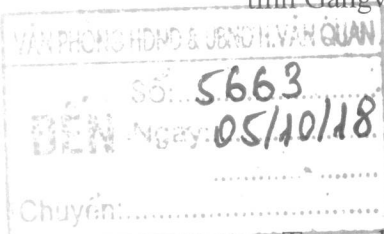


UBND TỈNH LẠNG SƠN
SỞ NGOẠI VỤ

CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

Số: ~~734~~/SNGV-HTQT
V/v thông báo khóa đào tạo tại
tỉnh Gangwon, Hàn Quốc

Lạng Sơn, ngày 4 tháng 10 năm 2018



Kính gửi: - Các Văn phòng: Tỉnh ủy, HĐND tỉnh và UBND tỉnh;
- Các sở, ban, ngành;
- UBND các huyện và thành phố Lạng Sơn.

Trong khuôn khổ hợp tác giữa tỉnh Lạng Sơn và tỉnh Gangwon, Hàn Quốc, ngày 03/10/2018, Trung tâm Đào tạo Đô thị Quốc tế (IUTC) - Chính quyền tỉnh Gangwon, Hàn Quốc tiếp tục gửi thư thông báo về việc mời tham gia Khóa đào tạo **“Giải pháp đổi mới về cung cấp các lựa chọn nhà ở giá cả hợp lý tại Châu Á”** do Chính quyền tỉnh Gangwon, Hàn Quốc và tổ chức UN-HABITAT đài thọ dành cho học viên đến từ các nước đang phát triển thuộc nhóm được nhận ODA khu vực Châu Á – Thái Bình Dương, bao gồm các đối tượng là lãnh đạo, nhà hoạch định chính sách và cán bộ của các cơ quan nhà nước, tổ chức tư nhân, tổ chức phi chính phủ, tổ chức phi lợi nhuận trong lĩnh vực nhà ở. Điều kiện là có ít nhất 07 năm kinh nghiệm làm việc trong lĩnh vực trên. Khóa đào tạo sử dụng tiếng Anh, không có phiên dịch. Chương trình cụ thể như sau:

Thời gian: 09 ngày (chưa kể ngày đến và rời khỏi Hàn Quốc), từ ngày 20/11/2018 đến ngày 28/11/2018.

Địa điểm: Trung tâm Đào tạo Đô thị Quốc tế (IUTC), tỉnh Gangwon, Hàn Quốc.

Kinh phí: Học bổng toàn phần do IUTC cung cấp.

Hồ sơ đăng ký gồm: Đơn đăng ký, Thư giới thiệu của cơ quan, Báo cáo nghiên cứu tình huống, Bảng điền thông tin học viên, Bản phô tô Hộ chiếu (có giá trị sử dụng trên 06 tháng tính đến ngày khởi hành sang Hàn Quốc tham gia Khóa đào tạo).

Hạn nộp hồ sơ đăng ký (tiếng Anh) cho IUTC: Ngày 20/10/2018; Gửi qua email của IUTC: Ông Kim Yeong Hoon, bluesky11301@naver.com hoặc bluesky1130@daum.net.

Các cơ quan, đơn vị có nhu cầu cử cán bộ đủ tiêu chuẩn tham gia Khóa đào tạo đề nghị liên hệ với Sở Ngoại vụ để được hướng dẫn thực hiện hồ sơ đăng ký. Đầu mối liên hệ: Bà Phạm Thị Hương, Chuyên viên Phòng Hợp tác Quốc tế, Sở Ngoại vụ, Điện thoại: 01658479368, Email: phamhuongnvls@gmail.com.

Sở Ngoại vụ trân trọng thông báo./.

(Gửi kèm Đơn đăng ký tham gia, Bảng điền thông tin học viên và Chương trình đào tạo)

Nơi nhận:

- Như trên;
- Công an tỉnh;
- Lãnh đạo Sở;
- P. HTQT;
- Lưu: VT.

KT. GIÁM ĐỐC
PHÓ GIÁM ĐỐC

Trịnh Tuyết Mai

Integrated Approaches to Sustainable Housing Policy and Settlements Improvement in Asia (Housing) 2018

Training Dates: 20-28 November 2018
(Arrival and Departure from UTC - 19th and 29th November, respectively)

The following information must be exactly the same as in the one described in the application form

Applicant in No.	Country	Name	Gender	Date of Birth	Job Title (Position)	Organization	Organization Type	Address(Office)	Phone (Office)	Mobile	E-mail	Passport Expiration Date	Passport No.	Language Proficiency	Visa Needed	Case Study file sent	Resume inclusion Letter	Special Diet (if any)	Special Diet (don't eat)	Chilling Service ID	Reference															
1																																				
[Example]																																				
Note: The information is for invitation letter and visa application, in case of your candidacy. If not selected, it won't be used for other purposes. So, Please fill out the information in the form, referring to the examples in the table, and then check the details once again.																																				
			M/F	Year - Month - Day	Please state clearly in English		Governmental	Please state the exact address and check once again whether it is identical with the application form.	Please include your country code +63 918 256 0000	Please include your country code +63 918 256 1111	Work Email Address	Year - Month - Day	EOD 0001	Excellent	Y/N	Y/N	Y	Y	Port etc.	Beef etc.	Kempingdon (skip)															
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							International							Fair	N	N	N																			
							NGO							Poor																						



APPLICATION FORM FOR IUTC TRAINING

INTERNATIONAL URBAN TRAINING CENTER under the support of **UN HABITAT**

341-6 Saengtaegongwon-gil, Bukbang-myeon, Hongcheon-gun,
Gangwon Province 25113, Republic of Korea

Tel: +82-33-248-6584 / **E-mail:** bluesky11301@naver.com / **Homepage:** <http://iutc.gwd.go.kr>

Attach your
scanned photo
here

Note: Please be sure to type in the form in English alphabets, not in hand-writing as this won't be accepted. Double click () and select "checked" in order to choose your option. The words "NIL" or "N/A" should be used where applicable. Do not leave any space blank.

TITLE OF COURSE: INTEGRATED APPROACHES TO SUSTAINABLE HOUSING POLICY AND SETTLEMENTS IMPROVEMENT IN ASIA

I. PERSONAL DATA									
First Name	(Example) Yeonghoon			Middle name			Last name	Kim	
Date of Birth (yyyy.mm.dd)	2010.01.01			Sex (M/F)	M / F				
Nationality	Republic of Korea			Marital Status	Married/Unmarri		Religion		
Passport Number	E01000000			Airport of Departure					
Passport Issuance Date (yyyy.mm.dd)	2010.01.01			Passport Expiration Date (yyyy.mm.dd)	2019.12.31				
Home Address	341-6, Saentaegongwon-gil, Hongcheon-gun, Gangwon Provice, ROK								
City	Hongcheon			Postal Code	25113		Country	ROK	
Phone	+82	33	2486584	Fax	+82	33	2486584		
	country code	area code	number		country code	area code	Number		
Mobile	+82	10	25335646	E-mail Address	bluesky1130@daum.net				
Emergency Contact	Yeonghoon Kim			Phone	+				
	Full name				country code	area code	Number		
Special diet:	Nothing								
Dish: I like very much				I don't like/eat					
VISA: I need an invitation letter to apply for entry visa issuance.							YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If yes, I plan to apply at the Korean (Embassy/Consulate) in:							City	Country	

II. EMPLOYMENT AND EDUCATION										
Present Position/Title										
Department or Division										
Name of Organization										
Address:				City				Country		
Phone	+			Fax	+					
	country code	area code	Number		Country code	area code	Number			
Type of Organization:	<input type="checkbox"/> Governmental/Public			<input type="checkbox"/> Private			<input type="checkbox"/> International			
							<input type="checkbox"/> other			
Term of Employment from (dd/mm/yyyy)				to present						

Please describe your present duties below *(Please describe in detail)* :

Career over the past 5 years

Name of Organization	from	to	Position/Responsibilities <i>(Please describe in detail)</i>
	month/year	month/year	

Education and Training

Name of Institution	from	to	Field of Study and Degree
	month/year	month/year	

Application times you applied for IUTC courses : () times How many times you attended IUTC courses : () times

Former Training Attendance in IUTC or KOREA (if any):

YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Program:		Period:	
Organization:		yyyy.mm.dd	yyyy.mm.dd

* Please describe, if you have more: Course Name / Organization / Period(yyyy.mm.dd)

- 1.
- 2.

III. LANGUAGE PROFICIENCY – ENGLISH

Double click (□) and select "checked" in order to choose your option.

	Excellent	Good	Fair	Poor	Remarks
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mother Tongue

Other Languages

In case you speak English as a foreign language, it is required for you to certify your English proficiency.
Please indicate any of your English Proficiency Tests if you have any:

<input type="checkbox"/> TOEFL	Score	<input type="checkbox"/> TOEIC	score	<input type="checkbox"/> Others:	score	<input type="checkbox"/> None
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IV. FINANCING THE COURSE

Double click (☐) and select "checked" in order to choose one or more possible funding measures you can accept.

Self-Paid	My organization/I will cover the costs for international transport and home country transport, accommodation and meals. (OECD) * Instead, I request for waiver of fee for accommodation and meals. (Non-OECD)	<input type="checkbox"/>
Partial Fellowship	I apply for a partial fellowship for accommodation and meals. (My organization/I will cover all costs of international and home country transports instead.)	<input type="checkbox"/>
Full Fellowship	I apply for a full fellowship for international roundtrip airfare, accommodation and meals. (* IUTC is not responsible for home country transport and DSA.)	<input type="checkbox"/>

V. STATEMENT OF MOTIVATION AND WHAT YOU WANT TO GET

1. State your motivation to participate in this training course *(Please describe in detail)* :

2. Describe what you expect from this course *(Please describe in detail)* :

VI. APPLICANT'S RESPONSIBILITIES

If accepted as a participant, I agree:

- 1) to follow the training program to the best of my ability and abide by the rules of the IUTC in which I undertake training;
- 2) to refrain from engaging in political activities, or any form of employment for profit or gain;
- 3) to return to my home country upon completion of my training program and to resume work in my country;
- 4) not to shorten or extend the length of my training or my stay for personal conveniences;
- 5) not to bring any family members (dependents) to Korea;
- 6) to accept that the IUTC is not liable for any damage or loss of my personal property;
- 7) to accept that the IUTC will not assume any responsibility for illness, injury, or death arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions; however, IUTC will insure against each trainee's safety/accident during the training period;
- 8) to carry out such instructions and abide by such conditions as may be stipulated by the IUTC in respect to my training program;
- 9) to pay all cancellation charge or full round trip airfare, depending upon the amount requested by travel agency, in case I make cancellation of course participation after the flight ticket has been issued (This applies only to full fellowship applicants.);

I fully understand that my status as a participant may be terminated if I fail to make satisfactory progress, or for any other cause as determined by the IUTC.

Applicant's Name:

Signature:

The signature must be inserted this page.

VII. OFFICIAL NOMINATION

The	(Title of the Head)	of	(Name of Organization/Institute)	officially recommends
			for participation in	
(Full Name of Applicant)			(Name of Training Course)	
Phone (Office)	+		Phone (Office)	+
	country code	area code		country code
		number		area code
				Number

E-mail Address

as organized by the IUTC and UN-HABITAT, and certifies that:

- 1) all information provided by the applicant is complete and correct;
- 2) the applicant has an adequate knowledge of and/ or expertise in the training field;
- 3) the applicant has a sufficient proficiency of spoken and written English to enable him/her to follow the training course.

Name of Organization:

Position/Title:

Name of Authorized Official:

Date:

yyyy.mm.dd

Signature:

The signature must be inserted this page.

Please send your application documents by email only, **to ALL email addresses below.**

Do not send them by fax or any other means. You are kindly advised to contact us to confirm the receipt of your application form:

IUTCMr. Yeonghoon Kim bluesky11301@naver.com and bluesky1130@daum.net**UN-HABITAT**Ms. Trang Nguyen Trang.Nguyen@unhabitat.orgMs. Anamika MADHURAJ <Anamika.Madhuraj@un.org>**Training Venue and Accommodation**

International Urban Training Center (IUTC)

341-6 Saengtaegongwon-gil, Bukbang-myeon, Hongcheon-gun,
Gangwon Province 250-884, Republic of Korea

Tel. +82-33-248-6584

Homepage: <http://iutc.gwd.go.kr>

Innovative Approaches to Deliver Affordable Housing Options in Asia



Venue: International Urban Training Centre (IUTC),
Republic of Korea (ROK)

Dates: 20-28 November 2018

Organizers: UN-Habitat and IUTC

Sponsorship: Gangwon Provincial Government, ROK

Apply by: 20 October 2018

Course Title

Innovative approaches to deliver affordable housing options in Asia

Duration

9 days

Objective

The main objective of this course is to develop practical knowledge that will enable participants to understand the functioning and structure of the housing sector and acquire innovative skills and know-how that will enable them to design transformational policies, programmes and strategies that influence housing markets and promote the supply of affordable housing options for different segments of the population.

Course participants will acquire substantive knowledge about the various elements that influence housing development as well as the design of policies and strategies that have a direct impact on sustainable urban development and poverty reduction. Participants will build a solid understanding about several housing attributes such as land supply, infrastructure development, mortgage and housing finance; labor, building materials and the construction industry, legislation and land use planning for housing.

The course is practical-oriented and enables participants to review options to implement inclusive urban development strategies with housing at the center in their cities.

Issues to be addressed during the training course include: Housing policies, programs and projects; housing markets; housing finance; land supply; incremental housing; housing policy analysis and housing policy formulation; self-help, mutual-help and self-management housing production processes; housing at the center of the new urban agenda; SDG11.

Finally, the course will expose the participants to different experiences through case studies presentations, participants' presentations and technical visits to Korean institutions and projects thus getting first-hand exposure to project and program experiences and examples of housing policy and implementation. Participants will get acquainted with first-hand housing practice in Korea.

In that respect, the course offers a peer-to-peer learning environment for participants to discuss and prioritize issues and gap in addressing the housing challenges through national and local policies.

Target Audience

The training course is tailored for senior decision makers, policy makers and housing practitioners from Asian cities who work in national and local governments and have direct responsibilities for the planning, design, finance, implementation and management of housing policies, programs and projects. Those who work in private and academic institutions, as well as NGOs and not-for-profit housing organizations, may also find the training program useful. Participants should be able to demonstrate a relationship of their work with the core theme and objectives of the course and have a minimum of 7 years of experience in the relative field.

The key issues to be addressed

This training program focuses on the challenges of making housing affordable to everyone and on policies and approaches that will enable individuals and households to access adequate housing while creating the conditions for the housing sector to play its role in macro-economic development and poverty reduction.

Housing affordability is one of the greatest challenges faced by governments. The lack of affordable housing in cities is closely associated with the multiplication and persistence of slums and informal settlements, poor infrastructure, overcrowding, land and housing speculation and distress living conditions. Resolving accessibility to housing will immediately spin off to urban vitality and improvements in the quality of life in cities. The provision of affordable housing is a human rights matter that has been underscored internationally by more than 170 nations when reaffirming



Participants from Mongolia, Indonesia, Bhutan and Solomon Island meeting on the first day of the training course.
Photo copyright © UN-Habitat

their commitment to promote the full and progressive realization of the Right to Adequate Housing as provided in international instruments and formulated in the Habitat Agenda (1996) and New Urban Agenda (2016), agendas that have been adopted by the United Nations Conferences on Housing and Urban Development.

Additionally, the Sustainable Development Goal 11 of the Agenda 2030 for Sustainable Development in its target 11.1 aim at the provision of affordable housing and basic urban services and the upgradation of slums by 2030. To realize these ambitious goals, governments must establish institutional, policy, regulatory and financial frameworks and adopt policies and strategies that deliver affordable housing with diversity in scale, price, size, standards, type and location in cities.

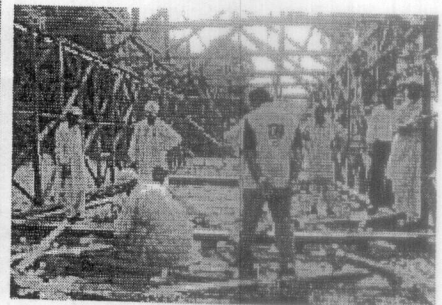
This training program will look at these issues and provide opportunities for the participants to develop their analytical skills to sustain the formulation of solutions to affordable housing in their own context. The training program will also enable participants to look at the functioning of the housing sector in their countries and develop a better understanding about the relationship between the scarcity of affordable housing and the mal-functioning of the housing sector which leads to distorted housing markets, scarcity of serviced land and housing and real estate market speculation amongst other things. The housing sector has an interface with practically every single aspect of the economy of a country and therefore its functioning is critical for economic development, employment generation and prosperity and hence it is a matter of government policy.

Housing is both a problem and an opportunity in today's state of urbanization in the developing world. A well-performing

housing sector generates jobs and income in multiple economic sectors, propels innovations in building codes, urban legislation and urban planning; it impacts on densities in cities through different housing typologies and land-use ordinances; it contributes to economic growth and touches every single aspect of the economy of a country. These intrinsic properties enable the housing sector to become a vehicle for sustainable urban development and a key vector for the implementation of the New Urban Agenda and the SDG 11. Housing at the center of urban development policies can become a transformative strategy for the achievement of these global agendas. Housing impacts on the form and growth of cities and thus on quality of life and on the overall sustainability of urban development. The training program will bring forward these inter-linkages and help participants to become aware of the linkages between local, national and global policies.



Photo Copyrights: © UN-Habitat



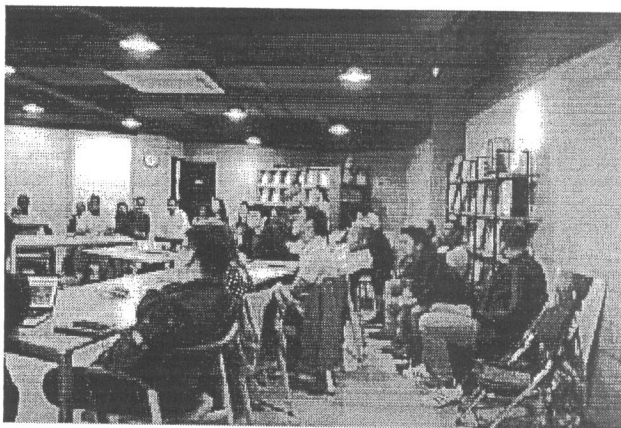
The housing problem is complex and requires well-designed policies and strategies that result in scaled-up outcomes (quantity), improved quality, greater affordability and accessibility vis-à-vis location and house price-to-income ratio. Thus, we need indicators to monitor and make well-informed decisions. Policy makers must identify the deep-rooted causes of housing problems and understand the rationale of housing and land markets to be able to design and implement effective housing policies, programs and projects. The training program will address these issues through case studies that demonstrate the importance of policies, programs and projects that result in housing solutions at scale and diversity that is affordable, adequately designed, well-

located, served by basic infrastructure and public services and is responsive to the needs of low and middle-income families. The training will also look at failures and extract important lessons for future generations of housing programs.

These are some of the fundamental issues that are addressed by this training course via lectures, case studies, simulation exercises, site visits and in-class discussions. Conditions will be created for course participants to analyze and understand the local, national and global housing problems, with references and illustrations from different parts of the world. The course also includes a Housing Practitioners Lab where participants will apply the Housing Barometer alongside other housing tools designed by UN-Habitat.

Training Format

The course is organized in the format of an interactive workshop that allows for exchange and discussions amongst the participants. The course is practical and problem-solving oriented, meaning that participants will be exposed to housing policy practices within a global context whilst acquiring knowledge and developing tools and know-how that will enable them to analyze housing problems, understand their genesis and develop solutions that fit their own context. Specific attention will be given to housing sector analysis and profiling in support to the design of policy interventions and monitoring. A Housing Practitioners Lab will be organized and will enable participants to get a hands-on the problem and formulate solutions in their own contexts using tools and methodologies developed by UN-Habitat.



Housing Practice and Culture in Korea



Field visits and discussions with housing officials and experts from Korean housing institutions is part and parcel of this training. Participants will acquire a good understanding of the Korean Housing Sector, the housing finance, and the maintenance and management of the high-rise multi-family housing stock. Participants will also experience Korean traditional culture, music and food in a specially-designed event

The expected outcomes of this training course

- Advanced knowledge and know-how about affordable housing and 'housing for all' in Asian cities will be acquired;
- Increased technical capacity in the field of housing policy formulation and implementation.
- Urban and housing strategies for Asian cities will be developed.



Course Content and Structure

Module 1: Understanding the Housing Sector

This module presents an overview of the global trends on housing and urbanization. The module offers an evidence-based analysis of the housing problem with illustrations from Asia, Africa, Europe and Latin America. It builds an understanding of the fundamentals of a well-functioning housing sector and the externalities that affect affordability and access to housing by low income families.

Module 2: Affordability and Housing Finance

This module builds the participants' understanding of the housing market, how it works, its institutions and legal instruments. It focuses on essentials of financing affordable housing with examples from projects and programs from different countries. The module also provides an overview of housing indicators as well as the role of housing in the achievement of the SDG 11 and in the implementation of the New Urban Agenda.

Module 3: Housing Sector Analysis and Designing Policy

This module is designed as a practical workshop, a Housing Practitioners Lab that will make use of the Housing Barometer Tool for analyzing problems and formulating solutions for affordable housing programs in the participants' city.

The module further emphasizes the participatory approaches in housing delivery and draws on practices and cases that highlight incremental housing, self-help, mutual-aid and self-management housing in Latin America. Participants will also have an opportunity to discuss the housing challenges and successful approaches in their own contexts in a small housing seminar format.

Module 4: Housing Policy Formulation and Implementation

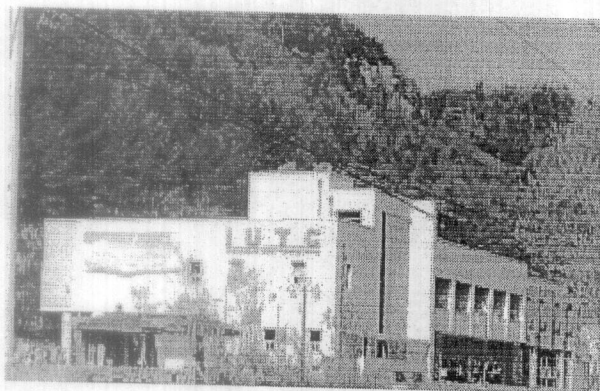
This module focuses on the formulation and implementation of innovative and transformational housing policy, including good examples from Asian regions and other parts of the world. These will be an inspiration for participants to work on new housing policy design and strategies for their own city, region or country. The participants will present their final project at the end of the training course as the final product.

Pre-course and Pre-application activities

- (1) **Outline** (2 pages) focusing on the housing challenge in his/her city, explaining what it is, how it manifests itself, the root causes of it and what is being done to address the challenge if any actions/policies/projects are being implemented.
- (2) Fill the **City Profile Template** showing the facts and figures about the city, ongoing programs, policies and actions that are being undertaken by the city governments which are aligned with the SDG11.
- (3) A **power-point presentation** as per template which will be presented during the workshop. It draws on the outline of the housing challenge and the City Profile template. This should showcase the key housing problems and challenges, the available data giving evidences of the problem/challenge and possible solutions to address the problem, and the synergies between the actions/policies/programs, the SDG11 and the New Urban Agenda.

Organizing Institutes

IUTC



The International Urban Training Center (IUTC), officially launched on 3 May 2007 as a collaboration between UN-HABITAT and Gangwon Provincial Government, Republic of Korea, aims to build the capacity of local governments, particularly in the Asia-Pacific region, to pursue sustainable urbanization in line with the United Nations Millennium Development Goals. Since its inception, Gangwon Province has been providing full support for the IUTC in partnership with UN-HABITAT.

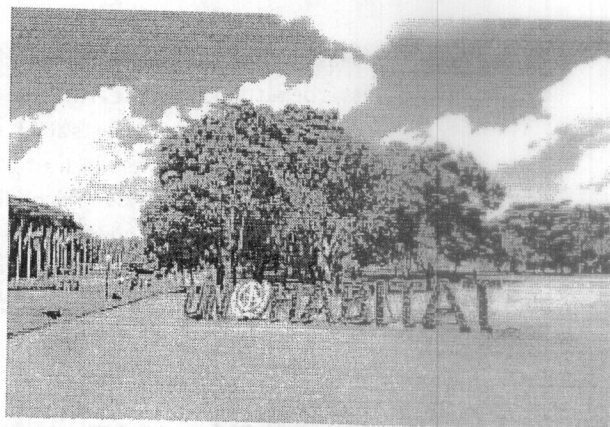
UN-Habitat

The United Nations Human Settlements Program (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The Capacity Development Unit (CDU) combines knowledge, research, tools, skill development and training of Habitat Agenda partners training institutions and UN-Habitat staff into a coherent capacity development strategy focusing on cities, making use of all the knowledge and information generated from the agency.

With a focus on sustainable urban development, the IUTC provides cutting-edge training courses and materials for city leaders, policy makers and urban planners. Courses are designed to give participants hands on learning and the tools to develop and implement sustainable urbanization policies and programs in their communities.

The IUTC's core curriculum focuses on environmental restoration and strategic approaches to urban planning, developing and maintaining ecologically sound communities.

As part of the UN-HABITAT family, the centre is devoted to promoting civil and human rights, decent housing, land readjustment as well as waste, water, sanitation, health and education services to environmentally, economically, and socially inclusive communities mainly for the participants of the countries in the Asia-Pacific region. Until now 72 international courses have been offered.



Training Course Coordinators



Claudio Acioly Jr. is an architect and urban planner, a development practitioner with more than 35 years of experience. He joined UN-Habitat in 2008 as chief Housing Policy and coordinator of the United Nations Housing Rights Programme. He also coordinated the Advisory Group on Forced Evictions to the Executive Director of UN-Habitat - AGFE. During his tenure as the head of housing policy (2018-2012), Acioly led the housing policy work of UN-Habitat in countries such as Cuba, Ghana, Malawi, El-Salvador, Uganda, Vietnam, Nepal and Ecuador and was directly involved in housing policy planning and implementation as well as slum upgrading in Africa and Latin America. He has worked in more than 30 countries. He is currently the head of Capacity Building and Training of UN-Habitat leading several global programs and initiatives linking capacity building, institutional development and policy change.



Trang Nguyen is a sustainable development expert with 20 years of experience in sustainable development, climate change mitigation and adaptation, participatory development processes and capacity building for local government and civil society groups. She has worked with national and local governments, development NGOs, bilateral donors, the United Nations Environment Programme and is currently a project manager of the Capacity Development Unit, UN-Habitat.

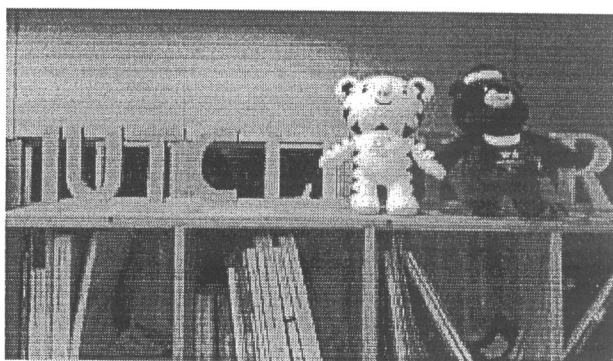
Training Venue and Accommodation

IUTC Eco-complex (International Urban Training Center)

341-6 Saengtaegongwon-gil, Bukbang-myeon, Hongcheon-gun,
Gangwon Province 25113, Republic of Korea

Tel: +82-33-248 6584

Website: <http://iutc.gwd.go.kr>



How to apply and Submit documents

Applicants must fill out the application form and submit by **20 October 2018** to all email addresses below:

- Mr. Yeonghoon Kim bluesky11301@naver.com and bluesky1130@daum.net
- Ms. Trang Nguyen Trang.Nguyen@unhabitat.org
- Ms. Anamika Madhuraj Anamika.Madhuraj@un.org

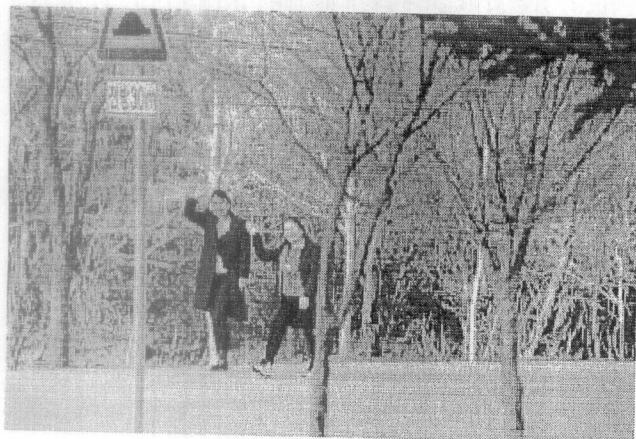
* Please send your application documents to ALL email accounts mentioned above. Do not send them by fax or any other means.

In order to apply for the course, each applicant is requested to submit:

- An application form (typed, not handwritten): This form should be submitted in MS Word format (NOT in PDF, JPEG, nor by Fax), except a scan file of page-4 with official signature as an approval sign of your training participation.
- An Excel sheet of personal information: Refer to the attached file.
- A scanned passport copy (passport needs to be valid for more than 6 months from the departure date from Republic of Korea).
- Outline (2 pages) focusing on the housing challenge in his/her city, explaining what it is, how it manifests itself, the root causes of it and what is being done to address the challenge if any actions/policies/projects are being implemented.
- At least one letter of recommendation from your employer/head.

Note: Do not make any signature forgery as the letter could imply that you have been officially approved on the training participation. In the case your document proves false before/during the training, we will cancel your candidacy and notify your organization/head of the fact.

Selection criteria



Applications will be considered based on the following criteria:

- ✓ Demonstrated professional experience and potential to influence the policy development and implementation in housing, planning and management of cities (I think this is very important.)
- ✓ Nomination of an appropriate person who is able to participate effectively in the course and lead the subsequent process. The nominees must be conversant in English. This should be guaranteed in the letter of recommendation.
- ✓ Proven ability to communicate in English
- ✓ Only the persons submitting their case study report will be considered as qualified applicants.

Note: Applicants who previously received a full scholarship for IUTC courses within 3 years are not eligible for the application and the airfare won't be available for violators.

Key timeline

- 20 October: Deadline of Application
- 24 October: Selection result announcement to successful applicant
- Invitation letters for visa process and cooperation request in the Korean Embassy will be sent as requested in the application form.
 - Upon receiving email from IUTC, participants are requested to proceed with visa application and purchase their flight tickets for training cost saving and convenience. Please be sure to check the airfare allowance with IUTC. Reimbursement will be made upon arrival at IUTC.
 - All participants must arrive at the Incheon airport on 19 November, by the evening hours at the latest, and leaving the Incheon airport on 28 November. Therefore, flight itineraries should be arranged accordingly.
- 10 November: Submission of final full version or modified version of case study if necessary (basic data and information, by Presentation format)
- * Please keep the time and note that only the submitted files will be printed as a part of training material to share with participants.
- 12 November: Submission of visa copy (including e-ticket issued from travel agency); Please check your flight's arrival terminal of Incheon airport (T1 or T2).
- ** Please note that cancellation fees, if befalling, are to be covered by the participant, as per regulations stipulated by the Airlines or travel agency.
- 19 November: Participants' (Resource people and trainees) arrival at Incheon airport, Pickup to/from the IUTC by the IUTC rental bus designated arrangements, which will be informed prior to departure.
- 20- 28 November: Training workshop
- 29 November: Participants' departure for Incheon airport
- * In case participants take other transports instead of IUTC designated rental bus service, participants should cover the incurring cost themselves.



Ground rules

- A. English Proficiency for communication during the Course:** The applicants/nominees must be conversant in English as they must be engaged in group activity for action planning. This should be guaranteed in the letter of recommendation.
- B. Forfeiture of Candidacy:** Incomplete submission of all required documents to the IUTC, in particular, the scanned visa copy by designated date above and/or submission of false documents making signature forgery may be subject to the forfeiture of candidacy for training participation. In such cases, IUTC shall not take any burden for incurred expenses.
- C. No Extended Stay after the Course and No Change in Flight Schedule:** Once the training is over, all participants should return to their country per their individual flight schedule departing Korea as reported to the IUTC. IUTC is neither responsible for nor supportive of any unauthorized private changes.
- D. Non-Smoking Enforcement:** Korean Government enforces a strong non-smoking policy in public areas including streets, so smoking within the premises of the IUTC is not allowed, except in a designated area outside the building. Anybody breaking this rule will be imposed a fine of 100USD, which must be the responsibility of the violator.
- E. No Alcohol Drinking Policy:** IUTC does not allow visitors to drink alcohol within the building.

Further considerations

1. Local travel costs including domestic airfare, visa fees, insurance, salary, DSA and related allowances are not covered by IUTC. Instead, IUTC insures against each trainee's safety/ accident during the training period.
2. Sharing rooms with outsiders during the training is not allowed by IUTC.
3. Other information such as pick up schedule at the airport to IUTC, weather conditions and clothing, facility use rules etc. will be shared by email, prior to your departure.

If the topic of the training course is not relevant to your field of work or not satisfy qualification, please deliver this training course brochure to your senior officials such as mayor, vice mayor, or director general for their personal attendance or recommend it to the most suitable person(s). In the case they are not available to contact, please forward this information to potentially interested people on your network.

Thank you in advance for your interest and cooperation in the course and we will look forward to your successful application or excellent recommendation.
