

LEGAL PRINCIPLES FOR AVIATION REGULATORS AND MANAGERS

17 TO 21 FEBRUARY 2014

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by the

SINGAPORE AVIATION ACADEMY

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations. Through the Singapore Cooperation Programme (SCP), Singapore can contribute to the development of other developing countries.

In 1992, the SCP was established, bringing together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Since 1992, Singapore has sponsored training courses and study visits for over 80,000 officials from 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Singapore Aviation Academy

The Singapore Aviation Academy (SAA) was established in 1958 as the training arm of the Civil Aviation Authority of Singapore. Made up of four specialised schools – the School of Aviation Management, the School of Aviation Safety and Security, the School of Air Traffic Services and the School of Airport Emergency Services – the SAA has trained over 70,000 participants from 200 countries and territories.

SAA was conferred the prestigious 34th Edward Warner Award by the ICAO Council on behalf of its then 185 Member States in 2000 “in recognition of its eminent contribution as a centre of excellence in international civil aviation training”. In 2012, SAA was certified as an ICAO TRAINAIR PLUS Full Member. As a member, SAA aims to contribute towards the common goal of elevating global aviation training standards by developing educational resources and sharing valuable knowledge with the aviation community.

Course Objectives

This course provides regulators and managers with fundamental knowledge and understanding of legal principles and procedures as applied in various legal systems. Practical examples of how to apply this knowledge in decision-making that might have legal consequences will also be covered. The topics covered will be presented in layman terms to ensure that non-legal professionals would benefit fully from the course.

Synopsis and Methodology

This course will be conducted through lectures, syndicate discussions, case studies and a site visit to Changi Airport.

Topics to be covered are:

- Types of injuries
- Liability concepts
- Contract concepts
- Criminal concepts
- Agency concepts
- Litigation overview
- Jurisdiction
- Principles of evidence
- Discovery
- Mock deposition
- Managing the press
- Insurance
- Safety impact
- Law-Safety Interface
- Case studies
- Exercises

Duration

The course will be held from **17 to 21 February 2014**.

Application Information

Applicants should be:

- Non-legal professionals from civil aviation authorities, airport authorities/operators, air traffic services providers, airlines and aircraft manufacturers, aerospace industry as well as

personnel directly involved in or supporting civil aviation business

- Nominated by the Palestinian National Authority
- Proficient in spoken and written English
- In good health

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter, known as participants) during their training in Singapore. These expenses include:

- Round-trip economy-class airfare
- A daily training allowance of Thirty Singapore Dollars (S\$30) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from first day to one day after the course. Lunch is also provided at the Training Agency on training days];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

Note:

- (i) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (ii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions;
- (b) Not bring any member of their family and/or aide for the duration of the course;

- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating authority and/or the Government of Singapore with respect to the course;
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act; and
- (f) Return to Palestine upon completion of the course.

Application Procedure

(Closing Date for Nomination: **6 January 2014**)

The Government of Singapore is pleased to invite the Palestinian National Authority's National Focal Point for Technical Assistance to nominate up to **one (1)** suitable candidate for consideration.

Where there are more applicants than training places, the selection of applicants will be based on merit. The Government of Singapore seeks the understanding of the Palestinian National Authority's National Focal Point for Technical Assistance in the event their nominee is not selected.

The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the **Palestinian National Authority's National Focal Point for Technical Assistance** not later than **Monday, 6 January 2014**.

Please address the forms to:

Director-General
Technical Cooperation Directorate
Ministry of Foreign Affairs, Singapore
Tanglin
Singapore 248163

Attn: Mr K Faizal
Tel: (65) 6379 8476
Fax: (65) 6479 3357
E-mail: kamar_faizal_baharam
@mfa.gov.sg

- To expedite the process, the National Focal Point of the Palestinian National Authority can email or fax a clear copy of the completed application forms to the **Ministry of Foreign Affairs,**

Singapore at Fax **(65) 6479 3357**. The original application forms can follow by post.

- All application forms should be completed in full and must bear the endorsement of the Palestinian National Authority's National Focal Point for Technical Assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The Palestinian National Authority's National Focal Point for Technical Assistance will be informed.
- Flight arrangements will only be made upon receipt of the confirmation of attendance.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at **www.yoursingapore.com**

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SUSTAINABLE URBAN DEVELOPMENT AND TOWN PLANNING

20 TO 29 JANUARY 2014

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD/ SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION PROGRAMME

to be conducted by the

CENTRE FOR CONTINUING EDUCATION - NANYANG TECHNOLOGICAL UNIVERSITY

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations. Through the Singapore Cooperation Programme (SCP), Singapore can contribute to the development of other developing countries.

In 1992, the SCP was established, bringing together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Since 1992, Singapore has sponsored training courses and study visits for over 80,000 officials from 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Centre for Continuing Education - Nanyang Technological University

Nanyang Technological University (NTU) is one of the fastest-rising universities in the world with globally acknowledged strengths in science and engineering. Hailing from more than 70 countries, the University's 3,800-strong teaching and research staff bring dynamic international perspectives and years of solid industry experience.

The Centre for Continuing Education (CCE) of NTU was set up in July 1991. It acts as a link between NTU and the community by providing continuing education for professionals who are keen to advance their knowledge and learn practical skills.

CCE has trained tens of thousands of leaders and professionals and continues to strengthen its position as a leading professional development training provider in Singapore and the region.

Course Objectives

Participants should gain a comprehensive understanding on Singapore's urban development and town planning as well as principles of integrated land use planning, public housing and the mechanisms that help develop a modern city state.

Participants will also learn about Singapore's successful experiences in urban planning and understand the roles of the private residential and commercial sectors.

Participants should also gain knowledge on drafting concept plans as well as explore the general policy-making processes of a country's development into masterplans.

Synopsis and Methodology

Topics to be covered would include the following:

- Introduction to Singapore's urban development, town planning and housing.
- Key principles of integrated land use planning.
- Integrating transport and land-use planning with an efficient transport network
- Planning for a City-in-a-Garden
- Managing Singapore's water resources
- Mechanisms such as the Government land sales programme
- Sustainable town planning programmes and projects
- Financing model and budgetary consideration
- Integration of residential and commercial developments with town centres

The course comprises lectures/classroom-style sessions and utilizes relevant course materials for interactive discussions in the classroom.

The training will be delivered by a team led by an expert along with several guest speakers from the relevant industries in Singapore.

Additionally, site visits to project sites in Singapore and briefing by project developers and government officials involved in actual projects will also be arranged.

Duration

The course will be held from **20 to 29 January 2014**.

Application Information

Applicants should be:

- Mid to senior level government officials who are involved in urban development and town planning
- Nominated by their respective Governments
- Proficient in spoken and written English
- In good health

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of forty Singapore Dollars (S\$40) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from first day to one day after the course.];
- Transportation to course venue and site visits;
- Limited coverage of insurance for participants to cover accidents and hospitalisation during their stay in Singapore in accordance with the existing insurance policy in place; and
- Accommodation for the duration of the course (more details will be sent to successful applicants).

Note:

- (i) The recipient government will be responsible for their participants' round-trip airfares
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (iii) Any expenses for outpatient medical/dental treatment will be borne by the participants themselves

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions;
- (b) Not bring any member of their family and/or aide for the duration of the course;
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course;
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act; and
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing Date for Nomination: **Mon, 9 Dec 2013**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

Where there are more applicants than training places, the selection of applicants will be based on merit. The Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event their nominee is not selected.

All nominations are to be carried out by the respective Government Institutions, using the official application form. The completed and endorsed application forms should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Monday, 9 December 2013**.

Please address the forms to:

**Director-General
Technical Cooperation Directorate
Ministry of Foreign Affairs, Singapore
Tanglin
Singapore 248163**

**Attn: Mr Pek Kiap How
Tel: (65) 6379 8472
Fax: (65) 6479 3357
E-mail: pek_kiap_how@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail or faxed to the **Ministry of Foreign Affairs, Singapore** at Fax **(65) 6479 3357**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and must bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance for the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at **www.yoursingapore.com**

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SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

AFFIX A
RECENT
PASSPORT-
SIZE
PHOTOGRAPH
HERE

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme: **Singapore Cooperation Programme Training Award (SCPTA)**

Course Title: **Legal Principles for Aviation Regulators and Managers**

Course Dates: **17 to 21 February 2014**

Applicant's Particulars

Salutation	Dr/Mr/Mrs/Ms/Others (please specify)		
Family Name			
Given Name			
Nationality		Date of Birth (dd/mm/yy)	
Passport Number		Passport Expiry Date (dd/mm/yy)	
Gender		Marital Status	
Representing the Government of (if different from nationality)		Dietary Restrictions (if any)	
Ethnic Group		Religion	
Current Job Title		Airport of Departure to Singapore	

Home Address

Country	State/Province		City/Town	
Postal Address (Street, House/Block, Unit, etc)				Postal Code
	Country Code	Area Code	Number	Number
Tel No.			Mobile	

Office Address

Country	State/Province		City/Town	
Postal Address (Street, House/Block, Unit, etc)				Postal Code
	Country Code	Area Code	Number	Number
Tel No.			Fax No.	
Primary Email			Secondary Email	

Person to be notified in case of emergency

Name	Relationship	
Address	Contact Number	Country Code Area Code Number
	Email	

NOTE: This application form should be duly completed and endorsed by the Palestinian National Authority's National Focal Point for Technical Assistance. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

Employment History (starting with present position, i.e. in reverse chronological order)

Organisation	Department	Designation	Nature of Job	From (dd/mm/yy)	To (dd/mm/yy)
					PRESENT

Educational Qualifications (starting with highest qualification attained, i.e. in reverse chronological order)

Educational Qualification Attained	Educational Institution	From (dd/mm/yy)	To (dd/mm/yy)

Professional Qualifications

Description of Qualification	Date Attained

Previous Attendance

Have you previously attended any courses sponsored under the Singapore Cooperation Programme? If yes, please state the name and date of course(s)	Yes/No
1.	
2.	

Experience and Training Requirements

Please write briefly on your working experience and training requirements. Copies of the relevant supporting documents (e.g. educational certificates, testimonials) should be attached.	

NOTE: This application form should be duly completed and endorsed by the Palestinian National Authority's National Focal Point for Technical Assistance. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

APPLICANT'S DECLARATION

I, _____ of the Palestinian National Authority,
Name of applicant

Declare that:

- (a) all information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- (b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore;
- (c) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Singapore; and
- (d) I will be personally liable for **all** medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

(All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance. The Group Hospital & Surgical Insurance does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)

Upon successful selection for the training award, I undertake to:

- (a) 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;
- (b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- (c) submit/present any report which may be required;
- (d) refrain from engaging in political activities and any form of employment for profit or gain;
- (e) return to my home country upon completion of the training; and
- (f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

Date

Signature of applicant

NOTE: This application form should be duly completed and endorsed by the Palestinian National Authority's National Focal Point for Technical Assistance. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

TO: GOVERNMENT OF THE REPUBLIC OF SINGAPORE

Dear Sir

LETTER OF INDEMNITY

In consideration of your allowing me to do my training with the relevant Government departments/statutory boards/institutions in Singapore, I, _____, of Passport Number _____ of Palestinian National Authority, hereby declare that I shall be personally liable for and shall indemnify the Government of the Republic of Singapore and _____ (name of TCTP partner country or international organisation, if applicable) against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses whatsoever arising under any statute or common law which may be made or taken against the Government of the Republic of Singapore or incurred or become payable by the Government of the Republic of Singapore in respect of any medical illness, personal injury, (whether fatal or otherwise) to or the death of any person or in respect of any injury or damage whatsoever to any property, real or personal arising out of or in the course of or by reason of my carelessness or negligence, omission or default during my training with the relevant Government departments/statutory boards/institutions in Singapore.

Dated this _____ day of _____ 2013

Signed by _____
Signature of applicant _____ Name of applicant _____

in the presence of _____
Signature of witness _____ Name and designation of witness _____

NOTE: This application form should be duly completed and endorsed by the Palestinian National Authority's National Focal Point for Technical Assistance. Forms which are incomplete or not endorsed will not be accepted.

TO BE COMPLETED BY THE NOMINATING AUTHORITY

Applicant's Proficiency in the English Language

	Excellent	Good	Fair	Basic
Spoken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Fitness Level

	Excellent	Good	Fair	Basic
Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

NOTE: This application form should be duly completed and endorsed by the Palestinian National Authority's National Focal Point for Technical Assistance. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

TO BE COMPLETED BY THE NOMINATING AUTHORITY**OFFICIAL DECLARATION**

On behalf of the Palestinian National Authority, I, _____,
Name of official
 certify that:

- (a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
 (b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Singapore and to remain in Singapore for the duration of training;
 (c) Should the nominee seek medical consultation/treatment during his period of stay in Singapore, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy; and
 (d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No. _____
 for the training course.

_____	_____
Name and Designation	Signature
_____	_____ - _____ - _____
Name of Organisation	Country code Area code Office tel no.
_____	_____ - _____ - _____
Email Address	Country code Area code Office fax no.

Endorsement by the Palestinian National Authority's National Focal Point for Technical Assistance:

_____	_____
Name	Email Address
_____	(Ministry's Official Stamp)
Designation	_____
_____	Name of Organisation
Signature	_____ - _____ - _____
	Country code Area code Office tel no.
	_____ - _____ - _____
	Country code Area code Office fax no.

NOTE: This application form should be duly completed and endorsed by the Palestinian National Authority's National Focal Point for Technical Assistance. Forms which are incomplete or not endorsed will not be accepted.