

1/2/

**Most Immediate**

**Email Message**

SGR/- 36


From : Pahic Singapore  
To : Economic Affairs Division, Islamabad  
Rptd : Foreign Islamabad  
No: Pol.2/2020  
Dated: 20 July 2020

**Deputy High Commissioner for Section Officer (SEA)  
Repeated to Director (SEAP), MOFA Islamabad**

Subject:- **Technology and Courts of the Future – 14-18 September 2020**

Enclosed please find copy of Note Verbale No.MFA/TCD/00017/2020 dated 20 July 2020, alongwith its enclosures, received from the Ministry of Foreign Affairs of the Republic of Singapore inviting applications for the e-learning course on "Technology and Courts of the Future", to be conducted from 14 to 18 September 2020, under the Singapore Cooperation Programme Training Award (SCPTA). The closing date for receipt of application is **Monday, 10 August 2020**.

2. The above is for information and further necessary action please.

Respectful Regards, 

(Farhana Asif)  
Deputy High Commissioner

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**Subject:** FW: Invitation Package for SCPTA: Technology and Courts of the Future (14 to 18 September 2020)

**From:** "Pakistan High Commission Singapore" <secyh@pakhicom.org.sg>

**Date:** 20/7/2020, 3:37 pm

**To:** <pahicsingapore1@mofa.gov.pk>

**From:** Chin Fong HO (MFA) <HO\_Chin\_Fong@mfa.gov.sg>

**Sent:** Monday, 20 July 2020 2:43 PM

**To:** Undisclosed recipients:

**Subject:** Invitation Package for SCPTA: Technology and Courts of the Future (14 to 18 September 2020)

**Message Classification:** Confidential

Dear Sir/Madam,

**SINGAPORE COOPERATION PROGRAMME:  
SINGAPORE COOPERATION PROGRAMME TRAINING AWARD**

**TECHNOLOGY AND COURTS OF THE FUTURE  
14 TO 18 SEPTEMBER 2020**

The course on "Technology and Courts of the Future" will be conducted as an e-learning course from 14 to 18 September 2020. It is sponsored by the Government of Singapore under the Singapore Cooperation Programme. Attached are the Third Person Note and General Information Brochure for the course.

Third Person Note

General Information Brochure

2 The Singapore Government is pleased to invite the National Focal Point for Technical Assistance (NFP) to nominate one (1) suitable applicant for this course. Selection of applicants will be based on merit. Please note that the Government of Singapore will not accept into the course any applicant without an official Letter of Acceptance.

3 The fully completed and duly endorsed forms should reach the Technical Cooperation Directorate, Singapore Ministry of Foreign Affairs by Monday, 10 August 2020. Instructions and FAQs for Applicants and NFPs on the application and endorsement process are attached:

Guide for Applicants

Guide for National Focal Points for Technical Assistance

4 Our Ministry would appreciate your assistance to forward the attachments for the course to the relevant authorities for their necessary action, please.

5 Thank you.

Yours faithfully,

Ho Chin Fong (Ms)  
Directorate Support Assistant  
Technical Cooperation Directorate  
Ministry of Foreign Affairs  
DID : 6379 8454  
Fax : 6479 3357



MFA/TCD/00017/2020

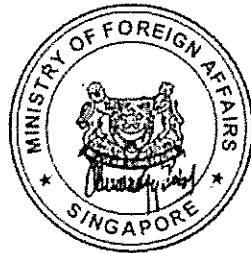
The Ministry of Foreign Affairs of the Republic of Singapore presents its compliments to all National Focal Points for Technical Assistance and has the honour to invite applications for the e-learning course on “Technology and Courts of the Future”, to be conducted from 14 to 18 September 2020, under the Singapore Cooperation Programme Training Award (SCPTA). All applicants should be prepared to attend all the synchronous e-learning sessions that will be conducted online via Zoom from 1000 to 1500 hours (Singapore time; UTC+08:00) each day.

The Ministry of Foreign Affairs of the Republic of Singapore has the further honour to inform all National Focal Points for Technical Assistance that under the SCPTA, the Government of the Republic of Singapore is pleased to consider one (1) suitable applicant nominated by each National Focal Point. The application must be completed in full and endorsed by the respective National Focal Point before submitting to the Government of the Republic of Singapore by Monday, 10 August 2020.

Successful applicants will be notified accordingly via Letters of Acceptance. The Ministry will not accept into the online course any applicant without an official Letter of Acceptance. Under the SCPTA arrangement, the Government of the Republic of Singapore will bear the full course fees for successful applicants. Details on the e-learning course and the application procedures are available in the attached brochure.

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The Ministry of Foreign Affairs of the Republic of Singapore avails itself of this opportunity to renew to all National Focal Points for Technical Assistance the assurances of its highest consideration.



SINGAPORE

20 July 2020

All National Focal Points for Technical Assistance

# *APPLICATION GUIDE*

*For Singapore Cooperation Programme Courses*

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## *5-Step Application Process*

1

Search for a course.

2

Check eligibility and course details.

3

Fill in application.

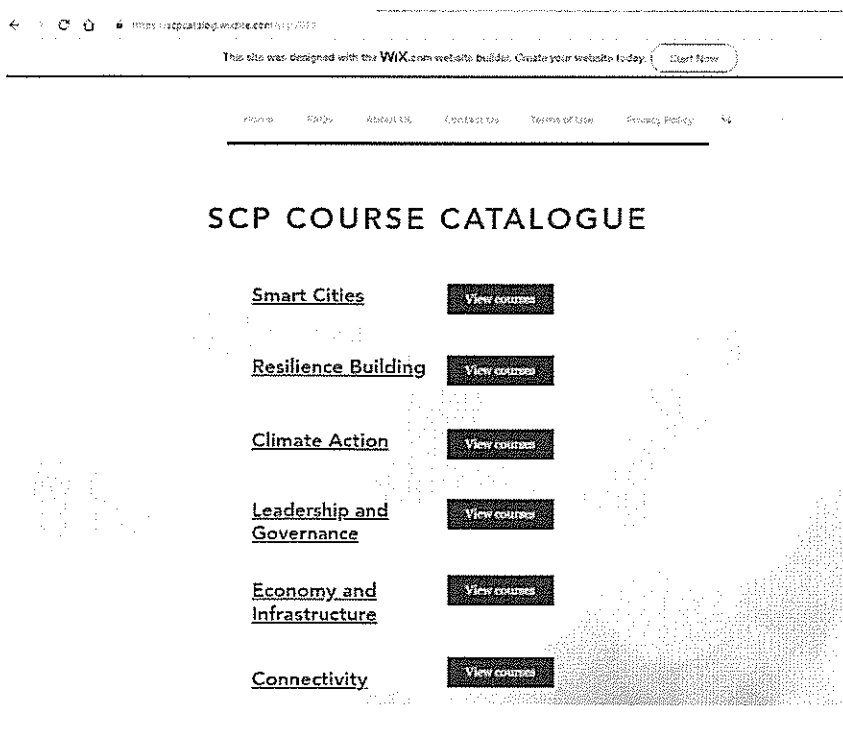
4

Submit application.

5

Seek NFP endorsement.

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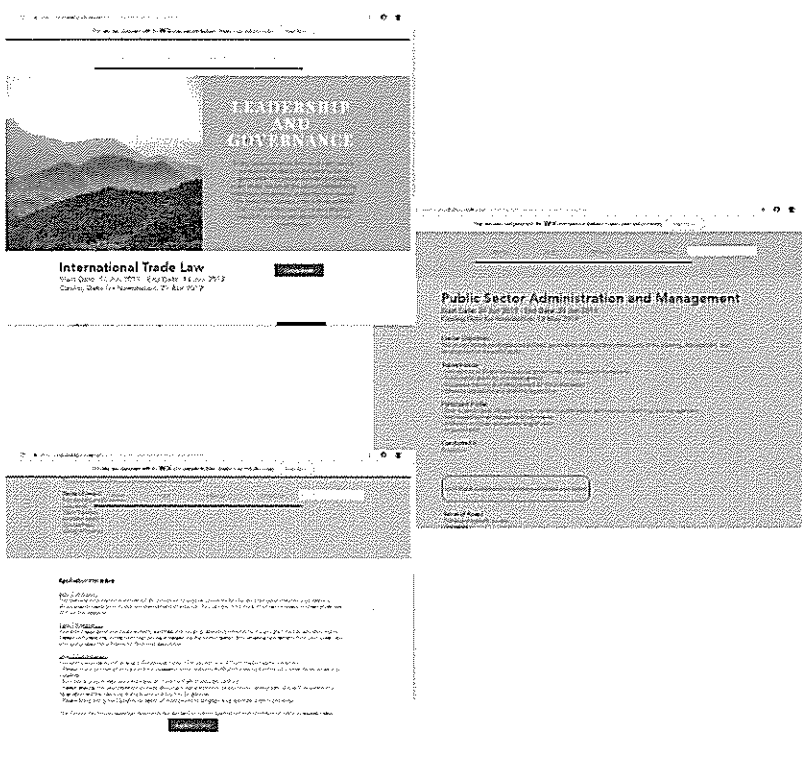


## 1. Search for a course

- Browse our course catalogue at our website (<http://scpcatalog.wixsite.com/scp2019>).
- Click on any of the categories for the list of courses under that category.
- Select a course in the listing for more details (e.g. course synopsis, course dates, etc.).

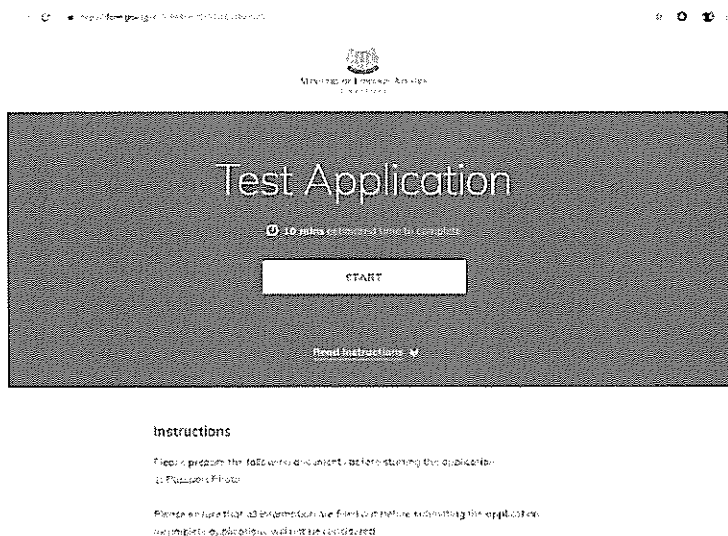
## 2. Check eligibility and course details

- At the course details page, check the eligibility criteria and application details to ensure that you meet the requirements.
- Click on "Application Form" at the bottom the page to apply for the course.





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### 3. *Fill in Application*

- Follow the instructions on the page when filling in the Application Form.
- When doing so, ensure that you have the following documents/information on hand:
  1. Softcopy of **passport photo** (in jpeg, jpg, png)
  2. **Curriculum vitae** (or employment and educational records)
  3. **Supervisor's email address**

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The screenshot shows a web browser window with a dark header bar containing the text 'Read Instructions'. Below the header, the page is titled 'Instructions' and contains the following text: 'Please prepare the following documents before starting the application: 1) Filled out Photo'. A note below states: 'Please ensure that all information is filled out before submitting the application as incomplete applications will not be considered.' The form is titled 'Applicant's Details' and has three sections: 1. 'Full Name (as per passport)' with a text input field and a red error message 'Please fill in required field'. 2. 'Salutation' with a dropdown menu. 3. 'Please upload a recent passport-sized photo of yourself!' with a red error message 'Please upload a recent passport-sized photo of yourself!'.

Read Instructions

Instructions

Please prepare the following documents before starting the application:  
1) Filled out Photo

Please ensure that all information is filled out before submitting the application as incomplete applications will not be considered.

Applicant's Details

1. Full Name (as per passport)

Please fill in required field

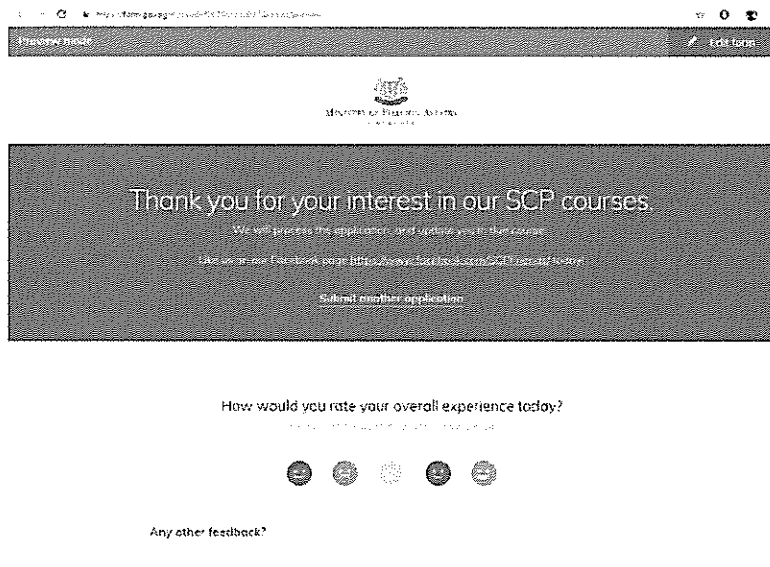
2. Salutation

3. Please upload a recent passport-sized photo of yourself!

### 3. *Fill in Application*

- Please complete all fields **except** the last field which is meant for your National Focal Point.
- Once you have completed the application, click on the "Submit" button.
- You would be prompted to complete/correct any field that has missing/incorrect information.

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The screenshot shows a web browser window with a URL bar at the top. The page has a dark header with a logo and navigation links. The main content area is a large dark rectangle with white text. It says 'Thank you for your interest in our SCP courses', followed by 'We will process the application and update you in due course.' and 'Like us on our Facebook page: <https://www.facebook.com/SCPNetwork/>'. Below this is a button that says 'Submit another application'. At the bottom of the page, there is a feedback section titled 'How would you rate your overall experience today?' with five circular icons representing different rating levels. Below the icons is a text input field labeled 'Any other feedback?'.

## 4. *Submit Application*

- Once ready, click on the “Submit Application” button.
- You will land on the “Thank You” page (see example on the left) upon successful application.

[illegible]

- An acknowledgement email, which includes a copy of the completed Application Form, will be sent to you.
- Print this form and submit it to your National Focal Point for endorsement.
- Lastly, wait to hear from us on the results of your application.

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## *SINGAPORE COOPERATION PROGRAMME*

Technical Cooperation Directorate  
Ministry of Foreign Affairs  
Tanglin  
Singapore 248163  
Tel: (65) 6379 8000  
Email: [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg)

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# *NFP ENDORSEMENT GUIDE*

*For Singapore Cooperation Programme Courses*

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## *Revised NFP Endorsement Steps Overview*

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1

Receive Application from Applicant

2

Input Endorsement (by organization stamp or Diplomatic Note)

3

Submit Endorsement via email to officer-in-charge or to out Overseas Mission

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Public Sector Administration and  
Management - 24 to 28 June  
2019

<https://www.nfp.gov.sg/2019/06/16/21>

Reference Number	Scr04cc5e739b600170e951e
Time Submitted	Wed, 24 Apr 2019 07:47:17 PM
Please upload a recent passport-sized photo of yourself	Acknowledgement.PNG
Salutation	Mr
Full Name (as per passport)	David
Gender	Male
Date of Birth	23 Apr 1975
Passport Issuing Country	Azerbaijan
Representing	Azerbaijan
Passport Number	A12345678
Passport Expiry Date	31 May 2021
Contact Details (Mobile Number, Office Number)	XXX, XXX
Email Address	
Current Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	

Please describe why the applicant has been nominated for this course.

XXX

Please describe what skills/knowledge you would like the applicant to gain from this course.

XXX

Acknowledgement

I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

(To be completed by National Focal Point for Technical Assistance) NTP Endorsement (please affix seal here or attach a Diplomatic Note)

# Revised Application Form

- Applicant are to submit the completed forms to the NFP
- Sample of the application form shown for reference.



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Job Description XXX  
Reason for Application XXX  
Have you attend any courses under the Singapore Cooperation Programme? No  
Name XXX  
Employment Details (Organisation, Department, Designation) XXX XXX XXX  
Supervisor's Email Address [REDACTED]  
Please describe why the applicant has been nominated for this course. XXX  
Please describe what skills/knowledge you would like the applicant to gain from this course. XXX  
Acknowledgement I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)



## Submitting Endorsement

### Endorsement Steps:

- NFP can input their endorsement for individual applications by affixing the organization stamp/seal at the 'NFP Endorsement' section or through official channels
- NFP can submit their endorsement either through email (mfa\_scp@mfa.gov.sg) or mail the forms to one of our Overseas Mission.

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## *SINGAPORE COOPERATION PROGRAMME*

Technical Cooperation Directorate  
Ministry of Foreign Affairs  
Tanglin  
Singapore 248163  
Tel: (65) 6379 8000  
Email: [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg)

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## **TECHNOLOGY AND COURTS OF THE FUTURE**

**14 TO 18 SEPTEMBER 2020**

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD**

to be conducted by the

**SINGAPORE JUDICIAL COLLEGE**

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### **Singapore Cooperation Programme**

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organizations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 131,000 officials from more than 170 countries and territories have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

### **Singapore Judicial College**

Established under the auspices of the Supreme Court of Singapore, the Singapore Judicial College (SJC) is dedicated to the training and development of Judges and Judicial Officers. It consists of a Local and an International Wing, and Empirical Judicial Research laboratory. The Local Wing oversees the needs of the Singapore Judiciary, from induction to continuing education to research and developmental programmes. The International Wing offers Singapore as a forum of judicial training that encompasses induction training, core competencies development (such as judging, judicial ethics, case management, use of technology and judicial administration), recent developments on areas of legal interest and useful interdisciplinary studies. The SJC also serves as an Empirical Judicial Research laboratory with the aim of serving as a test bed for innovation in judicial studies and practices.

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## Course Objectives

A well-functioning Judiciary is integral to governance, law enforcement and managing disputes in society. The application of technology in the Singapore Judiciary has brought enhancements in court processes, and reduced time and cost for all parties involved. This course will share experiences of the Singapore Judiciary in conceptualising and implementing technology to build a future-ready Judicial system.

## Synopsis

Topics to be covered include:

- Introduction to specific court IT solutions and its applicability;
- The challenges in the conceptualisation, development and implementation of court IT solutions;
- The features of a conducive operating environment to support the use of IT in the courts.

## Methodology

This course will be delivered for up to **20 participants** through a 'blended' virtual classroom comprising a combination of **asynchronous e-Learning** (independent and self-study of online modules on a web-based *Learning Management System*) and **synchronous e-Learning** ('live' e-learning sessions). There will be Q&A sessions and facilitated group discussions during the 'live' sessions.

## Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss training sessions, and;
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government and the Government of Singapore and its appointed trainer, with respect to the course.

## Duration

The course will be held over **5 days** from **14 to 18 September 2020**.

The 'Live' e-learning sessions will be conducted from **1000hr to 1500hr (Singapore time; UTC+08:00 hours)** each day.

Participants are expected to complete the designated self-learning before attending the 'live' e-learning sessions that will be conducted from **1000hr to 1500hr (Singapore time; UTC+08:00)** each day.

## Application Information

Applicants should be:

- Mid-to-senior level court and Government officials involved in introducing technology to the Judiciary;
- Able to attend all the synchronous e-learning sessions. They will require an internet-enabled device with Zoom installed, and an internet-enabled device with functioning webcam, microphone and audio.
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

## Application Procedure

(Closing date for nomination: **10 August 2020**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFP in the event that its nominee(s) is not selected.

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All nominees are to submit their applications online at <https://go.gov.sg/courtsofthefuture> by **Monday, 10 August 2020**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

**Note:**

- Participants who complete all course assignments and attend all 'live' e-learning sessions, will receive a certificate of completion from the SCP.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly or through Singapore's diplomatic representations in the nominating country.



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