



IDFR 2014 TRAINING PROGRAMMES

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
Ministry of Foreign Affairs, Malaysia

IDFR 2014
TRAINING
PROGRAMMES

IDFR 2014 Training Programmes

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**INSTITUTE OF
DIPLOMACY AND
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(IDFR)**



Institute of Diplomacy and Foreign Relations (IDFR)

The Institute of Diplomacy and Foreign Relations, or IDFR in short, is located on Jalan Wisma Putra in the heart of Kuala Lumpur. Housed on the former site of the first Prime Minister and Minister of External Affairs, Tunku Abdul Rahman Putra al-Haj's official residence, IDFR is the training arm of the Ministry of Foreign Affairs.

IDFR conducts training courses for the Ministry's officers and officers from other government ministries and agencies and the courses include diplomatic training, pre-posting orientation, public diplomacy and media skills as well as Arabic, English, French, Mandarin and Spanish language courses. It also organises a Conversational Malay course for members of the diplomatic corps.

The Institute's courses are also offered to international participants from developing countries under the Malaysian Technical Cooperation Programme (MTCP), Colombo Plan member countries as well as Commonwealth countries. These courses include diplomatic training, crisis management and strategic analysis.

IDFR also regularly receives requests from other governments to train their diplomats, and to date, have trained heads of missions and mid career diplomats from countries such as Timor Leste and Libya.

To complement its training courses, IDFR also organises public lectures, forums, round table discussions, seminars and workshops. Participants normally include government officials, academicians and university students, representatives from think tanks, non-governmental organisations and training institutes, as well as members of the diplomatic corps based in Kuala Lumpur. Among the prominent personalities who have addressed audience at IDFR are Kofi Annan, Yasser Arafat, Benazir Bhutto, Nelson Mandela, Tun Dr. Mahathir Mohamad, Imam Feisal Abdul Rauf, Reverend Jesse Louis Jackson, Sr., Ban Ki-moon and His Royal Highness Raja Dr. Nazrin Shah ibni Sultan Azlan Muhibbuddin Shah, the Regent of Perak Darul Ridzuan and the Institute's Royal Patron.

IDFR also has a panel of Distinguished Fellows, made up of experienced practitioners and outstanding academicians in the field of diplomacy and international relations, who contribute ideas and provide support for the growth of the Institute.

IDFR has also established linkages with various diplomatic academies and training institutes worldwide, including the Diplomatic Academy of the

Russian Federation, Diplomatic Academy of Ukraine, United Nations Institute for Training and Research, Azerbaijan Diplomatic Academy, University of World Economy and Diplomacy, Uzbekistan and London School of Economics, and with international affairs training institutes of Australia and Thailand. Locally, IDFR is also in collaboration with the Institute of ASEAN Studies and Global Affairs (INSPAG), Institute of Advanced Islamic Studies (IAIS), Institute of Strategic and International Studies (ISIS), National Institute of Public Administration (INTAN), Universiti Kebangsaan Malaysia (UKM), Universiti Malaya (UM), Universiti Utara Malaysia (UUM), Universiti Tun Abdul Razak (UNIRAZAK), Monash University Malaysia, The University of Nottingham, Association of Former Malaysian Ambassadors (AFMA), Foreign Policy Study Group (FPSG), United Nations Association of Malaysia (UNAM), Global Movement of Moderates Foundation (GMMF), Malaysian Armed Forces Defence College as well as foreign missions in Kuala Lumpur, in coorganising public lectures, forums, and round table discussions on various regional and international issues.

Vision

An international centre for training and research in diplomacy and international relations of global standing.

Mission

- * To enhance the competency and professionalism of diplomatic officers by promoting systematic and relevant training
- * To provide quality training in areas of diplomacy and international relations to local and international participants
- * To provide a conducive environment for training with state of the art facilities
- * To strive towards making IDFR a foreign policy think tank through extensive research and publications
- * To forge strategic partnership on training and research with government and non-government agencies, local and international institutions of higher learning
- * To reach out to the world on Malaysia's foreign policy

Client Charter

- * To organise at least 90% of the training programmes and language courses listed in the IDFR Prospectus
- * To organise at least 90% of seminars, conferences, workshops, round table discussions and public lectures listed in the IDFR Prospectus
- * To produce at least seven publications annually
- * To inform the relevant organisations and individuals regarding planned training programmes and language courses at least one month before their respective commencement
- * To inform the relevant organisations and individuals regarding planned seminars, conferences, workshops, round table discussions and public lectures at least one month before their respective commencement

Programmes

IDFR offers training courses/programmes under the following broad areas of expertise:

- * Diplomatic Training
- * Master's Programme
- * Regional and Security Studies
- * Language Training

Facilities

The Institute's facilities include:

- * Training and meeting rooms
- * A fully-equipped, award-winning library, complete with self-access learning resources
- * A fully-equipped language lab
- * An auditorium which can seat up to 250 people
- * A multipurpose hall that can accommodate up to 500 people
- * Fifty one hostel rooms, inclusive of ten suites
- * Gymnasium, swimming pool, tennis and squash courts
- * Wireless coverage at the meeting rooms, auditorium and also cafeteria



**IDFR 2014 TRAINING
PROGRAMMES
AT A GLANCE**

Diplomatic Training Course for International Participants

COURSE	DATES	APPLICATION DEADLINE
Malaysian Technical Cooperation Programme: Diplomatic Training Course for International Participants 1/2014	3-21 March 2014	3 February 2014
Malaysian Technical Cooperation Programme: English Language for Diplomacy 1/2014	19-30 May 2014	19 April 2014
Malaysian Technical Cooperation Programme: Crisis Management for International Participants 2014	2-20 June 2014	2 May 2014
Malaysian Technical Cooperation Programme: Strategic Analysis for International Participants 2014	1-19 September 2014	1 August 2014
Commonwealth Regional Programme in Diplomatic Training 2014	September/October 2014	Three weeks before the start of the programme
Malaysian Technical Cooperation Programme: English Language for Diplomacy 2/2014	27 October-7 November 2014	27 August 2014
Malaysian Technical Cooperation Programme: Diplomatic Training Course for International Participants 2/2014	3-21 November 2014	3 October 2014
Forum for ASEAN Young Diplomats on International Affairs 2014	3-21 November 2014	3 October 2014

Diplomatic Training Course for Malaysian Participants

COURSE	DATES	APPLICATION DEADLINE
Workshop on Public Diplomacy and Media Skills	6-9 January 2014	2 January 2014
Pre-Posting Orientation Course for Home Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 1/2014	10-21 February 2014	27 January 2014
Workshop on Public International Law	24-27 March 2014	10 March 2014
Pre-Posting Orientation Course for Home Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 2/2014	7-18 April 2014	24 March 2014
Pre-Posting Orientation Course for Home Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 3/2014	19-30 May 2014	5 May 2014
Workshop on International Negotiations for Senior Officers	9-11 June 2014	26 May 2014
Pre-Posting Orientation Course for Home Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 4/2014	11-22 August 2014	28 July 2014
Pre-Posting Orientation Course for Home Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 5/2014	6-17 October 2014	22 September 2014
Pre-Posting Orientation Course for Home Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 6/2014	3-14 November 2014	20 October 2014

English Language

COURSE	DATES	APPLICATION DEADLINE
Say it Right 1/2014	10-12 February 2014	13 January 2014
Building Blocks of Good English 1/2014	10-14 March 2014	10 February 2014
Effective Presentation Skills 1/2014	8-11 April 2014	10 March 2014
Say it Right 2/2014	19-21 May 2014	21 April 2014
Effective Writing Skills 1/2014	17-20 June 2014	19 May 2014
Effective Presentation Skills 2/2014	26-29 August 2014	28 July 2014
Building Blocks of Good English 2/2014	22-26 September 2014	25 August 2014
Effective Writing Skills 2/2014	4-7 November 2014	6 October 2014

Arabic Language

COURSE	DATES	APPLICATION DEADLINE
Arabic Level I	3 February-26 June 2014	10 January 2014
Arabic Level VI	4 February-26 June 2014	10 January 2014
Arabic Level XI	7 February-26 December 2014	7 January 2014
Arabic Level II	4 August-31 December 2014	4 July 2014
Arabic Level VII	5 August-30 December 2014	4 July 2014

French Language

COURSE	DATES	APPLICATION DEADLINE
French Level IV	15 January-16 April 2014	17 December 2013
French Level VI	16 January-17 April 2014	18 December 2013
French Level V	5 May-3 September 2014	7 April 2014
French Level VII	6 May-4 September 2014	8 April 2014
French Level I	22 September- 2 December 2014	25 August 2014
French Level VIII	23 September- 2 December 2014	26 August 2014

Spanish Language

COURSE	DATES	APPLICATION DEADLINE
Spanish Level VI 1/2014	6 January-2 June 2014	9 December 2013
Spanish Level IV	4 February-15 April 2014	13 January 2014
Spanish Level I	5 February-16 April 2014	20 January 2014
Spanish Level V	6 May-26 August 2014	14 April 2014
Spanish Level II	7 May-27 August 2014	14 April 2014
Spanish Level VII	16 June-15 December 2014	26 May 2014
Spanish Level VI 2/2014	16 September- 25 November 2014	18 August 2014
Spanish Level III	17 September- 26 November 2014	25 August 2014

Malay Language

COURSE	DATES	APPLICATION DEADLINE
Basic Conversational Malay 1/2014	4 March-16 May 2014	3 February 2014
Basic Conversational Malay 2/2014	2 September-18 November 2014	1 August 2014

Mandarin Language

COURSE	DATES	APPLICATION DEADLINE
Mandarin Level I	To be confirmed	To be confirmed

Master's Programme

COURSE	DATES	APPLICATION DEADLINE
Master of Social Science in Strategy and Diplomacy	September 2014-October 2015	30 May 2014

Economic Diplomacy Series

COURSE	DATES	APPLICATION DEADLINE
International Trade Agriculture Products: Overcoming Barriers	16 January 2014	10 January 2014
Enhancing the Economic Value of Our Heritage through Geographical Indications	21 March 2014	14 March 2014
Negotiating International Economic Agreements	23-24 April 2014	18 April 2014
Transpacific Economic Partnership Agreement: Lessons for Economic Diplomacy Practice	22 May 2014	15 May 2014
International Summer Academy on International Investment Rules	11-15 August 2014	1 August 2014
The Prospect of ASEAN Economic Community in 2015	29-30 October 2014	23 October 2014

Events

COURSE	DATES	APPLICATION DEADLINE
Round Table Discussions/ Forums/Conferences/ Seminars/Public Lectures	February-December 2014	To be confirmed



**DIPLOMATIC TRAINING
FOR INTERNATIONAL
PARTICIPANTS**



Course Code **ID 130/1 (MTCP Participants)**
Course Name **Malaysian Technical Cooperation Programme:
Diplomatic Training Course for International
Participants 1/2014**
Date **3-21 March 2014**

Course Code **ID 130/2 (MTCP Participants)**
Course Name **Malaysian Technical Cooperation Programme:
Diplomatic Training Course for International
Participants 2/2014**
Date **3-21 November 2014**

Rationale

In today's world where the essence and practice of diplomacy and foreign relations have evolved and are ever changing, diplomats need to equip themselves with the right knowledge and skills to face these new challenges. This course aims to meet that challenge. It aims to upgrade the standard of professionalism and effectiveness of diplomats in the performance of their duties at home and abroad. The Institute hopes to contribute towards efforts undertaken by developing countries to create a well-rounded corp of professional and skilled diplomatic officers who can effectively promote their countries' interests in the international arena.

Objectives

- * To enhance the participants' knowledge and diplomatic skills in the conduct of diplomatic and foreign relations
- * To enhance the participants' operational skills in the performance of duties as diplomatic officers
- * To provide ideas, concepts and hands-on experience for the participants in the conduct of negotiations and cross-cultural communication
- * To provide exposure for the participants to Malaysia's experience in managing its foreign policy and international relations
- * To enable networking with members of Malaysia's public sector and among participants for forging mutually beneficial relationships

Course Methodology

An integrated teaching and learning methodology will be adopted. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, study visits and briefings. A balanced approach to effective training and learning will be applied. This course will be fully conducted in English.

Course Content

- * Group Dynamics
- * Cross-Cultural Communication
- * Diplomatic Skills
- * Public Diplomacy
- * Overview of Malaysian Foreign Policy
- * Multilateral and Regional Organisations
- * International Security Issues
- * International Negotiations
- * International Economic and Trade Issues
- * Human Rights
- * Presentation Skills
- * Language and Diplomacy
- * Literary Appreciation
- * Study Visits

Duration

Three weeks

Prerequisites/Eligibility

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in international affairs/relations or international trade
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Standard application forms are obtainable from the Official Representative (Embassy/High Commission) of the Government of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can be viewed and downloaded at <http://cas.idfr.gov.my>

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before submitting directly to IDFR.

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Malaysian Technical Cooperation Programme: Diplomatic Training Course for International Participants 1/2014**, the deadline is **3 February 2014**.

For **Malaysian Technical Cooperation Programme: Diplomatic Training Course for International Participants 2/2014**, the deadline is **3 October 2014**.

Course Coordinator

Mr. Mohd Farid Mohd Arif
Senior Deputy Director of Training Division
E-mail : farid@idfr.gov.my
Tel : +603 2149 1150
Fax : +603 2145 7015

Course Code **ID 131/1 (MTCP Participants)**
Course Name **Malaysian Technical Cooperation Programme:
English Language Course for Diplomacy 1/2014**
Date **19-30 May 2014**

Course Code **ID 131/2 (MTCP Participants)**
Course Name **Malaysian Technical Cooperation Programme:
English Language Course for Diplomacy 2/2014**
Date **27 October-7 November 2014**

Rationale

English is an essential language in diplomacy. English has its different beautiful parts that will be beneficial if the user knew how to manipulate the language. Therefore, a diplomatic officer shall equip themselves with a very strong English command in order to communicate with the world.

Objectives

- * To enhance the participants' general English Language proficiency in the areas of listening, speaking, reading and writing
- * To further improve the participants' proficiency in the use of English specifically in diplomacy and international relations

Course Methodology

An integrated teaching and learning methodology will be adopted. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings and other extra-curricular activities. A balanced approach to effective training and learning will be applied. This course will be fully conducted in English.

Course Content

- * Group Dynamics
- * English Sound System
- * Pronunciation
- * English Sound System: Simulation

- * Listening for Main Ideas
- * Writing Press Release
- * Language of Negotiation
- * Language Focus
- * Reading for Main Ideas
- * Writing Skills

Duration

Two weeks

Prerequisites/Eligibility

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in international affairs/relations, international trade and economics or security and defence management
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Standard application forms are obtainable from the Official Representative (Embassy/High Commission) of the Government of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can be viewed and downloaded at <http://cas.idfr.gov.my>

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before submitting directly to IDFR.

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Malaysian Technical Cooperation Programme: English Language Course for Diplomacy 1/2014**, the deadline is **19 April 2014**.

For **Malaysian Technical Cooperation Programme: English Language Course for Diplomacy 2/2014**, the deadline is **27 September 2014**.

Course Coordinator

Mr. Mohd Farid Mohd Arif
Senior Deputy Director of Training Division
E-mail : farid@idfr.gov.my
Tel : +603 2149 1150
Fax : +603 2145 7015

Course Code **SS 120 (MTCP Participants)**
Course Name **Malaysian Technical Cooperation Programme:
Crisis Management for International Participants
2014**
Date **2-20 June 2014**

Rationale

Crisis management is an integral part of international relations. It is a process involving individuals and states that have to address and deal with major unpredictable events ranging from armed conflict to natural disasters. It focuses on the techniques and skills required to assess and manage a crisis situation as well as prevent the reoccurrence of similar crisis in the future. This course would enhance the knowledge and skills of participants to identify, resolve and prevent crisis, especially in international relations through alternative mechanisms.

Objectives

- * To enhance the participants' knowledge and understanding on the theoretical and practical aspects of international crisis and crisis management
- * To increase the participants' knowledge and skills in the various approaches and techniques of crisis management
- * To provide a forum for the exchange of ideas and experiences in crisis management

Course Methodology

The participants will learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, study visits and briefings. A balanced approach to effective training and learning will be applied. This course will be fully conducted in English.

Course Content

- * Group Dynamics
- * Theory and Concept of Crisis Management
- * Crisis Forecasting
- * Energy Crisis
- * International Terrorism
- * Strategic Thinking in Crisis Situations
- * Role of the United Nations in Crisis Management
- * Managing Refugees in Crisis
- * Negotiation in a Crisis Situation
- * Media Response in Crisis Management
- * Emerging Global Environmental Crisis
- * Management of Natural Disaster
- * International Humanitarian Assistance
- * Transboundary Crimes
- * Food and Commodity Crisis
- * Managing Change after Crisis
- * Economic and Global Crisis
- * Leadership during Crisis
- * Study Visits

Duration

Three weeks

Prerequisites/Eligibility

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in international affairs/relations, international trade and economics, or security and defence management
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Standard application forms are obtainable from the Official Representative (Embassy/High Commission) of the Government of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can be viewed and downloaded at <http://cas.idfr.gov.my>

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before submitting directly to IDFR.

Application Deadline

All application forms should reach IDFR **by 2 May 2014.**

Course Coordinator

Mr. Mohd Farid Mohd Arif
Senior Deputy Director of Training Division
E-mail : farid@idfr.gov.my
Tel : +603 2149 1150
Fax : +603 2145 7015

Course Code	SS 140 (MTCP Participants)
Course Name	Malaysian Technical Cooperation Programme: Strategic Analysis for International Participants 2014
Date	1-19 September 2014

Rationale

Strategic analysis is an important tool for ensuring long-term success, be it in the economic, political, social or diplomatic fields. The study of strategy and strategic management has always been important. Throughout history, states, organisations and individuals have given serious attention to this study in order to assist them to analyse conflicts that can be predicted if proper analysis were undertaken. Fundamentally, strategy is a process. It allows constant adaptation to shifting conditions and circumstances in a world where “might” continues to dominate. In the face of turbulence, therefore, states require a holistic approach. Political objectives, military strength, economic resources and management of human resources play their role. Applying critical thinking and creative approaches to determining policy goals will assist the process of achieving the strategic goals of the state. Policymakers must therefore be equipped with those applications, techniques and methods.

Objectives

- * To enhance the participants' knowledge on strategic thinking and security analysis
- * To upgrade the participants' understanding and ability to apply strategic thinking and security analysis
- * To develop scenarios for the purpose of strategic thinking and management
- * To provide a forum for the exchange of views and ideas

Course Methodology

An integrated teaching and learning methodology will be adopted. Participants will learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings. A balanced approach to effective training and learning will be applied. This course will be fully conducted in English.

Course Content

- * Group Dynamics
- * Strategic Thinking and Planning
- * Country Risk Analysis
- * Counter-Terrorism
- * Asia Pacific Strategic and Security Issues
- * Traditional Security
- * Non-Traditional Security
- * Balancing, Bandwagoning and Buck Passing
- * Strategic Positioning for Effective Media Relations
- * Discourse on Strategy
- * Managing Strategic Changes through Effective Leadership
- * New World Order
- * Study Visits

Duration

Three weeks

Prerequisites/Eligibility

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in international affairs/relations, international trade and economics, or security and defence management
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Standard application forms are obtainable from the Official Representative (Embassy/High Commission) of the Government of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can be viewed and downloaded at <http://cas.idfr.gov.my>

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before submitting directly to IDFR.

Application Deadline

All application forms should reach IDFR **by 1 August 2014.**

Course Coordinators

Ms. Rosida Ismail
Deputy Director of Training Division
E-mail : rosida@idfr.gov.my
Tel : +603 2149 1050
Fax : +603 2145 7015

Mr. Haris Syarwani Razali
Assistant Director of Training Division
E-mail : haris@idfr.gov.my
Tel : +603 2149 1152
Fax : +603 2145 7015

Course Code **EP 170 (International Participants)**
Course Name **Commonwealth Regional Programme in
Diplomatic Training**
Date **September/October 2014**

Rationale

Diplomats require a multitude of skills to be able to play an effective role in the contemporary global environment characterised by globalisation, rapid development of information and communication technology, and an ever changing geo-political landscape. Enhancing knowledge and skills in diplomacy and international relations is critical for today's diplomats to be able to effectively defend and promote their country's interests in the international arena. This course, which will be attended by mid-career diplomats from the Commonwealth countries, aims to enhance the participants' professional knowledge and diplomatic skills so that they can perform effectively and confidently.

Objectives

- * To expose the participants to contemporary developments in diplomacy and international relations
- * To update participants' knowledge of current global and regional issues
- * To enhance participants' professional knowledge and diplomatic skills for the effective discharge of their responsibilities
- * To provide a forum for the exchange of ideas and experiences and networking among the Commonwealth participants

Course Methodology

Learning will be through lectures, group discussions, simulation exercises and study visits. The course will be fully conducted in English.

Course Content

- * Contemporary International Issues
- * The Impact of Globalisation on Developing Countries
- * World Trade Negotiations
- * The Global Energy and Food Crisis
- * Human Rights in Diplomacy
- * International Terrorism – Malaysia’s Experience
- * Role of Non-State Actors in Diplomacy
- * International and Regional Organisations
- * Regionalism – ASEAN and SAARC
- * Regional Security – The ASEAN Regional Forum
- * The Commonwealth – Prospects and Challenges
- * Multilateralism
- * Professional and Diplomatic Skills
- * Crisis Management
- * Effective Cross-Cultural Communication
- * International Negotiation
- * Knowledge Management
- * Leadership and Organisational Management
- * Media Skills
- * Public Diplomacy

Duration

Two weeks

How to Apply

All applications must be made through the Commonwealth Secretariat’s Governance and Institutional Development Division (GIDD) Points of Contact in the applicant’s a and must be completed on the GID/1 nomination form available from the Points of Contact and sent to:

Mr. M. Jasimuddin
Adviser (Asia)
Governance and Institutional Development Division (GIDD)
Commonwealth Secretariat
Marlborough, Pall Mall
London SW1Y5HX
United Kingdom

E-mail : M.Jasimuddin@commonwealth.int
Tel : +44 (0) 20 7747 6343
Fax : +44 (0) 20 7004 3613 (Direct)
+44 (0) 20 7747 6335/6515 (General)

A copy of the nomination form should be sent to:

Director General
Institute of Diplomacy and Foreign Relations (IDFR)
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia
(Attention: Ms. Romaiza Ab Rahman)

Application Deadline

All applications/nominations through the respective Points of Contact (POC) should reach the Commonwealth Secretariat and IDFR latest **three weeks** before the start of the programme. Acceptance of applications/nominations will be decided upon by the Governance and Institutional Development Division (GIDD). All enquiries pertaining to the programme may be directed to the Course Coordinator at the Institute of Diplomacy and Foreign Relations, Malaysia.

Course Coordinator

Ms. Romaiza Ab Rahman
Senior Deputy Director of Training Division
E-mail : romaiza@idfr.gov.my
Tel : +603 2149 1014
Fax : +603 2145 7015

Course Code **ID 150 (ASEAN Countries)**
Course Name **Forum for ASEAN Young Diplomats on
International Affairs 2014**
Date **3-21 November 2014**

Rationale

This course is tailored to meet the diplomatic training needs of young ASEAN diplomats. It aims to enhance the participants' professional skills and knowledge in diplomacy and international relations as well as encourage networking among the diplomats of the ASEAN member countries.

Objectives

- * To provide exposure to the participants on current developments in diplomacy and international relations
- * To enhance the participants' operational skills and expertise in the performance of duties as diplomatic officers
- * To encourage better understanding, networking and cohesion among young ASEAN diplomats for a healthy cross-flow of ideas and contacts for future cooperation
- * To promote an increased ASEAN identity among the participants that will contribute towards ASEAN community building, in line with the ASEAN Charter

Course Methodology

Discussions, lectures, simulation exercises, study visits and project paper presentations form an integral part of the course. The training approach will encompass both theoretical and practical aspects to give participants a whole new learning experience. The course will be fully conducted in English.

Course Content

- * Team Building
- * Effective Cross-Cultural Communication
- * Diplomatic Skills
- * Contemporary International Affairs and Security Issues
- * International Economic and Trade Issues
- * Regional Cooperation and Development
- * The ASEAN Charter
- * Multilateral Diplomacy
- * Crisis Management
- * Negotiation Skills
- * Public Diplomacy
- * Public Speaking and Presentation Skills
- * Speech Writing
- * Personal Grooming and Etiquette
- * Study Visits

Duration

Two weeks

Prerequisites/Eligibility

The course, which would be funded by the Government of the Republic of Korea through the ASEAN Secretariat in Jakarta, is open to young ASEAN diplomats. Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in their respective Foreign Service
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Letters inviting two nominations from each ASEAN member country will be sent by IDFR to all ASEAN Embassies/High Commissions at least two months before the commencement of the course. Application form and guidelines for application can be viewed and downloaded at <http://cas.idfr.gov.my>

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before submitting directly to IDFR.

Application Deadline

All application forms should reach IDFR **by 3 October 2014.**

Course Coordinators

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**DIPLOMATIC TRAINING
FOR MALAYSIAN
PARTICIPANTS**



Training Courses for Staff and Officers at the Ministry of Foreign Affairs, Malaysia

In order to prepare and equip the staff of the Ministry of Foreign Affairs, Malaysia for their challenging tasks, comprehensive and carefully designed courses are offered by the Institute, incorporating various aspects of professional and interpersonal skills and requirements. The courses are designed for various levels ranging from Executive Officers, Secretaries, junior and mid-level officers as well as future Ambassadors/High-Commissioners. The courses address diverse aspects of bilateral and multilateral diplomacy on political, economic and trade issues, current topics of national and international interest, security awareness, financial management and administration of Mission, cultural and public diplomacy, media skills, grooming, etiquette and leadership. The courses offered are:

1. Diploma in Diplomacy (DiD)
2. Orientation Course for Heads of Mission and Their Spouses
3. Mid-Career Course for Diplomats
4. Orientation Course for Secretaries
5. Speech Writing Course for Intermediate Level
6. Speech Writing Course for Advanced Level
7. Training of Trainers for Intermediate Level
8. Training of Trainers for Advanced Level
9. Workshop on Effective Communication and Speech Delivery for Leaders

Course Code **EP 160 (Malaysian Participants)**
Course Name **Workshop on Public Diplomacy and Media Skills**
Date **6-9 January 2014**

Rationale

The globalisation of international relations and rapid development of information and communication technology have greatly influenced trends in modern day diplomacy. While diplomacy in the past focused mainly on interaction between states at the bilateral and multilateral levels, diplomacy today increasingly involves interaction with the media, non-governmental organisations and the public at large. The objective of such interaction is to influence thinking at the international level that will promote one's own national interests. Therefore, effective public diplomacy activities and media skills will help promote and contribute towards a better understanding of Malaysia's foreign, trade and economic policies, regionally and internationally.

Objectives

- * To provide an overview of the objectives and scope of public diplomacy for the participants
- * To enhance the participants' awareness of the importance of public diplomacy in promoting Malaysia's national interests in the international arena
- * To enhance the participants' knowledge and skills in handling the media in the context of public diplomacy and advocacy

Course Methodology

A balanced approach to theory and hands-on training will be applied. Participants will learn through classroom lectures, group discussions and simulation exercises. The course will be fully conducted in English.

Course Content

- * An Overview of Public Diplomacy
- * The Role of Missions in Public Diplomacy
- * The Role of NGOs in Public Diplomacy
- * Cross-Cultural Understanding and its Implications on Public Diplomacy

- * The Role of Media in Public Diplomacy
- * Public Diplomacy: Promoting Malaysia through Culture
- * Effective Media Relations
- * Writing Press Releases and Statements
- * Handling Crisis Situations and Difficult Questions from the Media
- * TV and Radio Interview and Press Conference
- * Role Playing – Mock Press Conference
- * Study Visits

Duration

Four days

Prerequisites/Eligibility

This course is offered to all Malaysian civil service officers.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 2 January 2014.**

Course Coordinator

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Course Code MD 140/1 (Ministries/Government Agencies under SPKM)
Course Name Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 1/2014 (Grade 41 and above)
Date 10-21 February 2014

Course Code MD 140/2 (Ministries/Government Agencies under SPKM)
Course Name Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 2/2014 (Grade 32 and below)
Date 7-11 April 2014

Course Code MD 140/3 (Ministries/Government Agencies under SPKM)
Course Name Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 3/2014 (Grade 41 and above)
Date 19-30 May 2014

Course Code MD 140/4 (Ministries/Government Agencies under SPKM)
Course Name Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 4/2014 (Grade 41 and above)
Date 11-22 August 2014

Course Code MD 140/5 (Ministries/Government Agencies under SPKM)
Course Name Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 5/2014 (Grade 32 and below)
Date 6-10 October 2014

Course Code MD 140/5 (Ministries/Government Agencies under SPKM)
Course Name Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 6/2014 (Grade 41 and above)
Date 3-14 November 2014

Rationale

The *SPKM Pre-Posting Orientation Course for Officers and Spouses* is conducted to prepare officers and their spouses who are going to be posted abroad for the first time. It is mandated under the *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) whose main function is to consolidate operations at Missions. Under SPKM, all operations by agencies/ departments/ministries at Missions abroad are under the supervision of the Heads of Mission.

Before an overseas posting, it is necessary for officers and their spouses to be exposed to the various tools and skills of international diplomacy and be fully prepared and aware of what is expected of them at Mission. This course is designed to enhance the skills required in international diplomacy as well as instill the necessary interpersonal, managerial and social skills of officials prior to their posting abroad. It is to ensure that officials and their spouses are well acquainted with their role and responsibilities at Missions. They would also be taught the various aspects of protocol, diplomatic privileges and immunities, cross-cultural communication, etiquette and personal grooming, management of Mission, presentation skills, security issues of working and living abroad, family life at Missions as well as ethics in the civil service.

Objectives

- * To prepare the participants' of the necessary knowledge and skills related to working at a mission
- * To enhance the participants' professional and interpersonal skills
- * To prepare spouses for varied functions and duties abroad
- * To instill esprit de corps to ensure smooth and effective performance and teamwork at mission

Course Methodology

The training approach will focus on practical experience-sharing and interactive sessions with relevant professionals, representatives from the public and private sectors, and retired Malaysian diplomats. The training approach also includes classroom lectures, group and panel discussions, and study visits. The focus will be to impart the knowledge, skills and experiences of those who have served in Missions abroad to the participants.

Course Content

- * Administrative and Service Matters at Missions
- * Consular Work at Missions
- * Cross-Cultural Communication
- * Crisis Management at Missions
- * Diplomatic Skills
- * Managing Visits of VVIPs at Malaysian Missions Abroad
- * Preparation before Departure
- * Public Diplomacy
- * Role of Spouse
- * Financial Management at Missions
- * The Security Aspects of Working and Living Abroad
- * Verbal Communication Skills

Duration

Attendance is compulsory:

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM)/Grade 41 and above

- i. Staff: Ten days
- ii. Spouses of Staff: First five days

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM)/Grade 32 and below

- i. Staff: Five days
- ii. Spouses of Staff: First three days

Prerequisites/Eligibility

This course is offered to staff and their spouses nominated by the Ministry of Foreign Affairs and other ministries/government agencies under SPKM.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or

- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

Nomination forms from the Ministry of Foreign Affairs and other ministries/ government agencies should reach IDFR by the stipulated deadline.

For **Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 1/2014**, the deadline is **27 January 2014**.

For **Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 2/2014**, the deadline is **24 March 2014**.

For **Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 3/2014**, the deadline is **5 May 2014**.

For **Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 4/2014**, the deadline is **28 July 2014**.

For **Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 5/2014**, the deadline is **22 September 2014**.

For **Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 6/2014**, the deadline is **20 October 2014**.

Course Coordinators

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Course Code **EP 190 (Malaysian Participants)**
Course Name **Workshop on Public International Law**
Date **24-27 March 2014**

Rationale

Public International Law or the 'Law of Nations' plays a crucial role in regulating state actions in the contemporary international system. A good understanding of public international law and its application is important and would contribute to the effective performance by Malaysian diplomats and other government officers in the international arena.

Objectives

- * To provide an overview and understanding of the theory and practice of public international law for the participants
- * To enhance the participants' awareness of the importance of public international law in conducting diplomacy and international relations
- * To enhance the participants' understanding of the major segments of public international law which are relevant to diplomatic practice, international relations, and international trade and investment

Course Methodology

The participants will learn through classroom lectures, simulation exercises and group discussions. The course will be fully conducted in English.

Course Content

- * An Introduction to the Nature and Scope of Public International Law
- * The Sources of International Law
- * The Law of Treaties and The Law of State Responsibility
- * The Application and Limitations of Public International Law
- * Vienna Convention on Consular Relations 1963
- * Vienna Convention on Diplomatic Relations 1961
- * International Organisations
- * International Maritime Law: Law of the Sea
- * International Settlement of Disputes: International Courts and Tribunals
- * International Economic Law: WTO, UN Commission on International Trade Law

- * International Humanitarian Law
- * International Human Rights Law
- * International Environmental Law

Duration

Four days

Prerequisites/Eligibility

This course is offered to officers from the Ministry of Foreign Affairs and all other interested ministries/government agencies. Applicants need not necessarily possess a legal background.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms accompanied by a cover note from the respective ministry/government agency should reach IDFR **by 10 March 2014.**

Course Coordinator

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Course Code	SS 110 (Malaysian Participants)
Course Name	Workshop on International Negotiations for Senior Officers
Date	9-11 June 2014

Rationale

Within the context of the current changing world order and challenges and impact of globalisation, the task of public sector officials, especially diplomats and other key players in international negotiations is becoming more complex and challenging. The ability to negotiate well is also becoming more important with the greater role played by civil society in all spheres of life. Thus, senior officials need to acquire a repertoire of negotiation skills for the versatility and dexterity needed to defend and promote national interests at various bilateral and multilateral fora as well as to be able to negotiate effectively with a multitude of players.

Objectives

- * To enhance the participants' knowledge on the various theories, modus operandi and techniques of negotiations
- * To upgrade the participants' knowledge on practical negotiation skills, tactics and strategies
- * To become alert to the pitfalls, assumptions and mistakes common in most negotiations
- * To provide opportunities to examine one's own strengths and weaknesses as negotiators
- * To provide opportunities for the exchange of ideas and experiences as well as networking

Course Methodology

The participants will learn through classroom lectures, discussions, simulation and practical exercises in groups and individually. This workshop will be fully conducted in English.

Course Content

- * An Overview of Negotiations
- * Mediation and Arbitration
- * Bilateral and Multilateral Negotiations

- * Economic and Trade Negotiations
- * Profile of a Negotiator
- * Simulation Exercises

Duration

Three days

Prerequisites/Eligibility

This course is offered to senior officers nominated by their ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 26 May 2014**.

Course Coordinators

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**ENGLISH
LANGUAGE**

Course Code **EN 310/1 (Malaysian Participants)**
Course Name **Say it Right 1/2014**
Date **10-12 February 2014**

Course Code **EN 310/2 (Malaysian Participants)**
Course Name **Say it Right 2/2014**
Date **19-21 May 2014**

Rationale

In oral communication, interlocutors need to be intelligible in what they wish to convey. In speaking, miscomprehension and a breakdown in communication can occur and the contributory factor is often connected to how we speak. Thus, correct pronunciation, use of stress in words, sentences and intonation will be the main thrust of this course.

Objectives

- * To raise the participants' awareness on the English Sound System
- * To improve the participants' pronunciation and the ability to communicate intelligibly
- * To enable the participants to express themselves with greater confidence

Course Methodology

An interactive methodology with a variety of awareness-raising activities, practical sessions and simulations will be adopted. Audio-visual materials will be used.

Course Content

- * The English Sound System
- * Stress, Beat and Tune of English
- * Speaking in Context
- * Natural Speech

Duration

Three days

Prerequisites/Eligibility

This course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Say it Right 1/2014**, the deadline is **13 January 2014**.

For **Say it Right 2/2014**, the deadline is **21 April 2014**.

Maximum Number of Participants

25

Course Coordinators

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Course Code **EN 210/1 (Malaysian Participants)**
Course Name **Building Blocks of Good English 1/2014**
Date **10-14 March 2014**

Course Code **EN 210/2 (Malaysian Participants)**
Course Name **Building Blocks of Good English 2/2014**
Date **22-26 September 2014**

Rationale

A good command of the language is essential to play one's roles effectively in the professional and social domains. Fluency, accuracy and the ability to use a wide range of vocabulary are essential elements of good communication. It is therefore of utmost importance to enhance the proficiency level of the participants both in speaking and writing. The five-day course will touch on some aspects of grammar and the language skills necessary to be a competent user.

Objectives

- * To enable the participants to demonstrate the use of the language in a variety of contexts
- * To build the participants' confidence as comfortable users of the language

Course Methodology

The participants will be involved in activities which will raise their awareness of correct use of the language. An interactive and integrated approach will be adopted.

Course Content

- * Error Analysis
- * Fundamentals of Grammar
- * Language Skills

Duration

Five days

Prerequisites/Eligibility

This course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Building Blocks of Good English 1/2014**, the deadline is **10 February 2014**.

For **Building Blocks of Good English 2/2014**, the deadline is **25 August 2014**.

Maximum Number of Participants

25

Course Coordinators

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Course Code **EN 221/1 (Malaysian Participants)**
Course Name **Effective Presentation Skills 1/2014**
Date **8-11 April 2014**

Course Code **EN 221/2 (Malaysian Participants)**
Course Name **Effective Presentation Skills 2/2014**
Date **26-29 August 2014**

Rationale

Public speaking is a skill and an art that can have an impact on the audience. If done well, it can convince, inspire or give information that can influence change. This course takes into consideration that for most people, speaking in public is indeed a very challenging and yet unavoidable task. This four-day programme will look into ways to help participants to overcome their fear and be better prepared to make oral presentations.

Objectives

- * To enhance the participants' public speaking skills
- * To raise the participants' awareness on the role of verbal and non-verbal strategies for effective presentation
- * To enable the participants to gain confidence to speak eloquently

Course Methodology

The participants will be guided through the preparation and delivery of their text. Feedback on their presentation will be given by their peers and facilitators.

Course Content

- * The Opening Paragraph
- * The Appropriate Language
- * Effective Use of Voice
- * Body Language
- * Question and Answer Session
- * Presentations

Duration

Four days

Prerequisites/Eligibility

This course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Effective Presentation Skills 1/2014**, the deadline is **10 March 2014**.

For **Effective Presentation Skills 2/2014**, the deadline is **28 July 2014**.

Maximum Number of Participants

25

Course Coordinators

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Course Code **EN 220/1 (Malaysian Participants)**
Course Name **Effective Writing Skills 1/2014**
Date **17-20 June 2014**

Course Code **EN 220/2 (Malaysian Participants)**
Course Name **Effective Writing Skills 2/2014**
Date **4-7 November 2014**

Rationale

The ability to communicate effectively in writing is essential for professional success. Written communication reflects an individual's competency. Hence, grammar and elements of sentence skills are re-visited to raise awareness on the fundamentals of the language and as a means to enhance the ability to write effectively. In today's fast-paced, information-driven world, the pressure is on to achieve results quickly from each written document. Efficient writing skills will save time, prevent misunderstanding and improve results.

Objectives

- * To develop the participants' competence and skills in writing
- * To enable the participants to apply the principles of effective writing
- * To enhance the participants' ability to draft, write and edit their own writing and the writing of others

Course Methodology

An integrated teaching and learning methodology will be adopted. The participants learn through lectures, discussion, practical exercises and group activities.

Course Content

- * The Fundamentals of Grammar for Writing
- * Sentence Structures
- * Organisation of Ideas
- * Paragraph Structuring
- * Proofreading, Reviewing and Editing
- * Common Errors

Duration

Four days

Prerequisites/Eligibility

This course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Effective Writing Skills 1/2014**, the deadline is **19 May 2014**.

For **Effective Writing Skills 2/2014**, the deadline is **6 October 2014**.

Maximum Number of Participants

25

Course Coordinators

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**ARABIC
LANGUAGE**

Course Code **AR 110**
Course Name **Arabic Level I**
Date **3 February-26 June 2014**

Objectives

- * To equip the participants with basic knowledge of the language so as to enable them to carry out simple conversations on basic topics within the scope of a very limited experience
- * To give the participants an introductory insight into the culture of the Arabic speaking world

Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials and practice sessions in the language laboratory.

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading Simple Texts
- * Informal Correspondence
- * Introduction to Arabic Culture and Customs

Duration

84 hours

Prerequisites/Eligibility

This course is open to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 10 January 2014**.

Maximum Number of Participants

20

Course Coordinators

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Course Code **AR 210**
Course Name **Arabic Level II**
Date **4 August-31 December 2014**

Objectives

- * To further equip the participants with knowledge of the language so as to enable them to carry out simple conversations on basic topics within the scope of a very limited experience
- * To give the participants more insight into the culture of the Arabic speaking world

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual material will be used.

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading Simple Texts
- * Informal Correspondence
- * Introduction to Arabic Culture and Customs

Duration

84 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level I (AR 110) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 4 July 2014**.

Maximum Number of Participants

20

Course Coordinators

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Course Code **AR 610**
Course Name **Arabic Level VI**
Date **4 February-26 June 2014**

Objectives

- * To equip the participants with a working knowledge of the Arabic language so as to enable them to use the language, both orally and in writing, to cope with their daily needs
- * To further develop the participants' ability to comprehend spoken and written Arabic

Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials and practice sessions in the language laboratory.

Course Content

- * Basic Conversation
- * Introduction to the Use of Clauses
- * Guided Writing
- * Grammar

Duration

84 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level V (AR 510) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 10 January 2014**.

Maximum Number of Participants

20

Course Coordinators

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Course Code **AR 710**
Course Name **Arabic Level VII**
Date **5 August-30 December 2014**

Objectives

- * To further equip the participants with a working knowledge of the Arabic language so as to enable them to use the language, both orally and in writing, to cope with their daily needs
- * To further develop the participants' ability to comprehend spoken and written Arabic more effectively

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual material will be used.

Course Content

- * Basic Conversation
- * Introduction to the Use of Clauses
- * Guided Writing
- * Grammar

Duration

84 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level VI (AR 610) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 4 July 2014**.

Maximum Number of Participants

20

Course Coordinators

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Course Code **AR 1110**
Course Name **Arabic Level XI**
Date **7 February-26 December 2014**

Objectives

- * To enable the participants to become independent users of the language
- * To enable the participants to use Arabic confidently in formal and informal situations

Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials and practice sessions in the language laboratory.

Course Content

- * Dictionary Skills
- * Analysis of Longer Reading Texts
- * Free Writing
- * Grammar

Duration

84 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level X (AR 1010) or have an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 7 January 2014**.

Maximum Number of Participants

20

Course Coordinators

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**FRENCH
LANGUAGE**

Course Code **FR 110**
Course Name **French Level I**
Date **22 September-2 December 2014**

Objectives

- * To introduce the participants to the French language and culture
- * To enable the participants to hold simple conversations on basic topics within the scope of a limited language experience

Course Methodology

The participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading and Writing
- * Informal Correspondence

Duration

42 hours

Prerequisites/Eligibility

This course is open to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 25 August 2014.**

Maximum Number of Participants

20

Course Coordinators

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Course Code **FR 410**
Course Name **French Level IV**
Date **15 January-16 April 2014**

Objective

- * To equip the participants with the required knowledge to communicate in everyday situations and to enable them to cope with their daily needs

Course Methodology

The participants will learn through classroom activities and interactions with the help of audio-visual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

Course Content

- * Reporting Recent Events
- * Talking about Habits
- * Describing Situations and Circumstances
- * Expressing an Opinion and Protesting
- * Writing an Informative Text

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level III (FR 310) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 17 December 2013**.

Maximum Number of Participants

20

Course Coordinators

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Course Code **FR 510**
Course Name **French Level V**
Date **5 May-3 September 2014**

Objectives

- * To develop the linguistic competence required to communicate on familiar subjects, both in speaking and writing
- * To further improve the participants' fluency in the French language

Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

Course Content

- * Talking about the Future
- * Making Plans and Changes
- * Expressing a Condition
- * Making Hypothesis
- * Writing an Articulated Text

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level IV (FR 410) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 7 April 2014.**

Maximum Number of Participants

20

Course Coordinators

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Course Code **FR 610**
Course Name **French Level VI**
Date **16 January-17 April 2014**

Objectives

- * To enhance the participants' proficiency and understanding of the French language
- * To expand the participants' knowledge of the French culture

Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

Course Content

- * Talking about Projects
- * Expressing One's Opinion
- * Expressing a Need or a Wish
- * Writing an Articulated Text

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level V (FR 510) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 18 December 2013**.

Maximum Number of Participants

20

Course Coordinators

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Course Code **FR 710**
Course Name **French Level VII**
Date **6 May-4 September 2014**

Objectives

- * To enhance the participants' language skills and help them to become independent users of the language
- * To expand the participants' knowledge of the French language and culture

Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

Course Content

- * Comparing Qualities and Quantities
- * Giving Advice
- * Expressing an Obligation or a Restriction
- * Writing an Articulated Text

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level VI (FR 610) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 8 April 2014.**

Maximum Number of Participants

20

Course Coordinators

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Course Code **FR 810**
Course Name **French Level VIII**
Date **23 September-2 December 2014**

Objectives

- * To enhance the participants' proficiency and enable them to become independent users of the language
- * To expand the participants' knowledge of the French language and culture

Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

Course Content

- * Reporting Speech
- * Expressing Doubt
- * Defending One's Position
- * Relating Memories
- * Writing a Report

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level VII (FR 710) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 26 August 2014.**

Maximum Number of Participants

20

Course Coordinators

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**SPANISH
LANGUAGE**

Course Code **SP 110**
Course Name **Spanish Level I**
Date **5 February-16 April 2014**

Objectives

- * To equip the participants with the required expressions needed to greet, introduce one self and others
- * To enable the participants to recognise the syntax of the Spanish Language to form simple sentences

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Getting to Know the Spanish Language Phonics
- * Formal and Informal Greetings
- * Getting to Know People
- * Describing Objects, Clothing and Places
- * Expressing Thanks
- * Writing Basic Communications

Duration

42 hours

Prerequisites/Eligibility

This course is open to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 20 January 2014**.

Maximum Number of Participants

18

Course Coordinators

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Course Code **SP 210**
Course Name **Spanish Level II**
Date **7 May-27 August 2014**

Objective

- * To equip the participants with basic knowledge of the Spanish language (i.e. to talk about daily routines, needs, wishes and preferences)

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Asking and Giving Spatial Information
- * Asking and Telling the Time
- * Describing Actions and Daily Activities

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level I (SP 110) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 14 April 2014**.

Maximum Number of Participants

18

Course Coordinators

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Course Code **SP 310**
Course Name **Spanish Level III**
Date **17 September-26 November 2014**

Objective

- * To equip the participants with the knowledge to speak fairly effectively on plans and projects

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Expressing Agreement and Disagreement
- * Ordering Food and Drinks
- * Writing on Related Topics

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level II (SP 210) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 25 August 2014**.

Maximum Number of Participants

18

Course Coordinators

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Course Code **SP 410**
Course Name **Spanish Level IV**
Date **4 February-15 April 2014**

Objectives

- * To equip the participants with the language to communicate in various social contexts
- * To enable the participants to participate in informal conversations

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Describing Actions
- * Expressing and Asking for Information
- * Asking for Product and Price

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level III (SP 310) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 13 January 2014**.

Maximum Number of Participants

18

Course Coordinators

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Course Code **SP 510**
Course Name **Spanish Level V**
Date **6 May-26 August 2014**

Objective

- * To equip the participants with the language to communicate and talk about future actions and plans

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Making Plans for the Future
- * Comparing and Justifying Choices
- * Writing Short Texts and Informal Letters

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level V (SP 510) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 14 April 2014**.

Maximum Number of Participants

18

Course Coordinators

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Course Code **SP 610/1**
Course Name **Spanish Level VI 1/2014**
Date **6 January-2 June 2014**

Course Code **SP 610/2**
Course Name **Spanish Level VI 2/2014**
Date **16 September-25 November 2014**

Objective

- * To equip the participants with the required language to carry out certain tasks like making phone calls and using the automated teller machine in Spanish

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Expressing Opinions
- * Expressing Agreement and Disagreement
- * Apologising and Giving an Excuse

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level V (SP 510) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Spanish Level VI 1/2014**, the deadline is **9 December 2013**.

For **Spanish Level VI 2/2014**, the deadline is **18 August 2014**.

Maximum Number of Participants

18

Course Coordinators

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Course Code **SP 710**
Course Name **Spanish Level VII**
Date **16 June-15 December 2014**

Objectives

- * To enable the participants to take part in discussions
- * To enable the participants to describe the culture of the Spanish speaking world

Course Methodology

The participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Asking, Granting and Denying Permission
- * Inviting, Accepting and Refusing
- * Writing Letters of Appreciation

Duration

42 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level VI (SP 610) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 26 May 2014**.

Maximum Number of Participants

18

Course Coordinators

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**MALAY
LANGUAGE**

Course Code **CM 110/1**
Course Name **Basic Conversational Malay 1/2014**
Date **4 March-16 May 2014**

Course Code **CM 110/2**
Course Name **Basic Conversational Malay 2/2014**
Date **2 September-18 November 2014**

Objectives

- * To equip the participants with the competency and confidence to communicate in everyday situations orally and also through writing
- * To enable the participants to read and write simple texts in the Malay language

Course Methodology

The participants will learn through a variety of awareness-raising activities, practice sessions and simulations. Audio-visual materials will be used. The emphasis will be on acquisition of the language at the level of everyday discourse.

Course Content

- * Introduction to the Malay Language
- * Pronunciation and Phonetics
- * The Malay Grammar
- * Simple Introductory Sentences
- * Self Introduction/Phrases for Greetings
- * Asking and Answering Questions
- * Writing Simple Texts and Messages

Duration

42 hours

Prerequisites/Eligibility

This module is offered only to officers from the diplomatic missions in Kuala Lumpur.

How to Apply

All applications must be made using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Basic Conversational Malay 1/2014**, the deadline is **3 February 2014**.

For **Basic Conversational Malay 2/2014**, the deadline is **1 August 2014**.

Maximum Number of Participants

30

Course Coordinators

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**MANDARIN
LANGUAGE**

Course Code **MD 110**
Course Name **Mandarin Level I**
Date **To be confirmed**

Objectives

- * To enable the participants to recognise basic Chinese Pinyin (Mandarin) as well as to read and write the characters
- * To equip the participants with the ability to speak in basic Mandarin using the correct intonation and communicate using simple phrases and sentences
- * To develop students' basic Mandarin communicative skills in speaking, listening, reading and writing, with more focus on speaking and listening

Course Methodology

The participants will learn through classroom activities, group interactions and simulation. Audio-visual materials will be used.

Course Content

- * Getting to Know the Chinese Pinyin
- * Pronunciation of Chinese – Initial, Vowel, Syllable, Tone, Spelling Rules
- * Pronunciation Rules
- * Basic Vocabularies and Syntax
- * Asking and Answering Questions
- * Basic Communications Skills

Duration

42 hours

Prerequisites/Eligibility

This course is offered to officers from the Ministry of Foreign Affairs and other ministries/government agencies. It is for complete beginners (i.e. people with no previous background in Chinese language).

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

To be confirmed.

Maximum Number of Participants

20

Course Coordinators

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MASTER'S PROGRAMME



Course Code **SS 130**
Course Name **Master of Social Science in Strategy and Diplomacy**
Date **September 2014-October 2015**

Rationale

This master's programme prepares and equips students from diverse academic backgrounds with the ability to explore the nexus between strategy and diplomacy within the context of the changing global environment. It focuses on the understanding of strategic and security issues, diplomacy, inter-state relations, foreign policy, international political economics, international law, defence policy and regional issues. This programme also aims at providing a broad understanding of the core issues relating to the theory and practice of strategy and diplomacy. It will be conducted jointly with Universiti Kebangsaan Malaysia which awards the degree.

Objectives

- * To provide the students with a better understanding of the theories, approaches, practice and processes of international relations, foreign policy, strategy and diplomacy so as to enable students to analyse issues in the current world scenario
- * To provide the students with a better understanding of international political economy, international security and defence issues, as well as international law and international organisations
- * To provide forums for healthy exchanges of ideas and views on contemporary issues in strategy and diplomacy

Programme Methodology

Learning will be through lectures, discussions, presentations, group work, seminars, assignments, examinations and a written thesis.

Programme Content

Core Subjects

- * Research Methodology in Strategy and Diplomacy
- * Contemporary Strategy
- * Diplomatic Theory and Practice
- * International Political Economy
- * International Security Issues
- * Comparative Defence and Foreign Policy
- * Asia-Pacific Strategic and Security Issues

Elective Subjects

- * Politics and Foreign Policy of Malaysia
- * International Law and Organisations
- * Seminar on Strategy and Diplomacy

Thesis

- * Master's Thesis

Duration

13 months

Prerequisites

For All Applicants

All applicants for the Master of Social Science in Strategy and Diplomacy must meet the following minimum general requirements:

- A completed bachelor's degree or its equivalent
- Proficiency in the English language (Please see ***Language Requirements***)

For Malaysian Civil Servants

Serving officers from the Malaysian Public Sector must submit their applications through their respective departments and should have approval for study leave or a Government scholarship.

Language Requirements

Applicants must demonstrate a capacity to pursue a graduate level programme in English. Malaysian applicants must possess at least a credit pass in English at SPM level. International applicants must prove proficiency in English by submitting TOEFL (minimum 570) or IELTS (minimum 6.0) score. Applicants who pursued their bachelor's degree at an English medium university are exempted from these requirements.

How to Apply

All applications must be made through the participants' ministries/government agencies using:

- i. Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Completed applications must be returned to:
Director of Regional and Security Studies Division
Institute of Diplomacy and Foreign Relations (IDFR)
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia

Application Deadline

All application forms should reach IDFR **by 30 May 2014**.

Programme Coordinator

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**ECONOMIC
DIPLOMACY SERIES**

Course Code **SS 201/1**
Course Name **International Trade Agriculture Products:
Overcoming Barriers**
Date **16 January 2014**

Rationale

Malaysia has the potential of exporting agriculture products to many high-end markets, such as the European Union, Japan, Korea and the United States. However, the international trade in agriculture products has its own impediments, such as the sanitary and phytosanitary rules, rules relating to genetic modification and biosafety, technical barriers to trade, private standards and carbon footprint, tax and fiscal systems that favour only certain products and standards as well as certification and health and safety issues.

Objectives

- * To examine the opportunities in the international trade in agriculture products
- * To examine commercial opportunities for agriculture products
- * To examine international, regional and domestic rules including those related to WTO, Free Trade Agreements and other international agreements that have an impact on international trade of green products
- * To examine the rules relating to genetic modifications and biosafety
- * To offer various steps to overcome the impediments in the international trade in agriculture products

Course Methodology

Learning will be through case studies and discussions.

Course Content

- * Definition of Agriculture Products
- * International Market Potential for Malaysian Agriculture Products
- * WTO, FTA, USA and EU Rules Relating to International Trade in Agriculture Products
- * What are the Solutions to the Non-Tariff Measures in the Agriculture Products

Duration

One day

Fee

RM500 per person which includes the cost of course materials, refreshments, lunch and an attendance certificate.

Prerequisites/Eligibility

Interest in agriculture products.

How to Apply

All applications must be made using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 10 January 2014**.

Course Coordinator

Dr. Sufian Jusoh
External Consultant
World Trade Institute, University of Bern
E-mail : sufian.jusoh@wti.org

Course Code **SS 201/2**
Course Name **Enhancing the Economic Value of Our Heritage through Geographical Indications**
Date **21 March 2014**

Rationale

Geographical Indication (GI) is one of the industrial rights protected by intellectual property law, either directly or indirectly. GI normally refers to products (arts, crafts, food) that relate to a particular geographical area. Countries provide for this kind of protection under the intellectual property law but the uptake and understanding of GI among the key stakeholders regarding heritage products in the country are still low as compared to those from the European countries or even Thailand. The course is designed to create awareness and understanding among all the stakeholders involved in heritage products on the need to protect their intellectual property in through GI and at the same time to promote heritage products using the GI.

Objectives

- * To discuss how Malaysian economy can benefit from the Geographical Indications which allow food and handicraft products to be labelled and promoted based on their place of origin
- * To discuss the positioning of Malaysian products at the international level, where the label allows the place of origin to be known locally and internationally as producing quality products
- * To discuss the development of niche-product entrepreneurs and the facilitation and participation of local entrepreneurs in the regional, national and international markets

Course Methodology

Learning will be through lectures, cases studies, group exercises and discussions.

Course Content

- * Local and International Legal Framework Governing Geographical Indications
- * The Process of Getting a Geographical Indication Registered and Recognised

- * The Dynamics of Bilateral and International Negotiations on Geographical Indications
- * The Management of Geographical Indications' Collective Organisation
- * The Importance of Control and Certification of Geographical Indication Products

Duration

One day

Fee

RM500 per person which includes the cost of course material, refreshments, lunch and an attendance certificate.

Prerequisites/Eligibility

No special knowledge is required.

How to Apply

All applications must be made using:

- Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 14 March 2014**.

Course Coordinator

Dr. Sufian Jusoh
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World Trade Institute, University of Bern
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Course Code **SS 201/3**
Course Name **Negotiating International Economic Agreements**
Date **23-24 April 2014**

Rationale

Negotiating international economic agreements require the development of systematic skills in diagnosing and managing related issues and partners at bilateral, and multilateral levels. It is an experience-based course consisting of presentations of negotiation theory and concepts followed by their application in class through negotiation exercises and a large scale negotiation simulation.

Objectives

- * The development of participants' systematic skills in diagnosing and managing trade related negotiations at bilateral and multilateral levels
- * To increase participants' understanding about negotiations and to provide "theory for practitioners" that is, concepts and tools for thinking about negotiation
- * To enhance participants' skills in diagnosing and managing trade related negotiations
- * To give participants some real world view on how negotiations are done at the WTO and for FTA

Course Methodology

Learning will be through lectures, case studies and group exercises.

Course Content

- * The Role of the Various Trade Agreements such as the WTO, the Free Trade Agreements, the ASEAN Agreement
- * Preparation for Negotiations: Individual Approach to Negotiating and "At the Table" Negotiating Skills
- * The Scope and the Discipline of Commercial Diplomacy - the Framework within which Nations Negotiate Commercial Agreements Like Trade Negotiations
- * Emotion Management

Duration

Two days

Fee

RM1000 per person which includes cost of course materials, refreshments, lunch and an attendance certificate.

Prerequisites/Eligibility

Background in international trade.

How to Apply

All applications must be made using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 18 April 2014**.

Course Coordinator

Dr. Sufian Jusoh
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World Trade Institute, University of Bern
E-mail : sufian.jusoh@wti.org

Course Code **SS 201/4**
Course Name **Transpacific Economic Partnership Agreement:
Lessons for Economic Diplomacy Practice**
Date **22 May 2014**

Rationale

The negotiation stage of the Transpacific Economic Partnership Agreement (TPPA) has been very challenging, both for the Government, the negotiators, the trading partners and the stakeholders such as the NGOs. There are many lessons could be drawn from the experience including the things that could have been done differently.

Objectives

- * To explore the experience of negotiators in handling different levels of negotiating challenges with their counterparts
- * To explore the Government experience in dealing with the different expectations of a variety of stakeholders
- * The lessons learnt and the reform to the trade policy formulation practice

Course Methodology

Learning will be through sharing of experience, lecture, forum and discussion.

Course Content

- * Introduction to TPPA and Free Trade Agreement
- * Negotiating Chapters in TPPA Agreement
- * TPPA and its Impact on Economic Diplomacy
- * TPPA and its Impact on Trade Policy Formulation.

Duration

One day

Fee

No fee will be charged.

How to Apply

All applications must be made using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 15 May 2014**.

Course Coordinator

Dr. Sufian Jusoh
External Consultant
World Trade Institute, University of Bern
E-mail : sufian.jusoh@wti.org

Course Code **SS 201/5**
Course Name **The Prospect of ASEAN Economic Community in 2015**
Date **29-30 October 2014**

Rationale

ASEAN is on track to achieve the ASEAN Economic Community (AEC) status by 2015, the year when Malaysia assumes the chairmanship of ASEAN. ASEAN has various trade and economic agreements that require proper implementation in order to achieve the AEC status. A good understanding of the issues involved would be beneficial to policy makers as well as those in the private sector as AEC is expected to have a major impact on all the ASEAN member countries.

Objectives

- * To enable participants to understand and critically analyse the implementation of the AEC and the risks involved
- * To enable participants to understand how to maximise the benefits and minimise any potential impact on the domestic economy and on intra ASEAN trade

Course Methodology

Learning will be through sharing of experiences, lecture, forum and discussion.

Course Content

- * The Components of AEC
- * ASEAN Community and its Stages of Implementation
- * The Impediments to the Implementation of AEC and How ASEAN Member Countries Can Overcome Those Impediments

Duration

Two days

Fee

RM1000 per person which includes cost of course materials, refreshments, lunch and an attendance certificate.

How to Apply

All applications must be made using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 23 October 2014**.

Course Coordinator

Dr. Sufian Jusoh
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International Summer Academy on International Investment Rules 11-15 August 2014

Introduction

The Academy is an intensive professional development programme on the law and policy of International Investment Agreements (IIAs). Its purpose is to provide intensive examination of the legal obligations and policy underpinnings of the negotiation and application of IIAs, both from a theoretical and practical perspective. The program comprises four modules, and focusses on the various substantive and procedural issues addressed in the negotiation of IIAs as well as in their practical application, in particular in the context of investor-State dispute settlement (ISDS) arbitration. This program is designed to build global capacity to further the understanding and better use of the international investment framework, by training legal professionals, trade policy officials, members of the international business, IGO and NGO communities, academics, and others – including those from developing countries and transition economies. Academy speakers are experts on international investment law and policy, many of whom have been deeply involved in the negotiation of IIAs and have also been directly involved in investor-state dispute settlement (ISDS) cases.

Objectives

- * To enable participants to understand the legal obligations and implications
- * To create awareness to participants about the negotiations and applications of the IIAs

Course Methodology

Learning will be through sharing of experiences, lectures, forums and discussions.

Course Content

- * Law and Policy of IIAs: Background, Context and Recent Trends
- * Scope of Application of IIAs: Recent Trends in Treaty Practice and Case Law
- * Investment Protection and Treatment in IIAs: Recent Trends in Treaty Practice and Case Law
- * Dispute Settlement in IIAs: Recent Trends in Law and Practice

Duration

Five days

How to Apply

All applications must be made using:

- i. Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>
or
- ii. The standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

Application Deadline

All application forms should reach IDFR **by 1 August 2014**.

Course Coordinator

Dr. Sufian Jusoh
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E-mail : sufian.jusoh@wti.org



EVENTS



Course Code **SS 190**
Course Name **Round Table Discussions/Forums/Conferences/
Seminars/Public Lectures**
Date **February-December 2014**

Rationale

A good understanding of issues related to current developments at the national, regional and global levels would be beneficial to government officers, academicians, business people, diplomats and those involved in civil societies in their respective areas of work.

These round table discussions, forums, conferences, seminars and public lectures which are organised by IDFR on its own or in collaboration with other institutions will provide participants with the opportunity to listen and exchange views with world leaders, renowned academicians and well-known personalities in the field of diplomacy and international relations and related areas.

Objectives

- * To provide a platform for diplomats, academicians and world-class leaders to share and explain regional and global issues of current interest
- * To provide a forum for a healthy exchange of ideas and views on current issues in strategy and diplomacy
- * To provide a better understanding among the targeted participants of regional and global issues of current interest

Events

IDFR has tentatively scheduled five round table discussions, three public lectures, three forums and one seminar/conference for 2014. These events would be publicised in the IDFR website at www.idfr.gov.my two weeks before the event.

How to Apply

Participation in these events is through invitation which would be sent out by IDFR to the relevant government agencies, universities, government-linked companies, the private sector, non-governmental organisations and foreign embassies in Kuala Lumpur two weeks before the event.

Programme Coordinator

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MTCP Recipient Countries

ASEAN

Brunei	Indonesia	Myanmar	The Philippines
Cambodia	Lao PDR	Singapore	Thailand
			Vietnam

OTHER ASIAN COUNTRIES

China	D.P.R. Korea	Mongolia	Timor Leste
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SAARC COUNTRIES

Afghanistan	Bhutan	India	Nepal	Sri Lanka
Bangladesh	Maldives		Pakistan	

NORTH AFRICA AND WEST ASIAN STATES

Algeria	Kuwait	Qatar
Bahrain	Lebanon	Republic of Yemen
Egypt	Libya	Saudi Arabia
Iran	Morocco	Syria
Iraq	Oman	Tunisia
Jordan	Palestine	UAE

PACIFIC ISLAND

Cook Islands	Nauru	Solomon Islands
Fiji	Niue	Tonga
Kiribati	Palau	Tuvalu
Marshall Islands	Papua New Guinea	Vanuatu
Micronesia	Samoa	

EAST AND CENTRAL EUROPE

Albania	Croatia	Turkey
Bosnia and Herzegovina	Georgia	Ukraine

CIS

Azerbaijan	Kyrgyz Republic	Turkmenistan
Kazakhstan	Tajikistan	Uzbekistan

AFRICA

Angola	Ghana	Rwanda
Benin	Guinea	Senegal
Botswana	Guinea-Bissau	Seychelles
Burkina Faso	Kenya	Sierra Leone
Cameroon	Lesotho	Somalia
Central African Republic	Liberia	South Africa
Comoros	Madagascar	Sudan
Congo	Malawi	Swaziland
Cote d'Ivoire	Mali	Tanzania
Djibouti	Mauritania	Togo
Equatorial Guinea	Mauritius	Uganda
Eritrea	Mozambique	Zambia
Ethiopia	Namibia	Zimbabwe
Gabon	Niger	
Gambia	Nigeria	

SOUTH AMERICA

Argentina	Ecuador	Suriname
Bolivia	Mexico	Uruguay
Brazil	Panama	Venezuela
Chile	Paraguay	
Colombia	Peru	

THE CARIBBEAN

Antigua Barbuda	Dominica	Montserrat
Bahamas	Dominican Republic	St. Lucia
Barbados	St. Vincent Grenadines	St. Kitts and Nevis
Belize	Turks and Caicos Islands	Grenada
British Vir. Islands	Haiti	Guyana
Cayman Islands	Jamaica	Trinidad Tobago
Cuba		

*Source: <http://mtcp.kln.gov.my>

Enquiries

All enquiries should be directed to:

Director General
Institute of Diplomacy and
Foreign Relations (IDFR)
Ministry of Foreign Affairs
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia
Tel: +603 2149 1000
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