



## **COURSE NOTIFICATION**

### **Terms and Conditions of Training Awards**

#### **COURSE ON GENDER & HEALTH 28 OCT – 6 NOV 2009, KUALA LUMPUR**

**Please read these terms and conditions thoroughly before submitting your application.**

#### **1. VENUE**

This course will be conducted at NIEW Function Hall, Level 8, Wisma Sime Darby, Kuala Lumpur from **28 October to 6 November 2009**. The course will run from **8am to 6pm**.

#### **2. ACCOMMODATION**

Accommodation will be provided for the international participants only during the course. Transportation will be provided to ferry participants to and from the hotel to the venue of the course, if necessary.

#### **3. FAMILY MEMBERS**

Participants are not allowed to bring along any family members while attending the course.

#### **4. MEALS**

Meals will be provided by NIEW for the duration of the course.

#### **5. FARE AND TRAVEL ARRANGEMENTS**

All travel expenses will be **borne by participants**.

#### **6. DEPARTURE**

Participants are advised to return to their respective countries at the end of the course. **Please note that accommodation is provided by NIEW from 27<sup>th</sup> October 2009 (check in - 1400) to 7<sup>th</sup> November 2009 (check out - 1200) only.**

#### **7. VISA REQUIREMENT**

- i. Participants are advised to check for visa requirement with the nearest Malaysian High Commission offices/ Embassies/ Consulates in their respective countries before departing for Malaysia.

- ii. A copy of letter of offer from NIEW should be presented to the Malaysian High Commission facilitate visa application process.

## 8. ARRIVAL IN MALAYSIA

- i. Participants **will be received by NIEW appointed agents at the arrival hall of the Kuala Lumpur International Airport (KLIA)**. In the event participants are not able to locate the appointed agent at KLIA, participants are **requested to contact** NIEW Secretariat:

<b>Officer in Charge</b>	<b>Office</b>	<b>Mobile</b>
Mdm. Zainab	603- 2614 3004	012- 6394 559
Ms. Vinnilaa	603-2614 3008	012-6023 192

- ii. Participants are advised to carry NIEW's Offer Letter at all times, as a precautionary measure at the airport.

## 9. BAGGAGE

- i. Participants are advised to carry extra clothing in their hand luggage.
- ii. **Participants are advised to check with their respective airline on maximum baggage allowed.**
- iii. It is the responsibility of the participants to retain the baggage tickets in the event of lost baggage.

## 10. INCIDENTAL EXPENSES

Other incidental expenses such as bus fare, taxi fare, visa fee, airport tax, excess luggage, laundry, telephone bill, tips and etc will be borne by the participants.

## 11. MEDICAL TREATMENT

- i. Participants **must be certified MEDICALLY FIT** by a government hospital/clinic in their home country as they are required to participate in outdoor activities.
- ii. Participants are required to submit the **Medical Report Form** provided in **Appendix A** (as attached to the application form) and to be returned together with the application form before the due date.

## 12. PREGNANCY

Female participants who are pregnant **will not be considered** for the training award as participants will be taken to field trips.

## 13. YELLOW FEVER VACCINATION

- i. In accordance with Article 68 of the International Health Regulations of World Health Organisation (WHO), **a person without a valid Yellow Fever Vaccination certificate shall be quarantined upon arrival in Malaysia.**
- ii. To avoid being quarantined, participants should ensure that Yellow Fever Vaccinations is administered **at least 2 weeks** prior to their departure to Malaysia.

- iii. Participants from **Africa and South America** are required to produce a **valid Yellow Fever Vaccination certificate** to the Malaysian authorities at the airport. Failure to do so could cause the participants to be sent home or quarantined for up to 6 days at KLIA.

#### 14. **INSURANCE**

During the programme, all participants are advised to be **fully insured** to cover accident and sickness. Please ensure that you purchase your travel insurance before leaving and **submit the certificate on 28<sup>th</sup> October (if applicable)**, at the registration desk. Please take note that **insurance fee is not covered by NIEW**.

#### 15. **APPLICATION**

The submission of application form can be made via:

- i. Online ([www.niew.gov.my](http://www.niew.gov.my))
- ii. E-mail – [feedback@niew.gov.my](mailto:feedback@niew.gov.my)
- iii. Fax – 603-2961 0344

Application forms can be downloaded at [www.niew.gov.my](http://www.niew.gov.my). **Online submissions are encouraged to expedite the selection process**. Any cancellation of attendance is to be notified in writing to NIEW **at least two (2) weeks** before the course begins.

#### 16. **AGE**

Applications should be between **25 to 50 years old** at the closing date of application.

#### 17. **CONFIRMATION OF ACCEPTANCE**

**List of successful participants will be posted online**. A letter of offer and a Confirmation Form will be sent to the participants via e-mail/fax. Participants are required to confirm acceptance and attendance of the training award to:-

**Director**

**NAM Institute for the Empowerment of Women (NIEW)**

**Ministry of Women, Family and Community Development,**

**Level 16, Wisma Sime Darby, Jalan Raja Laut,**

**50350 Kuala Lumpur**

**Malaysia**

**(Attn to: Ms. Vinnilaa Aurumugam)**

Fax : **603- 2691 0344/ 603-2691 0340**

Telephone : **603- 2614 3008**

E-mail : [feedback@niew.gov.my](mailto:feedback@niew.gov.my)

Office hours : **Monday- Friday: 0800 – 1700 hrs  
(GMT plus 8 hours)**

## 18. PERSONAL IDENTIFICATION

Each participant is required to bring along **2 copies of recent passport sized photographs** of themselves during registration at NIEW.

## 19. DRESS CODE

Participants are requested to **dress appropriately (office attire)**. Please **bring along a jacket as the lecture hall is air conditioned and maybe a little cold** for some. Participants are also advised to bring their national attire for cultural performance at the end of the course.

## 20. REGULATIONS AND OBLIGATIONS

- i. Participants are required to:
  - a) Observe the course schedule;
  - b) Abide the instructions and conditions as stipulated by the Malaysian Government
  - c) Observe the rules and regulations of NIEW; and
  - d) Refrain from engaging in any political activities or form of employment
- ii. Participants are not allowed to leave Malaysia during the course.
- iii. Discontinuation of attendance, **IF**:
  - a) Participants found to be seriously ill;
  - b) Participants commit illegal activities;
  - c) Absence of participants during the course and failed to be contacted.
- iv. No certificate will be awarded to participants if they fail to complete the course.

## 21. CLOSING CEREMONY

Participants are invited to present some form of cultural performance during the closing ceremony. It could be as simple as wearing traditional costumes or preferably perform a traditional dance/routine. **Be a cultural ambassador and share with us the gems of your unique culture.**

## 22. TRAINING AND MATERIALS

Training modules, programme book, handouts and related training materials will be distributed to participants.

## 23. LANGUAGE

The course will be conducted in English, in all discussions as well as formal and informal activities. **Hence, a good command in the English Language is required.**

## **GENERAL INFORMATION ON MALAYSIA**

### **1. CLIMATE AND CLOTHING**

It's hot (around 30° Celsius) and very humid throughout the year.

### **2. BANKING AND CURRENCY**

The Malaysian Currency is Malaysian Ringgit (RM). International credit cards such as Visa, Master, American Express, and Diners Club are widely accepted at major hotels, department stores and restaurants in larger cities. You may be requested to show your passport when making purchase.

### **3. EXCHANGE RATE**

Exchange rate is based on US dollars. Please find a comparison rate of your country's currency against US dollars. Currently the rate is 1USD equivalent to RM3.65 (Rate subject to change).

### **4. TIPPING AND SERVICE TAX**

A 10% government tax and 5% service charge is added to the bill at all tourist hotels. Tipping is not a custom in Malaysia and is not expected. As a rule, it is not necessary to tip taxi drivers unless they assist you with luggage or provide an extra service.

### **5. BUSINESS HOURS**

Operational hours for government offices are from 0800 – 1700 on Monday through Friday. Most private businesses open at 0830 and close at 1800 but some are opened until late evening. Bank hours are from 0930 to 1630 on weekdays.

### **6. LANGUAGE**

The national and official language of Malaysia is Bahasa Melayu. Since Malaysia is so diverse, there are also many other languages (Asian) and dialects spoken, with English being used fairly. Hokkien, Cantonese, Hakka, Teochew and Hainanese are the main Chinese dialects with Tamil, Telegu, Malayalam, Punjabi, Hindi, Gujerati and Urdu being the common India languages.

### **7. WARNING ON DRUG TRAFFICKING**

**TRAFICKING ILLICIT DRUGS** in Malaysia is a serious offence and carries a mandatory death sentence.

**FOR FURTHER INFORMATION, PLEASE CONTACT:**

**NAM Institute for the Empowerment of Women (NIEW)  
Ministry of Women, Family and Community Development  
Level 16, Wisma Sime Darby  
Jalan Raja Laut  
50350 Kuala Lumpur  
MALAYSIA**

**Fax : 603 – 2691 0344/0340**

**Website : [www.niew.gov.my](http://www.niew.gov.my)**

**COURSE COORDINATORS**

**Mdm. Zainab Saad**

**Telephone : 603- 2614 3004**

**E-mail : [zainab@niew.gov.my](mailto:zainab@niew.gov.my)**

**Ms. Vinnilaa Aurumugam**

**Telephone : 603- 2614 3008**

**E-mail : [vinnilaa@niew.gov.my](mailto:vinnilaa@niew.gov.my)**