



## **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)**

### **CERTIFICATE IN CO-OPERATIVE MANAGEMENT AND GOVERNANCE**

**14 – 25 August 2017**

**Venue:**

**Co-operative College of Malaysia,  
Petaling Jaya**

Organized by



**CO-OPERATIVE COLLEGE OF MALAYSIA**

**Innovative Training, Towards Progress-  
sive Co-operatives**

#### **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)**

The MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation. In particular Technical Cooperation among Developing Countries (TCDC). In line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that development of a country depends on the quality of its human resources. Annually, more than 80 programmes are offered by more than 80 MTCP Training Institutions, many of which are centre of excellence for training. Since its inception, more than 32,000 participants have benefited from training programmes under the banner of MTCP. MTCP has extended its recipient of countries to 143 developing nations for training within its ten key areas which are essential for development of a country.



- To share development experience 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).



#### **CO-OPERATIVE COLLEGE OF MALAYSIA (CCM)**

As the sole co-operative education institution in Malaysia, CCM has been entrusted by the Ministry of Foreign Affairs to conduct the 'Certificate in Co-operative Management and Governance' course. This serves as recognition by the government of Malaysia to advocate the co-operative sector as the third engine of growth for Malaysia after the public and private sectors. The main functions of CCM are:

- To organize training and education programmes for co-operative movement in the country;
- To disseminate and publish information related to co-operatives;
- To conduct research and consultancy services with regard to co-operative movement.

#### **'Certificate in Co-operative Management and Governance'**

Managing co-operative to suits the modern needs of the 21st century requires the art and science of management and leadership. Governance is crucial area in ensuring sound financial and management practice is in place and concurrent with the co-operative principles and values. Emerging business environment and member's expectation need to be address in ensuring sustainability and involvement of members. Thus, this course focuses on sharing the proper knowledge and comprehensive management concept that applies to co-operatives. In addition, to promote a good conduct of co-operatives operation, governance should be strengthened and this is the spotlight in the course. Apart from focusing on issues related to movements, principles, product and services, it also promotes exchange of knowledge and experiences between participants.



At the end of the course, participants will be able to understand and compare the diverse knowledge and skills in co-operative management, finance and governance; and determine the efficacy of best practices in accordance to the co-operative principles and co-operative legislation.





#### Course Outline

To achieve objectives of the course mentioned, the following topics are covered:

- Malaysia and its Socio-Economic Development
- Co-operative Identity and Value Based Management
- Co-operative Law and Legislation
- Governance in Co-operatives
- Co-operatives Business Management
- Co-operatives Financial Management

#### METHODOLOGY



Integrated approach teaching and learning methodology through formal lectures, discussions, simulation exercises and study visits.



#### QUALIFICATION

Participants of this course should comply to the following pre-requisites:

- Nominated by respective government;
- Co-operative leaders with minimum of three years experience as a board or manager of co-operatives;
- Government officers with minimum of three years working experience supervising co-operative movement in their respective countries;
- Age between 26 to 50 years;
- Proficiency in English language;
- Medically and physically fit to attend this course;
- Ability to work independently or in groups.

*"We all do better when we work together. Our differences do matter, but our common humanity matters more."*



#### APPLICATION AND ENQUIRIES

- All enquiries and requests for the application forms should be made through the Malaysian Government Representative (Embassies and High Commission) in the respective countries. All required information must be completed, and stated clearly the mobile number and email address. Application form can be downloaded from the following:

<http://mtcp.kln.gov.my>

- All applications should be made in the prescribed forms and supported by a medical report.
- The applications must be submitted to and endorsed by the participating countries through the respective National Focal Point for Technical Assistance or Ministry of Foreign Affairs. Subsequently, the respective Ministry of Foreign Affairs/focal points will forward the completed forms to the relevant Malaysian Mission.

**The closing date is June 30, 2017**

- Applicant will be notified of their acceptance to the course either through the Malaysian Embassies or CCM. If the applicant has submitted a complete and properly endorsed application form via the proper diplomatic channel and did not receive any feedback prior to the commencement of the course, please assume that the applicant was not selected.



#### TUITION FEES

- Tuition fees and expenses related to the program for successful candidates will be sponsored by the government of Malaysia **except** for visa and vaccination where applicable.
- A return air ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided for participants from countries which their GDP per capita is below USD5,000.
- Recipient from countries with GDP per capita above USD5,000 need to bear their own air fares.



#### INFORMATION ON VISA & VACCINATION

Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. Successful participants are required to submit a colored photocopy of the first page of their valid passport to the secretariat for immigration processing.

It is **Mandatory** for all MTCP participants to follow **VISA WITH REFERENCE (VWR)** application procedure **BEFORE** leaving their respective countries.



#### GENERAL CONDITION OF AWARDS

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of CCM. This scholarship cannot be held concurrently with any other scholarship awards. Participants shall follow the programme approved for them.

Selected participants are **NOT** allowed to:

- leave Malaysia during the course and
- bring along their spouses or families throughout the duration of the course.

**Participants shall abide by the terms and conditions of the MTCP**

A copy of duly endorsed application form must also be submitted to the Secretariat at:

#### MTCP SECRETARIAT Certificate in Co-operative Management and Governance,

Centre of Policy and International,  
CO-OPERATIVE COLLEGE OF MALAYSIA,  
103, Jalan Templer, 46700 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.

Phone : + 603 7964 9000

Fax : + 603 7954 3957

Email : [cpi@mkm.edu.my](mailto:cpi@mkm.edu.my)

[www.mkm.edu.my](http://www.mkm.edu.my)