

No.12/2/2020-BPC&TRG.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC & Trg. Section)

North Block, New Delhi,  
17<sup>th</sup> January, 2020.

**TRAINING CIRCULAR**

Subject:- Singapore – UNICEF Joint Training Programme on “**Sustainable Integrated Water Resources and Storm water Management**” in Singapore from 23<sup>rd</sup> to 27<sup>th</sup> March, 2020.

The Republic of Singapore has invited nominations for the above mentioned training programme to be held in Singapore under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level officials involved in integrated water resources and storm-water management. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Singapore**, who will provide accommodation, local transport, medical insurance and daily allowance. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare, accommodation and other local and incidental expenses of their participants**. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

(i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/siwrs-mar2020> Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.

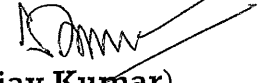
(ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 28.1.2020** positively at the following address:-

**Shri R. Murali,**  
Section Officer(BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 271 B, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5135  
Email- murali.r@nic.in



6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website [www.finmin.nic.in](http://www.finmin.nic.in) under the link "Foreign Training Programmes".



**(Sanjay Kumar)**

Under Secretary to the Govt. of India

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1. Joint Secretary(Estt.), Department of Drinking Water and Sanitation, 4th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
2. Joint Secretary(Admn.), Ministry of Housing & Urban Affairs, Nirman Bhavan, New Delhi.
3. Joint Secretary(Admn.), Department of Water Resources, River Development & Ganga Rejuvenation Shastri Bhawan, Rafi Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. All Cadre Controlling Authorities (As per list enclosed).

TO BE UPLOADED ON MOF'S WEBSITE

## **SUSTAINABLE INTEGRATED WATER RESOURCES AND STORMWATER MANAGEMENT**

**23 TO 27 MARCH 2020**

Jointly sponsored by the

**PUB, SINGAPORE'S NATIONAL WATER AGENCY**

and the

**UNITED NATIONS CHILDREN'S FUND  
EAST ASIA AND PACIFIC REGION OFFICE**

under the

**SINGAPORE – UNICEF JOINT TRAINING PROGRAMME**

to be conducted by

**PUB, SINGAPORE'S NATIONAL WATER AGENCY –  
SINGAPORE WATER ACADEMY**

and

**UNICEF**

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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, Singapore has sponsored training courses and study visits for over 128,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs

### **UNICEF**

UNICEF works in over 190 countries and territories to save children's lives, to defend their rights, and to help them fulfil their potential, from early childhood through adolescence. UNICEF has spent 70 years working to improve the lives of children and their families. Safe water, improved sanitation and good hygiene (WASH) is a foundation for development towards health, equity, gender equality and education and is at the center of the 2030 Agenda for Sustainable Development.

Goal 6 of the Sustainable Development Goals (SDGs) aims to “ensure availability and sustainable management of water and sanitation for all”. UNICEF works within the framework of this new development agenda to support governments in achieving these goals. Water is a precondition to life on Earth and is essential for sustainable development. Safe drinking water and sanitation are human rights and critical for socioeconomic development, food security and healthy ecosystems.

However, the global climate change crisis is increasing variability in the water cycle. This translates into negative impacts on drinking water availability and quality, and also in negative performance of sanitation and hygiene services, with challenges to physical accessibility and impacts on affordability. Concerns for water supply include damage to infrastructure from flooding, loss of water sources due to declining rainfall and increasing demand, and changes in the quality of drinking water sources and within distribution of water. Sanitation concerns include damage and loss of services from floods and reduced carrying capacity of waters receiving wastewater.

SDG 13 aims to “take urgent action to combat climate change,” representing an important milestone which was not addressed in the previous Millennium Development Goals. It includes increasing adaptation and resilience at both the national and community levels and building capacity at all levels to respond to the impacts of Climate Change. Because the impacts of Climate Change are most commonly experienced through the medium of water, the adaptation measures required target many aspects of the Water, Sanitation and Hygiene (WASH) sector

Key actions to reduce climate risks include the integration of measures of climate resilience into water safety plans, as well as improved accounting and management of water resources. To address these growing threats to the WASH system due to changing climate, UNICEF adopts a resilient approach in its WASH programming across the countries helping governments and partners to better design and implement a Climate Resilient WASH Programme. For more information on UNICEF, please visit <https://www.unicef.org>.

## **PUB, Singapore’s National Water Agency**

PUB is the national water agency, and manages Singapore’s water supply, water catchment and used water in an integrated way. PUB has ensured a diversified and sustainable supply of water for Singapore with the Four National Taps – local catchment water, imported water, high-grade reclaimed water known as NEWater, and desalinated water. Its approach to water management can be distilled into three key strategies: collect every drop of water, reuse water endlessly, and desalinate more seawater. For more information on PUB, please visit <https://www.pub.gov.sg>

## **Singapore Water Academy**

To enhance capability development, PUB has set up the Singapore Water Academy, a practitioner-focused institution in urban water management.

Besides providing training for PUB staff, the Academy also trains the industry to strengthen current competencies and develop future capabilities. It also welcomes international participants to its programmes, which address engineering and operations, and business leadership & governance.

## **Course Objectives**

Conducted in collaboration with UNICEF, this course discusses approaches to integrated water resources and stormwater management to deal with the extreme weather conditions brought on by climate change.

## **Synopsis**

Topics to be covered include:

- Water supply diversification to enhance resilience to droughts;
- Stormwater management strategies;
- Smart solutions to improve water stability;
- Climate resilience for WASH framework;
- Risk assessment tools for climate change impacts to water and sanitation systems;
- Appraising and identifying appropriate climate-resilient options and solutions for resilient WASH systems.

## Methodology

The programme is designed with seminars and hands-on workshop and presentations to ensure maximum participation and diversity of engagement for the participants such that the key learning points are entrenched well. Relevant site visits will also be included.

## Duration

The course will be held in Singapore from **23 to 27 March 2020**.

## Application Information

Applicants should be:

- Mid- to senior-level government officials involved in integrated water resources and stormwater management;
- Nominated by their respective Governments;
- Proficient in written and spoken English as the course is conducted fully in English without translation; and
- In good health and medically fit to attend the course.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore – UNICEF Joint Training Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Daily training allowance from first day to last day of the 5-day 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;
- Accommodation for the entire duration of the course;
- Basic hospitalisation and surgical insurance; [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:

- (i) The nominating Government will be responsible for its participants' round-trip airfares.
- (ii) Participants are advised to have money for miscellaneous expenses that might be incurred prior to receiving their training allowance.
- (iii) As the basic hospitalisation and surgical insurance coverage is limited, participants are also advised to purchase comprehensive travel insurance which includes medical evacuation in case they encounter any unexpected emergencies.

## 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 Authority 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: **3 February 2020**)

The Government of Singapore and UNICEF are pleased to invite National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore and UNICEF seek the understanding of the National Focal Points for Technical Assistance in the event that their nominees are not selected.

All nominees are to submit their applications online at <https://go.gov.sg/siwrsm-mar2020> by **Monday, 3 February 2020**. All application forms must also be endorsed by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

**Note:**

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact **HO Jia Yin@mfa.gov.sg** if you encounter technical issues during application.
- Applicants should refrain from making telephone 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. The National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country.
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.

**Information on Singapore**

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



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## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. **should also satisfy themselves about the eligibility conditions** prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

### HOW TO APPLY

#### 3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

#### 4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

### Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme

**To be filled only in case the Training Programme is not fully sponsored**

**PART-A**

**UNDERTAKING**

This is to certify that in the event of selection, Ministry/ Department/ State Government of \_\_\_\_\_ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working in this Department/ Ministry/ State Government for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

**PART-B**

**UNDERTAKING FOR SELF FINANCING**

This is to certify that in the event of my selection, I \_\_\_\_\_ holding the post of \_\_\_\_\_ in the Ministry/Department/State Government of \_\_\_\_\_ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This issues with the approval of the Competent Authority.

(Signature of the candidate)  
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)



## DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of Birth		3. Male/Female	
4. Educational Qualifications			
5. Service to which the officer belongs		6. Date of regular appointment	
7. Details of posts held during the last five years (starting from the present):			
S.No.	Post held	Ministry/Department/ Organization	Nature of work/Job profile
8. Name of foreign training programme applied for and its relevance to the candidate			
9. Papers etc. if any published by the candidate			
10. Details of Foreign Training Programmes attended during the last two years			
S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution
			Source of funding
Signature of the candidate:			
Office Phone No. Mobile No.:			
E-mail:			
<b>CERTIFICATE</b>			
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.			
Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)			