

2ND
***INTERNATIONAL TRAINING PROGRAMME ON
MANAGEMENT SYSTEMS FOR PARTICIPANTS FROM
DEVELOPING COUNTRIES***

(05 – 30 SEPTEMBER 2005, NOIDA, INDIA)

**NATIONAL INSTITUTE OF TRAINING FOR
STANDARDIZATION (NITS)**



BUREAU OF INDIAN STANDARDS

SECOND INTERNATIONAL TRAINING PROGRAMME ON MANAGEMENT SYSTEMS FOR DEVELOPING COUNTRIES

GENERAL

Bureau of Indian Standards (BIS) has been organizing the International Training Programme on Standardization and Quality Assurance for the Developing Countries of Asia, Africa, Europe and Latin America every year since 1968. To take care of training needs of Industry, BIS had set up the National Institute of Training for Standardization (NITS) in 1995. Based on the wide demand from various developing countries, NITS organized an International Training Programme on *Management Systems for Developing Countries* during 2004 for the first time to cater to the needs of middle level executives of an organization. The present programme is, second in the series.

The Government of India offers limited number of Fellowships to the nominees of many Developing Countries under its Technical Assistance Plans for attending the programme (see Page-3). Besides the fellowships, some seats are also available on **Self-Financing** basis in which case the expenditure is met either by the sponsoring governments or by the candidates themselves (for details, see Page-4).

DURATION

4 Weeks

05 – 30 September 2005

VENUE

National Institute of Training for Standardization (NITS)
A-20 & 21, Sector-62 (Institutional Area)
NOIDA– 201301 (Near New Delhi)
INDIA

NUMBER OF PARTICIPANTS

25 to 30

PROGRAMME OUTLINE

The training comprises of the following phases:

Acclimatization, Study & Workshops	3 weeks
Industrial Visits	5 days

ASPECTS COVERED

Various Management Systems, which will be covered during the study phase, include:

- ❖ ISO 9000 Quality Management System
- ❖ ISO 14000 Environmental Management System (EMS)
- ❖ Hazard Analysis and Critical Control Points based on Food Safety System (HACCP)
- ❖ Occupational Health and Safety Management System (OHSAS)
- ❖ Information Security Management System

In addition Auditing Techniques as per ISO 19011 will also be covered.

Implementation & Certification of Various Management Systems will also be covered during the lectures as well as through Industrial Visits so that the participants will know the process of implementation of management systems and their impact on trade and industry

PARTICIPATION REQUIREMENTS

- ❖ Post-Graduates in any discipline or Graduates in engineering or technology with minimum FIVE YEARS professional experience in the field of Quality/ Environment/ Food Safety/ Occupational Health & Safety etc;
- ❖ Ordinarily not more than 45 years of age; and
- ❖ Medically fit with good health and sound constitution.

Technical Officers of National Standards Bodies are encouraged to apply and will be given preference.

LANGUAGE REQUIREMENTS

High standard proficiency in English language, as the programme will be conducted in English.

CERTIFICATE

Periodic examinations/workshops will be held and the successful participants will be given a certificate of successful completion of the course and others will be given certificate of attendance.

ASSISTANCE OFFERED - GOVERNMENT OF INDIA FELLOWSHIPS

Information regarding the different countries covered under the various Government of India Fellowship schemes is available in the Indian Missions in each of the countries. The schemes are:

- SPECIAL COMMONWEALTH AFRICAN ASSISTANCE PLAN (SCAAP)
- INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC)

The fellowships may include the following:

- Cost of International air travel (one way or both ways, as applicable).
- Cost of hostel accommodation (as per the monetary limits set by Government of India).
- Cost of internal travel for industrial and technical visits.
- Cost of tuition fee.
- Boarding and miscellaneous expenses as per Government of India Rules.
- Book allowance.
- Limited cost of medical expenses in India as per Government of India Rules.

NOTE – Before starting for India, all the participants must have Overseas **Medical Insurance Policy** to cover the period of stay in India. The policy should cover any hospitalization expenses required during the stay in India.

The sponsoring governments are required to meet all the expenses of the candidate(s) in respect of medical examination, medical insurance and travel to and from the port of embarkation within the country. The nominee or his sponsoring Organization/ Government will incur any expenditure on the way towards airport tax, etc. If the travel requires a layover/stay in another city/country during flight change, the sponsoring Organization/ Government will have to meet the expenses in connection with this layover.

The sponsoring governments **will have to pay to their nominee's supplementary allowance** to meet personal expenses during training as per their respective rules and practices.

NITS will provide subsidized lunch during the working days and part of the cost will be recovered from the trainees/allowance paid to them.

SELF-FINANCING CANDIDATES

Nominees, who cannot be accommodated due to limited number of available fellowships, may also participate in the training programme as self-financing candidates. In these cases, apart from meeting expenses on to and from International air travel, the charges are **US \$ 2 000** per candidate which includes tuition fee, boarding, lodging and internal travel in India. The fee may be paid by the sponsoring organizations or the candidates themselves.

NOMINATIONS

Sponsoring governments are requested to send their nominations to the Indian High Commission/Embassy in their countries by 5 August 2005 in the prescribed form given in this brochure.

In view of wider participation as per the experience of earlier similar programmes, it may not be possible to accommodate more than two nominees from any one country.

NOTE 1 - Nominations are not to be submitted to the National Institute of Training for Standardization directly.

NOTE 2 – Detachable form for both ITEC/SCAAP is given in the brochure. The same or its photocopies can be used. It can also be downloaded from our website.

NOTE 3 - Nominations in the prescribed forms should be submitted sufficiently in advance to avoid subsequent delay in selection of the candidates.

SELECTION

The Government of India together with Bureau of Indian Standards will select participants from the applications received.

Immediately after the selection has been made, same would be intimated by fax or e-mail to the concerned Indian Mission, who would confirm the candidate's agreement by return fax or e-mail.

Note - Withdrawal at too late a date may deprive other candidates of the possibility to attend as standby candidates.

ACCOMMODATION

Accommodation will be provided in the Hostel block of NITS.

DATE OF ARRIVAL

The programme will commence on 5 September 2005 and the participants are requested to make their travel plans so as to **reach the venue latest by 4 September 2005.**

LEISURE-TIME ACTIVITIES

Weekends are free to enable participants to deal with personal matters, go shopping and to pursue their own interests. Visits to museums and other places of interest in and around New Delhi will be organized.

VISA

Before coming, a participant should obtain visa for India from the Indian Mission. The visa should be valid for the whole period of the programme.

Immediately after the completion of the programme, the participants are required to go back to their own countries.

ADDITIONAL INFORMATION

The venue of the training programme in India will be the NITS' building at **NOIDA**, which is located approximately 20 km from the BIS Headquarters at New Delhi and 50 Km from International Airport. The temperature in September-October will be around 30°C. The participants, particularly those from Latin America and Africa, should immunize themselves against yellow fever at least 10 days in advance of their entry into India and bring along with them a certificate to this effect.

The arrangement for receiving the participants at the IGI Airport, New Delhi and transport to the place of stay will be made, if prior information is made available regarding date and time of arrival, flight number, etc.

For further details, please contact:

Training Coordinators

Mr. Anupam Kaul

Director & Head

National Institute of Training for Standardization (NITS)

Bureau of Indian Standards

A-20 & 21, Sector-62 (Institutional Area)

NOIDA (Near New Delhi) 201 301 (UP)

INDIA

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E-Mail: nits@bis.org.in, hnits@bis.org.in

Ms. Archana Rohela

Joint Director

NOTE - Information on this training programme and other programmes can also be obtained from our Website at: **www.bis.org.in**.

**APPLICATION FORM FOR ITEC/SCAAP FELLOWSHIP
(To be submitted to Indian Mission/Embassy of Accreditation)**

BRIEF PARTICULARS OF ITEC/SCAAP NOMINEE

(To be filled in by the Officer responsible for the ITEC/SCAAP work in the High Commission/Embassy of India)

1. Full name :
2. Nationality :
3. Name of Employer and :
Parent Department
4. Designation
5. Name and Place of Training :
Institute in India
6. Name of Training Course :
7. Duration :

I, hereby recommend the candidate for training in India under the ITEC/SCAAP Programme.

PLACE:

SIGNATURE

DATE:

NAME

DESIGNATION

SEAL

**(TO BE RECOMMENDED
ONLY BY HOM OR CDA)**

N.B.

While recommending and forwarding the nomination form the Indian Mission should ensure that:

- (i) the nominee has not availed of training facilities under ITEC/SCAAP Programme in the past.
- (ii) application forms, duly complete in all respects are forwarded, in duplicate.
- (iii) the forms reach the TC Division, Ministry of External Affairs at least two months before the commencement of the course.

KINDLY NOTE THAT INCOMPLETE/INCORRECTLY FILLED APPLICATION FORMS ARE LIABLE TO BE REJECTED.

ITEC/SCAAP TRAINING FORM
Government of India
Ministry of External Affairs
(TC Division)

Name of the Institute:

Name of the Course:

Duration of the Course:

Affix your Photograph
here

PART -I

(To be completed by the nominee)

1. Personal Particulars

a) First Name:

b) Middle Name:

c) Last Name/Surname:

d) Nationality:

e) Date of birth:

f) Sex:

g) Marital status:

h) Residential Address:
(including Email/Fax)

i) Name, Address and Tel. No., Fax, Email of person to be notified in case of emergency

2. Educational/Professional Qualification(s):

Particulars of Degree/ Diploma/ Certificate	Year	Name of Educational Institution	Grade/Division

3. Details of Employment

Name of position	Year/ Period	Name of Organization

4. Are you an employee of government/quasi-government/private company or self-employed?

5. Name, Address and Telephone Number of your present employer

Name	Address

6. Details of courses attended, if any, outside your country to upgrade your technical/professional skills:

Name of the country	Name of the course and its duration	Year

7. State briefly, in about 100 words, the reason, both personal and professional for your interest in receiving the training

DECLARATION

I,.....

.....
(FULL NAME IN BLOCK LETTERS)

of

.....

... hereby declare

(COUNTRY)

that the statement made by me in PART -I of this form is true, complete and correct to the best of my knowledge and belief.

(SIGNATURE OF THE NOMINEE)

UNDERTAKING

If accepted for training, I, hereby undertake:

- (a) to carry out such instructions and abide with such conditions as may be stipulated by both the nominating and the host Government in respect of the training;
- (b) to follow the course of study or training and abide by the rules of the institution or establishment in which I will be trained;
- (c) to submit the progress report which may be prescribed;
- (d) to refrain from engaging in political activities, or from any form of employment for profit or gain;
- (e) to return to my home country at the end of my course of study or training.

I also fully understand that if I am accepted for training it may be subsequently withdrawn if I fail to make adequate progress or for any other cause as determined by the host Government.

Place:

Date:

(SIGNATURE OF THE NOMINEE)

PART-II

**To be completed by the official authorized by the
Nominating Government**

I, on behalf of the Government of

Certify that:

- (a) I have examined the educational, professional and other certificates stated by the nominee in Part -I of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have examined the medical certificates and X-ray reports produced by the nominee which state that he is medically fit and free from any infectious disease, such as AIDS and yellow fever and that having regard to his physical and mental history there is no reason to presume that the nominee is other than medically fit to undertake the journey to India and to remain under training in that country.
- (c) The nominee has sufficient knowledge of spoken and written English to enable him to follow the course of training for which he is being nominated.
- (d) The nominee has not availed of ITEC/SCAAP training facilities in India in the past.

I, nominate

on behalf of the Government of

Place: Signature.....

Date: Name

Designation

Department/:.....

Organization

(OFFICIAL SEAL)