Introduction

In an effort to advance sustainability of urban mobility in Asia-Pacific region, SHRDC and UCLG-ASPAC jointly organized a five-day Sustainable Mobility training program for UCLG-ASPAC member city officials* from September 5 to 9, 2016 in Seoul, Korea.

* Candidate eligibility for this program is restricted to Non-Korean UCLG-ASPAC member city officials

With an intention to disseminate Seoul's experiences and best practice and policies in urban mobility, the program offers lectures and site visits which will introduce success story of Seoul Metropolitan Government in urban transportation and sustainable mobility. The program will also offer a unique and valuable opportunity of participating in the 6th UCLG-ASPAC Congress to be held in Jeollabuk-do, Korea, which will bring together experts in the urban field and mayors to exchange best practice and policy in sustainable urban development.

Training Program Outline

<table>
<thead>
<tr>
<th>Title</th>
<th>2016 SHRDC UCLG-ASPAC Jointly Organized Training for Sustainable Mobility</th>
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<tbody>
<tr>
<td>Date</td>
<td>4(Sun)-10(Sat) Sept(※6nights&amp;7days inclusive of arrival and departure dates)</td>
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<tr>
<td>Venue</td>
<td>SHRDC of Seoul Metropolitan Government(SMG) and Gunsan GSCO</td>
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Participants Qualification

- Approx. 15-18 participants (1-2 people from each city)
- Managerial-level UCLG-ASPAC member city public officials in a related field recommended by the head of a local government
- Officials with a good command of English (※ All programs will be delivered in English)
- Officials who can be admitted into Korea
- Officials who have never participated in training programs organized by both SMG and SMG affiliated organizations

Training Schedule (Curriculum and modules are subject to change due to internal condition)
# 2016 SHRDC UCLG-ASPAC

**Jointly Organized Training for Sustainable Mobility**

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon, Sep 5</th>
<th>Tue, Sep 6</th>
<th>Wed, Sep 7</th>
<th>Thurs, Sep 8</th>
<th>Fri, Sep 9</th>
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<tbody>
<tr>
<td>09:00 - 12:00</td>
<td><strong>Orientation</strong>&lt;br&gt;Module 1 Introductory Lecture on Development of Seoul &amp; SDG</td>
<td>Module 3 UCLG-ASPAC Congress Panel Sessions</td>
<td>Module 5 Lecture on Transport and Built Environment for Sustainability</td>
<td>Module 7 Lecture on ICT and Sustainable Mobility</td>
<td>Module 9 Sustainable Eco-city Seoul; Pedestrian Friendly Seoul</td>
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<tr>
<td>12:00 - 14:00</td>
<td>Transportation To Gunsan For UCLG-ASPAC Congress</td>
<td>Lunch</td>
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<tr>
<td>14:00 - 18:00</td>
<td><strong>Module 2</strong>&lt;br&gt;UCLG-ASPAC Congress Opening Ceremony &amp; Keynote Speech &amp; Panel Sessions</td>
<td><strong>Module 4</strong>&lt;br&gt;UCLG-ASPAC Congress Closing Ceremony</td>
<td><strong>Module 6</strong>&lt;br&gt;Visit to Cheong Ge Cheon Museum Visit to 7017 Seoul Station Project sustainable urban infrastructure planning policy</td>
<td><strong>Module 8</strong>&lt;br&gt;Visit to TOPIS - ICT utilization for traffic and bus information management Visit to Sangam Digital Media City - Urban public space design for sustainable Mobility</td>
<td>Discussion of Action Plan Presentation on Each City by Participant Closing Ceremony</td>
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<tr>
<td>18:00 - 20:00</td>
<td>UCLG-ASPAC Congress Welcome Dinner Accommodation In Gunsan</td>
<td>Transportation To Seoul from Gunsan Dinner Accommodation In Seoul</td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
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*Blue Column : Modules in Gunsan during the 6th congress*
Important Information

Training Venue
The Seoul Program will take place at the Seoul Human Resource Development Center (SHRDC) in Seoul, Republic of Korea except 7-8 Sept for 6th UCLG-ASPAC Congress participation which will be held in Jeollabuk-do. For more information, please visit website of SHRDC at http://www.seoulmiti.org and http://www.uclg-aspac.org for 6th UCLG-ASPAC Congress

English Proficiency
All the lectures and field trips will be run in English only; therefore, participants must have a good command of the English language. Applicants will be required to undergo an English interview by SHRDC to test their English skills.

Support from the organizer
NOT PROVIDED BY SHRDC & UCLG-ASPAC:
Airfare: Each and every participant is responsible for the airfare from his/ her Home Country to Seoul (Sept. 4) and from Seoul to Home Country (Sept. 10).

PROVIDED BY SHRDC & UCLG-ASPAC:
Accommodation
SHRDC and UCLG-ASPAC will provide participants with accommodations for 6 nights in Seoul and Jeollabuk-do from 4-10 Sept. Additional nights and extra miscellaneous charges including laundry, telephone, paid internet, mini bar, etc. will not be shouldered by the organizer.

Meals
Breakfast, lunch, and dinner will be provided for all participants during the duration of the program from 5-9 Sept. Dinner on arrival date (4 Sept) and breakfast on departure date (10 Sept) can be provided as well.

Local Transport
The organizers will provide each participant with local transport from/to airport, the hotel, and the training site. All participants should inform the organizer of their flight itinerary for airport pick-up and send-off.
Applying Process

Application Timeline

<table>
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<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tr>
<td>August 1</td>
<td>Deadline of Application Form, Headshot Photo, Passport Copy</td>
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<td>August 1-5</td>
<td>Phone Interviews</td>
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<td>August 8</td>
<td>Announcement of Accepted Candidates</td>
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<tr>
<td>August 8-12</td>
<td>Release of Visa Invitation Letters and Additionally Required Forms</td>
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<tr>
<td>August 19</td>
<td>Deadline for Flight Details, Recommendation Letter</td>
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<td>August 25</td>
<td>Deadline for Abstract and Presentation Materials</td>
</tr>
<tr>
<td>August 31</td>
<td>Release of Program Materials from SHRDC, Information Note</td>
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<tr>
<td>September 4-10</td>
<td>2016 SHRDC UCLG-ASPAC Training for Sustainable Mobility</td>
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Immediate Requirements for all Applicants:
Application Form, Headshot Photo, Copy of Passport
Each participant is required to submit a completed application form, a headshot photo (in .JPG format), and a copy of the passport ID page to the organizers via email.
Deadline for Application Forms, Headshot Photos, Passport Copies: August 1, 2016

Phone Interviews
To further assess the applicants, SHRDC will be conducting a phone interview. Please indicate the times you are available to be contacted in your application form. SHRDC will inform you of the interview schedule beforehand so you may prepare.
Schedule of Phone Interviews: August 1-5, 2016
Announcement of Accepted Candidates: August 8, 2016

Requirements to be Submitted Only by Accepted Candidates (To Follow):
Recommendation Form
SHRDC will be sending the recommendation letter form after the announcement of accepted candidates. The form must be endorsed by the accepted candidate’s supervisor and the nominating authority, and then sent to the SHRDC by email.

Flight Itinerary
Program participants are asked to submit their confirmed flight itinerary to the organizers.
Presentation Abstract and Presentation
Participants will be required to submit by email a presentation abstract and powerpoint presentation, as each participant will have an opportunity to deliver a 10-minute City Paper Presentation during the training program. The presentation should be about urban transportation and urban mobility related initiatives, projects, or infrastructure of his/her respective city. Guidelines will be provided separately.

Visas
Participants may need to obtain an entry visa to the Republic of Korea from the Embassy or Consulate in their respective country before commencing their journey (at least 2 weeks). Participants are responsible for getting their visas. Please refer to this website for more information: https://www.visa.go.kr/. If you need assistance in obtaining the visa, please contact SHRDC.

Contact Person

SHRDC (Seoul Human Resource Development Centre)
Ms. Anna Park & Mr. Sunbae Lee
Tel: +82-2-3488-2059, +82-2-3488-2047
E-mail: shrdcinfo@gmail.com, adriana1@seoul.go.kr, sblee@seoul.go.kr

UCLG-ASPAC
Ms. Dianne May Seva & Mr. David Younggyu Kang
Tel: +62-21-389-01-801
E-mail: cdt@uclg-aspac.org, program1@uclg-aspac.org, ygkang68@gmail.com
Application Form (Please fill out completely to qualify.)

GENERAL INFORMATION

Given/First Name: 
Surname/Last Name: 
Nationality: 
Date of Birth: 
Gender: □ Male □ Female 
Marital Status: □ Single □ Married 
Passport No.: 
Expiration Date: 
Departure City/ Airport: 
Dietary Request: 

VISA REQUIREMENTS

☐ I need a visa for Korea  ☐ I do not need a visa for Korea

ORGANIZATION INFORMATION

Job Title: 
Department/Division: 
Name of City/Province: 
Description of Duties/Responsibilities: 

Business Phone: ( ) - (country code) city code - number
Fax: ( ) - (country code) city code - number
Mobile: ( ) - (country code) city code - number
Home Phone: ( ) - (country code) city code - number

Work E-Mail: 
Personal E-Mail: 
Mailing Address □ Business □ Home □ Other 

Seoul, 4 -10 September 2016
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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone</th>
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**QUALIFICATION**

**English Proficiency**
- Listening: [ ] Excellent [ ] Fair [ ] Poor
- Speaking: [ ] Excellent [ ] Fair [ ] Poor
- Writing: [ ] Excellent [ ] Fair [ ] Poor
- Reading: [ ] Excellent [ ] Fair [ ] Poor
- Mother Tongue: [ ] Other
- Other Language(s): 

Have you ever chaired a seminar or any other formal discussion in English?
- [ ] Yes  [ ] No

*English is the official language for the training and lack of English proficiency can result in declining the application.*

**Professional/Career Background**

(3 most recent previous positions)

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<thead>
<tr>
<th>Year (from/to)</th>
<th>Organization</th>
<th>Position</th>
<th>Responsibilities</th>
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**Educational Background**

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<th>Degree/Year Earned</th>
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<td>Undergraduate</td>
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<td>Graduate</td>
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<td>Other</td>
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**Overseas Training Received in the Last 5 Years**

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Please state your training goals. How will your participation benefit your career and/or your company/organization?

The training curriculum is not finalized and subject to change. Please state particular themes of lectures or field trips that you would like to propose for the training curriculum, if any.

PHONE INTERVIEW SCHEDULE
Please indicate below the possible days and time that you are available for a phone interview:
Telephone Number:____________________________
Available days and time:______________________________
TERMS AND CONDITIONS

A qualified applicant must agree to the terms and conditions to participate in the e-Government Program, which are as the following:

1. Follow the training program to the best of the participant’s ability and abide by the rules of the training institution at which he/she undertakes the training;
2. Refrain from engaging in political activities, or any form of employment for profit or gain;
3. Return to his/her home country upon completion of the training program;
4. Refrain from extending the time of stay for personal convenience, and accept that SHRDC does not assume any responsibility for the extended stay in Korea of any kind prior and after the program, unless otherwise specified in the program description;
5. Refrain from bringing any family members and/or any other dependents to Korea during the time of the training;
6. Accept that SHRDC is not liable for any damages or losses of personal property;
7. Accept that SHRDC will not assume any responsibility for illness, injury, or death arising from extracurricular activities, wilful misconduct, or undisclosed pre-existing medical conditions of the participant; and
8. Carry out such instructions and abide by such conditions as may be stipulated by SHRDC with respect to the training program.

I have read and agree to fully comply with the above terms and conditions, and certify that all personal information stated above is true and complete to the best of my knowledge.

Date (dd/mm/yyyy)  Name of Applicant  Signature