

Conditions and Procedures for Application

This program is designed primarily for ministries/departments/non-profit organizations/statutory bodies and private sector entities that intend to address specific issues or problems identified in their respective body; therefore, participating groups are expected to utilize the workshops offered for those specific purposes.

This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in the People's Republic of China. These special features enable the workshops to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

1. Nominee Qualifications

Ministries/departments/organizations are expected to select nominees who meet the following qualifications:

- **Age:** between the ages of twenty-one (21) and forty five (45) years;
- **Current Duties:** be an officer who is currently engaged in the relevant workshop offered;
- **Experience in the relevant field:** have at least 3-5 years or more of experience in the field;
- **Language:** have a competent command of spoken and written English. Knowledge of the Chinese language would be an asset;
- **Health:** Participants must be in good health, both physically and mentally. Pregnant applicants are not recommended to apply due to the potential risk of health and life.

2. Required Documents for Application

- **Application Form:** The application form is available at the Training Division which is located on Lower Church Street, St. John's. The document should be typed.
- **Recent passport sized photograph** which should be affixed to the completed application form.
- **Coloured biodata page of passport:** The passport should be valid with at least six (6) months remaining prior to travel to the People's Republic of China.
- **Authorization letter for applicant's participation:** This should be signed by the Permanent Secretary/Head of Department.
- **Medical doctor's Note:** Note should state that the nominee is physically and mentally fit for travel.

- **Inception report:** As part of the selection process, each nominee is requested to prepare a report explaining the following:
 - Reasons for the ministry/organization's selection of the particular workshop;
 - Reason(s) for the selection of the particular nominee;
 - Personal goal: what is the participant's expectation from attending the workshop;

This report should also be typed and attached to the application form. Kindly note that this report will be a reference for selecting training participants.

Participants would be required to produce a one-page, type written summary of the key points of workshop which should be submitted to the Training Division no later than one month upon return.

4. Procedure for Application and Selection :

All documentation should be submitted to the Training Division at least 6 weeks prior to the commencement of the selected workshop. The documents would in turn be forwarded the Ministry of Foreign Affairs, International Trade and Immigration for further submission to the Embassy of the People's Republic of China.

Successful applicants will be contacted via phone or email by the Embassy of the People's Republic of China 1-2 weeks before the start of the workshop. The requisite Chinese visa would be issued at a fee of \$30USD payable to the Embassy.

5. Conditions for Attendance:

- Strict adherence to the program schedule is mandatory.
- There will be no extension of the period of stay in the People's Republic of China upon completion of the workshops. Participants are expected to return to home countries at the end of the workshops in accordance with the travel schedule designated by the Embassy of the People's Republic of China.
- Family members are not to accompany the participant during the workshops.
- Participants are to refrain from engaging in any political activities, or any form of employment for profit or gain.
- Participants are expected to observe Chinese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- Participants are asked to observe the rules and regulations of the designated accommodation.

2. Travel, Accommodation and Expenses:

- **Air Ticket:** The cost of a round-trip ticket between an international airport designated by the Embassy and China will be borne by the Government of the People's Republic of China.
- **Accommodation and Expenses in China:**
The Government of the People's Republic of China will arrange the following on behalf of the participants:
 - Accommodation and meals
 - Expenses for study tours

- Per diem (30 RMB per day) for incidental expenses