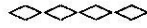


MOST IMMEDIATE

No. 2(33)/2008-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 17th January, 2013

CIRCULAR

Copy of the Economic Affairs Division's O.M No. UN-IV/CW/1(15)/2012 dated 27-12-2012 alongwith a copy of self explanatory letter received from Governance & Institutional Development Division (GIDD) Commonwealth Secretariat U.K is forwarded for information/necessary action with the request that the suitable nominations of relevant officers duly recommended /approved by their Senior respective officers to Admn-I Section latest by **08-02-2013** for onward submission to Economic Affairs Division. The training course is intended primarily for public officials holding senior or middle management positions operating within the Ministries of Trade or having a related portfolio. **It is pertinent to mentioned here that the training course is partially funded as the additional costs including travelling arrangements, visa fees ,insurance etc for the participants would be borne by the nominating Ministries/Divisions.** The course application form, training schedule & other relevant information may be available on the Ministry's website: www.commerce.gov.pk.



(MARIA KAZI)

Section Officer (Admn-I)

**GOVERNMENT OF PAKISTAN
MINISTRY OF ECONOMIC AFFAIRS & STATISTICS
ECONOMIC AFFAIRS DIVISION**

No UN-IV/CW/1(15)/2012

Islamabad, the December 27, 2012

OFFICE MEMORANDUM

Subject: - Competitiveness Strategies for Small State From 10-14 June, 2013 under Malta Commonwealth Third Country Programme – 2013.

The undersigned is directed to enclose herewith a copy of self explanatory letter received from Governance & Institutional Development Division (GIDD) Commonwealth Secretariat U.K. on the subject captioned above.

2. The subject training programme is aimed to share knowledge and provide training on Competitiveness Strategies, covering a variety of theme with a focus on small states. The workshop will also reflect on constraints and opportunities faced by respective countries. The programme will consist mainly of presentations by experts on different aspects of the Competitiveness Strategies for Small States and country presentation by the participants. Participants will be expected to present a brief paper describing the competitiveness strategies adopted in their respect countries.

3. The workshop is primarily intended for senior and middle management officials, operating in public sector institutions and government agencies with responsibility for trade commerce and industrial development. Last date for submission of nominations to Commonwealth Secretariat is 5th March, 2013.


4. The programme is partially funded and Secretariat will only sponsor the following:

- i) Accommodation on a half-board basis (with breakfast and lunch).
- ii) Training course fees
- iii) One time partial subsistence allowance of €120

5. The nominating ministries/divisions/departments will be responsible for other additional costs including; traveling arrangements, visa fees, insurance etc.

6. It is requested to kindly furnish suitable nominations of relevant officials, duly approved by the competent authority, alongwith following documents to this Division latest by **20-2-2012** for onward transmission, in case of approval, to Commonwealth Secretariat.

- | | |
|---|--------|
| a) Course Application Form (duly filled in) | 2 Sets |
| b) FTC Proforma | 2 Sets |


(Azam Khan)
Section Officer (UN)

DISTRIBUTION AS PER LIST ATTACHED

c.c.

1. Joint Secretary (Admn), Economic Affairs Division, for circulation within EAD.
2. Joint Secretary (Trg), Establishment Division, Islamabad.
3. Section Officer (UN-III), EAD, Islamabad.

COURSE APPLICATION FORM FOR

COMPETITIVENESS STRATEGIES FOR SMALL STATES

COURSE DATES: 04 JUNE – 08 JUNE 2013

APPLICATION DEADLINE: 05 MARCH 2013

GUIDANCE NOTES FOR COMPLETING THIS APPLICATION FORM

Parts One and Two should be completed by the Applicant.

Part Three should be completed by the Nominating Department / Ministry / Organisation.

Questions marked with an asterisk (*) are obligatory.

Annex 1 to be completed by the designated Point of Contact.

Please complete this form electronically if possible, or, if completed by hand, please write in CAPITAL LETTERS and black ink.

COMPLETED APPLICATION FORMS

Please send the completed application form to all three of the following:

- 1) **Commonwealth Point of Contact**
- 2) **Director, Governance and Institutional Development Division, Commonwealth Secretariat, through:**
Ms. Shakira Lukmanji
Programme Assistant, Technical Cooperation & Strategic Response Group
Governance and Institutional Development Division (GIDD)
Commonwealth Secretariat
Marlborough House, Pall Mall
London SW1Y 5HX, UK
Tel: + 44 (0) 20 7747 6368
Fax: + 44 (0) 20 7747 6515/6335
Email: s.lukmanji@commonwealth.int
- 3) **The Director, Islands and Small States Institute, University of Malta, through:**
Ms Maryrose Vella
Projects Administrator
Islands and Small States Institute
Guze Cassar Pullicino Building
University of Malta
Msida MSD2080
MALTA

Tel: +356.2340 3308
Fax: +356 21344879
Email: maryrose.vella@um.ed.mt

APPLICATION DEADLINE: 05 MARCH 2013

APPLICATION REVIEW & RESPONSE:

Applications will be assessed by The Director, Islands and Small States Institute, University of Malta, together with a representative of the Malta Ministry of Foreign Affairs, in consultation with the Commonwealth Fund for Technical Co-operation.

CONFIRMATION OF ACCEPTANCE WILL BE SENT TO SUCCESSFUL APPLICANTS BY 19 APRIL 2013

SELF-FUNDED APPLICATIONS

Interested persons who do not qualify for sponsorship under the Malta Commonwealth Third Country Training Programme may also apply to participate in this course. They will be charged a fee of €500 to cover course participation fees, course materials, field trips, lunches, coffee breaks and the social programme. Any further costs (travel, accommodation etc.) will be the responsibility of the participant.

Those interested in self-funded applications should contact the training course provider for an application form using the following contact details:

The Director, Islands and Small States Institute, University of Malta, through:

Ms Maryrose Vella
Islands and Small States Institute
Guze Cassar Pullicino Building
University of Malta
Msida MSD2080
Malta

Tel: +356.2340 3308
Fax: +356 21344879
Email: maryrose.vella@um.ed.mt

ALL CORRESPONDENCE WITH GIDD ABOUT THIS APPLICATION WILL BE THROUGH THE POC

TO BE COMPLETED BY THE GOVERNMENT DESIGNATED POINT OF CONTACT

The MCTCTP scholarship will cover:

- Participants' training course fees
- Accommodation whilst on the programme would include breakfast; lunch (course days only) at the designated course venue; and local transport
- Sponsored applicants will also receive daily subsistence allowance of €20 for up to six day period depending on day of arrival.

No additional costs will be covered by the Government of Malta, the Commonwealth Fund for Technical Cooperation or Islands and Small States Institute, University of Malta

Participants, their employers, and / or nominating ministries will be responsible any additional costs, including:

- Travel to and from Malta.
- Fees and arrangements for visas to enter Malta.
- Funds to cover sundry costs (telephone & internet usage; laundry costs, drinks at the bar etc). As a recommendation, €25 per day should be allowed.
- Accommodation and living expenses beyond workshop duration

I certify that this nomination has the endorsement of the Government and that to the best of my knowledge the details given in the application form are correct *(if you are nominating more than one person for this programme please indicate an order of priority)*

* Name:

*Position:

*Department / Ministry:

*Signature:

*Date and stamp of Ministry/Department:

PRIORITISATION OF NOMINATIONS:

In the event of their being an oversubscription to the course, please indicate, in order of priority, the names of the nominees for this course (1 high, 5 low):

1:

2:

3:

4:

5:

PART ONE: THE APPLICANT (to be completed by the applicant)

PERSONAL DETAILS:

PLEASE COMPLETE THE FOLLOWING DETAILS AS THEY APPEAR ON THE PASSPORT THAT YOU WOULD USE TO ATTEND THE TRAINING COURSE.

*First Name:

*Family Name:

*Title (circle as appropriate or complete below): Mr. Ms. Mrs. Miss. Dr. Prof.

*Gender:

*Nationality:

*Date of Birth:

*Passport Number:

*Passport Type (circle as appropriate or complete below): ordinary, official, diplomatic, temporary, emergency:

*Place in which Passport Issued:

*Passport Issue Date:

*Passport Expiry Date:

CONTACT DETAILS

*Primary Email:

Secondary Email:

*Primary Telephone Number:

Secondary Telephone Number:

Fax Number:

*Work Address:

Home Address:

EMERGENCY CONTACT

Please indicate the name and contact details of a person whom we may contact in the event of an emergency relating to you:

* First Name:

* Family Name:

* Title (circle as appropriate or complete below): Mr. Ms. Mrs. Miss. Dr. Prof.

Relationship to you:

* Primary Telephone Number:

Secondary Telephone Number:

Email:

HEALTH STATUS & SPECIAL REQUIREMENTS:

* Are you currently in good health? (Accepted participants will be responsible for any medical expenses they may incur while on the training/workshop):

yes ☐ no ☐

Dietary requirements: Breakfast and lunch (lunch on course days only) will be provided under the terms of the scholarship at the designated course venue):

Access requirements: (do you have any mobility requirements, e.g. wheelchair access)

ENGLISH LANGUAGE SKILLS:

The course will be conducted in English, and all participants are expected to have a good working knowledge of the English language.

* I confirm that I have a good working knowledge (both written and oral) of the English language:

yes ☐ no ☐

PART TWO: PROFESSIONAL & EDUCATIONAL BACKGROUND
(to be completed by the applicant)

CURRENT EMPLOYMENT DETAILS:

*Position Title:

*Dates in Position:

*Department:

*Organisation:

*Brief description of your current responsibilities: (8-12 lines)

PREVIOUS EMPLOYMENT DETAILS:

*Position Title:

*Dates in Position:

*Department:

*Organisation:

*Brief description of your responsibilities: (4 – 6 lines)

*Position Title:

*Dates in Position:

*Department:

*Organisation:

*Brief description of your responsibilities: (4 – 6 lines)

*Position Title:

*Dates in Position:

*Department:

*Organisation:

*Brief description of your responsibilities: (4 – 6 lines)

RELEVANT EDUCATION & TRAINING:

Please list in chronological order:

[illegible]

REASON FOR APPLICATION

Background & Course Objectives:

PLEASE REFER TO THE COURSE BROCHURE

*What skills and knowledge do you hope to gain from the course?

*Please describe (a) any challenges / problems that you are currently facing in your work and (b) how this course will enable you to address them:

*In what other ways do you think this training course will benefit you in your current position?

*Have you attended this course before? yes ☐ no ☐

If yes, please indicate when:

*If yes, please indicate what the course did not cover before that you hope to gain this time:

DECLARATION:

I certify that:

- I accept that I will only be awarded a course certificate upon wholly participating and attending the training course
- I will not over-stay the duration of, or contravene any of the provisions of my visa to Malta
- The statements made by me in this form are true, complete, and correct to the best of my knowledge.

*Signature:

*Date:

PART THREE

(for completion by the Nominating Department / Ministry / Organisation)

REASON FOR NOMINATION:

***Please describe why the applicant has been nominated for this course:**

***Please describe what skills / knowledge you would like the applicant to gain from this course:**

ENDORSEMENT:

By signing below, I confirm that I endorse the above nominee and that I believe all the statements in this form to be correct.

***First Name:**

***Family Name:**

***Title (circle as appropriate or complete below):** Mr. Ms. Mrs. Miss. Dr. Prof.

***Department / Ministry:**

***Organisation:**

***Signature:**

***Date:**



COMMONWEALTH SECRETARIAT

COMPETITIVENESS STRATEGIES FOR SMALL STATES

COURSE LOCATION: MALTA | COURSE DATES: 10 – 14 JUNE 2013

APPLICATION DEADLINE: 05 MARCH 2013



COMMONWEALTH
SECRETARIAT



MINISTERU TA' L-AFFARIJJIET
BARRANIN
MINISTRY OF FOREIGN AFFAIRS,
GOVERNMENT OF MALTA



ISLANDS AND SMALL
STATES INSTITUTE
UNIVERSITY OF MALTA

TRAINING COURSE INFORMATION

BACKGROUND

The Islands and Small States Institute at the University of Malta will be organising a training workshop on Competitiveness Strategies for Small States to be held in Malta between the 10th and 14th June 2013. Prospective applicants from Commonwealth countries are to apply through the Commonwealth point-of-contact in their country which is the Ministry of Foreign Affairs.

VENUE AND ORGANISATION

The course will take place at the Cavalieri Hotel, St Julians, Malta. The course is sponsored by the Commonwealth Fund for Technical Cooperation (CFTC) of the Commonwealth Secretariat and the Malta Ministry of Foreign Affairs.

COURSE OBJECTIVES

The aim of the course is to disseminate knowledge and provide training on Competitiveness Strategies, covering a variety of themes, with a focus on small states. Another objective of the workshop is to enable the participants to benefit from the sharing of ideas and experiences during discussions. By the end of the workshop the participants will have improved their knowledge on the factors that improve competitiveness, the role of government in promoting competitiveness and the role of the social actors, particularly trade unions, in competitiveness drives.

TARGET PARTICIPANTS

The training course is intended primarily for public officials holding senior or middle management positions operating within the Ministries of Trade or having a related portfolio. Suitable applicants will have direct responsibility for operations relating to trade and the promotion of competitiveness in their respective countries. Other potential participants include staff of investment promotion corporations and R&D institutions in their respective countries. Participants are expected to be well acquainted with their local country practices in the field of competitiveness in the trade of goods and services and

in investment promotion. Participants should normally be nominated by their national governments and sponsored by the Commonwealth Fund for Technical Cooperation. A limited number of self-funded participants can also participate.

LANGUAGE OF INSTRUCTION

The course will be conducted in English, and all participants are expected to have a good working knowledge of the English language.

RESOURCES AND METHODOLOGY

The course, spread over five days, will consist mainly of presentations by resource persons on different aspects of the main theme, and country presentations by the participants. These will all be followed by discussion. In addition, field visits to the Federation of Industry, Malta Enterprise and other relevant institutions in Malta will be organised. There will also be a cultural programme including a walking tour around Valletta, and visits to other cultural sites.

PARTICIPANTS' PRESENTATIONS

Participants will be expected to present a brief paper describing the competitiveness strategies adopted in their respective countries with each country allocated about 15 minutes. These presentations will serve as case studies of the competitiveness constraints and opportunities in the respective countries. In addition the presentations should include a section on the implications of these for future policies, together with an outline plan of suggested actions that could be taken in the respective country to improve competitiveness.

CERTIFICATES

Participants who complete the entire training programme will be presented with a certificate jointly issued by the Islands and Small States Institute of the University of Malta, Ministry of Foreign Affairs, Government of Malta, and the Commonwealth Fund for Technical Co-operation..

TRAINING SCHEDULE | COMPETITIVENESS STRATEGIES FOR SMALL STATES

SUNDAY 9 JUNE

Arrival of Participants

MONDAY 10 JUNE INAUGURAL SESSION

0900-0945	Opening session and welcome speeches Professor Juanito Camilleri, Rector, University of Malta Professor Lino Briguglio, Director, Islands and Small States Institute Hon Tonio Fenech, Minister of Finance, Representative of the Ministry of Foreign Affairs, Malta Representative of the Commonwealth Secretariat
0945-1000	Short break
1000-1100	The Meaning of National Competitiveness
1110-1115	Coffee break
1115-1215	Competitiveness and Economic Growth
1215-1400	Lunch
1400-1500	The Role of Trade Unions in the Promotion of Competitiveness
1500-1600	Developing Social Consensus towards a Competitiveness Strategy
1600-1615	Coffee break
1615-1715	Small Enterprise Competitiveness and Restructuring
1800-1900	Welcome Drinks

TUESDAY 11 JUNE

0900-1000	Increasing the Innovation Capacity of the Country
1000-1100	Promotion of Foreign Direct Investment
1110-1115	Coffee break
1115-1215	Enterprise Competitiveness and Restructuring
1215-1400	Lunch
1430-1630	Visit to the Malta Freeport, B'Bugia
1630	Return to Hotel

WEDNESDAY 12 JUNE

0900-1000	Public Sector Effectiveness and Efficiency
1000-1100	How does Good Governance Contribute to Competitiveness?
1110-1115	Coffee break

1115-1215	Trade Facilitation as a Driver of Competitiveness
1215-1400	Lunch
1430-1530	Visit to the Malta Chamber of Commerce
1530-1630	Visit to Malta Federation of Industry (FOI) The Federation of Industry and Promotion of Competitiveness
1700	Return to Hotel

THURSDAY 13 JUNE

0900-1000	Human Resource Development Strategies and Competitiveness
1000-1100	Managing Export Risk
1110-1115	Coffee break
1115-1215	Institutional Support for Export Marketing
1215-1400	Lunch
1400-1630	Visit to the Business Incubation Centre, Kordin
1630	Return to Hotel

FRIDAY 14 JUNE

0900-1000	Financial Sector Development and Competitiveness
1000-1100	Monetary Exchange Rate Policies and Competitiveness
1110-1115	Coffee break
1115-1215	Small Enterprise Competitiveness and Restructuring
1215-1400	Lunch
1400-1500	Sectoral Competitiveness and Industrial Clustering
1500-1600	Governance, Competitiveness and Economic Growth: ICT as a Driver
1600-1615	Coffee break
1615-1630	Evaluation of workshop
1630-1645	Presentation and adoption of final report
1645-1700	Concluding speeches

DISCLAIMER

The organiser reserves the right to change the course content at its discretion, or to cancel the course entirely should there be an insufficient number of participants.

SPONSORSHIP INFORMATION

Selected applicants will be provided with a scholarship funded by the Malta Commonwealth Third Country Training Programme and the Commonwealth Fund for Technical Cooperation.

The scholarship will cover the following costs:

- Participants' training course fees.
- Accommodation for up to 6 nights; breakfast; lunch (course days only) at the designated course venue; and local transport.
- Sponsored applicants will also receive a one-time partial subsistence allowance of €120.

No additional costs will be covered by the Government of Malta, the Commonwealth Fund for Technical Cooperation or Islands and Small States Institute, University of Malta

Participants, their employers, and / or nominating ministries will be responsible for any additional costs, including:

- Travel to and from Malta.
- Fees and arrangements for visas to enter Malta.
- Funds to cover sundry costs (telephone & internet usage; laundry costs, drinks at the bar etc). As a recommendation, €25 per day should be allowed.
- Accommodation and living expenses beyond 6 days.

APPLICATIONS AND NOMINATIONS

In order to qualify for sponsorship, applicants must be nominated by the employing department / ministry / organisation, and should be duly endorsed by the POC.

Applicants are expected to hold the relevant entry documentation. Prospective participants are advised to apply for a Schengen Visa through their respective foreign office as soon as they receive confirmation of their place on the training course.

To apply for sponsorship, nominated applicants must complete the application form at the end of this brochure, and send it to all three of the following:

1) Commonwealth Point of Contact

2) Director, Governance and Institutional Development Division, Commonwealth Secretariat, through:

MS SHAKIRA LUKMANJI
PROGRAMME ASSISTANT, TECHNICAL COOPERATION &
STRATEGIC RESPONSE GROUP
GOVERNANCE AND INSTITUTIONAL DEVELOPMENT DIVISION (GIDD)
COMMONWEALTH SECRETARIAT
MARLBOROUGH HOUSE
PALL MALL
LONDON SW1Y 5HY
UK

TEL: + 44 (0) 20 7747 6368
FAX: + 44 (0) 20 7747 6515/6335
EMAIL: s.lukmanji@commonwealth.int

3) The Director, Islands and Small States Institute, University of Malta, through:

MS MARYROSE VELLA
ISLANDS AND SMALL STATES INSTITUTE
GUZE CASSAR PULLICINO BLDG,
UNIVERSITY OF MALTA, MSDA, MALTA

TEL: (356) 23403308; (356) 79058969; (356) 21344879
FAX: (356) 21344879
EMAIL: maryrose.vella@um.edu.mt

APPLICATION DEADLINE: 05 MARCH 2013

APPLICATION REVIEW & RESPONSE:

Applications will be assessed by the Director, Islands and Small States Institute, together with a representative of the Malta Ministry of Foreign Affairs, in consultation with the Commonwealth Fund for Technical Co-operation.

Confirmation of acceptance will be sent to successful applicants by 19 April 2013.

SELF-FUNDED APPLICATIONS

Interested persons who do not qualify for sponsorship under the Malta Commonwealth Third Country Training Programme may also apply to participate in this course. They will be charged a fee of €300 to cover course participation fees, course materials, field trips, lunches, coffee breaks and the social programme. Any further costs (travel, accommodation etc.) will be the responsibility of the participant.

Those interested in self-funded applications should contact the training course provider for an application form using the following contact details:

The Director, Islands and Small States Institute, University of Malta, through:

MS MARYROSE VELLA
ISLANDS AND SMALL STATES INSTITUTE
GUZE CASSAR PULLICINO BLDG,
UNIVERSITY OF MALTA, MSDA, MALTA

TEL: (356) 23403308; (356) 79058969; (356) 21344879
FAX: (356) 21344879
EMAIL: maryrose.vella@um.edu.mt

COURSE ORGANISERS

ISLANDS AND SMALL STATES INSTITUTE, UNIVERSITY OF MALTA

<http://www.um.edu.mt/islands/>

The Islands and Small States Institute is based at the University of Malta. The Institute, which was previously based at the Old University Building in Valletta, was established in 1989 with the aim of promoting research and training on economic, social, cultural, ecological and geographical aspects of islands and small states. The Institute organises international conferences, training workshops and seminars on themes related to its overall aims. It runs programmes leading to the MA, MPhil and PhD degrees in island and small states studies. It also operates a network of communication between institutions and individuals engaged in research and training related to the aims of the Institute and undertakes consultancy assignments for international organisations. The Institute publishes Occasional Papers on Islands and Small States (ISSN 1024-6282). The Institute also collaborates in the publishing of books with major publishers notably Cassell / Pinter of London (Islands Series). An important contribution made by the Institute was the construction of the economic vulnerability index.

COURSE SPONSORS

THE COMMONWEALTH SECRETARIAT

www.thecommonwealth.org

The Commonwealth is a voluntary association of 54 countries that support each other and work together towards shared

goals in democracy and development. In 2009, the modern Commonwealth celebrated 60 years since the London Declaration, when a new association of independent countries was born.

The Commonwealth Secretariat is the primary intergovernmental organisation within the Commonwealth and carries out programmes based on mandates set by Commonwealth Heads of Government at their biennial summit. The Secretariat works as a trusted partner for all Commonwealth people as:

- a force for peace, democracy, equality and good governance;
- a catalyst for global consensus-building;
- a source of assistance for sustainable development and poverty eradication.

The Commonwealth Fund for Technical Cooperation promotes sustainable development through comprehensive work programmes that maximise available resources to benefit member countries. It uses comparative advantages to assist members to achieve Commonwealth priorities and the MDGs. These comparative advantages include common values, a diverse membership, large number of small states, similarity of judicial and public administration systems, Pan-Commonwealth networks, and regular meetings of heads of government and ministers.

The Commonwealth provides relevant and cost-effective technical assistance quickly, flexibly and sensitively to member countries. It promotes South-South co-operation as an integral part of the provision of development assistance and advice. Assistance is provided to member countries without the stringent conditions of some donors, and addresses some of the strategic gaps that large donors may overlook.

32 out of the 54 Commonwealth member countries are small states who are geographically small or have populations of less than 1.5 million. These states face particular challenges such as physical remoteness, susceptibility to natural disasters, limited institutional capacity, limited diversification, vulnerable to external economic changes, need of access to foreign capital, and poverty. As a result, more than 60% of Commonwealth technical assistance is directed towards small states.

MINISTRY OF FOREIGN AFFAIRS, GOVERNMENT OF MALTA

www.mfa.gov.mt

The Malta Co-operation Programme of the Ministry of Foreign Affairs of the Maltese Government provides the means for Maltese professionals to share their experience and skills with participants from developing countries and small states with limited human resources. Having attained a high degree of competence in human resources over the years, and fully supportive of the Commonwealth's efforts in the field of development training, Malta has embarked on the Third Country

2

Training Programme. Under this scheme, specialized training has been delivered in the fields of information technology, banking and finance in small states, competitiveness for small states, port management, insurance management and diplomacy.

The Malta-Commonwealth Third Country Training Programme marks the transition from technical assistance to mutual co-operation between Malta and its Commonwealth partners. This programme is jointly funded and administered by the Ministry of Foreign Affairs and the Commonwealth Secretariat, and was formally established in 1995 with the objective of training senior to middle level personnel from developing countries of the Commonwealth.

TRAVEL & ACCOMMODATION

ACCOMMODATION

All sponsored participants will be accommodated on a half-board basis at the designated course venue. Please specify whether you have any particular access, dietary or other special requirements in the application form.

FLIGHTS

Travel to and from Malta is the responsibility of the training participants, their employers, and / or nominating ministries.

AIRPORT TRANSFERS

Participants are requested to provide Islands and Small States Institute with their flight details to and from Malta as early as possible, so that airport transfers may be arranged. Participants will be met at the airport with a sign displaying either their name or Commonwealth workshop on Competitiveness Strategies for Small States.

Please send your flight details to:

MS MARYROSE VELLA
ISLANDS AND SMALL STATES INSTITUTE
GUZE CASSAR PULLICINO BLDG,
UNIVERSITY OF MALTA, MSIDA, MALTA

TEL: (356) 23403308; (356) 79058969; (356) 21344879
FAX: (356) 21344879
EMAIL: maryrose.vella@um.edu.mt

INSURANCE

In order to qualify for a visa, participants are required to arrange adequate overseas travel, accident and health insurance before departing for Malta to cover them during their stay.

The organisers will not be responsible for any medical or other emergency expenses which may arise during the participant's stay in Malta.

VISAS

Visa fees and arrangements are the sole responsibility of training participants, their employers, and / or nominating ministries.

Malta forms part of the Schengen area and follows the Schengen Convention's common rules of entry that apply to all Member States.

Participants are advised to check their visa requirements through www.mfa.gov.mt and apply for the required visa as early as possible after receiving confirmation of their place on the training course.

Participants who intend to stop over in a third country on their way to Malta are also advised to obtain the required transit visa/s before leaving their country.

LOGISTICS WHILE IN MALTA

GEOGRAPHY

Malta is the largest of the Maltese Islands, which are located in the middle of the Mediterranean Sea, about 100km south of Sicily and 300km off North Africa. Their total area is 320 km² and the total number of inhabitants is around 400,000, of whom about 10% live on the island of Gozo.

CLIMATE

The climate is typically Mediterranean, with hot, dry summers, warm and sporadically wet autumns, and short, cool winters with adequate rainfall. The average temperature in April is around 23° C during the day and 16° C at night.

CURRENCY

Malta's currency is the euro (€) which is divided into 100 cents. At the time of printing of this brochure, the exchange rate is approximately US\$1.25 to the euro.

LANGUAGE

The official languages of Malta are Maltese and English. Most Maltese speak English, while Italian is also widely spoken.

CUSTOMS

Personal belongings and clothing intended for own use are not liable to duty. The duty free allowance for adults is 200 cigarettes, one litre each of spirits and wine, and a reasonable quantity of perfume.

BANKS

Banks are usually open from 0830 to 1330 hrs, Monday to Friday and till 1130 hrs on Saturday. Foreign exchange facilities are also available round the clock at Malta International Airport and at a number of automated teller

machines situated in the major commercial and tourist areas. The major credit cards are accepted by most hotels and restaurants, as well as by a good number of retail outlets.

SHOPPING

Shops are usually open between 0900 and 1900 hrs, with a lunch break between 1300 hrs and 1600 hrs. In commercial areas frequented by tourists, however, most shops remain open until around 2200 hrs. Shops are not open on Sundays and public holidays. Major credit cards, traveller's cheques and euro cheques are accepted at most leading shops and restaurants.

RESTAURANTS

There is a wide variety of restaurants in Sliema, St Julian's, Valletta and other tourist areas, ranging from fast-food outlets to modestly priced and more expensive restaurants. Food in Malta is often influenced by Italian cuisine, but there are quite a few restaurants which serve oriental food.

PUBLIC TRANSPORT

Malta's public transport system offers a cheap and efficient way of touring the Island. The main bus terminus is at Valletta, with links to all parts of Malta, although there are also direct, point to point, services. The longest bus journey takes about fifty minutes, while the average ride is between 20 and 30 minutes.

MEDICAL CARE

Malta enjoys a high level of medical care, and there are several public and private hospitals and clinics on the islands.

ELECTRICITY

The electrical supply is 240 volts, single phase, 50 cycles. The 13 amp, three-pin rectangular sockets are used in Malta (UK style). Kindly remember to bring along an appropriate adaptor for your appliances.

For further information about your stay in Malta, please contact:

MS MARYROSE VELLA
ISLANDS AND SMALL STATES INSTITUTE
GUZE CASSAR PULLICINO BLDG.
UNIVERSITY OF MALTA, MSDA, MALTA

TELEPHONE: (356) 23403308; (356) 79058969; (356) 21344879

FAX: (356) 21344879

EMAIL: maryrose.vella@um.edu.mt