

THE COLOMBO PLAN  
COUNCIL FOR TECHNICAL COOPERATION IN SOUTH AND SOUTH-EAST ASIA

APPLICATION FOR EXPERT

By the Government of Indonesia to the Government of Japan

for an expert in .....

*Notes.* - (a) This Form has been devised for the general guidance of cooperating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the technical cooperation required. Full and accurate completion of this application form will avoid much reference back and lead to speedier action.

(b) The requisite number of copies of the Form A 1, including a copy for the Colombo Plan Bureau, duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned the appropriate channels.

<p><b>1. Background Information</b></p> <p>This section should show as precisely as possible the general nature of the project for which the expert is required, stating whether it comes within the Government's development programme. It is important to indicate whether the project is a new enterprise or whether it was started previously. In the latter case, any assistance received under other technical cooperation programmes (e.g. under United Nations auspices) should be stated. With regard to industrial enterprises, some impression of the size is important and the output and number of workers to be employed are useful indications. The type of process, make and age of industrial or scientific equipment with which the expert will be concerned should be specified. In the case of academic establishments, it is an advantage to know the number of annual intake of students, their level of attainment, number and status of existing staff and details of any research facilities and the level of research being undertaken (Copies of brochures, annual reports, financial statements, calendars, syllabus of instruction etc. should be attached where applicable).</p>	
<p><b>2. Specification for the post. *</b></p> <p>(a) post title</p> <p>(b) duties for which the expert will be responsible. These should preferably be listed, and it is important to give as much detail as possible.</p> <p>(c) authority to expert will be responsible.</p> <p>(d) Qualification and experience required and approximate age limits.</p> <p>(e) number of personnel required.</p>	
<p><b>3.</b> In the case of continuous project, give name and particulars of understudy or counterpart who is to work with the expert.</p>	
<p><b>4. Terms and condition of appointment :</b></p> <p>(a) duration</p> <p>(b) actual place of employment, nearest town and post office</p> <p>(c) if living accommodation to be provided, state whether furnished or unfurnished, and whether suitable for married man with family :</p> <p>(i) daily allowance for food if accommodation only provided.</p> <p>(ii) daily rate for accommodation and food if neither are provided in kind</p>	

\* It is essential that full particulars should be given. If the space provided is inadequate, they should be given on a separate sheet.

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<p><b>4. Terms and condition of appointment</b> (Cont'd)</p> <p>(d) daily and nightly rates of subsistence payable when away from base on duty</p> <p>(e) are costs of internal travel paid or car provided ?</p> <p>(f) what leave arrangements are suggested ?</p> <p>(g) extent to which free hospital and medical treatment is to be provided for the expert and his accompanying dependents, if any</p> <p>(h) is expert free from income tax ?</p> <p>(i) will personal effects imported on first arrival be cleared free of custom duty ?</p> <p>(j) does host government undertake to indemnify expert in respect of damages awarded against him for actions performed in the course of his official duties ?</p> <p>(k) approximate date on which expert is required to arrive in receiving country</p> <p>(l) any other information</p>	
<p><b>5. Proposal for apportionment of costs of salary and allowance and passages</b></p>	
<p><b>6. Previous steps, if any, to fill the post:</b> If any previous attempt has been made to fill the post under the Colombo Plan (including ICA) or from any external source (UN, Specialised Agency or other) please indicate:</p> <p>(a) to whom application was addressed, with date</p> <p>(b) result or present stage of negotiations</p> <p>(c) are other experts working in this area in associated projects or have there been reports by these experts working in this field previously ? If so, are any available ?</p>	
<p><b>7. Correspondence</b> Name, Postal and Telegraphic Address of official to whom correspondence regarding this proposal is to be forwarded</p>	

Signed .....

on behalf of the Government of INDONESIA

Date: .....

**For use only by Donor Government**

Proposal accepted/rejected/withdrawn

on behalf of the Department of .....

Date: .....