

Most Immediate
By Special Messenger / By UMS

Government of Pakistan
Economic Affairs Division

No.2 (1)/EA/China-II/2019

Islamabad 26th June, 2019

OFFICE MEMORANDUM

SUBJECT: 2019 BILATERAL TRAINING PROGRAMME PLAN FOR PAKISTAN IN CHINA

The undersigned is directed to state that Government of People's Republic of China has offered various Bilateral Training Courses / Seminars in different disciplines for the year 2019 for Government of Pakistan (**List attached**). The Programmes are partially funded to the extent of DA and the Government of Pakistan will not be liable for any costs thereof. The requisite qualification and general requirements are as under:-

a. Eligibility Criteria

- Officers (**BS-17 & above / Permanent only**) of Ministries / Divisions / Attached Departments and Provincial Governments most relevant to the training programmes.
- Maximum age limit is 50 years for BS 20 & above, and 45 years for BS 17-19.
- Be in good health and free from any infectious disease with health certificate.
- Proficiency in English.
- Passport having minimum validity of six months.
- **Contract Employees are not eligible**

b. Expenses

The following expenses are to be borne by the Chinese Government.

- Round-trip air tickets
- Transit allowance
- Boarding and Lodging
- Daily Allowance of 60-80 RMB

c. Documents Required

The following documents (**02 sets of each**) are required to be sent alongwith the nomination:

- Application Form
- Information Form duly filled in by the nominee.
- FTC Proforma.
- Two copies of valid passport.
- Copy of CNIC.
- Medical Certificate (Foreigner Physical Examination Form)
- Surety Bond
- Undertaking

Director (HRM)

By No. 471
Dated: 28.06.2019

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2. All Ministries / Divisions / Attached Departments and Provincial P & D Departments must note the following points while nominating the candidates:

- g. Most relevant candidates should be nominated for the subject training programmes.
- h. Nomination of candidates should reach EAD before the deadline. Late arrival of nomination after the EADs' deadline will not be entertained.
- i. Nomination papers complete in all respect may be forwarded to EAD through proper channel i.e through their respective Administrative Ministry / Division/ P&D Department.
- j. A candidate, who has already availed foreign training within a period of one year, is not eligible.
- k. The nominee shall strictly follow the code of conduct while on training **(copy enclosed)**.
- l. For further details / information / forms / FTC proforma EAD's website: www.ead.gov.pk may be visited.


(Yasir Sardar)
Section Officer (China-II)
Tel: 051- 9205204

Distribution

All Ministries / Divisions / Departments, Provincial Governments including AJ&K, GB and FATA.

EAD circulates all the trainings to the relevant Ministries, Divisions, Departments and Attached departments of Federal and Provincial Governments including the Governments of AJK, GB and FATA and also updates the information at the EAD's website (www.ead.gov.pk) for the government officials who do not receive EAD circular.

Copy for information to:

- D.S (China), EAD, Islamabad.

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**GOVERNMENT OF PAKISTAN
ECONOMIC AFFAIRS DIVISION**

**Subject: CODE OF CONDUCT FOR OFFICERS PROCEEDING ON TRAININGS
SPONSORED BY GOVERNMENT OF CHINA**

In order to cater to the training needs of Government Servants, Economic Affairs Division arranges focused trainings of officers in People's Republic of China with bilateral assistance of Government of People's Republic of China. The trainings are planned for capacity building of officers and to ensure smooth conducting of the trainings for maximum output, it has been felt that a guideline be prepared and issued by this Division.

Scope:-

These guidelines will be applicable to all the officers of Federal Government, Provincial Governments and Regulatory Authorities and Constitutional Bodies who have been nominated by this Division for short term bilateral and multilateral trainings in People's Republic of China.

General Guidelines for Bilateral Trainings:-

- i) This Division will nominate a Group Coordinator and Alternative Group Coordinator for each training who would be responsible for coordinating with Training Organizers and host during stay in People's Republic of China.
- ii) Any particular request regarding training content or facilities offered by the Chinese side would be made to the Economic Affairs Division before departure which would be taken up with the Chinese side. If any specific cogent need arises during the training, the same will be made through Group Coordinator under intimation to this Division. The Group Coordinator will then convey the concern / requirement to the organizers in a professional manner.

Code of conduct and guideline for Multilateral / Bilateral Trainings:-

- i) Any particular request regarding training content or facilities offered by the Chinese side would be made to the Economic Affairs Division before departure which would be taken up with the Chinese side.
- ii) A detailed training evaluation report would be submitted by each participant within one week of arrival. The Group Coordinator would submit a report on the conduct of his fellows after the training in addition to training evaluation report.
- iii) The prime purpose of the training is the capacity building and the officer under training would commit themselves to avail maximum benefit of the opportunity.

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- iv) While on training, the officers should strictly observe punctuality and discipline. The officers should dress properly according to the occasion. Dressing should be formal or smart casual during training and in dining areas.
- v) The officers would treat the fellows and hosts properly and avoid any discriminatory remarks based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation.
- vi) Loss of personal civility (shouting, display of temper, personal attacks etc) or unwanted physical contact (slapping, hitting, pushing etc) are strictly forbidden and if reported would lead to further disqualification for any foreign training. Moreover, in case such an incident is reported to EAD, the matter would be reported to the parent department for initiating disciplinary proceedings.

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