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வெளிநாட்டுவளங்கள்திணைக்களம்  
Department of External Resources

මුදල් අමාත්‍යාංශය  
මහලේකම් කාර්යාලය (3වැනි මහල), තැපෑ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு  
செயலகம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை  
Ministry of Finance  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය  
எனது இல  
My No

TA/MY/S/20/2022

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

25 March 2022

Secretary to the Cabinet/Cabinet Office  
Secretary to the Parliament/ The Parliament  
Secretaries / All Ministries  
Secretaries / All State Ministries

Attn: Officer In-Charge Foreign Trainings

Dear Sir/ Madam

**MTCP: Project & Portfolio Management for Managers**  
- From: 18<sup>th</sup> – 22<sup>nd</sup> July 2022 (Online)

We are writing with reference to the e-mail dated 23<sup>rd</sup> March 2022 sent by the High Commission of Malaysia in Colombo on the above.

The Government of Malaysia has invited nominations from eligible Government officials in Sri Lanka for the above online programme. The programme details are enclosed.

We would highly appreciate, if you could instruct the relevant officials to circulate this programme among the Departments/Divisions/Institutes under your purview and submit nominations to the Department of External Resources (ERD) with the following documents on or before 31<sup>st</sup> May 2022.

- o Nomination Letter (from the relevant Ministry)
- o Duly Filled Application Form
- o Dully Filled ERD Form (can be downloaded from www.erd.gov.lk)

For further enquiries please contact following officers of Technical Assistance Division; Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa  
Additional Director General  
for Director General

මහලේකම්, මහලේකම්, මහලේකම්, මහලේකම්



Malaysian Technical Cooperation Programme (MTCP)

Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the

South-South cooperation in particular, the Technical Cooperation for Developing Countries (TCDC). MTCP emphasizes on the development of human resources through the provision of training in various areas which are essential for a country's development such as health, economy, finance, public administration, science & technology, health diplomacy, safety and security, including disaster security, cultural diplomacy, social development, environment-related to SDG2030, research, education and technical training. Annually, a large number of more than 60 technical and capacity-building courses are offered under the MTCP which have attracted more than 15,500 participants from 144 countries.

ABOUT MTCP

MTCP is a development experience with other countries. It is a bilateral relations between Malaysia and other developing countries.

It is a bilateral South-South Cooperation (SSC); and it is a technical cooperation among developing countries.

It is a cooperation under the MTCP Official FB

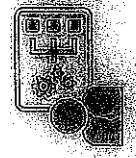
ABOUT INTAN

The National Institute of Public Administration (INTAN) is the training arm of the Public Service Department, the central human resource development agency of the Government of Malaysia. INTAN provides quality training and development for public servants from both federal and state government.

INTAN has been the participants' level of knowledge and skills, and has been the positive attitudes towards public service, and has been the administrator, manager, and leader in the development programmes. This is in line with the vision of developing a competent public service through quality learning.



MALAYSIAN TECHNICAL COOPERATION PROGRAMME 2022 (ONLINE COURSE)



PROJECT & PORTFOLIO MANAGEMENT FOR MANAGERS

18 - 22 JULY 2022 1100 - 1700 (GMT +8)

by NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (INTAN) PUBLIC SERVICE DEPARTMENT MALAYSIA

CLOSING DATE

17 JUNE 2022

Application after closing date will not be entertained.



MTCP INTAN Secretariat



+603 2084 7327



mtcp@intanbk.intan.my international@intanbk.intan.my



www.intanbk.intan.my

## Background

Managers from diverse disciplines and backgrounds are required to manage projects. Managers now need a good understanding of the principles of sound project management.

The course covers a range of elements in project management and evaluation to help managers evaluate impacts of projects. The course is offered by offering quality resources applied by the project management sector as guidance.

The course is expected to run for 5 days and cover an extensive coverage and include both public and private project management, project management methodologies like forums and intellectual

## Who should apply?

- Middle/Senior Government Officers aged 26-50 years at managerial levels with direct involvement in project management and portfolios in various fields in the public sectors.
- Good command of spoken and written English.
- Has never participated in any MTCP courses.
- Satisfactory level of digital literacy.
- Be equipped with the relevant ICT tools such as laptop/desktop, web camera, microphone, speaker etc. & familiar with online learning platforms like Zoom, Google Meet etc.

## How

- The course fees are fully sponsored by the Government of Malaysia.
- Applications should be made using the prescribed MTCP forms available at <https://www.kln.gov.my/attachments/5590448/8392184/MTCP+2022+APPLICATION+FORM+2022+2022>
- MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries.
- All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Act Coordinator Agency in the respective countries and submitted ONLY through the diplomatic channel via the Embassy/High Commission of Malaysia.
- Only successful applicants will receive the Official Invitation Notification (OIN) week from the course date, by the Training Institute via email.

## Learning Outcomes

After completion of the course, participants are expected to:

- gain an in-depth understanding on the mechanisms, tools, focus areas, challenges in developing and analyzing key areas in monitoring and evaluating projects.
- apply effective methods of project planning, scheduling and control
- have a practical knowledge in adopting the project management toolkit and systematically track and report on progress
- apply agile project management skills to deliver faster, cost-effective and low risk projects into own organization.

IMPORTANT

COMPLETE AND/OR UNENDORSED FORMS