

## VISA AND 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 program organizer for immigration processing.

## APPLICATION AND ENQUIRIES

Participants will receive support from the Government of Malaysia, includes :

1. Return Economy Class flight tickets;
2. Accommodation and meals;
3. Daily subsistence allowance for the duration.

A government ministry applying for the course on behalf of its nominee(s) shall forward three (3) copies of the completed and endorsed Application Form for each applicant to the Government of Malaysia through diplomatic channels.

Application procedure and enquiries are as follows :

Applications must be made via the standard application form, which can be downloaded from MTCP website [https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)

All application forms must be duly completed and endorsed by the participating countries through the respective Ministry of Foreign Affairs/focal points. Subsequently, the respective Ministry of Foreign Affairs/focal point will forward the completed forms to the relevant Malaysian Missions. INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.

**The Closing Date: 13th MAY 2016**

For any enquiries regarding this course,  
please contact:

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MALAYSIAN  
TECHNICAL  
COOPERATION  
PROGRAMME 2016

**“Preservation of  
Audiovisual  
Materials”**

14—27 August 2016

## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region in Sydney in February 1978. It 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). The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries. The MTCP emphasizes 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, poverty alleviation, investment promotion, ICT and banking. More than 100 short-term specialized courses are offered by 79 MTCP training institutions, many of which are centers of excellence for training. Since its launching, more than 30,600 participants from 141 countries have benefited from the various programmes offered under the MTCP.

### OBJECTIVES

- To share Malaysia's 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).

## NATIONAL ARCHIVES OF MALAYSIA

National Archives of Malaysia was established in 1957 and has been involved in the Malaysian Technical Cooperation Programme (MTCP) since 1984. Since its inception, the program has been conducted by the Consultation and Training Section. The section is responsible for providing consultancy services and trainings in the field of records management, archives administration and archival conservation for Government Departments, Public Agencies and Government Enterprises. Since 1984, National Archives of Malaysia has trained more than 602 participants from about 60 countries through MTCP.

### ABOUT THE COURSE

The course on "Preservation of Audiovisual Materials" has been tailored to cater the requirements of Officers / staff from selected developing countries and other institutions throughout the world through:

- Introducing key concepts and terminology; unique properties of audiovisual materials; implications of these properties for their management.
- Incorporating audio visual materials into the information created the organization as drivers for electronic records and information management; mandates and policies; technical and social infrastructure and establishing collaborations with key personnel.
- Analyzing and choosing the best strategy in implementing audiovisual materials.
- Learning from the experience, issues and challenges faced by National Archives of Malaysia in preserving audiovisual materials.

## COURSE OBJECTIVES

- To provide knowledge and skill in choosing the best strategy for preservation of audiovisual materials;
- To provide hands-on experience in audiovisual materials;
- To share National Archives of Malaysia's experience in Preservation of Audiovisual Materials.

### PARTICIPANT CRITERIA

The total number of candidates for a course will be twenty (20) officers from institutions/government and other public agencies. Priority will be given to those candidates / officers whose nature of work involves managing audiovisual materials.

Applicants of the course should fulfill the following requirements:

- Have basic training (certificate level) and of five years' experience in the managing audiovisual materials;
- Responsible for the management of departmental records especially audiovisual materials or having one year experiences of handling audiovisual materials or had attended basic course on audiovisual materials;
- Certified medically and physically fit to attend the course;
- Age between 26 – 50 years old.