

Government of Pakistan
Ministry of Economic Affairs
(Economic Affairs Division)

No. 3(10) SEA/Malaysia/2023

Islamabad the 13th April, 2023.

OFFICE MEMORANDUM

SUBJECT: - TRAINING SHORT COURSE ON "DISASTER PREPAREDNESS FOR RECORDS AND ARCHIVES MANAGEMENT" FROM 5TH TO 14TH JULY, 2023 UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP).

The undersigned is directed to inform that the Government of Malaysia will be organizing the (**Fully Funded**) subject training program under the Malaysian Technical Cooperation Programme (MTCP) and has invited (**02**) nominations for the said program scheduled from **5th to 14th July, 2023**. Detailed information and application form for the subject training Programme may be downloaded from websites <https://mtcp.kln.gov.my/> and www.ead.gov.pk.

2. The eligibility criteria and objectives of the subject course are as under:

Eligibility Criteria:-

- Officers from institutions governments and other public agencies. Priority will be given to those candidates/officers whose nature of work involves records preservation and conservation.
- Have basic training (certificate level) and experience in managing records and archives.
- Responsible for the management of preservation and conservation records or archives.
- Certified medically and physically fit to attend the course.
- Must demonstrate good command of spoken and written English.
- Age between 25 to 40 Years old.

Objective:-

- To provide knowledge and skills in determining the best strategy for post disaster records and archives conservation.
- To provide hands-on experience rescuing and repairing records during and after the disaster.
- To provide a platform for participants to discuss issues and challenges in record-keeping before, during and after the disaster.
- To develop strategic partnerships and networking between archival institutions and other government agencies.


3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **24th April, 2023 (Monday)**, positively.

Required Documents

1	Nomination letter in original	01 copy
2	Filled in Performa for FTC	01 copy
3	Application form	02 copies
4	CNIC & Photograph	02 copies each
5.	Undertaking.	01 copy
6.	Passport Copy	01 copy

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4. In case of incomplete/late submission of documents, nomination will not be entertained. Moreover, any deliberate provision of wrong information on part of the candidate shall liable to be rejected.


(TALHA ARSALAN) 13/4/23
Section Officer (SEA)
Ph: 051-9202084

1. Secretary, Cabinet Division, Islamabad.
2. Director General, National Archives of Pakistan, Islamabad.
3. Chairman Planning Development Board Government of Punjab, Lahore,
4. Chairman Planning Development Board Government of Sindh Karachi.
5. Additional Chief Secretary Planning & Development Department, KP, Peshawar.
6. Additional Chief Secretary Planning Development Department, Balochistan, Quetta.
7. Additional Chief Secretary Planning Development Department, Azad Jammu & Kashmir Muzaffarabad.
8. Additional Chief Secretary Planning Development Department, Gilgit Baltistan, Gilgit.
9. **Relevant Officers working in other Ministries/Divisions/ Departments may download the Circular from the official Website of Economic Affairs Division for submission of nomination through proper channel.**

Copy forwarded for information: -

1. Senior Joint Secretary (EC), EAD
2. Joint Secretary (Training), Establishment Division, Islamabad
3. Deputy Secretary (EC-II), EAD.
4. Section Officer (UN-III/Secretary FTC), EAD, Islamabad
5. Section Officer (Admin-I) EAD, Islamabad.
6. Network & System Administrator, EAD, Islamabad.