

No. 4 (74)PTAP/CP-Trg./2012

Islamabad, 3rd July, 2012

OFFICE MEMORANDUM

Sub: **Training Programme on SMEs Development, Kuala Lumpur, Malaysia, 3-7 September, 2012**

The undersigned is directed to refer to the subject noted above and to state that the Colombo Plan Secretariat has invited nominations for participation in the subject course. A self-explanatory copy of letter No. CP/PPSD/2/12/5(2.14) dated 16th May, 2012 is enclosed.

2. It is requested that suitable nominations duly approved by the competent authority along with the following documents may kindly be furnished to this Division, latest by **11th July, 2012.**

S. No.	Document	Number of copies	Download link
1.	Application Forms (duly filled in)	Two copies	http://www.colombo-plan.org/index.php/event/training-programme-on-smes-development/
2.	Proforma for Foreign Training	Two copies	www.ead.gov.pk under the head of News & Press Releases (Foreign Trainings)
3.	Surety Bond	One copy	-do-
4.	Undertaking	One copy	-do-
5.	Medical Certificate	One copy	-----

3. Incomplete/late submission of documents/nominations will not be accepted.


(SALEEM AHMAD KHAN)
Section Officer (PTAP/CP)

MOST IMMEDIATE

No. 2(4)/2011-Admn-I
Government of Pakistan
Ministry of Commerce
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Islamabad, the 5th July, 2012

CIRCULAR

Copy of Economic Affairs Division's O.M No.4(74)PTAP/CP-Trg./2012 dated 03-07-2012 alongwith a self-explanatory copy of Colombo Plan Secretariat letter No. CP-PPSD/2/12/5(2.14) dated 16-05-2012 is forwarded for information/necessary action with the request that the application form and other details of the training programme can be downloaded from the link mentioned therein, and sent their nominations through their senior officers to Admn-I Section latest by **06-07-2012** for onward submission to EAD, Islamabad.


(MARIA KAZI)
Section Officer (Admn-I)



THE COLOMBO PLAN

For Co-operative Economic and Social Development in Asia and the Pacific

Ref:CP/PPSD/2/12/5(2.14)

16 May 2012

Mr. Muhammad Ali Shahzada
Joint Secretary (EC)
Ministry of Economic Affairs and Statistics
Economic Affairs Division
Room No.517, Block C, 5th Floor, PAK Secretariat
Islamabad
Pakistan

Fax: 92 51 9211822

Dear Mr. Muhammad Ali Shahzada,

Training Programme on SMEs Development, Kuala Lumpur, Malaysia, 3-7 September 2012

I am pleased to inform that the Colombo Plan and the SME Corporation of Malaysia have jointly organised the above-mentioned training programme from 10-26 May 2012 in Kuala Lumpur, Malaysia. The Programme will be implemented by SME Corporation, Malaysia.

2. The objective of this training programme is to provide an understanding on the role of various government agencies in providing support programmes to strengthen the capacity and capability of SMEs focusing on access to financing, market development and market access. The programme will include topics on market access, financing and promotion of trade. There will be a study visit to the Standards and Industrial Research Institute (SIRIM), Malaysia, a visit to a SME and a tour of Putrajaya, Malaysia. This will be an interactive training programme which will provide participants the opportunity to exchange ideas, knowledge and share experiences during the lectures, group discussions and country paper presentations. Each participating country is required to prepare a country report on SMEs for the presentation.

3. The CPS invites nominations of three candidates (two principle and one reserve) currently working on SMEs and SMEs development in the public and the private sector. Please do not include nominations of participants who have attended this programme during the last 3 years. Nominations, duly endorsed by the focal point should reach us by 16 July 2012. We regret to inform that no consideration will be given to late submissions and incomplete application forms. Details of the programme and administrative arrangements are in the Project Notification, attached as **Annex A**. Programme details are also available on our website, www.colombo-plan.org in Programme for Private Sector Development.

Yours sincerely,


Adam Maniku
Secretary-General



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