



**Akademi Kastam Diraja Malaysia (AKMAL)**

*(Royal Customs Academy of Malaysia)*

Dato' Sri Abd Rahman Abd Hamid Center of International Cooperation

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Dear His Excellency / Sir / Madam,

**INVITATION TO NOMINATE PARTICIPANTS TO THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) – ORGANISED BY THE ROYAL CUSTOMS ACADEMY OF MALAYSIA (AKMAL) FOR THE YEAR 2007**

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Our appreciation and congratulation to a hundred sixty-three participants from forty-eight participating customs administrations / countries in AKMAL's MTCP courses / attachment programmes for the year 2006.

2. Once again, AKMAL is pleased to inform your customs administration that the Prime Minister's Department of Malaysia has granted the Royal Malaysian Customs, through the Royal Customs Academy of Malaysia (AKMAL), to conduct seven MTCP activities in 2007: a fellowship programme<sup>(\*)</sup> and three international courses<sup>(\*\*)</sup> (*open to all customs administrations listed under the Malaysian Technical Cooperation Programme (MTCP) participating countries*), two attachment programmes<sup>(\*\*\*)</sup> (*customized for CLMV customs administrations*) and 1 attachment programme<sup>(\*\*\*)</sup> (*customised for the OIC members' customs administrations*).

3. The fellowship programme / courses / attachment programmes are as follows (*for details, please refer to the attached prospectus as in Attachment A*):

- International Course for Senior Officers of Customs on Narcotic Identification and Narcotic Law Enforcement
- International Course for Senior Officers of Customs on Passenger Examination

4. We are looking forward to receiving nominations from your customs administrations to the relevant MTCP activities at AKMAL. Kindly refer to the deadline for submission of nomination, the qualification and specific requirement of each MTCP activity, as well as the terms and conditions of the award (Appendix A). If you need further information, please do not hesitate to contact the fellowship / course / attachment coordinator.

Thank you.

Sincerely,

**(HJ. MOHD KASSIM ISMAIL, Mr.)**

The Director of the Royal Customs Academy Malaysia (Akmal),

for Dato' Sri Abd Rahman Abd Hamid

The Director General of Customs,

The Royal Malaysian Customs.

**MTCP# ACTIVITIES COORDINATED BY THE ROYAL CUSTOMS ACADEMY OF MALAYSIA (AKMAL) – 2007**

- o : International Course for Senior Officers of Customs on Narcotic Identification and Narcotic Law Enforcement <sup>(1)</sup>, 2 – 14 July 2007
- o : International Course for Senior Officers of Customs on Passenger Examination <sup>(1)</sup>, 30 July – 11 August 2007

MTCP 2007 AT AKMAL (SUMMARY)	COMMENCE DATE	CLOSING DATE TO APPLY	NOTES
Narcotic	2 Jul	4 May	Open to MTCP recipients' list
Passenger Exam.	30 Jul	4 May	Open to MTCP recipients' list

- # MTCP – Malaysian Technical Cooperation Programme funded by the Prime Minister's Department of Malaysia
- <sup>(1)</sup> Open to 136 Customs Administrations Listed under the MTCP Recipients list
- <sup>(\*)</sup> Open to OIC – Organization of Islamic Conference customs administrations
- <sup>(\*\*)</sup> CLMV – Cambodia, Lao, Myanmar and Vietnam & IAI – Initiatives for ASEAN Integration

INTERNATIONAL COURSE FOR SENIOR OFFICERS OF CUSTOMS ON NARCOTIC IDENTIFICATION AND NARCOTIC LAW ENFORCEMENT
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Course : MTCP: International Course for Senior Officers of Customs on Narcotic Identification and Narcotic Law Enforcement

Date : 2 – 14 July 2007

Duration : 13 days

Application Closing Date: 4 May 2007

No. of Representatives : 25 international participants / countries<sup>1</sup>

Objectives: Upon completion of the course, participants will be able to:

- familiarize with Malaysia's experience in achieving its vision
- identify the various types of dangerous drugs
- handle exhibits in cases involving drugs more effectively
- identify methods of concealment of drugs and modus operandi commonly used in drug smuggling activities
- enforce relevant laws related to dangerous drugs
- share experience with other customs administrations on the subject matter

Course Content:

- Group Dynamic
- Malaysia: History, Culture, Economy, Social and Politic

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<sup>1</sup> 136 countries listed under the MTCP recipients list

- Malaysian Technical Cooperation Program (MTCP): Malaysia's Experience in Developing Human Resources
- International Narcotic Trafficking Pattern
- Identification of the various types of dangerous drugs & drug detection kit
- Precursor awareness and Chemical Control
- Investigation techniques in cases involving dangerous drugs & handling of exhibits
- Enforcement of Dangerous Drug Laws at various modes – sea, air & land.
- Offences under the Dangerous Drugs legislation, including the ingredients of the various offences
- International Cooperation, such as through RILO and CEN
- Comparative/Bench-marking Study-Visit in Malaysia: Sharing of Good Practices
- Reflection Paper: Preparation, Presentation and Discussion of Experience / Knowledge gained from the course

#### Course Methodology:

- This is an interactive training program that will provide participants the opportunity to freely exchange of ideas, knowledge and experience with the other participants and facilitators/resource person. This will achieve through lectures, individual presentation, group discussion, questions & answers session and field visits.
- This course will be conducted in English

#### Qualifications & Specific Requirement:

- Senior Officers of Customs who are heading preventive / enforcement or Customs Narcotic division or office from ASEAN member countries or other countries that are listed in the Malaysian Technical Cooperation Program (MTCP) recipient list or
- Senior Officers of the Royal Malaysian Customs (Gr. 48, 44 and 41) who are responsible for Narcotic or Preventive / Enforcement division or section; and
- Never participate in any MTCP program, certified medically fit, proficient in English and preferably having a tertiary education, with at least 5 years of working experience in relevant matters and age below 45 years or having 10 years of remaining service;
- Application must be made using the specified MTCP Application form, endorsed by the nominating administrations as well as the Country Focal Point<sup>2</sup> (for the countries listed below) or the Ministry of Foreign Affairs (for countries without Country Focal Point). To avoid delay, please submit a copy of the completed, endorsed application form directly to the coordinator via fax or e-mail before submitting the 3 copies of the completed, endorsed forms to the nearest Malaysian Mission

#### Country Paper (written and oral presentation):

- Guidelines: Each selected participant has to prepare a case study on the subject matter related to the topic, based on his / her organizational experience. It should not be regarded as an evaluation of the practice by the participating administration; it should stress on sharing of information and good practices.
- Objective: To provide an opportunity for participants to exchange and share knowledge and experience related to the course contents.

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<sup>2</sup> Compulsory for all application from: Cambodia (Council for the Development of Cambodia), Indonesia (Indonesia TCDC Programme), Kazakhstan (Ministry of Economy & Budget Planning), Lao (Ministry of Foreign Affairs), Mauritius (Ministry of Finance & Economic Development), Myanmar (Foreign Economic Relations Department), Philippines (National Economic & Development Authority), Thailand (Thailand International Development Cooperation Agency, TICA), Uzbekistan (Ministry of Foreign Affairs), Vietnam (Ministry of Planning & Investment)

- Subject Area: The subject area should reflect the experience, prospects and challenges encountered in the planning and the implementation of the policies related to the subject matter from individual participating administration.
- Lengths:
  - § 1 page on country/administration general information and background
  - § 5 – 8 pages exploring the subject matter from the country's perspective including the good practices, prospects and challenges
  - § 1 page of conclusion on expectation and future plan
- Special Instruction:
  - § Selected participants must submit the completed Country Paper to the Course Coordinator at least 2 weeks before the course; it is a pre-requisite to the issuance of the air-tickets<sup>3</sup>
  - § The Paper should be typed-written, font 12-Arial in a Windows compatible program and send by e-mail or fax to the coordinator.
  - § The participant will be required to make a 15-minute presentation of the paper (preferably using PowerPoint) in the class and to prepare of a questions & answers session and discussion right after the presentation

Coordinator : Abdull Wahid Sulong, Assistant Director of Customs

Address : The Director, the Royal Customs Academy of Malaysia (AKMAL), Dato' Sri Abd Rahman Abd Hamid Centre of International Cooperation, P.O. Box 160, Bukit Baru, 75730 Melaka, Malaysia

Telephone : +606-233-1119 (DL) / 1036 / 1100 (O) & +6012-611-5354 (mobile)

Fax : +606-233-1131 & 231-3526 (DL) / +606-231-3787 / +606-232-2217

E-mail : [wahid@customs.gov.my](mailto:wahid@customs.gov.my), [cic\\_akmalm@yahoo.com](mailto:cic_akmalm@yahoo.com)

INTERNATIONAL COURSE FOR SENIOR OFFICERS OF CUSTOMS ON PASSENGER EXAMINATION
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Course : MTCP: International Course for Senior Officers of Customs on Passenger Examination

Date : 30 July – 11 August 2007

Duration : 13 days

Application Closing Date: 4 May 2007

No. of Representatives : 25 international participants / countries<sup>4</sup>

Objectives: Upon completion of the course, participants will be able to:

- familiarize with Malaysia's experience in achieving its vision
- understand the roles and responsibilities of an effective supervisor or manager in managing passenger and examining baggage
- apply the appropriate techniques of ethical passenger examination
- elaborate the relevant legislations and procedures on passenger and baggage examination

<sup>3</sup> For fully sponsored participants (basically participants from countries having GNI USD5,000 and below)

<sup>4</sup> 136 countries listed under the MTCP recipients list

- Share experience with other customs administrations on the subject matter

#### Course Content:

- Group Dynamic
- Malaysia: History, Culture, Economy and Socio-Political
- Malaysian Technical Cooperation Program (MTCP): Malaysian Experience in Developing Human Resources
- Introduction to APIS & Revised Kyoto Convention (Specific Annex J Chapter 1 – Travelers)
- Legislation and Procedure: Passenger/Baggage Inspection
- Passenger Examination Techniques & Technology used in passenger examination
- Risk Assessment, Profiling and Selectivity
- Comparative/Bench-marking Study-Visit in Malaysia: Sharing of Good Practices at Land, Sea and Air Modes.
- Reflection Paper: Preparation, Presentation and Discussion of Experience / Knowledge gained from the course

#### Course Methodology:

- This is an interactive training program that will provide participants the opportunity to freely exchange of ideas, knowledge and experience with the other participants and facilitators/resource person. This will achieve through lectures, individual presentation, group discussion, questions & answers session and field visits.
- This course will be conducted in English

#### Qualifications & Specific Requirement:

- Senior Officers of Customs who are directly involved or to be transferred to the Passenger Examination division from ASEAN member countries or other countries that are listed in the Malaysian Technical Cooperation Program (MTCP) recipient list or
- Senior Officers of the Royal Malaysian Customs (Gr. 48, 44 and 41) who are responsible for Passenger Examination division or section; and
- Never participate in any MTCP program, certified medically fit, proficient in English and preferably having a tertiary education, with at least 5 years of working experience in relevant matters and age below 45 years or having 10 years of remaining service;
- Application must be made using the specified MTCP Application form, endorsed by the nominating administrations as well as the Country Focal Point<sup>5</sup> (for the countries listed below) or the Ministry of Foreign Affairs (for countries without Country Focal Point). To avoid delay, please submit a copy of the completed, endorsed application form directly to the coordinator via fax or e-mail before submitting the 3 copies of the completed, endorsed forms to the nearest Malaysian Mission

#### Country Paper (written and oral presentation):

- Guidelines: Each selected participant has to prepare a case study on the subject matter related to the topic, based on his / her organizational experience. It should not be regarded as an evaluation of the practice by the participating administration; it should stress on sharing of information and good practices.

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<sup>5</sup> Compulsory for all application from: Cambodia (Council for the Development of Cambodia), Indonesia (Indonesia TCDC Programme), Kazakhstan (Ministry of Economy & Budget Planning), Lao (Ministry of Foreign Affairs), Mauritius (Ministry of Finance & Economic Development), Myanmar (Foreign Economic Relations Department), Philippines (National Economic & Development Authority), Thailand (Thailand International Development Cooperation Agency, TICA), Uzbekistan (Ministry of Foreign Affairs), Vietnam (Ministry of Planning & Investment)

- Objective: To provide an opportunity for participants to exchange and share knowledge and experience related to the course contents.
- Subject Area: The subject area should reflect the experience, prospects and challenges encountered in the planning and the implementation of the policies related to the subject matter from individual participating administration.
- Lengths:
  - § 1 page on country/administration general information and background
  - § 5 – 8 pages exploring the subject matter from the country's perspective including the good practices, prospects and challenges
  - § 1 page of conclusion on expectation and future plan
- Special Instruction:
  - § Selected participants must submit the completed Country Paper to the Course Coordinator at least 2 weeks before the course; it is a pre-requisite to the issuance of the air-tickets<sup>6</sup>
  - § The Paper should be typed-written, font 12-Arial in a Windows compatible program and send by e-mail or fax to the coordinator.
  - § The participant will be required to make a 15-minute presentation of the paper (preferably using PowerPoint) in the class and to prepare of a questions & answers session and discussion right after the presentation

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<sup>6</sup> For fully sponsored participants (basically participants from countries having GNI USD5,000 and below)



## **Appendix A**

### TERMS AND CONDITIONS OF “FULL-SCHOLARSHIP/FELLOWSHIP” AWARD UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) (FOR COURSES NOT EXCEEDING 3 MONTHS)

1. MAINTENANCE ALLOWANCE: If food and lodging are provided by AKMAL, participants will be given an allowance of RM20 per diem; during study-visit, when only accommodation is provided, participants will be given an allowance of RM20 per diem plus the portion of meal not provided (max. of RM40 per day);
2. FARES: A Return Economy class air travel from the international airport nearest to the capital city of participant’s country to Kuala Lumpur International Airport (KLIA). Participants are not allowed to change the route that has been fixed by AKMAL through the appointed travel agent. Country report on the subject matter must be prepared and is the pre-condition for the issuance of the air-tickets.
3. TUITION FEES: Tuition fees will be borne by the Malaysian Government.
4. MEDICAL AND DENTAL TREATMENT: Expenses for Medical and Dental Treatment (extraction and filling), for new cases only, in government hospitals/clinics will be borne by the Government of Malaysia. In case of admission to government hospitals, participants will be eligible for First Class Wards (two bedded or more). Medical report endorsed by competent/qualified medical officer is a must.
5. MALAYSIAN VISA: Participants are responsible to arrange for the Malaysian visa, Yellow Fever/Health Certificate and other travel documents at own costs. Please consult the nearest Malaysian missions or surf [http: www.kln.gov.my](http://www.kln.gov.my)
6. METHODS OF PAYMENT: The participants will receive allowance (DSA) and other benefits as mentioned above from AKMAL under MTCP funding.
7. GENERAL CONDITIONS OF AWARD
  - a) Participants shall conduct themselves at all times in a manner compatible with their responsibilities as an MTCP scholarship holder and abide by the rules and regulations of AKMAL;
  - b) Participants shall follow the course/attachment/fellowship approved for them and application to change courses will not be accepted; Participants shall attend all the programme as required by AKMAL;
  - c) Participants are not allowed to take part in any political or commercial activities in any capacity whatsoever and participants are not allowed to bring their spouse/family;
  - d) This scholarship cannot be held concurrently with any other scholarship award;
  - e) Participants shall not take up paid employment during the tenure of their scholarship or serve as the staff of their official representatives in Malaysia;
  - f) The award may be terminated at any time for reasons of unsatisfactory conduct, breaches of the conditions of the award or failure to make satisfactory progress;
  - g) Participants will be required to return to their own country upon completion of the course or at the end of the tenure of the scholarship whichever is earlier.
  - h) For participants who are not given the full-scholarship, participants have to pay for their air-tickets and EPU/AKMAL will provide local hospitality that include full board and fees;
  - i) Excess luggage is the responsibility of the participants, please consult the designated airlines.

Note: For the partly-sponsored participants, MTCP will provide local hospitalities (training and full board) provided the participants have to get a return air-ticket and willing to abide with the general conditions of the award (as mentioned in item 7 above).



Please affix  
Passport  
Photograph

MALAYSIAN TECHNICAL COOPERATION PROGRAMME [ MTCP ]  
APPLICATION FOR SHORT COURSES IN MALAYSIA

**FOR OFFICIAL USE ONLY**

Reference no.: \_\_\_\_\_

Received: \_\_\_\_\_

Checked: \_\_\_\_\_

APPLICATION FORM (Typewriting or BLOCK/CAPITAL letters)

<b>TITLE OF COURSE:</b>	<b>Date of commencement:</b>
<b>NAME OF TRAINING INSTITUTION: THE ROYAL CUSTOMS ACADEMY MALAYSIA (AKMAL), P.O. BOX 160, 75730 MELAKA, MALAYSIA</b> <i>Note: A completed/endorsed Original form plus 2 additional copies must be submitted through our nearest mission (Embassy/High Commission) and a copy of the completed/endorsed form, please fax to: +606-231-3526 / +606-233-1131 or e-mail to: <a href="mailto:wahid@customs.gov.my">wahid@customs.gov.my</a> or <a href="mailto:akmalm@yahoo.com">akmalm@yahoo.com</a>; INCOMPLETE FORM will no be processed</i>	

**1. PERSONAL DATA**

Family name (surname)	Date of birth: Day                      Month                      Year
First Name	Nationality ( citizenship ):
Other names	Gender: Male / Female #
Full Name (the correct way the name should be written):	
City and country of birth:	Marital status: Single / Married / Divorced / Widowed #
Passport No:	Religion / Meal Preference:

# Delete accordingly

**2. COMMUNICATION AND MAILING ADDRESS**

Applicant's Office (Official) Address:	Applicant's Postal / Home Address:		
	Home telephone:		
	Country	Area	Number
Office telephone	Mobile Phone:		
	Country	Area	Number
Telefax	Email:		

Country	Area	Number	Area	Number	
Official Email:					
Person to be contacted in case of emergency, name, telephone, fax, email and address:					

**3. EDUCATION** (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of Study: from - to	Degree

**4. EMPLOYMENT RECORD**

<b>A. Present or most recent post</b>	<b>B. Previous post</b>
Employer:	Employer:
Years of service ( from – to ):	Years of service ( from – to ):
Title of your post/position:	Title of your post/position:
Present salary per month ( US Dollars ):	Salary per month ( US Dollars ):
Name of supervisor and title:	Name of supervisor and title:
Type of organization: Government / Semi Government / Private / NGO #	Type of organization: Government / Semi Government / Private / NGO #
Main functions of organization:	Main functions of organization:

Total number of employees:	Total number of employees:
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# Delete accordingly

**Description of your work including your responsibility:**

*Please continue on supplementary pages if necessary*

**5. REASON FOR APPLYING THIS COURSE**

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme

*Please continue on supplementary pages if necessary*

Have you participated in any training programme in Malaysia before: YES / NO #

<u>Name of programme</u>	<u>Organizer</u>	<u>Year</u>
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Have you participated in any MTCP training programme in Malaysia before: YES / NO #

<u>Name of courses</u>	<u>Name of Training Institute</u>	<u>Year</u>
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# Delete accordingly

**6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY**

	Excellent	Good	Fair	Basic	Remarks
<b>Listening</b>					
<b>Speaking</b>					
<b>Writing</b>					
<b>Reading</b>					

Mother tongues: \_\_\_\_\_

Language test administered by: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. Number: \_\_\_\_\_

E mail: \_\_\_\_\_

Date and signature: \_\_\_\_\_

**7. COMPUTER (SOFTWARE) KNOWLEDGE:**

Word Processing	Data base	Spread sheet	Presentation	Other

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**9. DECLARATION**

Have you ever convicted by a Court of Law in any country? <i>If yes, please give brief details:</i>	Yes / No #
I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.  If accepted for a training award, I undertake to:-	
(a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training; (b) Follow the course of training, and abide by the rules of the institution in which I undertake to study or train; (c) Refrain from engaging in political activities, or any form of employment for profit or gain; (d) Submit any progress reports which may be prescribed; and (e) Return to my home country promptly upon the completion of my course of study or training	
I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.	
<b>Endorsement by nominating agency:</b> Signature: _____ Name: _____ Designation: _____ Tel / Fax / email: _____ _____	<b>Signature of applicant:</b> _____  <b>Name:</b> _____  <b>Date:</b> _____

# Delete accordingly

**10. OFFICIAL DECLARATION** *(to be endorsed by the “Country Focal Point” of nominating government)<sup>7</sup> or for other countries by the Ministry of Foreign Affairs; incomplete or unendorsed form would not be processed)*

The Government of: _____	
Nominates _____ <div style="text-align: center; margin-left: 200px;">(name of applicant)</div>	
For the course under the Malaysian Technical Cooperation Programme and certifies that:	
(a) all information supplied by the nominee is complete and correct; (b) The nominee had adequate knowledge on the subject matter and was appropriately tested for English Language proficiency.	
Remarks: _____	
_____ <div style="text-align: center;">( Name )</div>	_____ <div style="text-align: center;">( Signature of responsible Government official )</div>
_____ <div style="text-align: center;">( Designation )</div>	Address of Department / Ministry: _____ _____
Official Seal / Stamp:	Office Telephone number: _____ Office Fax number: _____ E mail: _____
Date: _____	

<sup>7</sup> Must be Endorsed – Signed and stamped by “Country Focal Point”: Cambodia (Council for the Development of Cambodia), Indonesia (Indonesia TCDC Programme), Kazakhstan (Ministry of Economy & Budget Planning), Lao (Ministry of Foreign Affairs), Mauritius (Ministry of Finance & Economic Development), Myanmar (Foreign Economic Relations Department), Philippines (National Economic & Development Authority), Thailand (Thailand International Development Cooperation Agency, TICA), Uzbekistan (Ministry of Foreign Affairs), Vietnam (Ministry of Planning & Investment)

F.No. 528/12002/2007-CUS/ICD  
Government of India  
Department of Revenue  
International Customs Division

Officers interested to be considered for the above programmes may forward their applications in the prescribed Proforma given above to Director (International Customs), Room No. 49, North Block New Delhi-110001 latest by 25 April 2007.

(P.J. Thomas)  
Incharge, ICD