

WeGO e-Government Training 2016 The Chengdu Program November 28th to December 3rd, 2016

In an effort to advance municipal digital capacity, WeGO is inviting public officials from its member cities to a [six-day e-Government training program](#) exclusively for WeGO members from [November 28th to December 3rd 2016](#) in our [Asia Regional Office in Chengdu, China](#).

WeGO is committed to sharing knowledge and experiences in e-Governance, strengthening administrative efficiency and transparency, advancing digital capacity, facilitating civic involvement, bridging the digital divide, and promoting cooperation and solidarity among cities and local governments around the world.

The WeGO Asia Regional Office, Chengdu, has been established pursuant to the approval of the Executive Committee in September 2013. As the WeGO Asia Regional Office, Chengdu will organize training sessions in an effort to advance municipal digital capacity and cordially invites public officials from WeGO member cities to **Chengdu** for an **exciting 6-day training program** that will consist of lectures and technical/cultural programs from November 28th to December 3rd, 2016.

Important Information

Who can join the program?

Managerial-level public employees of member cities of WeGO, both full members and associate members, are eligible to attend the training program. As there are only a limited number of positions for this exclusive training program, those interested are highly encouraged to apply as soon as possible. (Note: WeGO will only be accepting a **MAXIMUM OF TWO** applicants from each member city for the Chengdu Program. A city may submit applications for more than two applicants, but only a maximum of two people will be accepted)

Training program schedule at a glance

DATE	ACTIVITY
November 28th	Arrival in Chengdu
November 29th to December 2nd	Chengdu Program
December 3rd	Departure from Chengdu

Training program in detail

November 28th Monday

Whole Day Arriving at Chengdu and Check in Jinjiang Hotel

November 29th Tuesday

- 09:00-09:30 Opening Ceremony
09:30-10:30 Lecture I: Introduction to Chengdu and Report of the Communication among Sister Cities
10:30-11:30 Visit Chengdu International Sister Cities Exhibition Hall
12:00-14:00 Lunch
15:00-16:00 Visit Chengdu City-planning Museum
16:00-18:00 Visit Jinli
18:30-19:30 Dinner

November 30th Wednesday

- 10:00-11:00 Lecture II: Introduction on the Development of E-Government in Chengdu
11:00-12:00 Visit Chengdu Government Affairs Service Center
12:00-13:30 Lunch
14:00-15:00 Lecture III: Introduction on Chengdu Public Resources Exchange Service Center
15:00-16:00 Visit Chengdu Public Resources Exchange Service Center
16:00-17:30 Visit Global Center
18:00-19:00 Dinner

December 1st Thursday

- 10:00-11:00 Visit "Xueliang Project" (Bright Eye Project) in Wangsi Town, Dayi County
11:00-12:00 Lecture V: Introduction on the Combination of e-government and Community Administration in Dayi County
12:00-13:30 Lunch
14:00-15:30 Discussion and Communication among Delegates
14:00-17:00 Visit Pingle Town
18:00-19:30 Closing Ceremony and Dinner

December 2nd Friday

- 09:00-12:00 Visit Chengdu Research Base of Giant Panda Breeding
12:00-13:30 Lunch
13:30-18:00 Free Time

December 3rd Saturday

- Departure from Chengdu

Does WeGO support the participants?**NOT PROVIDED BY WeGO:**

Airfare: Each and every participant is responsible for their airfare from his/her Home Country to Chengdu and back to their Home Country.

PROVIDED BY WeGO Asia Regional Office Chengdu:

Accommodation: WeGO Asia Regional Office Chengdu will provide participants with hotel accommodations at the **Jinjiang Hotel** for 5 nights (check-in on November 28th check-out on December 3rd). More information on the hotel can be found at: <http://www.jjhotel.com/en/default.aspx> **Additional nights and extra miscellaneous charges including laundry, telephone, paid Internet, mini bar, etc. will not be paid by WeGO or the WeGO Asia Regional Office.**

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

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

How can I participate in the Training?

IMMEDIATE 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 both the WeGO Secretariat e-mail secretariat@we-go.org and to Chengdu Asia Regional Office: Jiaoliubu2014@126.com

Deadline for Application Forms, Headshot Photos, Passport Copies: November 11th, 2016

Flight Itinerary

Program participants are asked to submit their confirmed flight itinerary to the secretariat and to the Chengdu Asia Regional Office as soon as possible.

Visas

Participants may need to obtain an entry visa to China from the Embassy or Consulate in their respective country before commencing their journey (at least 2 weeks). **Participants are responsible for getting their visas.** If you need assistance in obtaining the visa, please contact the Chengdu Asia Regional Office.

Contact Person Chengdu Asia Regional Office

Ms. Mi Siqui

Program Manager of WeGO Asia Regional Office

WeGO Asia Regional Office, Chengdu

Tel: +86-028-61888731

E-mail: Jiaoliubu2014@126.com, 569335823@qq.com

Contact Person WeGO Secretariat

Mr. Andrew Lim

Program Officer

WeGO Secretariat

Tel: +82-02-720-2938

E-mail: andrew@we-gov.org

Application Form (Please fill out completely to qualify.)

Course Title:	e-Government Training 2016 in Chengdu for WeGO Members
Course Date:	November 28 th – December 3 rd
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: _____

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
 Mother Tongue: _____ Other _____
 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/company/organization?

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

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. 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;
2. Refrain from engaging in political activities, or any form of employment for profit or gain;
3. Return to his/her home country upon completion of the training program;
4. Refrain from extending the time of stay for personal convenience, and accept that WeGO does not assume any responsibility for the extended stay in **China** of any kind prior and after the program, unless otherwise specified in the program description;
5. Refrain from bringing any family members and/or any other dependents to **China** during the time of the training;
6. Accept that WeGO is not liable for any damages or losses of personal property;
7. 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
8. 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