

North Block, New Delhi,
Dated the 2nd May, 2025.

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on "**Understanding Risk Management and Risk Financing for Disaster Resilience**" from 27th to 31st October, 2025 in Singapore.

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on "**Understanding Risk Management and Risk Financing for Disaster Resilience**" from 27th to 31st October, 2025 in Singapore under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in disaster risk reduction policymaking, national emergency planning, officials from planning and finance/budget office, environment, climate adaptation or infrastructure related offices. 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 and the United Nations Office for Disaster Risk Reduction (UNDRR) under Joint Training Programme**, 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 and other travel related expenses.** 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/undrr-riskmgt2025>). 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 alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 04.07.2025 positively at the following address:-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5082,
Email- pankaj.gangwar@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.finmin.nic.in under the link "Foreign Training Programmes" [<https://mofapp.nic.in/training/default.aspx>].



(Pankaj Gangwar)
Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
2. Joint Secretary(Disaster Management), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, 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://mofapp.nic.in/training/default.aspx>].

भारत सरकार
वित्त मंत्रालय
आर्थिक कार्य विभाग
(बीपीसी एंड टी अनुभाग)

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 2 मई, 2025.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 27 से 31 अक्टूबर, 2025 तक ""आपदा लचीलापन के लिए जोखिम प्रबंधन और जोखिम वित्तपोषण को समझना"" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 27 से 31 अक्टूबर, 2025 तक ""आपदा लचीलापन के लिए जोखिम प्रबंधन और जोखिम वित्तपोषण को समझना"" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य आपदा जोखिम न्यूनीकरण नीति निर्माण, राष्ट्रीय आपातकालीन योजना, योजना और वित्त/बजट कार्यालय, पर्यावरण, जलवायु अनुकूलन या बुनियादी ढांचे से संबंधित कार्यालयों के अधिकारियों में शामिल वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. यह पाठ्यक्रम सिंगापुर सरकार और संयुक्त राष्ट्र आपदा जोखिम न्यूनीकरण कार्यालय (यूएनडीआरआर) द्वारा संयुक्त प्रशिक्षण कार्यक्रम के तहत प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित उम्मीदवार या उसके नामित प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा से संबंधित अन्य खर्चों की लागत वहन करनी होगी। इस आशय का एक वचनबद्धता प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार द्वारा दी जानी चाहिए यदि वे निर्धारित प्रारूप (अनुलग्नक-III) में यात्रा व्यय वहन करने के लिए सहमत हैं ।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/undrr-riskmgt2025>) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 04.07.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसीएंडटी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001
फोन:- 011 - 2309 5082,
ईमेल- Pankaj.gangwar@gov.in
chourasia.anil@nic.in

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.finmin.nic.in पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।



(पंकज गंगवार)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन)), गृह मंत्रालय, एनडीसीसी-II भवन, जय सिंह रोड, नई दिल्ली।
2. संयुक्त सचिव (आपदा प्रबंधन), गृह मंत्रालय, एनडीसीसी-II भवन, जय सिंह रोड, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन)), नीति आयोग, संसद मार्ग, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[<https://mofapp.nic.in/training/default.aspx>]

UNDERSTANDING RISK MANAGEMENT AND RISK FINANCING FOR DISASTER RESILIENCE 27 TO 31 OCTOBER 2025

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

**UNITED NATIONS OFFICE FOR DISASTER RISK REDUCTION
(UNDRR)**

under the

SINGAPORE – UNDRR JOINT TRAINING PROGRAMME

to be conducted by

CIVIL SERVICE COLLEGE, SINGAPORE

and the

UNDRR

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, over 155,000 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.

United Nations Office for Disaster Risk Reduction

The UN General Assembly adopted the International Strategy for Disaster Reduction in December 1999 and established the United Nations Office for Disaster Risk Reduction (UNDRR). UNDRR is the focal point in the UN system for the coordination of disaster risk reduction (DRR) and supports the implementation, follow-up and review of the Sendai Framework for Disaster Risk Reduction 2015 – 2030. Its core areas of work include supporting countries and regions in ensuring DRR is a national and local priority and increasing investments for DRR.

The UNDRR's Global Education and Training Institute (GETI), which was established in 2010, has a mandate to develop a new cadre of professionals in DRR and climate change adaptation for disaster resilient societies. To deliver on this mandate, it has focused primarily on national and city leaders and municipal disaster risk managers. Over the years, UNDRR GETI has trained over 33,000 officials and other participants from 186 countries and territories.

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, CSC endeavours 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. CSC works 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 reforms. By sharing the Singapore government's experience and best practices, CSC hopes to promote good governance and develop goodwill, co-operation and understanding between different governments across the world.

Course Objectives

The course aims to enhance ongoing efforts of the UNDRR to support and strengthen the efforts of countries to enhance their risk-financing and resilience by better planning for future large-scale disasters in order to save lives and reduce disaster losses; support enhancement and implementation of Country Work Plans (CWP)/National Disaster Risk Reduction Strategies and/or development plans to prevent the creation of new risk and reduce existing risk, and contribute to the achievement of the global targets of the Sendai Framework for Disaster Risk Reduction (2015 – 2030).

Participants will learn to analyse vulnerabilities, assess risks, and understand global frameworks whilst developing expertise in risk financing methodologies and project development.

Course Outline

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

- Introduction to Disaster Risk Management,
- Global Frameworks for Coherence,
- Vulnerability Analysis and risk assessment of projects,
- Experience Sharing, Strengthening Disaster Risk Governance
- Introduction to Risk Financing & Risk financing methodologies
- Developing a pipeline of bankable projects,
- Engaging the Private Sector for Disaster Resilience
- Cases of financing risk reduction projects

Methodology

This course will be conducted in a lecture and panel discussion style by experienced trainers, academics and/or policy makers in relevant topics, with opportunities for group work and discussions, experience sharing sessions, case studies and/or evaluation sessions. Site visits to relevant agencies and facilities showcasing best practices in risk management will be arranged.

Course Duration and Venue

This course will be conducted from **27 to 31 October 2025** in Singapore.

Application Information

Applicants should be:

- Mid-to senior-level government officials involved in disaster risk reduction policy making, national emergency planning, officials from planning and finance/budget office, environment, climate adaptation, or infrastructure related offices.
- Nominated by their government.

- Proficient in written and spoken English as the course is conducted fully in English without translation.
- In good health.
- Prepared to participate actively in the programme.

Terms of Award

The course is sponsored by the Government of Singapore and UNDRR under the Singapore-UNDRR Joint Training Programme (JTP).

Under this JTP, the Government of Singapore and UNDRR will bear the following expenses for successful applicants, thereafter known as “participants”, during the course in Singapore.

These expenses include:

- Course fees, including lecture fees, administrative fees, and course materials.
- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day to one day after the course.
- A daily training allowance of One Hundred and Thirty Singapore Dollars (S\$130) from the first day to the last day of the course. A proportionate reduction in the daily allowance will be made if you are unable to attend the full duration of the course.
- Transportation to the training venue and site visits during the course.
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for the duration of the course in Singapore, 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 nominating Government will be responsible for its participants’ round-trip airfares;**

- 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:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Strictly observe course schedules and attend all training sessions;
- 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;
- Not bring any member of their family and/or aide during the duration of the course;
- Not to engage in political activities, or any form of employment for profit or gain while in Singapore;
- Discontinue the course, in the event 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

(Closing date for nomination: **11 July 2025**)

The Government of Singapore and the UNDRR are pleased to invite the National Focal Points for Technical Assistance to nominate one **(1)** suitable candidate for consideration.

Selection of candidates for the limited number of training awards will be based on merit. The Government of Singapore and the UNDRR may allocate more than one (1) place per country if there is additional capacity. The Government of Singapore and the UNDRR seek the understanding of the respective National Focal Points for Technical Assistance in the event that their nominee is not selected.

All nominations are to be submitted **online at <https://go.gov.sg/undrr-riskmgt2025> by Friday, 11 July 2025**. All applications must also be **endorsed** by the respective National Focal Point for Technical Assistance.

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

Note:

- Applications must be completed in full. Incomplete application forms will not be considered. Please contact mfa_scp@mfa.gov.sg 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.
- 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 representation in the nominating country.

Follow us at:

- SCP Website: www.scp.gov.sg
- SCP Facebook: www.facebook.com/SCPFriends
- SCP Instagram: www.instagram.com/SCPFriends

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.	

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)

