

CHIEF INFORMATION OFFICERS PROGRAMME ON THE STRATEGIC MANAGEMENT OF INFORMATION TECHNOLOGY

11 TO 22 NOVEMBER 2013

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD/
SMALL ISLAND DEVELOPING STATES
TECHNICAL COOPERATION PROGRAMME**

to be conducted by the

SINGAPORE E-GOVERNMENT LEADERSHIP CENTRE

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. Through the Singapore Cooperation Programme (SCP), Singapore can contribute to the development of other developing countries.

In 1992, the SCP was established, bringing together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Since 1992, Singapore has sponsored training courses and study visits for over 80,000 officials from 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Singapore E-Government Leadership Centre

Globally, Singapore is recognised as one of the leaders in the field of e-Government. eGL is a centre set up within the Institute of System Science and draws its knowledge from the Singapore government's more than 30 years of effort in computerisation and e-Government implementation. eGL's mission is to help government leaders innovate and transform through the provision of education, research and advisory services so as to accelerate economic development in their countries.

Course Objective

The course will share with participants how to strategically plan and manage national Information Technology (IT) projects to enhance national economic competitiveness.

Participants will learn to:

- Appreciate the essence of business planning and strategy development, and position IT as part of a country's strategic resource
- Understand the roles and responsibilities of a Chief Information Officer
- Progress from business and organisation analysis to the identification of opportunities to apply IT
- Plan and manage strategic IT applications that will change the way the government works
- Examine the various ways of outsourcing and their implications on cost and quality

At the end of the training, participants will have learnt an integrated and coherent approach to initiating, planning and managing national IT projects.

Synopsis and Methodology

Topics to be covered are:

- Singapore's Information and Communications Technology (ICT) master plan
- Aligning processes in IT to achieve organisational goals
- Project tracking and implementation
- Business continuity planning
- Strategic approach to IT outsourcing
- Strategic IT Management
- Case studies

Methodology

- Formal lectures/classroom-style sessions conducted by experienced trainers
- Relevant site visits in Singapore
- Sharing sessions and interactions
- Group/country presentations by participants, where relevant

Duration

The course will be held from **11 to 22 November 2013**.

Application Information

Applicants should be:

- Chief Information Officers or senior government officials with relevant qualifications and experience in IT management
- Nominated by their respective Governments
- Proficient in spoken and written English
- In good health

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under this programme, 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:

- A daily training allowance of Thirty Singapore Dollars (S\$30) from the first day to the 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. Lunch is also provided at the Training Agency on training days. The daily training allowance is Forty Singapore Dollars (S\$40) on weekends];
- 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) The recipient government will be responsible for their participants' round-trip airfares
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (iii) 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; and
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing Date for Nomination: **14 October 2013**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

Where there are more applicants than training places, the selection of applicants will be based on merit. The Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event their nominee is not selected.

All nominations are to be carried out 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 (if any) not later than **Monday, 14 October 2013**.

Please address the forms to:

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

**Attn: Ms Siti Amira Salani
Tel: (65) 6379 8465
Fax: (65) 6479 3357
E-mail: siti_amira_salani@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail or faxed to the **Ministry of Foreign Affairs, Singapore** at Fax **(65) 6479 3357**. 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.
- Invited countries should only make flight arrangements for their officials after receiving the Letter of Acceptance for the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at **www.yoursingapore.com**

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