

## WeGO e-Government Training Program 2017

### The Seoul Program

March 26 – April 2, 2017

In an effort to advance municipal digital capacity, WeGO is inviting public officials of its member cities to a **five-day e-Government training program** (apart from arrival and departure dates) exclusively for WeGO members from March 26 to April 2, 2017 in Seoul, Korea.

Since 2011, WeGO has been offering the popular "Seoul Program"—an e-Government training program in partnership with the Seoul Human Resource Development Center—in Seoul, Korea. The Seoul Program consists of diverse lectures that introduce the best e-Government practices and policies based on Seoul's global leadership in ICT and smart city trends. It also features interactive discussion sessions and site visits to Seoul's e-Government facilities as well as cultural excursions.



## Important Information

### Who can join the program?

Upper management level public employees of member cities of WeGO, both full and associate members, are eligible to attend the training program. Participants of past WeGO e-Government Training Programs in Seoul are not eligible to apply. (Note: WeGO can only accept **MAXIMUM OF TWO** applicants from each member city for the Seoul Program. A city may submit applications for more than two applicants, but only a maximum of two people will be accepted).

WeGO will be selecting a maximum number of 14 participants to join this training program. Applicants will be selected based on their qualifications, suitability for the program, and English language skills.

### What is the training schedule?

DATE	ACTIVITY
March 26	Arrival in Seoul
March 27-31	Training Proper
April 1	Optional Free Day*
April 2	Departure for Home Country

\*Optional Free Day: Participants will be given a chance to travel around Seoul on their own on Saturday, April 1st. Lunch will be at the participants' own expense, but breakfast and dinner at the hotel will be provided, as well as hotel accommodations. Participants can also choose to leave for their home country early on this day instead. Attendance for the Training Proper (March 27-31) is mandatory.

## What will be discussed?

The preliminary curriculum of the Seoul Program is as follows and is subject to change:

DATE	TOPIC
March 27	<ul style="list-style-type: none"> <li>• Lecture: Seoul's Smart City Solutions and e-Government Policy</li> <li>• Lecture: Korea's e-Government Development</li> <li>• Report: City Paper Presentations by Participants</li> </ul>
March 28	<ul style="list-style-type: none"> <li>• Lecture: The WeGO CeDS Online Platform</li> <li>• Lecture: Bukchon IoT Project</li> <li>• Study Tour: Bukchon Hanok Village               <ul style="list-style-type: none"> <li>- A popular tourist destination in Seoul known for alleys of beautiful traditional Korean houses, which also serves as a test bed for Seoul to develop and launch IoT technologies for the convenience of citizens and tourists.</li> </ul> </li> <li>• Cultural Tour: Samcheonggak (Traditional Korean Cultural Center)</li> </ul>
March 29	<ul style="list-style-type: none"> <li>• Lecture: Geographic Information Systems- The Seoul Map</li> <li>• Study Tour: TOPIS               <ul style="list-style-type: none"> <li>- Seoul TOPIS is a comprehensive transport management center that serves as the "control tower" responsible for the operation and management of Seoul's transport system.</li> </ul> </li> <li>• Study Tour: Seoul City Hall</li> </ul>
March 30	<ul style="list-style-type: none"> <li>• Lecture: Big Data for Cities</li> <li>• Study Tour: Seoul Data Center</li> <li>• Study Tour: S-PLEXCENTER               <ul style="list-style-type: none"> <li>- The S-PLEXCENTER is a landmark in Seoul that houses the Seoul Cybersecurity Center, Seoul Cloud Center, Seoul Traffic Broadcasting System, and e-Sports Stadium</li> </ul> </li> <li>• Study Tour: Sangamdong IT Complex</li> </ul>
March 31	<ul style="list-style-type: none"> <li>• Lecture: Digital Government Platforms- The WeGO eGovFrame</li> <li>• Wrap Up and Work Plan Presentation</li> </ul>

## Where will the training take place?

The Seoul Program will take place at the **Seoul Human Resource Development Center (SHRDC)** in Seoul, Republic of Korea. For more information, please visit the official website of SHRDC at <http://seoulmiti.org/>.

## Is English the official language?

**Yes.** All the lectures and field trips will be run in English only; therefore, participants must have a good command of the English language. Applicants will be required to undergo an English interview by the WeGO Secretariat to test their English skills.

## Does WeGO/ SHRDC support the participants?

### NOT PROVIDED BY WeGO/ SHRDC:

**Airfare:** Each and every participant is responsible for the airfare from their Home Country to Seoul (March 26) and from Seoul back to their Home Country (April 2).

### PROVIDED BY WeGO/ SHRDC:

**Accommodation:** WeGO/ SHRDC will provide participants with hotel accommodations at **The Sheraton Seoul Palace Gangnam Hotel** for 7 nights (check-in on March 26, check-out on April 2). For more information on the hotel, please visit the hotel website [here](#). **Additional nights and extra miscellaneous charges including laundry, telephone, paid internet, mini bar, etc. will not be paid for by WeGO/ SHRDC.**

**Meals:** Breakfast, lunch, and dinner will be provided for all participants during the duration of the program.

**Local Transport:** WeGO/ SHRDC will provide each participant with local transport from/to airport, the hotel, and the training site. All participants should inform WeGO their flight itinerary for airport pick-up and send-off.

## How can I participate in the Training?

### REQUIREMENTS FOR ALL APPLICANTS:

#### Application Form, Headshot Photo, Copy of Passport

Each participant is required to submit a completed application form, a headshot photo (in .JPG format), and a copy of the passport ID page to the WeGO Secretariat via email at [secretariat@we-gov.org](mailto:secretariat@we-gov.org).

**Deadline for Application Forms, Headshot Photos, Passport Copies: February 2, 2017**

#### Skype/ Phone Interviews

To further assess the applicants, WeGO will be conducting a 10-minute Skype/ phone interview. Please indicate the times you are available to be contacted in your application form. The secretariat will inform you of the interview schedule beforehand so you may prepare. Kindly think about what e-Government initiative from your city you would like to share with the other participants of the training program and your motivation for applying as this may be asked during the interview.

**Schedule of Phone Interviews: February 7-10, 2017**

**Announcement of Accepted Candidates: February 13, 2017**

## REQUIREMENTS TO BE SUBMITTED ONLY BY ACCEPTED CANDIDATES:

### Nomination Form

WeGO will be sending the nomination form after the announcement of accepted candidates. The nomination form must be endorsed by the accepted candidate's supervisor and the nominating authority, and then sent to the WeGO Secretariat by email.

### Flight Itinerary

Program participants are asked to submit their confirmed flight itinerary to the secretariat.

### Presentation Abstract and Presentation

Participants will be required to submit by email a presentation abstract and PowerPoint presentation, as each participant will have an opportunity to deliver a 10-minute City Paper Presentation during the Training Program. The presentation should be about e-Government-related initiatives, projects, or infrastructure of his/her respective city. Guidelines will be provided separately in February.

### Visas

Participants may need to obtain an entry visa to the Republic of Korea from the Korean Embassy or Consulate in their respective country before commencing their journey (at least 2 weeks prior). Participants are responsible for getting their own visas. Please refer to this website for more information: <https://www.visa.go.kr/> . If you need assistance in obtaining the visa, please contact the WeGO secretariat.

### Application Timeline

DATE	ACTIVITY
January 9, 2017	Announcement of e-Government Training Program
February 2, 2017	Deadline of Application Form, Headshot Photo, Passport Copy
February 7-10, 2017	Skype/ Phone Interviews
February 13, 2017	Announcement of Selected Applicants
February 14, 2017	Release of Visa Invitation Letters, Nomination Form, Information Note
March 8, 2017	Deadline of Flight Details, Nomination Form
March 13-17, 2017	Release of Program Materials from SHRDC, Deadline of Presentation Materials and Abstract from Applicants
March 26 – April 2, 2017	The Seoul Program

### Contact Person

Mr. Earl Burgos

Program Officer

WeGO Secretariat

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## Application Form (Please fill out completely to qualify.)

Course Title:	WeGO e-Government Training Program 2017: The Seoul Program I
Course Date:	March 26 – April 2, 2017 (Arrival on March 26, Departure on April 2)
Application Checklist:	<input type="checkbox"/> Complete Application Form <input type="checkbox"/> Headshot Photo in .JPG Format <input type="checkbox"/> Copy of Passport

### GENERAL INFORMATION

Given/First Name: \_\_\_\_\_ Surname/Last Name: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Gender:  Male  Female Marital Status:  Single  Married  
 Passport No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Place of Issue: \_\_\_\_\_  
 Departure City/ Airport: \_\_\_\_\_  
 Dietary Request: \_\_\_\_\_

### VISA REQUIREMENTS

I need a visa for entry to South Korea  I do not need a visa for entry to South Korea

### ORGANIZATION INFORMATION

Job Title: \_\_\_\_\_  
 Department/Division: \_\_\_\_\_  
 Name of City/Province: \_\_\_\_\_  
 Description of Duties/Responsibilities: \_\_\_\_\_

Business Phone: (    )    - \_\_\_\_\_ Fax: (    )    - \_\_\_\_\_  
(country code) city code - number (country code) city code - number  
 Mobile (    )    - \_\_\_\_\_ Home Phone: (    )    - \_\_\_\_\_  
(country code) city code - number (country code) city code - number  
 Work E-Mail \_\_\_\_\_ Personal E-Mail: \_\_\_\_\_  
 Mailing Address  Business  Home  Other \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

## QUALIFICATION

### English Proficiency

Listening:  Excellent  Fair  Poor      Speaking:  Excellent  Fair  Poor

Writing:  Excellent  Fair  Poor      Reading:  Excellent  Fair  Poor

Native

Other

Language: \_\_\_\_\_ Language(s): \_\_\_\_\_

Have you ever chaired a seminar or any other formal discussion in English?  Yes  No

*English is the official language for the training and lack of English proficiency can result in declining the application.*

### Professional/Career Background *(3 most recent previous positions)*

Year (from/to)	Organization	Position	Responsibilities
/			
/			
/			

### Educational Background

	Institution	City/Country	Subject	Degree/Year Earned
Undergraduate		/		/
Graduate		/		/
		/		/
Other		/		/

### Overseas Training Received in the Last 5 Years

Year	Host Organization/Country	Course Title	Major Topics
	/		
	/		
	/		

Please state your training goals. How will your participation benefit your career and/ or your city/ organization?

The training curriculum is not finalized and subject to change. Please state particular themes of lectures that you would like to propose for the training curriculum.

## PHONE INTERVIEW SCHEDULE

Please indicate below the possible days and time that you are available for a Skype/ phone interview **between February 7-10:**

Skype ID: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Available days and time: \_\_\_\_\_

\_\_\_\_\_

## TERMS AND CONDITIONS

A qualified applicant must agree to the terms and conditions to participate in the e-Government Program, which are as the following:

1. Abide by all laws of South Korea and refrain from any illegal activities
2. Follow the training program to the best of the participant's ability and abide by the rules of the training institution at which he/she undertakes the training;
3. Refrain from engaging in political activities, or any form of employment for profit or gain;
4. Return to his/her home country upon completion of the training program;
5. Refrain from extending the time of stay for personal convenience, and accept that WeGO does not assume any responsibility for the extended stay in Korea of any kind prior to and after the program, unless otherwise specified in the program description;
6. Refrain from bringing any family members and/or any other dependents to Korea during the time of the training;
7. Accept that WeGO is not liable for any damages or losses of personal property;
8. Accept that WeGO will not assume any responsibility for illness, injury, or death arising from extracurricular activities, wilful misconduct, or undisclosed pre-existing medical conditions of the participant; and
9. Carry out such instructions and abide by such conditions as may be stipulated by WeGO with respect to the training program.

I have read and agree to fully comply with the above terms and conditions, and certify that all personal information stated above is true and complete to the best of my knowledge.

\_\_\_\_\_  
Date (dd/mm/yyyy)

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature