



Ministry of Tourism, Malaysia

Our Ref: ITC/CB/04 (02/09)

22nd May 2009

Hon. Minister of Tourism, Turkey
TURKEY

Through:

H.E. Barlas Ozener
Ambassador Extraordinary and Plenipotentiary
Embassy of the Republic of Turkey
118 Jalan U Thant
55000 KUALA LUMPUR

Your Excellency,

OFFER OF SHORT COURSE ON "STRATEGIES FOR DEVELOPING COMMUNITY-BASED TOURISM: LEARNING FROM THE EXPERIENCE OF HOMESTAY PROGRAMME", August 2009

It is my sincere pleasure to extend greetings from the Islamic Tourism Centre (ITC), Kuala Lumpur, Malaysia, and to draw your kind attention to the above subject.

2. The Islamic Tourism Centre (ITC) is the initiative of the Malaysian Government to undertaking strategic research for tourism policy formulation that will enhance travel and sustainable tourism development of the Malaysian tourism industry. Besides, the Centre is to provide for capacity building in the area of tourism human resource and professional skills standards and service quality for officials from the government agencies and the private sector tourism organisations. The Centre is also to network through information sharing and exchange of best practices for sustainable tourism development particularly with Islamic countries and communities for mutual interest and benefits.

3. In this regard, I am pleased to inform you that ITC, in collaboration with the University Technology MARA (UTM) Malaysia, is organising a two-week training course on "Strategies for Developing Community-Based Tourism: Learning from the Experience of Homestay Programme." This training course which is funded under the Malaysia Technical Cooperation Programme (MTCP) shall be held in Kuala Lumpur from 3-15 August 2009 and is open to MTCP participating countries.

Yani Bey
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Suite 19.01, Level 19, Centrepoint South, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia
Tel: 603-2287 2897 Fax: 603-2287 2896
www.itc.gov.my

4. I shall be grateful if you could nominate at least one candidate (but not more than two) to participate in the above mentioned course. The candidate nominated should be a **senior government official who is directly involved in tourism policy planning and development and who is able to communicate in English**. Only one participant from each Islamic country shall be selected based on entry requirements and final approval by the selection board. **Only short listed candidates shall be offered a place to participate in this course.**

5. Application for the above course is by way of formal submission of the standard *Application Form for MTCP Short Courses*. The closing date for the receipt of completed application form is **10 July 2009**. Please find enclosed the course brochure, application form, and the terms and conditions for short course training award under MTCP for your kind attention and further action.

6. Successful candidates shall receive a round trip economic class air ticket from country of residence to Kuala Lumpur including full board and lodging or a per diem of maximum RM60.00 per day where applicable, for the duration of the course (see *attached document on Terms and Conditions*).

7. Should you require any further information regarding the above, please do not hesitate to contact my office by telephone at +6.03.2287 2897, or by e-mail to itc@itc.gov.my

Thank you.

Yours sincerely,


(ZAINUDDIN ABDUL WAHAB)
Director General

c.c. Secretary General
Ministry of Tourism, Malaysia

Director
International Cooperation Section
Economic Planning Unit
Prime Ministers Department

Principal Assistant Secretary
Multilateral Economy and Environment Division
Ministry of Foreign Affairs, Malaysia

Course Facilitator
Faculty of Hotel and Tourism Management
Universiti Teknologi MARA (UiTM), Malaysia

ANNEX 1

ISLAMIC TOURISM CENTRE (ITC)

TERMS AND CONDITIONS OF SHORT COURSE TRAINING AWARD
UNDER THE
MALAYSIA TECHNICAL COOPERATION PROGRAMME (MTCP)

1. MAINTENANCE ALLOWANCE AND ACCOMMODATION

- a. Participants will be given an allowance of RM60 per day. However, where meals are provided, the allowance shall be reduced accordingly.
- b. Accommodation for participants will be arranged by the training institution.

2. FARES

Economic class return air ticket from the capital city of the participant's country to Kuala Lumpur, the capital city of Malaysia will be provided. Participants are not allowed to change the route that has been fixed by CTC through the appointed travel agent. Excess luggage is the responsibility of the participant.

3. MEDICAL AND DENTAL TREATMENT

Candidates should be certified medically fit to participate under this programme. However, should it be necessary, expenses for medical and dental treatment in government hospitals/clinics will be borne by the Government of Malaysia. In the case of admission into government hospitals, participants will be eligible for First Class Wards (two bedded or more), pending availability. Dental treatment is restricted to extraction and filling only.

Those who have not submitted the medical report and failed to give the valid or true report are not covered by these terms.

4. MALAYSIAN VISA AND VACCINATION

Participants are responsible to arrange for the Malaysian Visa, **Yellow Fever/Health Certificate** and other travel documents wherever applicable, at own cost.

A yellow fever vaccination certificate is required by all Participants travelling from or transit through a yellow fever endemic zone / infected area.

Terms and Conditions of Short Course Training Award
under the Malaysia Technical Cooperation Programme (MTCP)

5. GENERAL CONDITIONS OF AWARD

- i. Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of the land and institutions. This scholarship cannot be held concurrently with any other scholarship award.
- ii. For lectures, participants are required to dress in long-sleeved shirts with ties, tailored pants and blazer or uniform and ladies should be appropriately dressed in office attire. For formal occasions – lounge suit, national costume or batik are required.
- iii. Participants shall follow the programme (course/attachment) approved for them. Request for change of programme will not be entertained. Participants should fully participate in all activities related to the programme.
- iv. Participants are not allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall not take up paid employment during the tenure of their scholarship or serve on the staff of their Official Representatives in Malaysia.
- v. Participants are **NOT allowed to bring along their spouses or families** for the duration of the course. Participants will be required to return to their own countries upon completion of the course.
- vi. The award may be terminated at any time due to unsatisfactory conduct, breach of any of the conditions of the award, failure to make satisfactory progress or as deemed necessary by the Malaysian training institution.
- vii. Participants who are found to be medically unfit during the course of the programme will be required to return to their country.

6. OTHER GENERAL REGULATIONS AND OBLIGATIONS

Participants are also required to abide by the following:

- i. To observe the course schedule;
- ii. Not to change training subjects or extend the training period;
- iii. To carry out such instructions and abide by such conditions as maybe stipulated by Malaysian training institution or government agency with respect to the training;
- iv. Discontinue the course, should participants be found to commit illegal or immoral conduct;

Terms and Conditions of Short Course Training Award
under the Malaysia Technical Cooperation Programme (MTCP)

- v. To observe those rules and regulations at the place of accommodation and not to change accommodation designated by the training institution.

7. CURRENCY

- i. The Malaysian currency is known as the *Ringgit* (RM). Currency notes are in RM1, RM5, RM10, RM50 & RM100.
- ii. The Malaysian coins are in the following denominations: 5 *sen*, 10 *sen*, 20 *sen* and 50 *sen*.
- iii. Foreign currencies can be changed at banks, money changers and shopping complexes. Approximately 1 US Dollar is equivalent to 3.59 Ringgit (as of April 2009).

8. MEALS

All food provided by the organiser is **HALAL**.

Participants with special dietary requirement (e.g. vegetarian, allergy to seafood, etc.) are advised to inform the organiser by emailing **Liz** or **Zaidi** at email: itc@itc.gov.my.

9. CLIMATE

Malaysia is located in the equatorial zone; therefore there are no distinct seasons. Temperature ranges from 20°C to 34°C and humidity is high. **Please bring light clothing.**

10. DRESS CODE

Dress code during the course is office attire (but without neck tie), whilst at social functions it is smart casual or national costume of your country. Field trip / outing smart casual. Please bring along your walking shoes.

11. LAUNDRY / MINI BAR / TELEPHONE

Participants are to bear the costs for their own laundry / mini bar / telephone calls.

12. ELECTRICITY SUPPLY

Electricity voltage in Malaysia is 220 volts.



**MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTEP)
APPLICATION FOR SHORT COURSES IN MALAYSIA**

Please affix
passport
photograph



APPLICATION FORM (Typewriting or block letters)

TITLE OF COURSE :	Date of commencement:
NAME OF TRAINING INSTITUTION :	

1. PERSONAL DATA

Family name (surname)	Date of birth Day Month Year
First Name	Nationality (citizenship) :
Other names	Gender: Male / Female #
City and country of birth	Marital status: Single / Married / Divorced / Widowed #
Passport No:	Religion:

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:		Applicant's Postal / Home Address:		
		Home telephone		
		Country	Area	Number
Office telephone	Telefax	Email		
Country Area Number	Country Area Number			
Person to be contacted in case of emergency, name, telephone 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

A. Present or most recent post	B. Previous post
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:

Delete accordingly

Description of your work including your responsibility:

Please continue on supplementary pages if necessary

7. **MEDICAL REPORT** (to be completed by an authorized physician)

Name of Applicant: _____					
Age: _____	Sex: _____	Height: _____	cm	Weight: _____	kg.
Blood Group:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other ()
Blood Pressure: _____					
Is the person examined at present in good health?			Is the person examined physically and mentally able to carry out intensive training away from home?		
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?			Does the person examined have any condition or defect (including teeth) which might require treatment during the course?		
List any abnormalities indicated in the chest X ray.			Pregnancy Test (for women):		
I certify that the applicant is medically fit to undertake a course in Malaysia.					
Name of Physician : _____					
Address of Clinic (printed) : _____					
Telephone (printed) : _____					
E mail : _____ Date : _____					
Signature of Physician : _____ Seal of Clinic :					

7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg.
Blood Group:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other ()
Blood Pressure:			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women):	
I certify that the applicant is medically fit to undertake a course in Malaysia.			
Name of Physician	:		
Address of Clinic (printed)	:		
Telephone (printed)	:		
E mail	:	Date :	:
Signature of Physician	:	Seal of Clinic :	:

8. DECLARATION

Have you ever been convicted by a Court of Law of any country? <i>If yes, please give brief details:</i>	Yes / No #
<p>I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.</p> <p>If accepted for a training award, I undertake to:-</p> <ul style="list-style-type: none"> (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 study or 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. <p>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.</p> <p style="text-align: right;">Signature of applicant: _____</p> <p style="text-align: right;">Name: _____</p> <p style="text-align: right;">Date: _____</p>	

Delete accordingly

9. OFFICIAL DECLARATION (to be completed by the nominating government)

The Government of: _____	
nominates _____ <div style="text-align: center; font-size: small;">(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 and was appropriately tested for English Language proficiency.	
Remarks: _____	
_____ <div style="text-align: center; font-size: small;">(Name)</div>	_____ <div style="text-align: center; font-size: small;">(Signature of responsible Government official)</div>
_____ <div style="text-align: center; font-size: small;">(Designation)</div>	Address of Department / Ministry: _____ _____
Official Seal / Stamp:	Office Telephone number: _____ Office Fax number: _____ E-mail: _____
Date: _____	

Please note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCP programme in your country. **INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.**