



# IDFR 2013 TRAINING PROGRAMMES

# IDFR 2013 Training Programmes

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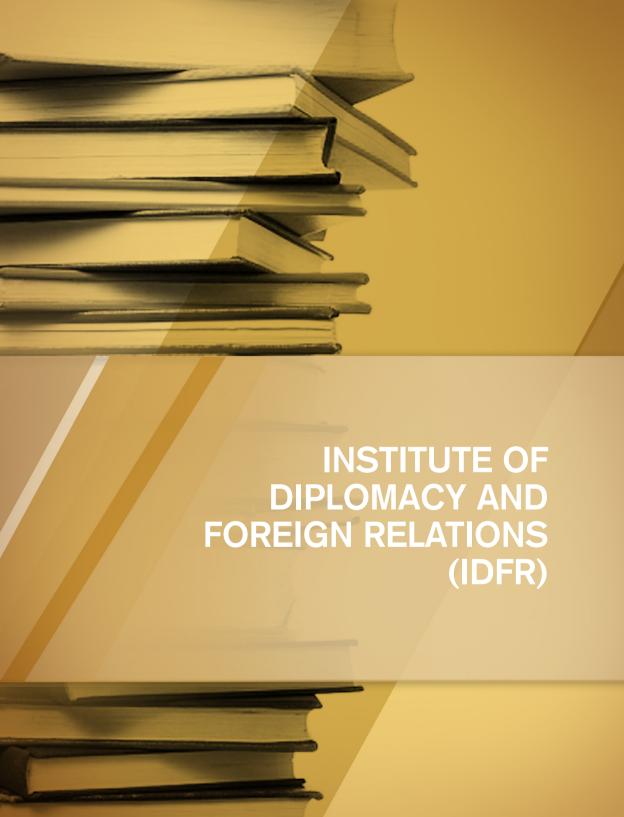
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# Institute of Diplomacy and Foreign Relations

The Institute of Diplomacy and Foreign Relations, or better known as IDFR, is located on Jalan Wisma Putra in the heart of Kuala Lumpur. Housed on the former site of the first Prime Minister, Tunku Abdul Rahman Putra al-Haj's residence, IDFR has been the Ministry of Foreign Affairs' training arm since 2004. Prior to that, it was under the Prime Minister's Department since its establishment in 1991.

In July 2011, the Crown Prince of Perak Darul Ridzuan, His Royal Highness Raja Dr. Nazrin Shah ibni Sultan Azlan Muhibbuddin Shah graciously consented to become the Royal Patron of IDFR. His Royal Highness holds a B.A. (Hons) degree in Philosophy, Politics and Economics from Oxford University; a Master in Public Administration from the Kennedy School of Government, and a Ph.D in Political Economy and Government, both from Harvard University. His research interests are in the areas of economic and political development in Southeast Asia, economic growth in developing countries and economic history. He has written articles and spoken on a wide range of issues including constitutional monarchy, nation building, Islam, Islamic finance, ethno-religious relations, education and socio-economic development.

IDFR offers various training programmes for the Ministry's officers and officers from other government agencies. These include diplomatic training courses, pre-posting orientation courses, public diplomacy and media skills courses, high level workshops, as well as Arabic, English, French, Malay, Mandarin and Spanish language courses.

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

IDFR also organises public lectures, forums, roundtable discussions, seminars and workshops which are opened for participation to interested organisations and individuals. They normally include government officials, academicians and university students, representatives from think tanks, non-governmental organisations and training institutes and members of the diplomatic corps based in Kuala Lumpur.

Among the guest speakers who have spoken at IDFR are Kofi Annan, Haris Silajdzic, Lee Hsien Loong, Nelson Mandela, Tun Dr. Mahathir Mohamad, and in the recent months, Imam Feisal Abdul Rauf, Ban Ki-moon and His Royal Highness Raja Dr. Nazrin Shah. His Excellency Ban Ki-moon, Secretary General of the United Nations delivered a special address at IDFR on *The United Nations and Malaysia in a Changing World*, and His Royal Highness Raja Dr. Nazrin Shah who made his first official visit to the Institute as Royal Patron of IDFR delivered a royal address entitled *Challenges of Global Governance and the New Era of Diplomacy*.

IDFR also has the support of a panel of Distinguished Fellows, who contribute ideas and provide support for the growth of IDFR. The Fellows are made up of experienced practitioners and outstanding academicians as well as experts in the field of diplomacy and international relations. They contribute to the Institute's lectures, publications and other events.

IDFR has also established linkages with various diplomatic academies and training institutes worldwide, including the Diplomatic Academy of the Russian Federation, the Diplomatic Academy of Ukraine, the United Nations Institute for Training and Research, the Azerbaijan Diplomatic Academy and University of World Economy and Diplomacy, Uzbekistan and with international affairs training institutes of Australia and Thailand. Locally, IDFR is also in collaboration with the Academy of Sciences (ASM), the Institute of ASEAN Studies and Global Affairs (INSPAG), the Institute of Advanced Islamic Studies (IAIS), the Institute of Strategic and International Studies (ISIS), the National Institute of Public Administration (INTAN), Universiti Kebangsaan Malaysia (UKM), Universiti Malaya (UM), Universiti Teknologi MARA (UiTM), Universiti Sains Malaysia (USM), Universiti Utara Malaysia (UUM), Universiti Pendidikan Sultan Idris (UPSI), Association of Former Malaysian Ambassadors (AFMA), Foreign Policy Study Group (FPSG), United Nations Association of Malaysia (UNAM) and Akademi Budaya dan Warisan Kebangsaan (ASWARA) as well as the foreign missions in Kuala Lumpur, in coorganising public lectures, forums and roundtable 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 nongovernment 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, roundtable 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, roundtable discussions and public lectures at least one month before their respective commencement

# **Programmes**

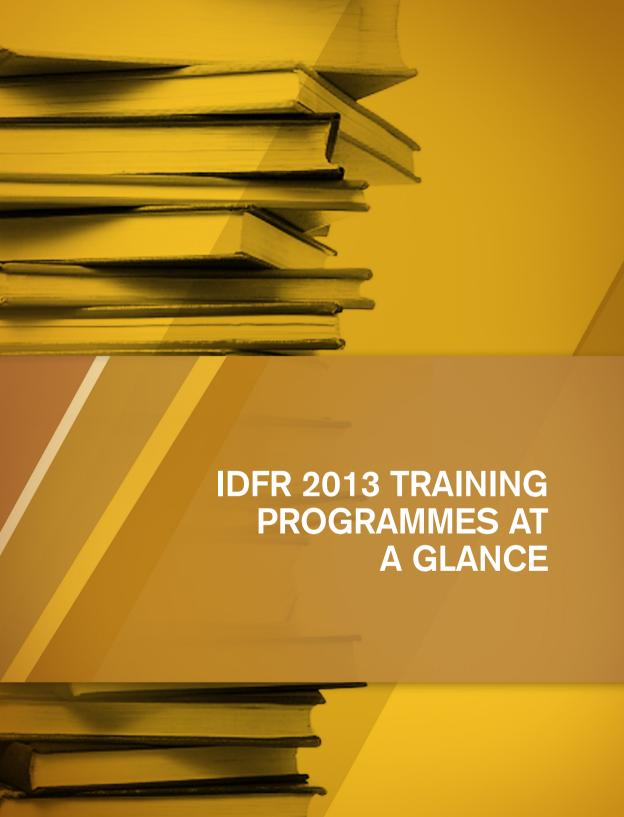
IDFR offers training courses/programmes under the following broad areas of expertise:

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

#### **Facilities in IDFR**

The facilities available at IDFR include:

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





# **Diplomatic Training for International Participants**

COURSE	DATES	APPLICATION DEADLINE
Diplomatic Training Course for International Participants 1/2013	11-29 March 2013	11 February 2013
Crisis Management for International Participants	3-21 June 2013	2 May 2013
Strategic Analysis for International Participants	2-20 September 2013	3 August 2013
Diplomatic Training Course for International Participants 2/2013	23 September- 11 October 2013	23 August 2013
Commonwealth Regional Programme in Diplomatic Training	October/November 2013	Three weeks before the start of the programme
Forum for ASEAN Young Diplomats on International Affairs 2013	18-29 November 2013	17 September 2013

# **Diplomatic Training for Malaysian Participants**

COURSE	DATES	APPLICATION DEADLINE
Workshop on Public Diplomacy and Media Skills 1/2013	14-17 January 2013	2 January 2013
Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 1/2013	18 February- 1 March 2013	31 January 2013
Workshop on Maritime Diplomacy	1-4 April 2013	18 March 2013
Workshop on Public International Law	8-11 April 2013	18 March 2013
Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 2/2013	6-17 May 2013	18 April 2013
High Level Workshop on International Negotiations for Senior Officers	18-21 June 2013	4 June 2013

COURSE	DATES	APPLICATION DEADLINE
Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 3/2013	24 June-5 July 2013	10 June 2013
Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 4/2013	21 October- 2 November 2013	7 October 2013
Workshop on Economic Diplomacy	25-28 November 2013	4 November 2013

# **English Language**

COURSE	DATES	APPLICATION DEADLINE
Say it Right 1/2013	4-6 February 2013	7 January 2013
Building Blocks of Good English	4-8 March 2013	31 January 2013
Effective Presentation Skills 1/2013	9-12 April 2013	1 March 2013
Say it Right 2/2013	20-22 May 2013	19 April 2013
Effective Writing Skills 1/2013	17-20 June 2013	15 May 2013
Effective Presentation Skills 2/2013	26-29 August 2013	26 July 2013
Effective Writing Skills 2/2013	12-15 November 2013	1 October 2013

# **Arabic Language**

COURSE	DATES	APPLICATION DEADLINE
Arabic Level IV	28 January-26 June 2013	7 January 2013
Arabic Level IX	29 January-27 June 2013	8 January 2013
Arabic Level V	19 August 2013- 20 January 2014	19 July 2013
Arabic Level X	20 August 2013- 21 January 2014	10 July 2013

# French Language

COURSE	DATES	APPLICATION DEADLINE
French Level II	8 April-3 July 2013	8 March 2013
French Level IV	9 April-2 July 2013	9 March 2013
French Level III	19 August- 20 November 2013	19 July 2013
French Level V	20 August- 21 November 2013	20 July 2013
French Advanced Level	11 October 2013- 30 May 2014	11 September 2013

# Spanish Language

COURSE	DATES	APPLICATION DEADLINE
Spanish Level VI	7 January-3 June 2013	2 January 2013
Spanish Level I	8 January-26 March 2013	2 January 2013
Spanish Level III 1/2013	9 January-29 March 2013	2 January 2013
Spanish Level II	16 April-20 June 2013	15 March 2013
Spanish Level IV	17 April-26 June 2013	11 March 2013
Spanish Level VII	17 June- 23 December 2013	16 May 2013
Spanish Level III 2/2013	20 August- 7 November 2013	19 July 2013
Spanish Level V	21 August- 6 November 2013	18 July 2013

# Malay Language

COURSE	DATES	APPLICATION DEADLINE
Basic Conversational Malay	3 September- 7 November 2013	1 August 2013

# Mandarin Language

COURSE	DATES	APPLICATION DEADLINE
Mandarin Level I	18 February- 24 April 2013	11 January 2013

# Master's Programme

COURSE	DATES	APPLICATION DEADLINE
Master of Social Science in Strategy and Diplomacy	September 2013- October 2014	10 May 2013

# **Economic Diplomacy Series**

COURSE	DATES	APPLICATION DEADLINE
International Trade in Green Technology: Opportunities and Challenges	18 January 2013	11 January 2013
Enhancing the Economic Value of our Heritage through Geographical Indications	18-19 February 2013	11 February 2013
Negotiating International Economic Agreements	2-4 April 2013	26 March 2013
Negotiating Peace and Moderations and its Impact on Economic Prosperity	10 May 2013	2 May 2013
The Prospect of an OIC Closer Investment and Trade Integration	3-4 July 2013	21 June 2013
Managing International Investment Conflicts	19 September 2013	13 September 2013

# **Events**

COURSE	DATES	APPLICATION DEADLINE
Roundtable Discussions/ Forums/Conferences/ Seminars/Public Lectures	February-December 2013	To be confirmed





Course Code ID 130/1 (MTCP Participants)

Course Name Diplomatic Training Course for International

Participants 1/2013

Date 11-29 March 2013

Course Code ID 130/2 (MTCP Participants)

Course Name Diplomatic Training Course for International

Participants 2/2013

Date 23 September-11 October 2013

#### **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 knowledge and diplomatic skills in the conduct of diplomatic and foreign relations
- To enhance operational skills in the performance of duties as diplomatic officers
- To provide ideas, concepts and hands-on experience in the conduct of negotiations and cross-cultural communication
- To provide exposure 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 forms can also be downloaded from IDFR's website at www.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 **Diplomatic Training Course for International Participants 1/2013**, the deadline is **11 February 2013**.

For Diplomatic Training Course for International Participants 2/2013, the deadline is 23 August 2013.

# **Course Coordinators**

Ms. Alina Murni Md Isa

Senior Deputy Director of Training Division

E-mail : alina@idfr.gov.my Tel : +603 2149 1050 Fax : +603 2145 7015

Ms. Jarin Sijaya Abdul Hathi

Assistant Director of Training Division

E-mail : jarin@idfr.gov.my
Tel : +603-2149 1090
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Course Code

SS 120 (MTCP Participants)

Course Name Crisis Management for International Participants

Date **3-21 June 2013** 

#### **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 knowledge and understanding on the theoretical and practical aspects of international crisis and crisis management
- To increase 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**

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
- 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 the AIDS Crisis
- Managing Refugees in Crisis
- Megotiation 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 forms can also be downloaded from IDFR's website at www.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 2013.

#### **Course Coordinators**

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Senior Deputy Director of Training Division

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Ms. Jarin Sijaya Abdul Hathi

Assistant Director of Training Division

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Course Code SS 140 (MTCP Participants)

Course Name Strategic Analysis for International Participants

Date 2-20 September 2013

#### 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 knowledge on strategic thinking and security analysis
- To upgrade understanding and the 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
- Use of Force
- 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 forms can also be downloaded from IDFR's website at www.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 August 2013.

#### **Course Coordinators**

Ms. Alina Murni Md Isa

Senior Deputy Director of Training Division

E-mail : alina@idfr.gov.my
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Fax : +603 2145 7015

Ms. Jarin Sijaya Abdul Hathi

Assistant Director of Training Division

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Fax : +603-2145 7015

Course Code Course Name Date EP 170 (International Participants)
Commonwealth Regional Programme in Diplomatic Training
October/November 2013

#### 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 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

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 country 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 Kinadom

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 2013

Date 18-29 November 2013

### 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 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.

- 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
- Megotiation Skills
- Public Diplomacy
- Public Speaking and Presentation Skills
- Speech Writing
- Personal Grooming and Etiquette
- Study Visits

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. All applications must be in the standard application form obtainable from IDFR's website at www.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 17 September 2013.

### **Course Coordinator**

Mr. Haris Syarwani Razali

Assistant Director of Training Division

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# 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 Mid-Career Officers
- 6. Speech Writing Course for Senior Officers
- 7. Training of Trainers

An orientation course is also offered to the members of the Ladies Association of the Ministry of Foreign Affairs (PERWAKILAN) as they play a crucial role in supporting the functions of the Ministry and our Missions abroad.

# **Training Courses for Malaysian Government Officers**

Course Code EP 160 (Malaysian Participants)

Course Name Workshop on Public Diplomacy and Media Skills 1/2013

Date 14-17 January 2013

### **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
- To enhance awareness of the importance of public diplomacy in promoting Malaysia's national interests in the international arena
- To enhance 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.

- 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
- Mandling Crisis Situations and Difficult Questions from the Media
- TV and Radio Interview and Press Conference
- Role Playing Mock Press Conference

Four days

# Prerequisites/Eligibility

This course is offered to all Malaysian civil service officers.

# **How to Apply**

All applications must be made through the applicants' ministries/government agencies using 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 before 2 January 2013.

### **Course Coordinators**

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Course Code Course Name MD 140/1 (Ministries/Government Agencies under SPKM)

Pre-Posting Orientation Course for Officers and Spouses

under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara

(SPKM) 1/2013

Date 18 February-1 March 2013

Course Code
Course Name

MD 140/2 (Ministries/Government Agencies under SPKM)

Pre-Posting Orientation Course for Officers and Spouses

under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara

(SPKM) 2/2013

Date 6-17 May 2013

Course Code
Course Name

MD 140/3 (Ministries/Government Agencies under SPKM)

Pre-Posting Orientation Course for Officers and Spouses

under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara

(SPKM) 3/2013

Date 24 June-5 July 2013

Course Code MD 140/4 (Ministries/Government Agencies under SPKM)
Course Name Pre-Posting Orientation Course for Officers and Spouses

under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara

(SPKM) 4/2013

Date 21 October-2 November 2013

### 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 Missions.

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 increase knowledge on diplomacy and international relations
- To enhance professional as well as interpersonal skills and leadership qualities
- To develop security consciousness among the officers
- To prepare spouses for varied functions and duties abroad
- To instill esprit de corp 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.

- Administrative and Service Matters at Missions
- Consular Work at Missions
- Cross-Cultural Communication
- Crisis Management at Missions
- Current Trends and Issues on Globalisation
- Diplomatic Skills
- Managing Visits of VVIPs at Malaysian Missions Abroad
- Preparation before Departure
- Public Diplomacy

- PERWAKILAN
- Skills in Diplomatic Writing
- Financial Management at Missions
- The Security Aspects of Working and Living Abroad
- Vienna Convention on Diplomatic Relations 1961
- Verbal Communication Skills
- Working and Living Abroad
- Work Ethics

Ten days

### Prerequisites/Eligibility

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

# **How to Apply**

Application forms are obtainable from IDFR or can be 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 Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 1/2013, the deadline is 31 January 2013.

For Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 2/2013, the deadline is 18 April 2013.

For Pre-Posting Orientation Course for Officers and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 3/2013, the deadline is 10 June 2013.

For Pre-Posting Orientation Course for Officers and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 4/2013, the deadline is 7 October 2013.

### **Course Coordinators**

Ms. Romaiza Ab Rahman Senior Deputy Director of Training Division

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Ms. Azmah Mahmud

Assistant Director of Training Division

E-mail : azmah@idfr.gov.my Tel : +603-2149 1116 Fax : +603-2145 7015 Course Code Course Name EP 180 (Malaysian Participants) Workshop on Maritime Diplomacy

Date 1-4 April 2013

### Rationale

Workshop on Maritime Diplomacy is aptly titled with the aim of enhancing the participants' knowledge on the latest maritime convention, laws, regulations, and treaties which cover a wide area of interests. The workshop focuses on addressing current contentions related to maritime issues between neighbouring countries in the region and also elsewhere.

### **Objectives**

- To provide an overview and understanding of the practice of maritime law
- To enhance awareness of the importance of maritime law in conducting diplomacy and international relations
- To enhance understanding of the major segments of maritime law that are relevant to diplomatic practice and international relations

# **Course Methodology**

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

- UNCLOS and Current Issues of Maritime Law
- Regional and International Maritime Issues
- International Settlement of Disputes
- Media Response on Maritime Issues
- International Law and the Use of Force on the High Seas
- Freedom of Seas, Passage Rights and UNCLOS 1982
- Maritime Security and Diplomatic Initiatives
- Maritime Security Threats

Four days

# Prerequisites/Eligibility

This course is offered to officers from the Ministry of Foreign Affairs and all other interested ministries/government agencies.

### **How to Apply**

Application forms are obtainable from IDFR or can be 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 18 March 2013.

### **Course Coordinators**

Ms. Alina Murni Md Isa

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Course Code Course Name Date EP 190 (Malaysian Participants)
Workshop on Public International Law
8-11 April 2013

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
- To enhance awareness of the importance of public international law in conducting diplomacy and international relations
- To enhance understanding of the major segments of public international law which are relevant to diplomatic practice, international relations, and international trade and investment

# **Course Methodology**

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

- 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

- Mark 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

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

Application forms are obtainable from IDFR or can be 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 18 March 2013.

### **Course Coordinator**

Mr. Mohd. Farid Mohd. Arif

Senior Deputy Director of Training Division

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Course Code SS 110 (Malaysian Participants)

Course Name High Level Workshop on International Negotiations for

**Senior Officers** 

Date 18-21 June 2013

### 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 knowledge on the various theories, modus operandi and techniques of negotiations
- To upgrade 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**

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

- An Overview of Negotiations
- Mediation and Arbitration

- Bilateral and Multilateral Negotiations
- Economic and Trade Negotiations
- Profile of a Negotiator
- Simulation Exercises

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 applicants' ministries/government agencies using 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 June 2013.

### **Course Coordinators**

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EP 200 (Malaysian Participants) Workshop on Economic Diplomacy

Date **25-28 November 2013** 

#### Rationale

The four-day workshop is a collaboration with the World Trade Institute (WTI). The workshop focuses on issues and topics related to international and domestic economy, functions of state and non-state actors, multilateral trading system, analytical framework for commercial and economic diplomacy, bilateral and regional trade agreements and foreign investment.

### **Objectives**

- To provide an overview of the objectives and scope of economic diplomacy
- To enhance knowledge related to economic diplomacy

# **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**

- International and Domestic Economic Issues
- Functions of State and Non-State actors
- Multilateral Trading System
- Functions of World Trade Organisation (WTO)
- Analytical Framework for Commercial and Economic Diplomacy
- Preferential Bilateral and Regional Trade Agreements
- Promotion of Foreign Direct Investment
- Free Trade Agreement (FTA) Negotiation
- Role of Malaysia's Diplomatic Mission Abroad

# Prerequisites/Eligibility

This course is offered to all Malaysian civil service officers.

Four days

# **How to Apply**

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at www.idfr.gov.my

# **Application Deadline**

All application forms should reach IDFR by 4 November 2013.

### **Course Coordinators**

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Course Code EN 310 (Malaysian Participants)

Course Name Say it Right 1/2013
Date Say it Right 1/2013
4-6 February 2013

Course Code EN 310 (Malaysian Participants)

Course Name Say it Right 2/2013
Date 20-22 May 2013

### **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 their 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 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 1/2013, the deadline is 7 January 2013. For Say it Right 2/2013, the deadline is 19 April 2013.

# **Maximum Number of Participants**

25

### **Course Coordinators**

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Course Code
Course Name

EN 213/1 (Malaysian Participants)
Building Blocks of Good English
4-8 March 2013

### 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 their 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 applicants' ministries/government agencies using 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 31 January 2013.

# **Maximum Number of Participants**

25

### **Course Coordinators**

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Ms. Joyce Varughese

Assistant Director of Language Division

E-mail : joyce@idfr.gov.my Tel : +603-2149 1031 Fax : +603-2144 8704 Course Code EN 221/1 (Malaysian Participants)
Course Name Effective Presentation Skills 1/2013

Date 9-12 April 2013

Course Code EN 221/2 (Malaysian Participants)
Course Name Effective Presentation Skills 2/2013

Date **26-29 August 2013** 

### **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 their awareness on the role of verbal and non-verbal strategies for effective presentation
- To gain confidence to speak eloquently

# **Course Methodology**

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

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

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 applicants' ministries/government agencies using 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 1/2013, the deadline is 1 March 2013. For Effective Presentation Skills 2/2013, the deadline is 26 July 2013.

# **Maximum Number of Participants**

25

### **Course Coordinators**

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Ms. Joyce Varughese

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Course Name Effective Writing Skills 1/2013

Date 17-20 June 2013

Course Code EN 220/2 (Malaysian Participants)
Course Name Effective Writing Skills 2/2013

Date 12-15 November 2013

### **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 them to apply the principles of effective writing
- To enhance their 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.

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

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 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 1/2013, the deadline is 15 May 2013. For Effective Writing Skills 2/2013, the deadline is 1 October 2013.

# **Maximum Number of Participants**

25

### **Course Coordinators**

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Course Code AR 410

Course Name Arabic Level IV

Date 28 January-26 June 2013

## **Objectives**

To equip the participants with the knowledge to carry out conversations at the intermediate level

To enable them to have an 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 materials will be used.

### Course Content

- Pronunciation
- Intermediate Conversation
- Reading Intermediate Texts
- Informal Correspondence
- Introduction to Arabic Culture and Customs

### **Duration**

80 hours

# Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level III (AR 310) or an equivalent level.

# **How to Apply**

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 7 January 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

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Mr. Hassan Mohamad Ali @ Mat Ali Assistant Director of Language Division

Course Code AR 910

Course Name Arabic Level IX

Date 29 January-27 June 2013

## **Objectives**

To equip the participants with a working knowledge of the Arabic language to enable them to use the language to communicate in certain everyday situations

To enhance their language skills and proficiency

# **Course Methodology**

The participants will learn through classroom activities and interaction using audiovisual materials and practice sessions in the language laboratory.

### **Course Content**

- Short Texts for Listening
- Short Stories
- Guided Writing
- Grammar

#### **Duration**

80 hours

# Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level VIII (AR 810) or an equivalent level.

# **How to Apply**

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 8 January 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

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Mr. Hassan Mohamad Ali @ Mat Ali Assistant Director of Language Division

Course Code AR
Course Name Ara

AR 510 Arabic Level V

Date 19 August 2013-20 January 2014

## **Objectives**

To equip the participants with the knowledge of the language to enable them to carry out conversations at the intermediate level

To enable them to have an 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 materials will be used.

### Course Content

- Pronunciation
- Intermediate Conversation
- Reading Intermediate Texts
- Informal Correspondence
- Introduction to Arabic Culture and Customs

#### Duration

80 hours

# Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level IV (AR 410) or an equivalent level.

# **How to Apply**

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 19 July 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

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Mr. Hassan Mohamad Ali @ Mat Ali Assistant Director of Language Division

Course Code AR 1010
Course Name Arabic Level X

Date 20 August 2013-21 January 2014

## **Objectives**

To equip the participants with a working knowledge of the Arabic language to enable them to use the language to communicate in certain everyday situations

To enhance their language skills and proficiency

# **Course Methodology**

The participants will learn through classroom activities and interaction using audiovisual materials and practice sessions in the language laboratory.

### **Course Content**

- Short Texts for Listening
- Short Stories
- Guided Writing
- Grammar

#### **Duration**

80 hours

# Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level IX (AR 910) or an equivalent level.

# **How to Apply**

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 10 July 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

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Mr. Hassan Mohamad Ali @ Mat Ali Assistant Director of Language Division





Course Code FR 210

Course Name French Level II
Date 8 April-3 July 2013

## **Objective**

To equip the participants with the basic knowledge required to communicate in simple everyday situations and cope with their daily needs in a French speaking environment

# **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**

- Talking about Daily Activities
- Narrating Past Events
- Asking and Giving Practical Information
- Expressing Obligations and Restrictions
- Writing Simple Texts and Messages

#### Duration

40 hours

# Prerequisites/Eligibility

Applicants should have successfully completed French Level I (FR 110) or an equivalent level.

# **How to Apply**

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 8 March 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

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Ms. Jeanette Daina Chen

Assistant Director of Language Division

Course Code FR 410

Course Name French Level IV
Date 9 April-2 July 2013

## **Objective**

To equip the participants with the skills needed to communicate fairly effectively both orally and in writing, in informal situations

# **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**

- Talking about Your Dreams and Aspirations
- Describing Appearance, Habits and Lifestyles
- Expressing an Opinion and Justifying a Choice
- Commenting and Giving Advice
- Writing an Informative Text

## **Duration**

40 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 the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 9 March 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Ms. Jeanette Daina Chen

Assistant Director of Language Division

Course Code FR 310

Course Name French Level III

Date 19 August-20 November 2013

## **Objectives**

To equip the participants with the skills to communicate in a social context

To enable them to participate in informal conversations and cope with practical situations, both orally and in writing

# **Course Methodology**

The participants will learn through classroom activities and interactions using audiovisual materials and practice sessions in the language laboratory. They will also be encouraged to participate in the social and cultural activities of the French speaking community in Malaysia.

#### Course Content

- Talking about Past Events
- Describing Situations and Circumstances
- Making Plans for the Future
- Writing Short Texts and Informal Letters

#### Duration

40 hours

# Prerequisites/Eligibility

Applicants should have successfully completed French Level II (FR 210) or an equivalent level.

# **How to Apply**

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 19 July 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Ms. Jeanette Daina Chen

Assistant Director of Language Division

Course Code FR 510

Course Name French Level V

Date 20 August-21 November 2013

## **Objectives**

To enhance the participants' proficiency and understanding of the French language and help them become independent users of the language

To expand their knowledge of the French culture

## **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**

- Comparing Qualities and Quantities
- Talking about Future Changes and Plans
- Expressing a Need or a Wish
- Writing an Articulated Text

### **Duration**

40 hours

# Prerequisites/Eligibility

Applications 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 the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 20 July 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Ms. Jeanette Daina Chen

Assistant Director of Language Division

Course Code FR 910/2

Course Name French Advanced Level

Date 11 October 2013-30 May 2014

### **Objective**

To reinforce the participants' knowledge of the language and to deepen their understanding of the culture of the French speaking world

# **Course Methodology**

The participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and independent research in the media and on the internet. They will also be encouraged to participate in the social and cultural activities of the French speaking community in Malaysia.

### **Course Content**

- Understanding all Types of Media
- Summarising Information
- Narrating an Experience and Giving an Opinion
- Making an Oral and Written Commentary
- Writing a Programme

#### Duration

40 hours

# Prerequisites/Eligibility

Applicants should have successfully completed French Level VIII (FR 810) or an equivalent level.

# **How to Apply**

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by 11 September 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Ms. Jeanette Daina Chen

Assistant Director of Language Division





Course Name Spanish Level VI

Date 7 January-3 June 2013

## **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**

40 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 applicants' ministries/government agencies using 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 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah

Assistant Director of Language Division

Course Name Spanish Level I

Date 8 January-26 March 2013

### **Objectives**

- To equip the participants with the required expressions needed to greet, introduce oneself and others
- To enable them to recognise the syntaxes 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**

40 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 applicants' ministries/government agencies using 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 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan Director of Language Division E-mail : rosli@idfr.gov.my

Tel : +603-2149 1005 Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah Assistant Director of Language Division

Course Name Spanish Level III 1/2013
Date 9 January-29 March 2013

Course Code SP 310

Course Name Spanish Level III 2/2013
Date 20 August-7 November 2013

## **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

40 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 applicants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at www.idfr.gov.my

All application forms should reach IDFR by the stipulated deadline.

For Spanish Level III 1/2013, the deadline is 2 January 2013. For Spanish Level III 2/2013, the deadline is 19 July 2013.

# **Maximum Number of Participants**

20

#### **Course Coordinators**

Dr. Rosli Haji Hassan Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah Assistant Director of Language Division

Course Name Spanish Level II

Date 16 April-20 June 2013

## **Objective**

To equip the participants with basic knowledge of the Spanish language to talk about daily routines, needs, wishes and preferences

# **Course Methodology**

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**

40 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 applicants' ministries/government agencies using 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 March 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah Assistant Director of Language Division

Course Name Spanish Level IV
Date 17 April-26 June 2013

## **Objectives**

- To equip the participants with the language to communicate in a social context
- To enable them 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**

40 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 applicants' ministries/government agencies using 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 11 March 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah Assistant Director of Language Division

Course Name Spanish Level VII

Date 17 June-23 December 2013

## **Objectives**

To enable the participants to take part in discussions

To enable them 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**

40 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 applicants' ministries/government agencies using 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 16 May 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah Assistant Director of Language Division

Course Name Spanish Level V

Date 21 August-6 November 2013

### Objective

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

### **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

40 hours

# Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level IV (SP 410) or an equivalent level.

# **How to Apply**

All applications must be made through the applicants' ministries/government agencies using 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 July 2013.

# **Maximum Number of Participants**

20

### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah Assistant Director of Language Division





Course Code CM 110

Course Name Basic Conversational Malay
Date 3 September-7 November 2013

### **Objectives**

To equip participants with the competency and confidence to communicate in everyday situations orally and through writing

To enable participants to read and write simple texts

# **Course Methodology**

Participants will learn through a variety of awareness-raising activities, practical 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**

40 hours

# Prerequisites/Eligibility

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

All applications must be made using 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 2013.

# **Maximum Number of Participants**

30

#### **Course Coordinators**

Dr. Rosli Haji Hassan

Director of Language Division

E-mail : rosli@idfr.gov.my
Tel : +603-2149 1005
Fax : +603-2144 8704

Ms. Wan Faizah Wan Yusoff

Assistant Director of Language Division

E-mail : wanfaizah@idfr.gov.my
Tel : +603-2149 1032
Fax : +603-2144 8704





Course Code MD 110

Course Name Mandarin Level I

Date 18 February-24 April 2013

### **Objectives**

- To enable participants to recognise Chinese Pinyin (Mandarin) as well as read and write the characters
- To equip the participants with the ability to speak in Mandarin using the correct intonation and communicate using simple phrases and sentences

# **Course Methodology**

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

40 hours

# Prerequisites/Eligibility

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

All applications must be made through the applicants' ministries/government agencies using 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 11 January 2013.

# **Maximum Number of Participants**

20

#### **Course Coordinators**

Dr. Rosli Haji Hassan Director of Language Division E-mail : rosli@idfr.gov.my

Tel : +603-2149 1005 Fax : +603-2144 8704

Ms. Wan Faizah Wan Yusoff

Assistant Director of Language Division

E-mail : wanfaizah@idfr.gov.my
Tel : +603-2149 1032
Fax : +603-2144 8704





Course Code SS

SS 130

Course Name Master of Social Science in Strategy and Diplomacy

Date September 2013-October 2014

#### 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 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 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:

- i. A completed bachelor's degree or its equivalent
- ii. 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.

Application forms may be obtained from www.ukm.my/pps or www.idfr.gov.my
Completed applications must be returned to:
Major (Rtd.) Mohd. Ridzuan Mohd. Shariff
Senior Deputy 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 10 May 2013.

# **Programme Coordinators**

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff Senior Deputy Director of Regional and Security Studies Division

E-mail : ridzuan@idfr.gov.my
Tel : +603-2149 1011
Fax : +603-2144 9197

Mr. Nafizal Haris Ismail

Assistant Director of Regional and Security Studies Division

E-mail : nafizal@idfr.gov.my Tel : +603-2149 1117 Fax : +603-2144 9197





Course Name International Trade in Green Technology: Opportunities and

Challenges

Date **18 January 2013** 

#### Rationale

Many people see green technology and green products as their main weapons to combat global warming by reducing carbon emission. Thus, green products have the potential to attract environmentally conscious customers. However, the international trade in green technology has its own impediment, such as the ruling on carbon footprint, tax and fiscal systems that favour only certain products, standards and certification and the health and safety issues.

#### **Objectives**

- To examine what is meant by green technology and green products
- To examine commercial opportunities for green products
- To examine international, regional and domestic rules including those related to World Trade Organisation (WTO), Free Trade Agreements (FTA) and other international agreements that have an impact on international trade of green products

# **Course Methodology**

Learning will be through lectures, case studies and discussions.

#### **Course Content**

- Definition of Green Technology and Green Products
- International Market Potential for Green Products
- WTO, FTA, USA and EU rules relating to international trade in green products
- Green Products and Barriers to Trade

#### **Duration**

One Day

#### Fee

RM1500 per person which includes the cost of course materials, refreshments, lunch and an attendance certificate.

# Prerequisites/Eligibility

Interest in green technology and green products.

### **How to Apply**

Applications can be made by using the standard application form downloaded from IDFR's website at www.idfr.gov.my or via www.economicdiplomacy.com.my

# **Application Deadline**

All application forms should reach IDFR by 11 January 2013.

### **Course Coordinators**

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff

Senior Deputy Director of Regional and Security Studies Division

E-mail : ridzuan@idfr.gov.my
Tel : +603-2149 1011
Fax : +603-2144 9197

Mr. Nafizal Haris Ismail

Assistant Director of Regional and Security Studies Division

E-mail : nafizal@idfr.gov.my Tel : +603-2149 1117 Fax : +603-2144 9197

Dr. Sufian Jusoh

External Consultant

World Trade Institute, University of Bern

Course Name Enhancing the Economic Value of our Heritage Through

**Geographical Indications** 

Date 18-19 February 2013

#### 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 about 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 about the need to protect the intellectual property in the GI and at the same time, to promote heritage products using the GI.

# **Objectives**

- To discuss how the Malaysian economy can benefit from the GI
- To discuss the positioning of Malaysian products at the international level
- 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**

Two days

#### Fee

RM2500 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**

Applications can be made by using the standard application form downloaded from IDFR's website at **www.idfr.gov.my** or via **www.economicdiplomacy.com.my** 

# **Application Deadline**

All application forms should reach IDFR by 11 February 2013.

#### **Course Coordinators**

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff

Senior Deputy Director of Regional and Security Studies Division

E-mail : ridzuan@idfr.gov.my Tel : +603-2149 1011 Fax : +603-2144 9197

Mr. Nafizal Haris Ismail

Assistant Director of Regional and Security Studies Division

E-mail : nafizal@idfr.gov.my
Tel : +603-2149 1117
Fax : +603-2144 9197

Dr. Sufian Jusoh External Consultant

World Trade Institute, University of Bern

Course Name Negotiating International Economic Agreements

Date **2-4 April 2013** 

#### 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 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**

The learning is through lectures, case studies and group exercises.

### **Course Content**

Please refer to www.economicdiplomacy.com.my

#### **Duration**

Three days

#### Fee

RM4000 per person which includes the cost of course materials, refreshments, lunch and an attendance certificate.

### Prerequisites/Eligibility

Background in international trade.

#### How to Apply

Applications can be made by using the standard application form downloaded from IDFR's website at www.idfr.gov.my or via www.economicdiplomacy.com.my

# **Application Deadline**

All application forms should reach IDFR by 26 March 2013.

### **Course Coordinators**

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff

Senior Deputy Director of Regional and Security Studies Division

E-mail : ridzuan@idfr.gov.my
Tel : +603-2149 1011
Fax : +603-2144 9197

Mr. Nafizal Haris Ismail

Assistant Director of Regional and Security Studies Division

E-mail : nafizal@idfr.gov.my
Tel : +603-2149 1117
Fax : +603-2144 9197

Dr. Sufian Jusoh

External Consultant

World Trade Institute, University of Bern

Course Name Negotiating Peace and Moderations and its Impact

on Economic Prosperity

Date 10 May 2013

#### Rationale

Peace in important for economic prosperity. Without peace, there is little trade and investment and thus will have negative impact on quality of life. This program will share the experience of Nobel Peace Prize Winner HE Oscar Arias Sanchez of Costa Rica.

#### **Objectives**

- To learn from the experiences of a Nobel Peace Prize Winner on how he conducted high level peace negotiations in Central America which brought peace to the region
- To evaluate how moderation can bring about peace, stability and economic prosperity

# **Course Methodology**

The learning will be through sharing of experiences, lectures, forum and discussion.

#### **Course Content**

Please refer to www.economicdiplomacy.com.my

#### Duration

One day

#### Fee

Please refer to www.economicdiplomacy.com.my

Applications can be made by using the standard application form downloaded from IDFR's website at www.idfr.gov.my or via www.economicdiplomacy.com.my

# **Application Deadline**

All application forms should reach IDFR by 2 May 2013.

#### **Course Coordinators**

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff

Senior Deputy Director of Regional and Security Studies Division

E-mail : ridzuan@idfr.gov.my
Tel : +603-2149 1011
Fax : +603-2144 9197

Mr. Nafizal Haris Ismail

Assistant Director of Regional and Security Studies Division

E-mail : nafizal@idfr.gov.my Tel : +603-2149 1117 Fax : +603-2144 9197

Dr. Sufian Jusoh External Consultant World Trade Institute, University of Bern

Course Name The Prospect of an OIC Closer Investment and Trade

Integration

Date 3-4 July 2013

#### Rationale

Islam being the common religion among the heterogeneous Islamic countries may serve as a binding factor to push for closer investment and trade integration among OIC member countries. There have been various trade pacts between Islamic countries with cultural and socio-economic homogeneity. These trade pacts could be the precursor to bigger and more meaningful integration between the OIC member countries.

#### **Objectives**

- To discuss the possible closer trade and investment integration among OIC member countries
- To discuss the existing trade and investment barriers and how those barriers among the OIC member countries can be alleviated
- To discuss trade and investment data among OIC member countries
- To examine the possibility of expanding the existing trade groupings among various Islamic countries to be the basis for a bigger trade and investment integration

# **Course Methodology**

The learning will be through sharing of experiences, lectures, forum and discussion.

#### **Course Content**

Please refer to www.economicdiplomacy.com.my

#### **Duration**

Two days

#### Fee

Please refer to www.economicdiplomacy.com.my

### **How to Apply**

Applications can be made by using the standard application form downloaded from IDFR's website at www.idfr.gov.my or via www.economicdiplomacy.com.my

### **Application Deadline**

All application forms should reach IDFR by 21 June 2013.

#### **Course Coordinators**

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff

Senior Deputy Director of Regional and Security Studies Division

E-mail : ridzuan@idfr.gov.my
Tel : +603-2149 1011
Fax : +603-2144 9197

Mr. Nafizal Haris Ismail

Assistant Director of Regional and Security Studies Division

E-mail : nafizal@idfr.gov.my
Tel : +603-2149 1117
Fax : +603-2144 9197

Dr. Sufian Jusoh External Consultant

World Trade Institute, University of Bern

Course Name Managing International Investment Conflicts

Date 19 September 2013

#### Rationale

Southeast Asia is one of the major destinations of foreign direct investment (FDI). At the same time, corporations from Southeast Asia also invest in other countries. It is of utmost importance for the corporations to fully understand their rights under international investment agreements (IIA) in order to protect their investments in foreign countries. Southeast Asian countries, being recipients and host country of FDI, also need to understand their obligations under IIA in order to avoid disputes.

#### **Objectives**

- To discuss the latest issues in managing international investment disputes, taking into account dispute settlement provisions in IIAs and Preferential Trade Agreements
- To build global capacity and equip the investors and the host governments with knowledge and skills in investment dispute prevention
- To provide an understanding of possible strategies to avoid international investment litigation

# **Course Methodology**

The learning will be through sharing of experiences, lectures, forum and discussion.

#### **Course Content**

Please refer to www.economicdiplomacy.com.my

#### **Duration**

One day

#### Fee

Please refer to www.economicdiplomacy.com.my

Applications can be made by using the standard application form downloaded from IDFR's website at www.idfr.gov.my or via www.economicdiplomacy.com.my

# **Application Deadline**

All application forms should reach IDFR by 13 September 2013.

#### **Course Coordinators**

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Course Code SS 190

Course Name Roundtable Discussions/Forums/Conferences/Seminars/

**Public Lectures** 

Date February-December 2013

#### 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 roundtable 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 roundtable discussions, three public lectures, three forums and one seminar/conference for 2013. These events would be publicised in the IDFR website at **www.idfr.gov.my** two weeks before the event.

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 Coordinators**

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Belize Cayman Islands Dominica Grenada Haiti Montserrat St. Lucia

Trinidad Tobago

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

# **Enquiries**

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