

Kartavya Bhavan-I, New Delhi,
Dated the 28th August, 2026.

TRAINING CIRCULAR

Subject:- **In-person** Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "**Innovations in Governance**" from 29th November to 3rd December, 2026 in Doha, Qatar.

The Republic of Singapore has invited nominations for **In-person** Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "**Innovations in Governance**" from 29th November to 3rd December, 2026 in Doha, Qatar under the Technical Assistance Programme with India. The programme is intended for mid-to senior-level government officials who are involved in leading and overseeing public sector reforms. 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 **Three**.

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 and the Government of Qatar under the Singapore-Qatar Asia-Middle East Dialogue (AMED) Training Programme, who will provide round-trip economy class airfare, course fees, including trainers' fees, course materials and training venue. The nominated candidate or his/her nominating authority shall have to bear the cost of accommodation and other local and incidental expenses.

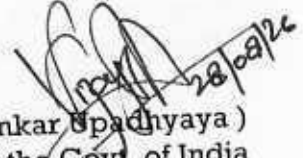
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/sgqatariig2026>). 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 along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 25.09.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -I, New Delhi-110001.
Ph:- 011 - 2401 2886,
Email- vs.upadhyay@gov.in
chourasia.anil@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.dea.gov.in under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].


(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Deptt. Of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Statistics & Programme implementation, 1 Tyag Raj Marg, New Delhi.
3. Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://dea.gov.in/foreign-training-and-employee-corner>].

INNOVATIONS IN GOVERNANCE

29 NOVEMBER 2026 TO 3 DECEMBER 2026

Jointly Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

INSTITUTE OF PUBLIC ADMINISTRATION, QATAR

under the

**SINGAPORE – QATAR
ASIA-MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME**

Singapore Cooperation Programme

The Singapore Cooperation Programme (SCP) was established in 1992 to share Singapore's development experiences with other developing countries, with an emphasis on technical assistance. As a country whose only resource is its people, Singapore believes that human resource development is vital for sustained economic and social progress.

To date, over 165,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in SCP courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

Institute of Public Administration, Qatar

The Institute of Public Administration (IPA) was established in 1964 and has achieved significant milestones throughout its journey. In 1997, it was re-established as the Institute for Administrative Development, expanding its mandate to strengthen the capabilities of government employees and support organizational development across the public sector. In 2021, a notable transformation occurred with the establishment of the Civil Services and Government Development Bureau, with which the IPA became affiliated, demonstrating its essential role in developing the public sector. This evolution was not just a change in structure but also a reinforcement of its role in enhancing governmental operations and services.

The IPA has dedicated itself to fostering cooperation with government entities, aiming to fulfill their evolving training and developmental requirements. The IPA offers a comprehensive range of 1,393 training courses, designed to meet the diverse needs of trainees. By 2023, these efforts had successfully empowered 30,000 government employees and significantly contributed to developing the public sector by elevating government employees and fostering innovation and efficiency across the national workforce.

Course Objectives

This course will share Singapore's experience in public policy and service delivery innovation, as well as the capabilities the public service needs to stay relevant.

Synopsis

Topics to be covered include:

- Singapore's approach to governance and public service transformation
- Building a digital economy and fostering digital inclusion
- Enabling design-driven innovation in the public service
- Leading organisational transformation
- The public service as convenor for citizen engagement and participation

Methodology

This course will be conducted through lectures and discussions and will include group discussions, sharing sessions, Q&A, case studies, evaluation sessions, experiential activities, and other learning methodologies, using suitable education technology tools to enhance interactivity during the sessions.

Course Duration and Venue

This course will be conducted from 29 November 2026 to 3 December 2026 at the Asia-Middle East Dialogue (AMED) Regional Training Centre for Public Administration (RTCPA) in Doha, Qatar.

Address:

Institute of Public Administration –



Invited Countries

Africa, Asia and the Middle East

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in leading and overseeing public sector reforms;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- 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 Qatar.

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

- Course fees, including trainers' fees, course materials, and training venue.
- Round-trip economy-class airfare

Note:

- The nominating government will be responsible for its participants' accommodation, and other local and incidental costs. Applicants are encouraged to verify the availability of funding for their accommodation and other local and incidental costs with their respective nominating government;
- Participants are to bear their personal expenses; and
- As insurance will not be covered, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage for medical evacuation in the event of any unexpected emergencies.

Regulations

Participants are required to comply with the following:

- For entry into Qatar, participants are required to adhere to the latest travel and health requirements/advisories as indicated at <https://www.moph.gov.qa/english/departments/ministeroffice/hfid/Pages/Health-Insurance-Scheme.aspx>
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon attaining full attendance of the course. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Application Procedure

(Closing date for nomination: **3 October 2026**)

The Governments of Singapore and Qatar are pleased to invite the respective National Focal Points for Technical Assistance to nominate up to **three (3)** suitable candidates for consideration.

Selection of candidates will be based on merit. Should there be more applicants than training places, the Governments of Singapore and Qatar seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominations are to be submitted **online at** <https://go.gov.sg/sqgqatariig2026> **by 3 October 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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

Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends
- IPA Instagram: <https://www.instagram.com/cgbqatar>

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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 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 exempted from the provisions 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 nomination 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, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, 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 filed 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. Clearance:-

Once the nomination forwarded by DEA to the sponsoring 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.

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
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 Email (alongwith official seal)				

CHECK LIST

Sl. No.	Required Documents	YES/NO
1.	MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement	
2.	Complete DEA Proforma alongwith Vigilance Clearance	
3.	Whether Application has been recommended/ nominated by Line Ministry/Department/State Government	
4.	Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.	