Drug Demand and Supply Reduction and come up with a coordinated and unified response to the health and social problems related to Substance Use Disorders.

As a pioneering in drug demand reduction in the region, CPDAP has assisted the Colombo Plan member countries in drug policy formulation, encouraging national efforts in drug demand and supply reduction programs. CPDAP also advocates for the use of evidence-based practices in substance use disorder (SUD) treatment and prevention and empowers SUD professionals through provision of technical assistance.

Gender Affairs Programme

The importance of establishing a separate program for women and children was recommended during the 43rd Colombo Plan Consultative Committee Meeting in Manado, Indonesia, in 2012. As a result, the Colombo Plan Gender Affairs Program was established on 7 May 2014 in Colombo to work together with women, men, girls and boys to promote a just and equitable society in collaboration with stakeholders through the following objectives:

- To increase awareness on gender equality, gender development, women's legal rights and gender issues among the developing member states through workshops and training.
- To raise funds on gender capacity building and direct empowerments such as income generating programs, education programs and health programs.
- To conduct research on gender and child issues and development.
- To share knowledge and experiences on gender and children among the member countries.
- To represent the Colombo Plan in international forums on gender and children and discussions, to upgrade the knowledge and to share our experiences.
- To assist member countries to formulate their policies according to the global gender standards and norms.
- To support member countries through government and non-government agencies to implement the global/UN standards of gender and children.

The CPGAP works with Governments and stakeholders by providing trainings, workshops, technical assistance in developing gender policies and support gender related capacity building and direct empowerment programs for vulnerable men, women and children across its 27 member states.

3. CAPACITY BUILDING PROGRAM ON ENHANCING THE DEVELOPMENT OF SMALL AND MEDIUM INDUSTRY

Capacity Building Program on Enhancing the Development of Small and Medium Industry is a collaboration program between the Government of Indonesia and

the Colombo Plan Secretariat in line with the policy of the Government of Indonesia concerning the effectiveness and sustainability of Indonesia South-South and Triangular Cooperation Program. The program was done annually, starting from First Batch on October 22nd to 28th 2016 in Bali Indonesia with 19 participants from Colombo Plan member countries, such as Bhutan, Bangladesh, Fiji, Myanmar, Nepal, Sri Lanka, Pakistan, Papua New Guinea, Malaysia, Laos, Thailand, Maldives, and Indonesia. The Second Batch was held in Yogyakarta Indonesia on from July 30th to August 9th 2017 with 22 participants of 12 (twelve) countries were participating in the program, namely Afghanistan, Bangladesh, Bhutan, Iran, Lao PDR, Myanmar, Nepal, Pakistan, Papua New Guinea, Sri Lanka, Vietnam, and Indonesia. The program of 2018 bearing the theme of Small and Medium Industry Acceleration Through Research and Development, was held in Jakarta and Bandung from July 18 – 30 2018, with 20 participants from, Afghanistan, Bangladesh, Bhutan, India, Lao PDR, Myanmar, Nepal, Pakistan, Sri Lanka, and Indonesia.

The Program of 2019 has proposed the theme of Small and Medium Industry Empowerment through Business Development Services in order to deliver the aspect of services needed to develop and strengthen small and medium industry's capacity and capability.

2.1. Purpose

The purpose of the course is to provide participants from the Colombo Plan member countries with an opportunity to update relevant approach and knowledge on enhancing the development of Small and Medium Industry (SMI), particularly of SMI in Indonesia, from the policy, services, and cooperation to in-field practices and SMI experiences.

2.2. Objective

At the end of the program, the participants are expected to have an understanding of the following:

- Overview on the development of SMI in Indonesia
- Indonesia's policy and best practices on the development and promotion of SMI
- The role of local government in supporting, developing and promoting SMI in Indonesia
- Capacity Building Cooperation and Partnership with SMI in Indonesia
- The Importance of Services Centers for SMI
- Success story of Indonesia's entrepreneurs through SMI

2.3. Expected Output

Each participating country is expected to formulate an Action Plan deriving from their improved knowledge and experience of the relevant approach on the policy, strategy and main activities of enhancing the development of SMI, implement the

Action Plan in their home countries with cooperation aspect in mind and to conduct Follow-up Project Implementation.

2.4. Organization of the Program

The Organizing Committee comprises the Colombo Plan Secretariat and the Government of the Republic of Indonesia. The Government of the Republic of Indonesia designates Directorate General of Small, Medium and Multifarious Industry of the Ministry of Industry of the Republic of Indonesia as the implementing agency of the program.

2.5. Design

The course will be held at Surabaya, the capital city of East Java Province. Surabaya is the second largest city in Indonesia and cities near Surabaya has developed to be industrial sites and estates. East Java Province contributing 10,59% to total national exports or US \$ 19.07 billion in 2018.

The training course is a combination between class (20%), workshop (20%), field observation (50%) and action plan development (10%). **Class Orientation** is designed to share with participants the policy, strategy and main activities of the development of SME's industry including case study. **Workshop** is designed to enable hands-on experience in the making of SMI products with guidance from qualified instructors from SMI Centers. **Field Observation** is designed to provide opportunities for participants to observe and have discussion directly with community, researchers and beneficiaries who manage the activities to see the benefit and constrains faced in running the activities. **Presentation of the Action Plan** is designed to provide opportunity for participants to develop a follow up action in their home country with guidance from training facilitator.

2.5.1. In-Class Session

Class orientation is designed to share with participants the policy, strategy and main activities of the SMI's development. On the first two days of the training, participants will learn and discuss the policy, strategy, and activities for enhancing the development of SMI by Indonesia and participants country perspectives.

2.5.2. Workshop

Participants are required to take part in workshops in order to know and practice how to make Indonesian SMI products. The workshops will be held in Indonesian

Footwear Industry Development Center and Vocational Training Center for Food, Beverages and Packaging Industry. Participants will also have the opportunity to observe the research and development in both Centers. The workshop will be guided by qualified instructors.

2.5.3. Field Observation

During Field Observation, the participants will have the opportunity to observe and have discussion directly with local government and related stakeholders at community level who manage the programs and with beneficiaries of the programs to see the benefit and constraints which they face in running the programs. The field observation will be implemented at several locations in Bandung and West Java areas, such as Groups of Community Development and SMI which produce various of products including food, beverages, crafts leather goods, footwear, etc.

Participants will also have the chance to have direct discussion with the local people on how local communities contribute or involve in the implementation of the government's program in developing SMI. They will also observe the role of local people in the development of small business which may contribute to enhance economic life.

As for the visit to several SMIs, the participants will learn the success story from the entrepreneurs: how they started from small business, improving their capacity, the collaboration with the government, organizing and managing their business, empowering the community, as well as developing strategy for promotion.

Return from field visit, participants will have to consolidate the result of the field observation to map, describe and analyze the activities.

2.5.4. Action Plan

As the output of the training, all participants is expected to demonstrate an Action Plan. Thus, in this session each country group will have to prepare and present their country action plan which will be developed by adapting the knowledge gained from the training with their home country situation. The country action plan is a combination between the program from government side and the support from SMI side to be implemented to solve the SMI's problem.

The outlines of the presentation will consist of three parts :

a) Introduction

Elaborates in brief of participant's national/organization's strategy for SMI development and project that would like to be proposed which is relevant and estimated or expected will be effective based on lesson learned gained from the Indonesia training program.

b) Strategic Action Plan (5W1H).

Elaborating the proposed strategic action plan for SMI's development program. The proposed strategic action plan could be adapted from Indonesia's best practices that is relevant with the participants country situation with details as follows :

- Why
The reason why the project is proposed related to the problem of SMI which need to be solved.
- What
Objective or goals intended to be accomplished and outcomes expected of the project proposed.
- Who
Stakeholders involved in the program (e.g. Central/National Government, Local Government, SMI, NGO/Third Party, Large Corporation, R&D Centers, Indonesian Government, and other institutions), to what level of involvement (contribution) and the roles of each institution.
- When
Timeline or timetable of preparation, implementation and evaluation
- Where
Places where the program will be implemented
- How
How the activities will be done, how much budget will be needed, how much (time and resources) the SMI will support the project.

c) Monitoring, Evaluation and Reporting

The method used for monitoring and evaluation from each participant of a country (government and SMI) as a check and balance for the project implementation. Each country is required to make a **report** of the project implementation and shall be reported back to Colombo Plan and Indonesia Government six months after Action Plan presentation.

Since the participants will prepare and present country's action plan, **the participants are requested to bring laptop and submitted the following materials beforehand:**

a. **Country Report and SMI's Development Program Information**

Participants from government side are required to submit a softcopy report consists of introduction (including background and current situation), challenges and opportunities faced by SMI in participant's country, program policies (vision, missions and strategy) and administrative arrangement, management and human resources issues. Made by government official.

b. Business Profile

Participants from SMI side are required to submit a softcopy of their business profile consisting of history of the business, product(s) description, production capacity, number of workers, machineries used, problems and obstacles, support from government, etc. SMI participant is required to bring their product sample or pictures (if product is unable to carry to Indonesia).

2.6. Other Relevant Activities

There will be four other relevant activities conducted during the training, these are:

2.6.1. Joint Administrative Briefing

Joint Administrative Briefing will be presented by Ministry of State Secretariat as the coordinator and national focal point for the program, together with the Ministry of Industry as the implementing agency for the program. Within the Administrative Briefing, all participants will be given a guide book and program schedule as well as briefed shortly on the information related to the training and administrative matters such as the sequence of the training, field observation and cultural orientation, DSA, hotel, food etc.

2.6.2. Opening Ceremony

The sessions of this opening ceremony consecutively are: (a) the opening report, which consists of the whole overview of how this training will be performed, (b) introduction of Indonesia, (c) participants' introduction, and (d) opening remarks by representative from Ministry of State Secretariat, Ministry of Industry and the Colombo Plan Secretariat. This ceremony will also be attended by representatives from local government, facilitators and senior officials of Ministry of Industry. At the end of the opening ceremony session participants will have the chance to have group pictures with all the officials before return to the class session.

2.6.3. Cultural Orientation

During the training, participants will also have the opportunity to participate in cultural orientation and visiting several local business sites located in East Java.

2.6.4. Closing Ceremony

The sessions for this closing ceremony in consecutive starting with (a) the closing report, which consists of the whole activities perform during the training, evaluation on trainers and the facilities, will be delivered by the national committee, follow up with (b) expression/testimony/comments from

participants and (c) the closing speech given by representative from Ministry of State Secretariat, Ministry of Industry and the Colombo Plan Secretariat.

As the sign of appreciation to the participants during the training programs, the implementing agency will present the certificate, USB consists of documentation, followed by congratulations from the officials.

2.7. Time and Venue

The program will be held on **2nd to 13th July 2019** in Surabaya East Java Indonesia. The duration of the course will be 12 days. The participants is expected to arrive on **2nd July 2019** and leave for their home countries on **13th July 2019** General schedule as follows:

DAY	DATE	ACTIVITY
Tuesday	July 2 nd 2019	Arrival
Wednesday	July 3 rd 2019	Opening Ceremony, In Class session
Thursday	July 4 th 2019	In Class session
Friday	July 5 th 2019	Field Observation
Saturday	July 6 th 2019	Field Observation
Sunday	July 7 th 2019	Cultural Orientation
Monday	July 8 th 2019	Workshop
Tuesday	July 9 th 2019	Workshop
Wednesday	July 10 th 2019	BDS Center Visit
Thursday	July 11 th 2019	Field Observation
Friday	July 12 th 2019	Action Plan Presentation, Closing Ceremony
Saturday	July 13 th 2019	Departure

2.8. Language

The training course will be conducted in English. Participants are expected to have good spoken and written command of English.

2.9. Country and Number of Participants

The selected countries are the developing countries of the Colombo Plan member states namely: Afghanistan, Bangladesh, Bhutan, Fiji, Lao PDR, Maldives, Myanmar, Nepal, Pakistan, Papua New Guinea, Sri Lanka, Vietnam, India, Indonesia, Iran, Malaysia, the Phillipines, Thailand and Brunei Darussalam.

Each government of the selected countries will be invited to nominate four candidates, must consist of two government officials and two SMIs to be selected as a pair by Indonesian Government and the Colombo Plan Secretariat. There will be 20 persons selected to participate in the course.

2.10. Qualification of Applicants

With reference to the content of the training that mostly related to the knowledge improvement on technical aspects, applicants from government side are preferred to come from ***middle level manager downwards*** (having a position or experience in BDS or service centers for SMI is preferable).

As for the SMIs side, applicants are preferred to have at least 3 (three) years of running business in food/beverages/leather goods/footwear/creative products. Applicants for the course also should:

- a. Nominated by their respective Governments (indicated with the signature of responsible Government Official and official seal/stamp on Official Declaration part of the Application Letter);
- b. Have at least a bachelor degree or have an equivalent level of academic background;
- c. Have at least three (3) years of actual working experience in the field of SMIs development (governments side);
- d. Have good command of spoken and written English, proven by certificate of TOEFL/TOEIC/IELTS;
- e. Under forty (40) years of age for government officials and between twenty five (25) to forty (40) years old for SMI owners;
- f. be in good health, both physically and mentally in order to complete the course (proven by medical record);
- g. not pregnant (as of application submission and announcement of participant);

2.11. Procedure for Application

The National Focal Points of the Colombo Plan in each member country shall forward one copy of the prescribed nomination letter and application form for each nominee through its diplomatic channel to the Indonesian Embassy located in their respective country and to the Colombo Plan Secretariat at the following address:

Secretary General
The Colombo Plan Secretariat
No. 556 Bauddhaloka Mawatha
PO Box 596
Colombo 07, Sri Lanka

(Attn : Senior Programme Officer Capacity Building Programme)

Please scan the nomination letter and the applications and email to Riaz Deen at riaz.deen@colomboplan.org

The nomination forms shall be received not later than **3rd June 2019**. The Colombo Plan Secretariat will inform the selected participants by **10th June 2019**. In order to provide fair and equal chance, member countries are requested to kindly not nominate participants who have already attended this programme in 2016 – 2018.

2.12. Financial Arrangements

Category	Admin and financial support	Countries
1 st Category	<p><i>Cost cover by the Colombo Plan:</i></p> <p>1.1 Return airfare on economic class from the capital city of the participant's country to Surabaya in Indonesia</p> <p>1.2 20 USD per day as the per diem</p> <p><i>Cost cover by the Government of Indonesia:</i></p> <p>1.3 Airport transfer</p> <p>1.4 Conference package</p> <p>1.5 Single occupancy accommodation</p> <p>1.6 3 meals and 2 snacks per day</p> <p>1.7 Health insurance covering only the accidents or diseases occurred during the training course. It will not cover the chronic diseases hold by the participants before their leave for the training course.</p> <p>1.8 Local transportation cost related with the implementation of the training course</p>	<p>1) Afghanistan</p> <p>2) Bangladesh</p> <p>3) Bhutan</p> <p>4) Fiji</p> <p>5) Lao PDR</p> <p>6) Maldives</p> <p>7) Myanmar</p> <p>8) Nepal</p> <p>9) Pakistan</p> <p>10) Papua New Guinea</p> <p>11) Sri Lanka</p> <p>12) Vietnam</p>

<p>2nd Category:</p>	<p>Cost to be borne by the member country: 2.1 Return airfare</p> <p>Cost cover by the Colombo Plan: 2.2 20 USD per day as the per diem</p> <p>Cost cover by the Government of Indonesia:</p> <p>2.3 Airport transfer 2.4 Conference package 2.5 Single occupancy accommodation 2.6 3 meals and 2 snacks per day 2.7 Health insurance covering only the accidents or diseases occurred during the training course. It will not cover the chronic diseases hold by the participants before their leave for the training course. 2.8 Local transportation cost related with the implementation of the training course</p>	<p>1) India 2) Indonesia 3) Iran 4) Malaysia 5) Philippines 6) Thailand 7) Brunei Darussalam</p>
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2.13. Administrative Arrangements

1. The roundtrip international economy class air tickets from the capital city of the Colombo Plan member countries should be arranged as follow :
 - Departure Ticket :
From the Capital City of Colombo Plan Member Country to **Surabaya**
 - Return Ticket :
From **Surabaya** to the Capital City of Colombo Plan Member Country
2. All participants will be housed in hotel with a single occupancy.
3. Health insurance covering only the accidents or diseases occurred during the training course. It will not cover the chronic diseases hold by the participants before their leave for the training course.
4. Breakfast, lunch, dinner and two times snacks are provided by training organizer during the training.
5. Local transportation related with the implementation of the training course such as for study visit and cultural orientation.

2.14. Certificate

Each participant who has fully attended the training will be awarded a certificate of participation and achievement.

2.15. Entry Formalities

Participants from countries that require valid visas to Indonesia should obtain the visa from the Indonesian Embassies or Consulates in their respective countries. The participants are advised to consult the Indonesian Embassies or Consulates in their respective countries on matters related to visa. Passport should be valid at least 6 (six) months from the date of the participants' arrival in Indonesia. The Colombo Plan and the Government of Indonesia will not bear expenses relating to visa fees and passport issuance. They should be borne by the participants or the participating governments.

Participant should also carry a copy of the acceptance letter, which will show that the visa will be provided. The availability of this document is important since the airlines may require this document to the participants to be boarded on the plane. For further information the participants should consult the Indonesian Embassies.

2.16. Health Requirements

Indonesia has no vaccination requirements except for persons who are from, or who have been in transit at, a yellow fever endemic zone. A valid yellow fever certificate is therefore mandatory for all persons arriving by air, sea or land who:

- has been in yellow fever infected area (even in transit) within the last six days or;
- has come by an aircraft which has passed through a yellow fever infected area and has not been disinfected in accordance with the procedures and formulation laid down in Schedule VI of the Aircraft (Public Health) Rules 1954 or those recommended by the World Health Organization (WHO).
- A yellow fever certificate becomes valid ten days after the date of vaccination. A person arriving in Indonesia who is required to possess a yellow fever vaccination certificate and cannot show a valid vaccination certificate will not be granted a stay for period of up to six days. Health insurance will be provided for each participant for the duration of the course.
- Food allergy and other allergies should be informed on the application form.
- Indonesia is the largest Muslim country in the world, so otherwise stated not halal, all food prepared during the program will be halal food. Non Halal food and liquor can be purchased on certain stores on your own discretion, but please don't bring to the program venue.

2.17. Dress Code

Casual and breathable clothing is advisable since the weather in Indonesia is hot and humid. Batik shirts (short and long sleeves) are popular for most parties and social events. A suit or national dress is required for opening and closing ceremony. During the class session, participants are requested to wear business attire (no t-shirt and sandals). During workshops, participants are requested to wear business casual style, short sleeves shirt, polo shirt, knee length dress or skirts, and high heels are not recommended. During field observation and cultural orientation, participants are suggested to wear casual clothing (t-shirt and sneakers), bring sunglasses and a hat/cap, and use sunscreen if needed. Temperature in July is predicted to be 32 degree Celsius for the highest and 24 degree Celsius at the lowest.

2.18. Other Information

1. Upon arrival at Juanda International Airport Surabaya Indonesia, participants will be met by the national organizing committee. Please refrain on using other transportation since the committee will arrange for your transfer to and from hotel to the Airport.
2. Participants are **strongly requested not to bring any member of their families**, during the period of the training, if they are found with the family members their participation will be immediately terminated by the organizers;
3. Participants are **responsible to securely keep their passport**. Any loss is entirely participants' responsibility.
4. Carrying narcotics and drugs in Indonesia is a violation of the law. Heavy penalties will be imposed for disregarding the law.
5. The customs authorities will allow a maximum of one liter of alcoholic beverages, 200 cigarettes or 50 cigars or 100 grams of tobacco and a reasonable amount of perfume per adult on entry to Indonesia. They must be declared to the customs

3. Implementing Agencies:

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Ministry State Secretariat of the Republic of Indonesia
East Wing Building 6th Floor**

Jl. Veteran III No. 9
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Attn:

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Secretariat for Directorate General of Small, Medium and Multifarious Industry

Ministry of Industry of the Republic of Indonesia

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Attn:

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