

June 3, 2010

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Dear Sir / Madam

**Invitation to CIFAL Kuala Lumpur KLRTC Training Course XX:
 Sustainable Urban Planning in the Asia Pacific Region
 26 – 29 July, 2010, Kuala Lumpur, Malaysia**

We are pleased to invite your city/organisation to participate in the CIFAL Kuala Lumpur / KLRTC Training Course XIX on "SUSTAINABLE URBAN PLANNING IN THE ASIA PACIFIC REGION" to be held from **26 - 29, July 2010**, in Kuala Lumpur, Malaysia.

The Training is organised under the auspices of the Kuala Lumpur Regional Training Centre, in short KLRTC, or CIFAL (in French: Centre International de Formation des Autorités/Acteurs Locaux, or International Training Centre for Local Authorities) Kuala Lumpur. KLRTC was launched in 2003 as a joint initiative between UNITAR, CITYNET, Kuala Lumpur City Hall, Veolia Environnement, and UNDP. KLRTC aims to strengthen the capacity of local governments to deal with sustainable development.

Your city/organisation is highly encouraged to participate in this programme. The KLRTC XX Registration Form, and Guidelines for Preparing Case Study Paper of KLRTC XIX are attached for your reference.

Target Participants:

This is a course for city managers, engineers, planners and those who are directly involved in sustainable urban planning in their cities/organisations.

How to Apply:

To be considered for participation, please complete and submit the following required documents by e-mail (info@citynet-ap.org) or fax (81-45-2232162) to CITYNET Secretariat by no later than **Monday, June 21, 2010:**

- Completed Registration Form
- CV
- Case study paper (Prepared in accordance with the attached guidelines) OR completed survey. Participants not affiliated with a particular city are limited to case studies. References will be checked.
- Estimated roundtrip airfare to Kuala Lumpur

Registration fee:

A mandatory USD 200 (Two Hundred US Dollars) is required as a registration fee if selected as a participant to attend the course, to be paid on the first day of the training in cash. The fee is required from all participants regardless of their city's/organisation's economic situation, participant's position, fellowship status or previous participation in KLRTC training courses.

Baguio
 Balikpapan
 Banda Aceh
 Bangkok
 Bharatpur
 Biratnagar
 Birganj
 Busan
 Butwal
 Calbayog
 Changwon
 Chittagong
 Colombo
 Danang
 Dehiwala-Mt. Lavinia
 Dhaka
 Esfahan
 Galle
 Gorontalo
 Guntur
 Hanoi
 Ho Chi Minh
 Hue
 Iloilo
 Incheon
 Islamabad
 Kandy
 Kaohsiung
 Kathmandu
 Khulna
 Kuala Lumpur
 Lalitpur
 Landhi
 Makati
 Marikina
 Moratuwa
 Mumbai
 Muntinlupa
 Nanchang
 Nanjing
 Negombo
 Palembang
 Penang
 Phnom Penh
 Pokhara
 Rajshahi
 San Fernando
 San Jose
 Sidoarjo
 Seoul
 Shanghai
 Siddharthanagar
 Sri Jayawardenapura Kotte
 Suginami
 Sukabumi
 Surabaya
 Suva
 Suwon
 Sylhet
 Taichung
 Taipei
 Tansen
 Tomohon
 Visakhapatnam
 Wuhan
 Yangon
 Yokohama
 Ancona
 Lyon
 ACHR
 ACVN
 AILSG
 AIM
 ASAG
 BCAS
 CAPS
 CDA
 CISRS
 CUS
 DSK
 Freedom to Build
 HFHJ
 HELP-O
 HUDCO
 KhDA
 MaRRG
 MAUC
 Metro Manila Linis-Ganda
 MIDFI
 MSSS
 MuAN
 NWSDB
 NMLT
 OPP-RTI
 PASCAL
 PCL
 PDAM
 Tirtanadi
 PIEDAR
 RAJUK
 SDS
 SEVANATHA
 SLILG
 SPARC
 TEI
 UDA
 URDI
 Veolia Environnement
 YOKE
 YUVA

Fellowship:

The organisers encourage participants to attend on a self-financed basis. Small grants are available for representatives of cities from least developed countries to participate in this course. Only those who timely submit the four requirements listed above will be considered for sponsorship. Unlike previous KLRTC training courses, however, the organisers can only offer partial sponsorships due to budgetary constraints.

Fellowship will be based on the following criteria:

- Timely submission of the *completed* application
- Qualifications of participant (relevance of position to topic)
- Quality of Case Study Paper
- Previous attendance (priority given to new cities)
- Timely submission of Post-Training Reports of previous participants from your city/organization
- Cluster membership of CITYNET and priority area of training
- Submission of post-training reports from participants of the same city/organization
- Any other requests from Funding Partners

Deadlines:

Please note that KLRTC Training Courses are highly popular among the CITYNET member cities. Therefore, priorities will be given to applicants who submit completed documents before the deadline. **Partial submission of documents before the deadline will NOT be considered.**

More information on KLRTC, including online resources, is available at the CITYNET website <http://www.citynet-ap.org/>

If you require any further information, please contact Dr. Arshad Baharudin, Programme Officer, CITYNET at info@citynet-ap.org; Tel: +81-45-223-2161; Fax: +81-45-223-2162.

Thank you very much and we look forward to receiving your application.

Yours sincerely,



Bernadia Irawati Tjandradewi
Programme Director, CITYNET

Documents attached:

Annex 1 –Registration Form

Annex 2 – Guidelines for Preparing Case Study Paper