

## Terms and Conditions under MTCP

1. Participants shall follow the programme approved for them. Request for change of programme will not be entertained. Participants should fully participate in all activities related to the programme.
2. Participants are required to abide by the rules and regulations of the training institution in which participants undertake the programme to study in or be trained under.
3. Participants are required to carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course.
4. Participants are NOT allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall not take up paid employment during the tenure of their scholarship or serve as the staff of their Diplomatic Missions in Malaysia.
5. Participants are NOT allowed to bring along their spouses or families for the duration of the course. Participants will be required to return to their own countries upon completion of the course or at the end of the tenure of the scholarship whichever is earlier.
6. The sponsorship may be terminated at any time due to unsatisfactory conduct, breach of the conditions of the scholarship, failure to make satisfactory progress or as deemed necessary by the Malaysian training institution with the approval of the MTCP Secretariat.
7. Participants who are found to be medically unfit during the course of the programme will be required to return to their country.
8. Participants are required to submit/present any report upon request by the Training Institution.
9. Participants are required to promptly return home upon the completion of training.
10. The scholarship will be terminated with immediate effect for participants who fail to comply with the terms and condition of the training award, upon which the participants would later be liable to promptly depart from Malaysia to their home countries at their own expense.

**CLOSING DATE: 16 JULY 2019**

## OTHER INFORMATION

- ✓ Please ensure that you have a valid international passport (6 months) and visa requirements are in order
- ✓ Please bring enough money to cover your initial expenses on departure from your home country, as allowances will only be paid after your arrival in Malaysia
- ✓ Expenditures on any vaccination, visa-related fees, airport tax, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, etc. are borne by the recipients
- ✓ Travelers from certain countries in South America and Africa are required to produce a Yellow Fever Vaccination Certificate at the entry point in Malaysia. For more information please refer to website <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>.
- ✓ 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 the land and institutions.
- ✓ During lectures, male participants are required to dress in long-sleeved shirts with ties, long pants and lounge suits and female participants should be appropriately dressed in office attire. For formal occasions – lounge suit or national costume are required.

## CONTACTS

**Mr. Ahmad Razif Abd. Rahim**  
Principal Assistant Director

✉ [razif@jsem.gov.my](mailto:razif@jsem.gov.my)

Tel: +603-8008 2927

Fax: +603-8008 2901

**Ms. Hanizawati Abdul Shukor**  
Senior Assistant Director

✉ [niza@jsem.gov.my](mailto:niza@jsem.gov.my)

Tel: +603-8008 2807

Fax: +603-8008 2901



[www.jsem.gov.my](http://www.jsem.gov.my)

*Accepted by Malaysians,  
Recognised by the World*

# MALAYSIAN TECHNICAL COOPERATION PROGRAMME 2019



## TRAINING PROGRAMME ON **HALAL** STANDARDS AND CONFORMANCE INFRASTRUCTURE FOR ASEAN AND OIC COUNTRIES

**ORGANISED BY:**

**STANDARDS**  
MALAYSIA

**17 – 27 SEPTEMBER 2019**  
**PUTRAJAYA, MALAYSIA**



## Malaysian Technical Cooperation Programme (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the first Commonwealth Heads of Government Meeting (CHOGM) for Asia Pasific Region in Sydney in Feb 1978. It was officially launched on 7 September 1980 at the Commonwealth Head of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation in particular Technical Cooperation among Development Countries (TCDC). In line with the spirit of South-South Cooperation, Malaysia through MTCP shares its development experienced and expertise with other developing countries. The programmes forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries. Annually, MTCP collaborates with its Leading Training Institution to conduct capacity building programmes in various key area of development. Since its inception in 1980, more than 33,000 participants from 144 recipient countries have benefitted from the various programmes offered under MTCP.

### The objectives of MTCP:

1. To share development experiences with other countries
2. To strengthen bilateral relations between Malaysia and other developing countries
3. To promote South-South Cooperation (SSC)
4. To promote technical cooperation among developing countries (TCDC)

More information at MTCP website: [www.mtcp.kln.gov.my](http://www.mtcp.kln.gov.my)



## About Department of Standards Malaysia

Department of Standards Malaysia (Standards Malaysia) was established on 28 August 1996, and governed by the Standards of Malaysia Act 1996 (Act 549). Standards Malaysia is the National Standards and Accreditation Body of Malaysia providing confidence to various stakeholders, through credible standardisation and accreditation services. Our aspirations are to create a culture of quality amongst Malaysians, to make standards an accepted component of businesses locally and to achieve global recognition for our products and services; thus improving the overall quality of life. We continually engage with our stakeholders to develop Malaysian Standards (MS), which will protect the interest of consumers and businesses by providing an assurance of quality, health and safety. For the past 20 years, we have successfully developed more than 6,000 MS and provided credible accreditation services to positively contribute to the economic, societal, environmental and national well-being. For more information, visit [www.jsm.gov.my](http://www.jsm.gov.my)



## Description and Objectives of Training Programme

This programme is designed to assist agencies related to Halal standards and conformance infrastructure in their countries. Based on Malaysia's experience in developing a framework for quality assurance of Halal products, this programme will allow the sharing of experiences and concerns between participating countries. Upon completion of this programme, participants will be able to apply the knowledge gained to develop/improve the systems of Halal standards and conformance infrastructure within their own national standards and conformity assessment bodies. Participants will also be able to enhance their engagement on Halal standards and conformance with the view to supporting respective national socio-economic agendas.

Training Programmes include:

- ✚ Infrastructure for Standards and Conformance
- ✚ Halal Requirements
- ✚ Government Support
- ✚ Technical Visits
- ✚ Country Paper Presentations and Case Studies

## HOW TO APPLY

- Application must be made using the standard application form obtainable from the official representatives (Embassies, High Commissions etc.) of the Malaysian Government in the applicant's respective country.
- The applications must be submitted to and 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.
- Kindly send a scanned copy of the completed application form by e-mail to [niza@jsm.gov.my](mailto:niza@jsm.gov.my) or [razif@jsm.gov.my](mailto:razif@jsm.gov.my)
- **INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED**
- Submitted application forms must be accompanied by the applicant's:
  - ✚ Copy of Passport
  - ✚ Passport sized coloured photo (3.5cm x 5cm)
  - ✚ Medical Report
- Applicants will be notified of their acceptance to the course either through the Malaysian Embassies or Standards Malaysia.
- Application should be made using the prescribed MTCP forms available at: [https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)

## APPLICATION

Successful applicants will be provided with the following:

- ✚ A return air ticket from the Capital City of the recipient country to Kuala Lumpur on Economy Class is provided for participants.
- ✚ Accommodation and Meals (Kindly include Hotel – Twin Sharing).
- ✚ Subsistence Allowance.
- ✚ Successful participants are required to submit a colored photocopy of the first page of their valid passport to the Standards Malaysia who will apply for **Visa with Reference (VDR)** at the Department of Immigration in Malaysia. A copy of this VDR Approval Letter will be forwarded to the participants who will subsequently need to collect their respective VDR from the nearest Malaysian Mission to obtain a VDR stamp before entering Malaysia.

## PREPARATION OF COUNTRY PAPER

Successful applicants will be required to prepare a country paper describing the status of Halal standards and conformity assessment infrastructure in his/her country in general and the role of his/her organization in particular

- ✚ The country paper should be delivered to the Course Coordinator at least two (2) weeks before the programme as a pre-requisite to issuing flight tickets
- ✚ A 15-minute presentation (Power Point) will be required from each country during the programme
- ✚ The country paper should be at least five (5) pages (Font Arial size 12, 1.5 spacing), covering the following topics:
  - ❖ The country's general information and background
  - ❖ Country report on national concerns on Halal product compliance
  - ❖ Recommendations

## PARTICIPANTS

- ✚ Heads of departments, Policy makers and Entrepreneurial development agencies from the ASEAN and OIC countries related to the Halal standards and conformance infrastructure
- ✚ Able to converse and write in the English language
- ✚ Number of participants is limited to 20, selection is based on the relevancy of applicant's job scope to the objective of the programme
- ✚ Age between 26 – 50 years old (Middle to Senior Officer)
- ✚ Had not participated in any course under MTCP