



**JX 6/2020**

The Embassy of Malaysia in Ukraine presents its compliments to the Ministry of Foreign Affairs of Georgia and has the honour to inform the latter that the **Department of Occupational Safety and Health (DOSH), Malaysia** will conduct a short term course under the ambit of the Malaysian Technical Cooperation Programme (MTCP) entitled “**Occupational Safety and Health (OSH) Management in Plantation Sector**”. The course is scheduled to be held in Putrajaya, Malaysia from 22 – 28 March 2020.

The Embassy of Malaysia has further the honour to request the Ministry's cooperation to disseminate the course brochure and application form as attached. All application forms should be endorsed by the Ministry of Foreign Affairs of Georgia and submitted via Third Person Note to the Embassy of Malaysia by **28 February 2020**.

The Embassy of Malaysia in Ukraine avails itself of this opportunity to renew to the Ministry of Foreign Affairs of Georgia the assurances of its highest consideration.

**Ministry of Foreign Affairs of Georgia**  
**TBILISI**

**14 February 2020**





**MALAYSIAN TECHNICAL COOPERATION  
PROGRAMME  
2020**

**OCCUPATIONAL SAFETY AND  
HEALTH (OSH) MANAGEMENT IN  
PLANTATION SECTOR**

22 – 28 March 2020

Organised by:

*Department of Occupational Safety and Health  
(DOSH), Malaysia*



**MALAYSIAN TECHNICAL COOPERATION PROGRAMME  
(MTCP)**

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the 2nd CHOGRM in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, trade and investment, ICT and banking. Since its inception in 1980, more than 34,000 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP.

For more information at MTCP website:  
[https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)

**OBJECTIVES OF MTCP**

- ❖ To share development experiences with other countries
- ❖ To strengthen bilateral relations between Malaysia and other developing countries
- ❖ To promote South-South Cooperation (SSC)
- ❖ To promote technical cooperation among developing countries (TCDC)

**DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH  
(DOSH), MALAYSIA**

The Department of Occupational Safety and Health (DOSH), Malaysia is a department under the Ministry of Human Resources, Malaysia. DOSH Malaysia is responsible for ensuring the safety, health and welfare of people at work as well as protecting other people from the safety and health hazards arising from the activities of various sectors which include manufacturing, mining and quarrying, constructions, hotel and restaurants, agriculture, forestry and fishing, transport, storage and communication, public services and statutory authorities, utilities gas, electricity, water and sanitary services), finance, insurance, real estate and business services.

DOSH is a national occupational safety and health (OSH) authority and is responsible for the administration and enforcement of legislations related to OSH, with a vision of becoming the organisation which leads the nation in creating a safe and healthy work culture that contributes towards enhancing the quality of working life.

For further enquiries, please contact:

Department of Occupational Safety and Health (DOSH)

Level 1, 3, 4 & 5, Block D4, Complex D

Federal Government Administrative Centre

62530 Putrajaya, Malaysia

Tel: +603 – 8886 5686 / 5266

Fax: +603 – 8889 2352

Email: [int.coop@mohr.gov.my](mailto:int.coop@mohr.gov.my) /

[doshmalaysia@gmail.com](mailto:doshmalaysia@gmail.com)

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

Mr Mohd Hazlim bin Husain

Policy, International and Research Development Division

[mhazlim@mohr.gov.my](mailto:mhazlim@mohr.gov.my)

Mr Noor Hafizie bin Sulkafle

Policy, International and Research Development Division

[hafizie@mohr.gov.my](mailto:hafizie@mohr.gov.my)

## COURSE CONTENTS

This course aims to increase knowledge, understanding and skill among the officers in the enforcement of Occupational Safety and Health (OSH) in MTCP recipient countries with respect to OSH Management in oil palm plantation (upstream and downstream activities). This course will cover:

- ❖ Malaysia's OSH legislations
- ❖ Technical visit
- ❖ Sharing OSH best practices

## COURSE OBJECTIVES

- ❖ To deliver knowledge, understanding and exposure on OSH concepts to government officials and inspectors in managing occupational safety and health at plantation sector;
- ❖ To assist agency from each participating country to develop, enhance and implement OSH training related to plantation sector;
- ❖ To develop OSH improvement plan to prevent industrial accident; and
- ❖ To promote OSH Management in palm oil industry in Malaysia

## COURSE DESCRIPTION

- ❖ **Duration:** The duration of the course is one (1) week including weekend from 22 – 28 March 2020.
- ❖ **Venue:** The course will be conducted at the National Institute of Occupational Safety and Health (NIOSH), Bangi, Selangor, Malaysia. All participants will be provided accommodation at selected hostel in NIOSH Bangi.
- ❖ **Language:** This course will be fully conducted in English.
- ❖ **Per diem:** Per diem or daily allowance will be provided throughout the duration of the course.
- ❖ **Fee:** All course fees will be borne by the Malaysian Government under the MTCP.

## TARGET PARTICIPANTS

- OSH officers from MTCP recipient countries including:
- ❖ Persons involved in the development, planning and implementation of OSH management in their respective country;
  - ❖ Having good knowledge in OSH management especially in oil palm plantation sector.

## REQUIREMENTS FOR ADMISSION

Applicants of the course are obliged to fulfil the following requirements:

- ❖ Should be a government official from government ministries or other public agencies in charge of OSH from MTCP recipient countries;
- ❖ Should be nominated and obtained approval by their respective country government;
- ❖ Must agree to follow the procedure to obtain Visa-Without Reference before entering Malaysia;
- ❖ Between 26-45 years of age;
- ❖ Should have practical experience of more than five (5) years in OSH;
- ❖ Should possess a good command of written and spoken English;
- ❖ Good health, physically and mentally, in order to complete the course;
- ❖ Have not participated in any training programme under MTCP;
- ❖ Not to be serving in the military.

## APPLICATION PROCEDURE

- ❖ Applications should be made using the prescribed MTCP forms available at [https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course). MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries. Submitted application forms must be accompanied by the applicant's:
  - o Copy of Passport (Every pages)
  - o Passport sized coloured photo (3.5cm x 5cm)
  - o Medical Report
- ❖ All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries and submitted ONLY through the diplomatic channel via the Embassy/High Commission of Malaysia. Please take note that incomplete and/or unendorsed forms will not be processed.
- ❖ Department of Occupational Safety and Health (DOSH), Malaysia will notify successful and unsuccessful applicants via email.

- ❖ Application form which has been endorsed and approved should be submitted no later than **14 February 2020**.

## OTHER INFORMATION

- ❖ **Air Fare**  
An economy-class return air ticket from the capital city of the recipient country to Kuala Lumpur is provided for participants and issued upon confirmation of acceptance.
- ❖ **Accommodation**  
Participants will be accommodated either in the hostel located in the vicinity of the Training Institutions or at the nearby hotels. Participants are strictly not allowed to bring any family members during the course.
- ❖ **Daily allowance**  
Participants will be provided with a daily allowance of RM85.00 that is sufficient to cover daily meals and laundry.
- ❖ **Meals**  
Meals will be provided for the duration of the course.
- ❖ **Course Fees and Registration**  
All course fees will be borne by the Malaysian Government.
- ❖ **Medical and Dental Treatment**  
Medical treatments are provided at government hospitals/clinics only and the expenses will be borne by the Government of Malaysia under the MTCP. In case of an emergency, participants are eligible to be admitted to government hospitals/clinics. Dental treatments are restricted to extraction and filling only.
- ❖ **Visa and Vaccination**  
Course participants must comply with the Visa with Reference (VDR) application procedure to enter Malaysia. They must possess a valid passport or other internationally recognised travel document and visa, if necessary, valid for at least 6 months beyond the period of stay in Malaysia.  
DOSH will apply for VDR at the Department of Immigration, Malaysia and a copy of the VDR Approval Letter will be forwarded to the successful participants, subsequently with the copy of the approval letter, the participants must collect the VDR from the nearest Malaysian Embassy/High Commission.

Participants from some countries are required to take a mandatory vaccination for yellow fever at least 10 days prior to their departure to Malaysia. Yellow Fever certificate is required to be produced upon landing in Malaysia for countries as listed at the link below:

<https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country.html>

#### **RULES AND REGULATION**

- ❖ Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this training course.
- ❖ During lectures, male participants are required to dress in long-sleeved shirts with ties and long pants.
- ❖ Female participants should be appropriately dressed in office attire.
- ❖ For formal occasions – lounge suit or national costume are required.

**CLOSING DATE FOR APPLICATION: 14 February 2020**