

Training Workshop Guideline

In the era of globalized local governance and diplomacy, the Seoul Metropolitan Government has prepared a training workshop for municipal officials who are interested in Seoul in an effort to exchange information and promote cooperation.

1. Overview

- 1) Title: The 10th Training Workshop for Municipal Officials of Foreign Cities
- 2) Number of Participants: 15 (one participant per city)
 - Selection criteria includes region, gender, submission order and etc.
- 3) Period: 7 days (October 18, 2010 ~ October 24, 2010)
 - Participants should arrive in Seoul on October 17 and leave on October 25; however, the day of arrival and departure may be adjusted according to flight schedules.
- 4) Contents: Introduction of Seoul's major projects and vision, Activities to understand and experience Korean culture and society
- 5) Cost sharing:
 - [Participating cities: round-trip airfare](#)
 - SMG: accommodation, training, local transportation, etc

2. Application

- 1) Deadline: August 30, 2010
- 2) Required documents:
 - Letter of Recommendation by the head of organization
 - Application form
 - Written oath
 - **Participants should bring the original documents (Application Form, Oath, Letter of Recommendation) with them when coming to Seoul.**
- 3) Submission to:
 - CITYNET Secretariat

3. Training Programs

- 1) Orientation and Introduction to Seoul's city administration
- 2) Study Tour: Seoul Global Center, World Cup Stadium, Cheonggyecheon, TOPIS, Digital Media City, Seoul Museum of Art and etc
- 3) Visit to Cultural Facilities: Performances, Han River cruise, Dongdaemun Market, N Seoul Tower, Hongik University Cultural Street, Insa-dong, Gyeongbokgung Palace, etc.
- 4) Seoul Homestay
 - o Period : 2010. 10. 22 ~ 10. 25 (3 nights)
 - o Host family : SMG official
- 5) Presentations, Discussions and Evaluation

4. Required Qualification

- 1) Municipal government officials who can communicate in English (or Korean) to the level that has no difficulty speaking in meetings and discussions.
- 2) Officials in managerial position, under age 40 as of September 2010
 - ※ Exceptions can be made as deemed appropriate.

5. Trainee Selection and Preparation

- 1) The SMG will select trainees among the recommended candidates.
- 2) The SMG will provide the selected trainees with all the documents needed to apply for visa.
- 3) Trainees and their organizations are responsible for visa application and other necessary measures that should be done in their native countries.
- 4) Trainees should prepare a 20-minute long PowerPoint presentation regarding major administrative policy and the best practices of their city governments. The PowerPoint file should be submitted to Mr. Cha Jun-ho no later than September 20, 2010 via e-mail at (seoulworkshop@gmail.com).

6. Annexes

- 1) Letter of Recommendation by the head of the organization
- 2) Application form
- 3) Written oath
- 4) Training Workshop Program(2009)

Letter of Recommendation

I, understanding the goals and objectives of the “Training Workshop for Municipal Officials of Foreign Cities” and hoping that the workshop will help facilitate exchanges between our two cities, recommend the following person as our city’s participant to the workshop.

I guarantee that the person recommended will abide by all rules and regulations of your city during the workshop period and will return to his/her original position in our city government upon completion of the workshop programs.

(Profile of the person recommended)

Name:

Position:

Department:

Date of Birth:

_____, 2010

_____(Signature)

Name

Title

Application Form

- 1) Name:
- 2) Date of Birth: (dd) (mm) (yy)
- 3) Nationality:
- 4) Sex: Male Female (tick appropriate box)
- 5) Employment status

Photo
(3cm x 4cm)

Name of Organization			
Address			
Position & Department	/		
Tel.		Fax	
		E-mail	
Emergency contact	Name:	Tel.	
	Relation: Occupation:	Fax	

6) Preferred areas of training

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※ Examples of Training Areas

Field of Training	Contents	Organization
Urban transit	Public transportation information management	Seoul METRO, TOPIS
Urban Environment	Stream restoration project, Han River Renaissance Project	Cheongyecheon, Han River project headquarters
Water management	Water supply(water quality) management, sewage treatment management	Water purification plant Waste water reclamation plant
Resource circulation	Waste management policy, Resource recycling	Mapo Resource Recovery Facility
E-government	Establishment of e-government in SMG	Seoul Data Center

Oath

I, as a participant of the Training Workshop for Municipal Officials of Foreign Cities, hereby pledge to comply with the following commitments:

1. I will abide by the National Law of the Republic of Korea.
2. I will abide by regulations and guidance of the Seoul Metropolitan Government (SMG).
3. I certify that all the documents I presented to relevant agencies are true and complete and will raise no objection to any measures taken by the SMG against my submission of false documentation.
4. I will not engage in any political or profit-seeking activities during my stay in Seoul.
5. I will pay for all expenses incurred by my own personal needs except training-related expenses paid by the SMG.
6. Upon completion of the workshop, I will return home and work to promote exchanges and friendship between Seoul and my city, by extension, between Korea and my country as well.
7. I understand that my inappropriate behavior during the training period can cause me to leave the program in mid-course and will accept any measures taken by the SMG.

_____, 2010

(Signature)

Program

※ The program attached below is from the 9th(2009.10.5~10.11) training workshop.

※ This year's program will be provided after we gather information on 'Preferred areas of training' from all our participants.

Date	Time	Program	Venue
10. 5 (Mon)	09:30~10:40	Orientation -Registration -Welcoming remarks -Introduction of the staff -Introduction of the participants -Introduction of the program	Meeting room 1
	11:00~12:00	Introduction of city administration & visit to the Civil Petition Call Center	Meeting room 1
	12:00~13:00	Lunch	Restaurant
	13:10~14:00	Seoul Global Center	Seoul Global Center
	15:30~16:30	SK Telecom	Bundang
	19:00~21:00	Welcome Dinner	Plaza Hotel
10. 6 (Tue)	09:30~10:20	TOPIS	Jongno District Office
	10:30~11:40	Seoul Museum of Art	Seoul Museum of Art (Seosomun-dong)
	12:00~13:00	Lunch	Restaurant
	14:00~15:20	Introduction of the Han River Renaissance & Han River Cruise	Han River
	16:00~18:00	WorldCup Park (16:00~16:50) WorldCup Park Management Office, Haneul Park (17:00~18:00)	Sangam-dong
	18:30~21:20	Hongik University Culture Street and Dinner	Hongik University Culture Street
10. 7 (Wed)	10:00~12:00	Changdukgyung Palace	Changdukgyung Palace
	12:00~13:00	Lunch	Restaurant
	13:30~15:20	Insadong	Insa-dong
	16:00~17:20	JUMP Performance	Near samilgyo, Jongno
	18:00~19:30	Dinner	Restaurant
	20:00~21:30	DOOTA & Dongdaemun Market	Dongdaemun

Date	Time	Program	Venue
10. 8 (Thu)	10:00~11:00	Gangbuk Arisu (tap water) Purification Plant	Hanam, Gyeonggi Province
	11:30~12:30	Lunch	Restaurant
	14:00~16:20	National Museum of Korea	Yongsan
	17:00~18:20	Introduction to Korean History and Culture	Meeting room 1
	19:00~20:00	Dinner	Restaurant
	20:00~21:00	N Tower	N Tower
10. 9 (Fri)	09:30~10:30	Cheonggyecheon Museum & Cheonggyecheon Plaza	Cheonggyecheon Museum
	10:30~11:30	Cheonggyecheon Plaza	Cheonggyecheon
	12:00~12:50	Lunch	Restaurant
	13:00~18:00	Participants' presentation on their best practices & Survey	Meeting room 1
	18:30~21:00	Farewell Dinner	President Hotel
10.10 (Sat)	10:00~11:30	ChungWaDae (Office of President)	ChungWaDae
	12:00~13:00	Lunch	Restaurant
	14:00~16:50	Seoul Design Olympic	Jamsil Main Stadium
	17:00~18:00	Dinner	Restaurant
	19:00~21:00	Seoul Hallyu Festival	Jamsil Main Stadium
10.11 (Sun)	09:00~10:40	Travel to D.M.Z.	Paju
	11:00~12:00	D.M.Z	Paju
	12:30~13:30	Lunch	Restaurant
	16:00~17:20	Korean Musical	Jungdong Theatre
	18:00~19:30	Dinner	Restaurant