



REPUBLIQUE DU SENEGAL

Un Peuple - Un But - Une Foi

N° 01188

PM/CAB/CT.EDU_OS

N°

Primature

*Le Secrétaire Général
du Gouvernement*

Dakar, le

18 MAR. 2015

Objet : Offre de bourses de stage en Malaisie

Réf : lettre n° 002965 MAESE/DAPMO/DAP du 03/03/2015

Madame le Ministre,

Dans le cadre de son programme de coopération technique, le Gouvernement malaisien, à travers l'institution universitaire « **University Tun Hussein One Malaysia (UTHM)** », offre à l'Etat du Sénégal un programme de stage de courte durée, pour l'année académique 2015.

Le domaine ciblé, intitulé « **Project Management Towards Organisational Sustainability: Theory And Pratise** », intéresse particulièrement votre département.

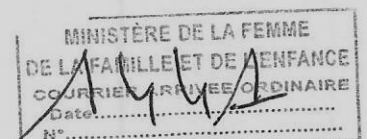
Je vous transmets le dossier y relatif, pour une large diffusion.



Abdou Latif COULIBALY

A

**Madame Mariama SARR,
Ministre de la Femme de la Famille et de l'Enfance.
DAKAR**



18 MAR 2015

MS 029/15



24/2/15

19.2.15

F

L'Ambassade de Malaisie à Dakar présente ses compliments au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal et a l'honneur de lui faire parvenir ci-joint, la brochure avec les formulaires standard sur le programme de stage de courte durée, organisé par Universiti Tun Hussein Onn Malaysia (UTHM) pour l'année 2015, dans le cadre du Programme Malaisien de Coopération Technique (MTCP). Les ressortissants sénégalais intéressés sont invités à postuler pour ce stage intitulé **Project Management Towards Organisational Sustainability: Theory and Practise**, qui se déroulera en Malaisie du 08 au 21 Aout 2015.

Les demandes doivent être faites sur les nouveaux formulaires MTCP ci-joints. Les participants doivent être aptes sur le plan médical, âgés entre 26 et 45 ans et avoir une bonne maîtrise de la langue anglaise. Les formulaires doivent être accompagnés du rapport médical établi sur le formulaire standard également ci-joint, et de la photocopie du passeport du candidat. Les formulaires doivent être dûment remplis en anglais et contresignés par l'autorité administrative de tutelle, revêtus du cachet du Ministère des Affaires Etrangères ou de la Direction de l'Assistance Technique, avant transmission du dossier complet à l'Ambassade de Malaisie à Dakar pour acheminement auprès de l'organisateur du stage au plus tard le 17 Avril 2015. Les dossiers incomplets ou soumis tardivement seront classés sans suite.

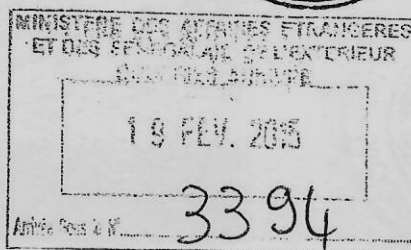
Les candidats sénégalais sélectionnés seront pris en charge par le Gouvernement de Malaisie qui leur fournira le billet d'avion aller-retour Dakar/Kuala Lumpur/Dakar en classe économique, l'hébergement et la restauration durant le stage, et une allocation raisonnable pour leurs dépenses quotidiennes. Les frais relatifs aux stages seront également à la charge du Gouvernement de Malaisie.

La sélection finale sera effectuée par l'organisateur du stage et seuls les candidats retenus seront notifiés. Les informations complémentaires sont disponibles dans la brochure ci-jointe.

L'Ambassade de Malaisie à Dakar saisit cette occasion pour renouveler au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal les assurances de sa très haute considération.

Dakar le 19 Février 2015

MINISTRE DES AFFAIRES ETRANGERES
ET DES SENEGALAIS DE L'EXTERIEUR
DE LA REPUBLIQUE DU SENEGAL
D A K A R



5. REASONS FOR APPLYING

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

Have you participated in any JICA programme, including TCTP training, before? : YES / NO #

Name of Course

Name of Training Institute

Year

Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

10. TO BE COMPLETED BY THE NOMINATING

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted



REPUBLIQUE DU SENEGAL

Un Peuple - Un But - Une Foi

N° 01205

PM/CAB/CT.EDU_OS

Primature

N°

*Le Secrétaire Général
du Gouvernement*

Dakar, le 18 MAR. 2015

Objet : Offre de bourses de stage en Malaisie

Réf : lettre n° 002965 MAESE/DAPMO/DAP du 03/03/2015

Madame le Ministre,

Dans le cadre de son programme de coopération technique, le Gouvernement malaisien, à travers l'institution dénommée « **CO-OPERATIVE COLLEGE OF MALAYSIA** », offre à l'Etat du Sénégal un programme de stage de courte durée, pour l'année académique 2015.

Les deux domaines ciblés, intitulés « **Co-operative Poverty Reduction** » et , « **Co-operative Management** », intéressent particulièrement votre département.

Je vous transmets le dossier y relatif, pour une large diffusion.



Abdou Latif COULIBALY

A

**Madame Mariama SARR,
Ministre de la Femme de la Famille et de l'Enfance.
DAKAR**

MS 024/15



DAPTU

19-2-15
2

L'Ambassade de Malaisie à Dakar présente ses compliments au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal et a l'honneur de lui faire parvenir ci-joint, les brochures et les formulaires standard concernant deux programmes de stage de courte durée, organisés par **CO-OPERATIVE COLLEGE OF MALAYSIA** pour l'année académique 2015, dans le cadre du Programme Malaisien de Coopération Technique (MTCP). Les ressortissants sénégalais intéressés sont invités à postuler pour ces stages qui se dérouleront en Malaisie comme suit :

1. Certificate in Co-operative Poverty Reduction du 01 au 11 Septembre 2015.
2. Certificate in Co-operative Management du 01 au 11 Septembre 2015.

Les demandes doivent être faites sur les nouveaux formulaires MTCP ci-joints. Les participants doivent être aptes sur le plan médical, âgés de moins de 45 ans et avoir une bonne maîtrise de la langue anglaise. Les formulaires doivent être accompagnés du rapport médical établi sur le formulaire standard également ci-joint, et de la photocopie du passeport du candidat. Les formulaires doivent être dûment remplis en anglais et contresignés par l'autorité administrative de tutelle, revêtus du cachet du Ministère des Affaires Etrangères ou de la Direction de l'Assistance Technique, avant transmission du dossier complet à l'Ambassade de Malaisie à Dakar, pour acheminement auprès de l'organisateur du stage au plus tard le 08 Juin 2015. Les dossiers incomplets ou soumis tardivement seront classés sans suite.

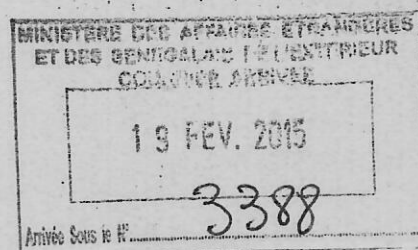
Les candidats sénégalais sélectionnés seront pris en charge par le Gouvernement de Malaisie qui leur fournira le billet d'avion aller-retour Dakar/Kuala Lumpur/Dakar en classe économique, l'hébergement et la restauration durant le stage, et une allocation raisonnable pour leurs dépenses quotidiennes. Les frais relatifs aux stages seront également à la charge du Gouvernement de Malaisie.

La sélection finale sera effectuée par l'organisateur du stage et seuls les candidats retenus seront notifiés. Les informations complémentaires sont disponibles dans la brochure ci-jointe.

L'Ambassade de Malaisie à Dakar saisit cette occasion pour renouveler au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal les assurances de sa très haute considération.

Dakar, le 17 Février 2015

MINISTRE DES AFFAIRES ETRANGERES
ET DES SENEGALAIS DE L'EXTERIEUR
DE LA REPUBLIQUE DU SENEGAL
DAKAR



MS 024/15

L'Ambassade de Malaisie à Dakar présente ses compliments au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal et a l'honneur de lui faire parvenir ci-joint, les brochures et les formulaires standard concernant deux programmes de stage de courte durée, organisés par **CO-OPERATIVE COLLEGE OF MALAYSIA** pour l'année académique 2015, dans le cadre du Programme Malaisien de Coopération Technique (MTCP). Les ressortissants sénégalais intéressés sont invités à postuler pour ces stages qui se dérouleront en Malaisie comme suit :

1. **Certificate in Co-operative Poverty Reduction du 01 au 11 Septembre 2015.**
2. **Certificate in Co-operative Management du 01 au 11 Septembre 2015.**

Les demandes doivent être faites sur les nouveaux formulaires MTCP ci-joints. Les participants doivent être aptes sur le plan médical, âgés de moins de 45 ans et avoir une bonne maîtrise de la langue anglaise. Les formulaires doivent être accompagnés du rapport médical établi sur le formulaire standard également ci-joint, et de la photocopie du passeport du candidat. Les formulaires doivent être dûment remplis en anglais et contresignés par l'autorité administrative de tutelle, revêtus du cachet du Ministère des Affaires Etrangères ou de la Direction de l'Assistance Technique, avant transmission du dossier complet à l'Ambassade de Malaisie à Dakar, pour acheminement auprès de l'organisateur du stage **au plus tard le 08 Juin 2015**. Les dossiers incomplets ou soumis tardivement seront classés sans suite.

Les candidats sénégalais sélectionnés seront pris en charge par le Gouvernement de Malaisie qui leur fournira le billet d'avion aller-retour Dakar/Kuala Lumpur/Dakar en classe économique, l'hébergement et la restauration durant le stage, et une allocation raisonnable pour leurs dépenses quotidiennes. Les frais relatifs aux stages seront également à la charge du Gouvernement de Malaisie.

La sélection finale sera effectuée par l'organisateur du stage et seuls les candidats retenus seront notifiés. Les informations complémentaires sont disponibles dans la brochure ci-jointe.

L'Ambassade de Malaisie à Dakar saisit cette occasion pour renouveler au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal les assurances de sa très haute considération.

Dakar, le 17 Février 2015

**MINISTERE DES AFFAIRES ETRANGERES
ET DES SENEGALAIS DE L'EXTERIEUR
DE LA REPUBLIQUE DU SENEGAL
DAKAR**





MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

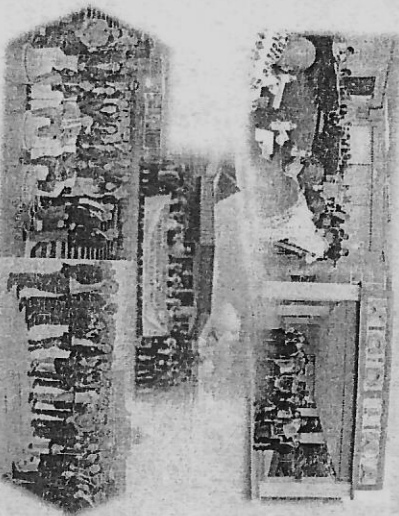
MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular to share its development experiences and expertise with other developing countries. Based on the belief that development of a country depends on quality of its human resources, MTCP emphasizes on development of human resources through provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. Annually, more than 100 programmes are offered by more than 79 MTCP Training Institutions, many of which are centre of excellence for training. Since its launching, more than 29,000 participants from 140 countries have benefited from the various programs offered under the MTCP.

OBJECTIVES

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TDC).

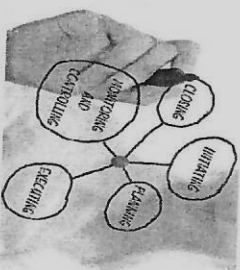
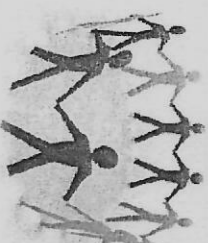
CERTIFICATE IN CO-OPERATIVE MANAGEMENT

1 - 11 September 2015



CO-OPERATIVE COLLEGE OF MALAYSIA
Innovative Training Towards Progressive Co-operatives

experience
for the future
of the new world
of the future



CO-OPERATIVE COLLEGE OF MALAYSIA (CCM)

As the sole co-operative education institution in Malaysia, CCM has been entrusted by the Ministry of Foreign Affairs to conduct the 'Certificate in Co-operative Management' course. This serves as recognition by the government of Malaysia to advocate the co-operative sector as the third engine of growth for Malaysia after the public and private sectors.

The main functions of CCM are:

- To organize training and education programmes for co-operative movement in the country;
- To disseminate and publish information related to co-operatives;
- To conduct research;
- To provide consultancy services with regard to co-operative movement.

'Certificate in Co-operative Management' Programme

In managing co-operatives in the 21st century, leaders and managers of co-operatives are challenged with not only demand and expectation from its members but also challenges from emerging business environment. Managing co-operative to suits the modern needs but stay grounded with cooperative philosophy and principle is crucial in ensuring sustainability and identity of a co-operative is maintained. Thus, this course focuses on sharing the proper knowledge and comprehensive management concept that applies to co-operatives. In addition, apart from focusing on issues related to movements, principles, product and services, it also promotes exchange of knowledge and experiences between participants.

COURSE OBJECTIVE

To enable participants upgrading their knowledge and skills in co-operative management, in accordance with the co-operative principle and co-operative legislation.



"If you don't like something, change it, if you can't change it, change the way you think about it"

COURSE CONTENT

To achieve objectives of the course mentioned, the following topics are covered:

- Introduction to Malaysia and it's Socio-Economic Development
- Co-operative Movement in Malaysia
- Co-operative Identity and Value Based Management
- Malaysian Co-operative Legislation
- Good Governance in Co-operatives
- Strategic Management in Co-operatives
- Marketing Management in Co-operatives

METHODOLOGY

Integrated approach teaching and learning methodology through formal lectures, discussions, simulation exercises and study visits.

QUALIFICATION

Participants of this course should comply to the following pre-requisites:

- Nominated by respective government;
- Co-operative leaders, managers and government officers;
- Supervising co-operative movement in their respective countries;
- Below 45 years of age;
- Proficiency in English language
- Medically and physically fit to attend this course
- Ability to work independently or in groups

TUITION FEES

Tuition fees and expenses related to the programme for successful candidates will be sponsored by the government of Malaysia.

APPLICATION AND ENQUIRIES

All enquiries and requests for the application forms should be made through the Malaysian Government Representative (Embassies and High Commission) in the respective countries. Application form can be downloaded from the following:

www.mtcp.kln.gov.my

<http://www.mkn.edu.my/en/web/guest/mtcp>

All applications should be made in the prescribed forms and supported by a medical report. The applications must also be endorsed by the participating countries through the respective National Focal Point for Technical assistance or Ministry of Foreign Affairs. Subsequently, the respective Ministry of Foreign Affairs/focal points will forward the completed forms to the relevant Malaysian Mission.

The closing date is **June 8, 2015**

Applicant will be notified of their acceptance to the course either through the Malaysian Embassies or CCM.

A copy of duly endorsed application form must also be submitted to the Secretariat at:

SECRETARIAT

Malaysian Technical Co-operation Programme,
Certificate in Co-operative Management,
Centre of Policy and International,
CO-OPERATIVE COLLEGE OF MALAYSIA,
103, Jalan Templey, 46700 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.
Phone : + 603 7964 9000
Fax : + 603 7954 3957
Email : cpj@mkn.edu.my

GENERAL CONDITION OF AWARDS

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of CCM. This scholarship cannot be held concurrently with any other scholarship awards. Participants shall follow the programme approved for them.

Participants are **NOT** allowed to:

- leave Malaysia during the Course, or
- to bring along their spouses or families throughout the duration of the course.

Participants shall abide by the terms and conditions of the MTCP

VISA & VACCINATION

Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. Successful participants are required to submit a colored photocopy of the first page of their valid passport to the program organizer for immigration processing.

**INNOVATIVE TRAINING TOWARDS
PROGRESSIVE CO-OPERATIVES**



Please affix
passport
photograph

APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE THIRD COUNTRY TRAINING PROGRAMME (TCTP) AND THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave
any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

1. PERSONAL DATA

Family Name (surname) :	Date of birth : Day Month Year
First Name :	Nationality (citizenship) :
Other Names :	Gender : Male / Female #
City and country of birth :	Marital status : Single / Married #
Passport No : Type of Passport:	Religion :
Expiry Date:	

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :	
		Home telephone Country Area Number	
Office telephone Country Area Number	Telefax Country Area Number	Email	
Person to be contacted in case of emergency :			
Name :		Mobile Phone Number: _____	
Telephone :			
Address :			
Email :			

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs
or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or
not endorsed will not be accepted

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study : from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer :	Employer :
Years of service (from – to) :	Years of service (from – to) :
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars) :	Salary per month (US Dollars) :
Name of supervisor and title :	Name of supervisor and title :
Type of organization : Government / Semi Government / Private / NGO #	Type of organization Government / Semi Government / Private / NGO #
Main functions of organization :	Main functions of organization :
Total number of employees :	Total number of employees :

Delete accordingly

Description of your work including your responsibility :

Please continue on supplementary pages if necessary

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

5. REASONS FOR APPLYING

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

Have you participated in any JICA programme, including TCTP training, before? : YES / NO #

Name of Course

Name of Training Institute

Year

Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: ☐ A ☐ B ☐ AB ☐ O ☐ Other ()			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women):	
I certify that the applicant is medically fit to undertake a course in Malaysia.			
Name of Physician : _____			
Address of Clinic : _____ (printed) _____			
Telephone : _____ (printed) _____			
Email : _____ Date : _____			
Signature of Physician : _____ Seal of Clinic : _____			

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted