



## GENERAL RULES AND REGULATIONS

- To observe the course schedule by punctual attendance;
- To attend/participate actively in all sessions including study visits;
- To follow the travel schedule arranged by the organiser with regard to departure from Malaysia;
- To carry out instructions and abide by conditions as stipulated by the organiser;
- To discontinue the course, should participants fall seriously ill and be considered unable to continue the course;
- To refrain from committing any illegal or immoral acts. Should participants be found in contravention of this requirement, they will be barred from attending the course and will be asked to leave the course with immediate effect;
- To dress appropriately which includes long-sleeved shirts with ties, tailored pants and blazer or uniform for men. Lady participants are required to dress appropriately and modestly;
- Participants must respect the local customs and observe the rules and regulations at the place of accommodation and not to change accommodation designated by the organiser;
- To observe the rules and regulations of the organiser or establishment with which participants are visiting or attached to;
- To remain in Malaysia and complete the whole duration of the programme without any leave of absence;
- Participants who do not comply with the general conditions, regulations and obligations of the TCTP participants would be reported to their respective Embassies or High Commissions as well as to the Head of their respective organisations;
- Participants are fully responsible for their own valuables and belongings while travelling and while in Malaysia. Any losses due to **negligence will not be** compensated by the organisers; and
- Participants will not utilize knowledge and skills acquired in the training for military purposes.

## ALLOWANCE AND BENEFITS

Participants will be provided with the following allowances and benefits :

- **Accommodation**  
Participants will be accommodated at a hotel / hostel within the vicinity of the training institute. Participants are strictly not allowed to bring any family members during the course. Accommodation will be on a single room basis.
- **Daily Allowance**  
Participants will be provided with a daily allowance based on TCTP regulation. The per diem would only cover the official course duration.
- **Meals**  
Lunch will be provided except during week-ends.
- **Air Fares**  
Economy class air travel from the capital city of the participants to and from Malaysia. Tickets will be issued upon confirmation of acceptance.
- **Course Fees**  
All course fees are borne by the Government of Malaysia and JICA.

## MEDICAL INFORMATION

Participants are required to be vaccinated for Covid-19 prior to arriving in Malaysia. A Yellow Fever certificate is required for some countries upon landing in Malaysia (more info at <https://tinyurl.com/3zpdruca>).

## CONTACT INFORMATION

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## ABOUT MTCP, JICA AND SME CORP. MALAYSIA

### **About MTCP**

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

As the national focal point, the MTCP Secretariat of the Ministry of Foreign Affairs, Malaysia oversees the overall planning and operation of all activities and programmes under the MTCP, including coordination and collaboration with local and international development partners. For more information, visit MTCP Official Facebook Page: <https://www.facebook.com/MTCPMalaysia>

### **About JICA**

The Japan International Cooperation Agency (JICA) was established in 1974 as a special public institution of the Japanese Government. Currently, JICA is responsible for the implementation of development cooperation which provides technical cooperation, ODA loans and grant aid all under one roof.

### **Vision**

Inclusive and Dynamic Development

### **Mission**

- Addressing the global agenda
- Reducing poverty through equitable growth
- Improving the governance
- Achieving human security

Addresses of JICA overseas offices can be found at JICA Website: <http://www.jica.go.jp/english/countries/index.html>

### **About SME Corp. Malaysia**

SME Corporation Malaysia (SME Corp. Malaysia) is the central coordinating agency (CCA) under the Ministry of Entrepreneur Development and Cooperatives (MEDAC) that coordinates the implementation of development programmes for small and medium enterprises (SMEs) across all related Ministries and agencies. It acts as the central point of reference for research and data dissemination on SMEs and entrepreneurs, as well as provides business advisory services for SMEs and entrepreneurs throughout the country.