

FORMAT FOR PROPOSING
STUDY TOUR, SEMINAR, CONFERENCE, MEETING, ATTACHMENT,
INTERNSHIP AND COUNTERPART TRAINING ABROAD

1. Objective of the Proposed Program: (Use separate sheet if required)

2. Number, names and designation of candidates nominated. (Use separate sheet if required)

3. If any of the above candidates have participated in any similar program, please complete the following:
 - a) Name of the candidate:
 - b) Name of the program:
 - c) Start date (dd/mm/yy) and duration:
 - d) Institution(s) and countries visited:
 - e) Intended impact of the program:

 - f) Actual impact of the program:

 - g) Comments of the Supervising Officer on the nomination of candidate to undertake similar program again (to be provided in the space given below – use separate sheet if required)

4. Intended Impact of the proposed program on the Organization or others (include measurement indicator)

5. Specify duration (number of days) and the start date of the program (dd/mm/yy)

6. Specify institute(s) and country/countries. (Attach a copy of program)

7. Specify Funding Source

Signature of the HRO

NOTE:

1. Incomplete Forms (including attachments required) will not be accepted and nominations will be returned.

2. Upon return from the program candidates will be required to submit a report on the following:
 - a. List significant observations
 - b. Relevance of the observations to your organization/country
 - c. If relevant to your organization how do you plan to incorporate the suggestions in your organization to improve efficiency, quality and productivity.