



25 August 2009

Sir/Mam

Request to nominate participants for the fourth course in the African Management Development Institutes' Network(AMDIN) Public Sector Capacity Development: Training of Trainers Programme

In February 2009 the third group of Master Trainers were successfully trained in terms of the above programme. The Public Administration Leadership Academy (PALAMA) undertook the training on behalf of AMDIN and the Japan International Cooperation Agency (JICA) was the funding partner.

Overall the programme is aimed at achieving the following by 2010:

- development of a curriculum framework, teaching methodology and learning materials appropriate for the African context;
- institutionalisation of a training of trainers skills programme for each of the five African regions;
- establishment of a network of 200 capable trainers spread across a broad spectrum of MDIs across the continent.

The pool of trainers developed through the programme will support the further development and implementation of key development areas identified through AMDIN for implementation over a period of five-years. The overriding intended impact is to ensure that Public Administrators at middle and senior levels in all governments have the knowledge and skills to function in a global environment and can serve to establish capable public sector institutions to implement the programme of their governments and the NEPAD and the AU programmes.

We have received very favourable feedback from our first three rounds of participants and have noted the areas of improvement the first groups recommended. The next course is set to run from **12 to 23 October 2009** in Pretoria, South Africa.

The Executive of the African Management Development Institutes' Network (AMDIN) takes great pleasure in inviting you to nominate participants from your institution to form the pool for selection of the second group of candidates. A broad outline of the course is attached for your consideration (Appendix A).

This fourth group will be predominantly made up of participants from Anglophone countries from across the continent. The language of tuition will be English.

According to the Memorandum of Agreement signed between JICA and PALAMA your nominated candidates will have to meet the following criteria:

1. be nominated by their respective MDIs and approved by their respective governments;
2. be professionally employed as a senior trainer of a MDI or relevant government institution in one of the African regions, responsible for the capacity building of civil servants;
3. be a university graduate or possess an equivalent academic qualification;
4. have a good command of spoken and written English as well as the language of the region where the trainee will function; and
5. be in good health, both physically and mentally to complete the programme.

Selection will further be undertaken bearing in mind the following criteria agreed to by the AMDIN Executive Committee:

1. As wide as possible a spread of candidates over as many institutions in the identified regions;
2. Candidates must generally be mid-career with some notable experience behind them as public sector trainers towards the middle and senior end of the training spectrum. At the same time a substantial part of their professional careers must still remain to plough back what they are about to learn;
3. There must be a firm commitment from participants to return to their sending institutions to apply what they have learnt and to put a process in place through which such learning will be shared with colleagues;
4. Participants should be released from all work responsibilities for the training period;
5. A good gender mix should be achieved;
6. Candidates must meet all requirements of the South African authorities to qualify for the necessary travel documents.

In this round of nominations we urge you to pay careful attention to the matter of nominating at least one women trainer per institution. We also want to emphasise the consideration regarding the health of your nominees. During the first course problems with respect to this matter arose as an unusually high number of trainees required medical attention after their arrival in South Africa.

In order to facilitate speedy identification and approval of course participants -- and we need to stress that time is of the essence with respect to the October course -- the following process will be followed:

- As head of institution you are requested to nominate up to **three** potential candidates from your institutions- at least one of which must be a female. For each candidate **one** copy of the attached JICA nomination forms (Appendix B) needs to be completed. Part A as well as the medical history questionnaire is to be completed by the nominee, while Part B and C is to be completed by a duly authorised person from the nominating institution/ Government. Please ensure that all nominations meet the above stated selection criteria, otherwise it will not be deemed as a completed application. (Note that the application can be submitted on the attached form or by using the online application form as available on www.amdin.net where initial information will be required and this will be followed up by an e-mail that will need to be printed and completed and sent back to secretariat@amdin.net or faxed to +27 86 670 7439)
- Please note that an administration fee of US\$100 will be charge for each successful applicant. As soon as we notify the course attendees of the successful outcome of their applications, we will send you information on the payment of this amount.
- A selection committee comprising representation from AMDIN/ JICA, SAMDI will decide on the final 25 candidates to attend the October course and will inform yourself and the individual candidates of this selection by mid September 2009 .

Nominations must be submitted to AMDIN **no later than 9 September 2009**. Nomination forms that are incomplete, or received later than this date will unfortunately **not be considered** for the training course in October 2009. Nominations should be sent to the following **e-mail address**: secretariat@amdin.net or faxed to +27 86 670 7439 or can be submitted on the combination on-line and manual form available on **www.amdin.net**.

We look forward to hearing from you within this timeframe.

Yours faithfully

A handwritten signature in black ink that reads "Robertson". The signature is written in a cursive style with a large, prominent initial 'R'.

Hanlie van Dyk-Robertson
CEO: AMDIN

An outline of the Training of Trainers course

The Trainer of Training course has five main phases:

Phase 1: Pre-course

Some pre-workshop briefing material will be sent to you (this includes this document and other travel and accommodation information).

In preparation for the workshop you are expected to collect certain information and documentation that you will bring with you to the workshop. Details about this are given later in this document.

Phase 2: Workshop

This ten day workshop will take place in Pretoria, the administrative capital of South Africa. At the workshop you will be provided with a Training Manual covering the course content and other resources.

During this workshop you will do some preliminary work on some assignments that form part of the course and also evaluate the workshop.

Phase 3: Workplace application

You are expected to apply new learnings gained from the course in your own training situation. You will work on a number of assignments that enable you to apply what you learned in whatever context it is that you train in.

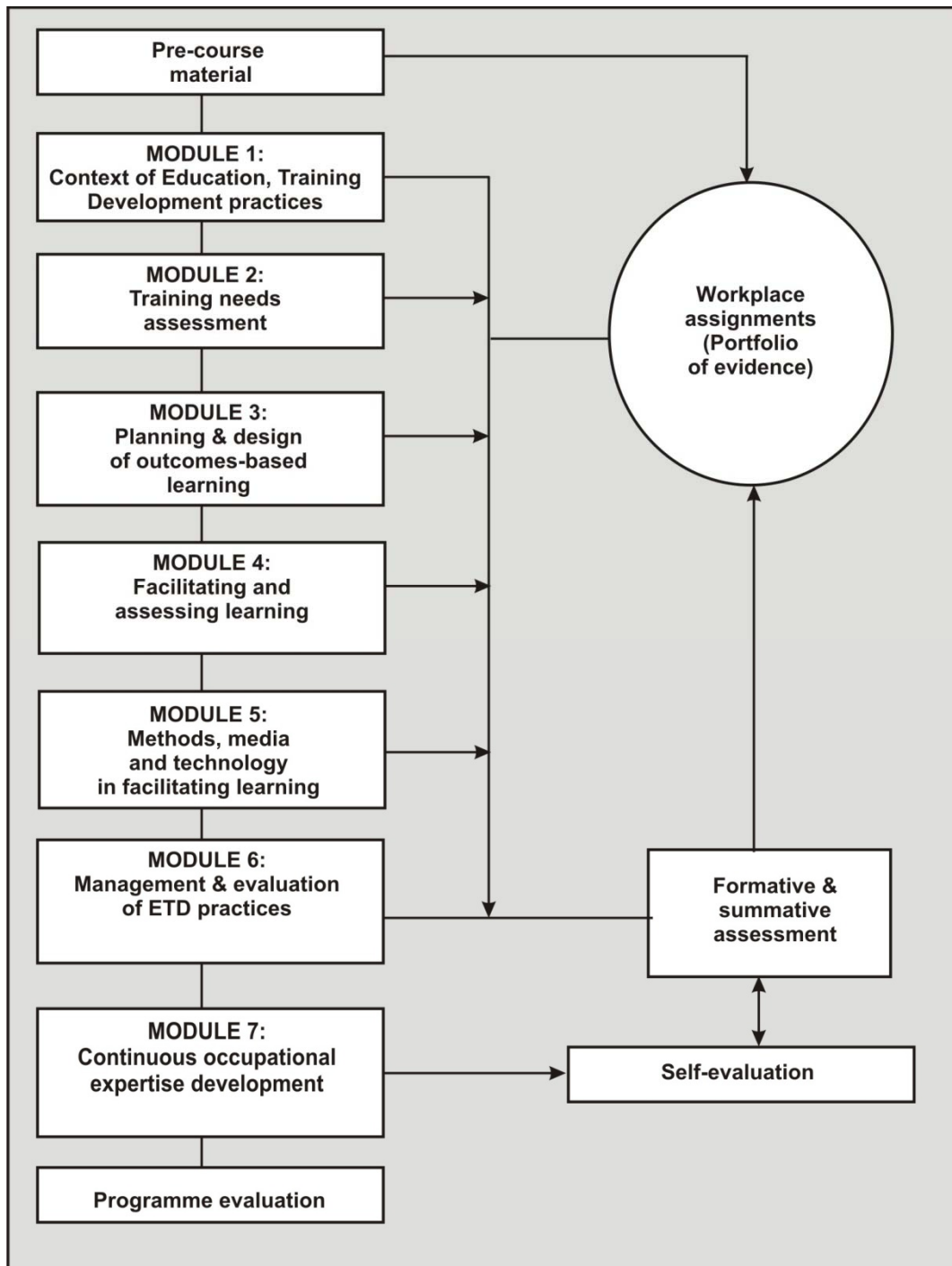
Phase 4: Portfolio of evidence

If you wish to receive certificated recognition of your study on the course you have to submit a portfolio of evidence compiled from the various assignments that you have completed. This portfolio has to be submitted.

Phase 5: Development of new courses

Although not a formal assignment, it is hoped that the work within the workshop on developing course outlines and materials for a number of proposed key focus areas will be followed up by country teams in their own Management Development Institutes.

An outline of the Training of Trainers course



The African Management Development Institutes' Network (AMDIN)

This programme you are about to engage in is one of the public sector capacity development activities of the African Management Development Institutes' Network (AMDIN). This network is intended, *inter alia*, to develop public administration institutional capabilities and the enhancement of knowledge across the African continent.

AMDIN was launched at the Sandton International Convention Centre in Johannesburg in the Republic of South Africa, from the 24th to 26th of August 2005. AMDIN is the initiative of the Conference that was held in 2000 by the Development Policy Management Forum (an independent Pan-African non-governmental civil society organization based in Addis Ababa and hosted at the United Economic Commission for Africa). The Conference agreed to the setting up of a Pan-African 'Governance and Public Administration' Capacity Development Programme. This programme, as approved by African Ministers of Public Service, is intended to serve as a vehicle to mobilize global and continental partners and facilitate the establishment of the required continental and regional interventions to support national governance and public administration improvement efforts that are undertaken by its member Management Development Institutes (MDIs).

AMDIN's strategic plan contains the following vision and mission statements:

Vision statement

For Management Development Institutes to be centres of excellence capable of responding to African development challenges and global engagements.

Mission statement

To create for African Management Development Institute's a platform that articulates their collective voice and that promotes mutual partnership and collaboration with a view to developing leadership and management capacity in response to the needs of the African people and their governments.

AMDIN intends to be the fora where MDIs capacities will be enhanced to face the challenges outlined above. The activities of the Network include core research, consultancy, curriculum and training activities as well as supportive interventions such as organising annual conferences, preparing a directory for MDIs, facilitating staff and information exchanges, facilitating training and research partnerships, assessment of quality support, and acting as a voice and lobbying.

The Network runs programmes that place a special emphasis on building the capabilities of the continent's Management Development Institutes (MDIs) so that they can play a leading role in continental, regional and national public sector capacity development interventions. The enhancement of capacity of public sector institutions is essential to sustaining effective economic growth and responsive rendering of public services.

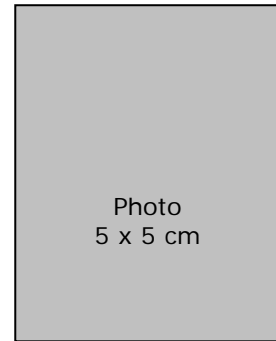
Form A23

TECHNICAL COOPERATION by the GOVERNMENT of JAPAN

Training Award of International Cooperation Agency (JICA)

Application by the Government of:

for training course in the field of:



FOR JAPANESE OFFICIAL USE ONLY

- Ordinary Group Course() Course Nr. _____
- Special Group Course() Course Nr. _____
- Country Focused Group Course ()
- Counterpart () _____

- _____
- Ordinary Individual Course ()
- Others (C.S)

Please note that an administration fee of US\$100 is payable to AMDIN for all successful nominations.

PART A (To be completed by the nominee)

1. FULL NAME (As in Passport. Underline the Family Name)				
2. ADDRESS FOR CORRESPONDENCE	4. DATE OF BIRTH			5. AGE
	Month	Day	Year	
CELL NR.: E-mail:				
3. CONTACT DETAILS IN CASE OF EMERGENCY	6. GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
	7. STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED			
	8. NATIONALITY			
	9. RELIGION			

10. EDUCATIONAL RECORD

Institution	City / Country	Years Attended		Qualification obtained	Subject / s
		From	To		

11. TRAINING OR STUDY IN FOREIGN COUNTRIES (Professional Interest)

Institution	City / Country	Years Attended		Qualification obtained	Field of Study
		From	To		

12. EMPLOYMENT RECORD

1. Present Employer:	Title of Present Job:
	Date of Taking up Post:
Tel:	Type of Organisation <input type="checkbox"/> Governmental <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> Other
Fax:	
Address:	

2. Previous Employer:	Job Title:
Address:	Job Description:
Period of Employment:	

Describe briefly the work of your organization and the services it provides:

Describe your own job:

Explain how the proposed training will be of benefit to you in the work you will be doing on your return:

13. LANGUAGE PROFICIENCY

1. English				
Listen	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing /Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
2. Mother Tongue _____				
3. Other Languages _____				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	

14. NOMINEE'S DECLARATION (To be signed by the Nominee)

I certify that the statements made by me in this form are true and correct to the best of my knowledge.

If accepted for a training award, I agree:

- a) not to bring any member of my family,
- b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of this course of training,
- c) to follow the course of study or training and abide by the rules of the institution or establishments with which I undertake to study or train,
- d) to refrain from engaging in political activities or any form of employment for profit or gain,
- e) to submit any progress report or evaluation questionnaires which may be prescribed,
- f) to return to my home country at the end of my course of study or training.

I also fully understand that if granted a training award it may be subsequently withdrawn if I fail to make adequate progress, or other sufficient cause including physical conditions determined by the Government of Japan.

Date: _____ Signature: _____

PART B (To be completed by nominee's Director of Head of Department)

OBSERVATIONS OF NOMINATING ORGANISATION

Describe what work the nominee will be expected to do on his return:

Explain how the proposed training will be of benefit:

*** FOR NON GROUP TRAINING ONLY**

DESCRIBE:

Subject area of the training required:

Special subjects that are particularly important and should be included in the training program. (Continue on an additional sheet if necessary)

Period of training required (from / to)

Notice required before nominee can be released from present post:

PART C *****This section is very important.***

I certify that:

I have examined the documents in this form, and I am satisfied that they are authentic and relate to the nominee.

I accordingly nominate this person on behalf of the

Government of _____

Organisation: _____

Date: _____ Position: _____

We undertake to pay the registration fee of US\$100.00 if this nomination is accepted.

Government Stamp:

Signature: _____

Please note: Once this section is completed it means the involved Governmental Department authorised the candidate to have study leave for the course period indicated.

MEDICAL HISTORY AND EXAMINATION FOR JICA TRAINING AWARD

MEDICAL HISTORY TO BE COMPLETED BY NOMINEE				
1. NAME OF NOMINEE				
2. DATE OF BIRTH	3. NATIONALITY	4. GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	5. CONTACT ADDRESS	
6. NAME OF TRAINING COURSE / SEMINAR				
7. LENGTH OF TRAINING COURSE / SEMINAR				

8. IMPORTANT NOTICE

Before you complete the Medical History Questionnaire, you are hereby notified that:

A medical condition resulting from an undisclosed pre-existing condition may not be financially compensated for JICA and may result in termination of your training program.

I understand and accept the terms of this notice.

YES

No

NOMINEE MUST PLEASE TICK NO OR YES, AND EXPLAIN

	YES	NO	CONDITION	EXPLAIN IF YES
A			Have you had any significant or serious illness or injury? (If hospitalised please give place & date)	
B			Have you had any operations or advice by a physician to have an operation? (Give place & date)	
C			Do you currently use any drugs for treatment of a medical condition? (Give name & dosage)	
D			Have you ever been a patient in a mental hospital or sanatorium or treated by a Psychiatrist? (Give date & place)	

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NOMINEE WILL INDICATE YES OR NO AT EACH ITEM

Do you now have or have you ever had the conditions listed below?

(Check each item, if yes, enclose the relevant condition with a circle)

	YES	NO	CONDITION
A			Asthma, emphysema or other lung conditions
B			Tuberculosis or live with anyone who has tuberculosis
C			High blood pressure, heart disease
D			Stomach, liver (hepatitis), gall bladder disease
E			Kidney or bladder disease, stone or blood in urine
F			Diabetes (Sugar in the urine)
G			Depression, excess worry, attempted suicide, or other psychological symptoms
I			Tumour, abnormal growth, cyst or cancer
J			Bleeding disorder, blood disease (sickle cell anaemia)

I CERTIFY THAT I HAVE READ THE ABOVE INSTRUCTIONS AND ANSWERED ALL QUESTIONS TRULLY AND COMPLETELY TO THE BEST OF MY KNOWLEDGE.

Print Name and Surname of Nominee	Date	Signature of Nominee