



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

MPA/PSA/TCU: 6/1/1

MEMORANDUM

FROM : Permanent Secretary
Ministry of Public Administration

TO : Permanent Secretary (Ag.)
Ministry of Youth Development and National Service
Attention: Mr. Narine Charran

DATE : April 15, 2024

SUBJECT : Offer of Training from the Government of the Republic of Singapore for the course entitled, 'Empowering Persons with Disabilities and Special Needs' to be conducted in Singapore over the period July 15 - 19, 2024

The Ministry of Foreign Affairs of the Republic of Singapore by Diplomatic Note No. MFA/TCD/00016/2024 dated March 28, 2024 has invited suitable applicants to participate in a course under the Singapore Cooperation Programme Training Award (SCPTA) entitled, '**Empowering Persons with Disabilities and Special Needs**' to be conducted in Singapore over the period **July 15 - 19, 2024**.

You are invited to nominate **one (1)** suitable applicant who will utilize and share the knowledge and experience gained to the benefit of the Ministry and to Trinidad and Tobago. Please ensure that your nominee meets the Age Requirements according to the Training/Learning Policy for the Public Service of the Republic of Trinidad and Tobago, Section 3.6.4, which states (*inter alia*):

'Persons must have a minimum of 5 years of service remaining before compulsory retirement to be eligible for the development training...'

The applicant should be a mid-to-senior level government official involved in social policy planning and development. This course will explore Singapore's Whole-of-Government approach to empower persons with disabilities and special needs to achieve their full potential and contribute as integral members of society, so as to build an inclusive and caring society. Further details of the training can be found in the attached General Information Brochure or on the Ministry of Public Administration's website at <https://mpa.gov.tt/training>.

Under the SCPTA, the Government of the Republic of Singapore will be responsible for:

- Cost of tuition for the programme;
- The cost of accommodation and complimentary breakfast in the hotel from the first day to one day after the course;
- A per diem of One Hundred and Thirty Singapore Dollars (130 SGD) from the first to last day of the course;



OFFICE OF THE PERMANENT SECRETARY

Level 5-7 - National Library Building, 23 Abercromby Street
Port-of-Spain 100509

Republic of Trinidad and Tobago, West Indies
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- Ground transport from the hotel to the course venue; and
- Basic insurance coverage during the stay in Singapore.

Nominating Ministries/Departments/Agencies will be expected to continue the payment of salary and allowances to the selected nominee(s) and also cover the cost of round-trip airfare, comprehensive travel insurance and allowable expenses.

In order for the application to be considered for approval and to allow adequate time for processing, the following documents must be submitted **electronically** to TCUTraining@gov.tt (Public Service Academy) through your Human Resource Management Division **no later than April 26 2024**:

- All applicants are to apply online at <https://go.gov.sg/empowering2024>, then submit a copy of the completed Online Application Form with a recent passport size photograph affixed and the confirmation receipt;
- An updated Curriculum Vitae;
- A copy of the pertinent information or brochure on the relevant programme;
- Ministerial Minute and Note which contains, *inter alia*:
 - Justification for your nomination, including benefits to the Ministry and to Trinidad and Tobago
 - Expenditure to be incurred by your organization (travel and overseas allowances)
 - Budgetary allocation to which expenditure will be charged
- Copies of bio-data page of nominee's passport and visa page (if any);
- Proof of being fully vaccinated with a yellow fever vaccine;
- Statement of Expenditure; and
- A copy of the travel itinerary.

Completed application forms and supporting documents inclusive of the Ministerial approval should be addressed and sent to:

Permanent Secretary
Ministry of Public Administration
(Public Service Academy) Attention: Ms. Cheresse Pascal
Level 5, National Library Building
23 Abercromby Street
Port of Spain 100509

Further information regarding the course can be obtained by contacting **Ms. Cheresse Pascal, Administrative Associate** at telephone number **625-6724** ext. **31963** or email TCUTraining@gov.tt.

Your usual cooperation will be appreciated.



/f/ Permanent Secretary
Ministry of Public Administration

Permanent Secretary
Ministry of Public Administration

