



**KEMENTERIAN KEUANGAN REPUBLIK INDONESIA
DIREKTORAT JENDERAL KEKAYAAN NEGARA
SEKRETARIAT DIREKTORAT JENDERAL**

GEDUNG SYAFRUDDIN PRAWIRANEGARA II LANTAI 9 SELATAN
JALAN LAPANGAN BANTENG TIMUR NOMOR 2-4 JAKARTA 10710
TELEPON (021) 3810162, FAX (021) 3847742

Nomor : S- 1050 /KN.1/2017
Sifat : Sangat Segera
Lampiran : 1 (satu) set
Perihal : Penawaran Program Pelatihan dari
Pemerintah Republik Rakyat Tiongkok

12 JUL 2017

Yth. 1. Para Direktur dan Tenaga Pengkaji
2. Direktur Lembaga Manajemen Aset Negara
3. Para Kepala Kantor Wilayah
4. Para Kepala KPKNL
di Lingkungan DJKN

Sehubungan dengan hal di atas, bersama ini kami sampaikan beberapa hal sebagai berikut:

1. Melalui surat S-372/KF.7/2017 tanggal 4 Juli 2017, Kepala Pusat Kebijakan Regional dan Bilateral Badan Kebijakan Fiskal menyampaikan penawaran seminar yang diselenggarakan oleh Republik Rakyat Tiongkok (rincian terlampir) dengan pertanggung jawaban biaya dari Pemerintah RRT yang meliputi biaya transportasi, asuransi, uang saku, dan akomodasi lainnya.
2. Berkenaan dengan hal tersebut, kami menawarkan kepada unit Saudara untuk mengirimkan kandidat peserta seminar tersebut dengan mempertimbangkan keterkaitan program dengan tugas dan fungsi unit/pegawai. Adapun nama calon dan dokumen persyaratan lainnya kiranya dapat disampaikan kepada kami paling lambat 1 (satu) bulan sebelum waktu pelaksanaan kegiatan sebagaimana dijelaskan di lampiran.

Demikian kami sampaikan, atas perhatian Saudara kami ucapkan terima kasih.


Dedi Iskandar
NIP 196001241981121002 



No	Name	Starting Date	End Date	Host
1	2017 Seminar on Capacity Building for Belt and Road (B&R) Countries	19 Juli 2017	8 August 2017	Ministry of Commerce International Business Officer Training Institute
2	2017 Seminar on Public Service and Poverty Reduction for Developing Countries	21 Juli 2017	4 August 2017	China International Poverty Alleviation Center
3	2017 Seminar on Capacity Building on Trade in Value Added (TIVA) for APEC Economies	7 August 2017	18 August 2017	Ministry of Commerce International Business Officer Training Institute
4	2017 Seminar on Statistics and Informatization for Developing Countries	8 August 2017	28 August 2017	Ministry of Commerce International Business Officer Training Institute
5	2017 Seminar on Overseas Expertise Introduction and Promotion of International Cooperation and Innovation Development Among Enterprises for Officials from Countries along the Routes of B&R Initiatives	27 August 2017	16 September 2017	National Bureau of Foreign Experts Training Center
6	2017 Seminar on Circular Economy and Eco-Civilization Construction for Developing Countries	30 August 2017	19 September 2017	National Development and Reform Commission Macroeconomic Research Institute
7	2017 Business Data Collection and Analysis for Developing Countries	1 September 2017	30 September 2017	Harbin University of Commerce
8	2017 Seminar on B&R Governance Cooperation for China-West Asia	4 September 2017	17 September 2017	Graduate School of Chines Academy of Social Sciences
9	2017 Seminar on Economic Globalization and Industrial Transfer for Developing Countries	6 September 2017	26 September 2017	Hubei CEIBS International Vocational Education and Training Center
10	2017 Seminar on Outward Economy for Developing Countries	27 September 2017	17 October 2017	Fujian Foreign Trade and Economic Cadre Training Center
11	2017 Seminar on B&R International Cooperation between China and Neighbouring Countries	29 September 2017	19 October 2017	Jiangxi Foreign Language Vocational and Technical College
12	2017 Seminar for Legal Personnel of B&R Countries	10 October 2017	30 October 2017	Ministry of Commerce International Business Officer Training Institute
13	2017 Seminar on Emerging Urban Governance for Developing Countries	17 October 2017	6 November 2017	Graduate School of Chines Academy of Social Sciences
14	2017 Seminar for Standardization Cooperation Officials from Developing Countries	1 November 2017	21 November 2017	Fujian Foreign Trade and Economic Cadre Training Center



KEMENTERIAN SEKRETARIAT NEGARA REPUBLIK INDONESIA

Jalan Veteran No. 17-18, Jakarta 10110, Telepon (021) 3845627, 3442327
Situs: www.setneg.go.id

Nomor : B- 8969 /Kemensetneg/Set/KTLN/LN.04.01/05/2017 Jakarta, 31 Mei 2017
Sifat : Segera
Lampiran : Satu Berkas
Hal : Tawaran mengikuti pelatihan di Republik Rakyat Tiongkok
(RRT) Tahun 2017

Yth.
Daftar terlampir
di Tempat

Bersama ini dengan hormat kami sampaikan tawaran dari Pemerintah RRT untuk mengikuti beasiswa/pelatihan *TCDC Training Program* tahun anggaran 2017/2018 (daftar terlampir). Kiranya instansi Saudara dapat memanfaatkan tawaran tersebut dan mengajukan paling banyak dua orang calon peserta per kegiatan, yang memenuhi persyaratan kepada kami, antara lain memperhatikan relevansi substansi program beasiswa/pelatihan yang ditawarkan dengan tugas dan fungsi utama Kementerian/Lembaga yang menjadi target program dimaksud.

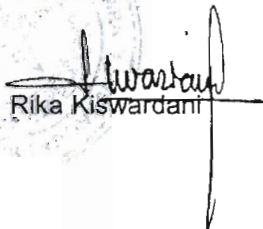
Guna keperluan *endorsement*, kami mengharapkan agar berkas calon peserta dapat kami terima paling lambat tiga minggu sebelum masing-masing jadwal kegiatan dimulai, dengan memperhatikan persyaratan dan melampirkan kelengkapan sebagai berikut:

1. pegawai berusia maksimal 50 tahun saat melakukan pendaftaran pelatihan
2. daftar riwayat hidup dalam Bahasa Inggris
3. formulir pencalonan diisi lengkap dan diketik rapi serta disetujui oleh pejabat yang berwenang dengan dilengkapi foto berwarna ukuran 4x6 cm
4. *medical report* yang ditandatangani oleh dokter yang berwenang
5. mampu berkomunikasi dan menulis dalam Bahasa Inggris yang dibuktikan dengan hasil nilai tes TOEFL minimal 450 atau IELTS 5,5.
6. tidak sedang melakukan pendaftaran atau mengikuti pelatihan lainnya.

Biaya keikutsertaan pada program beasiswa/pelatihan tersebut, antara lain tiket internasional p.p., biaya akomodasi, uang saku, dan asuransi, ditanggung oleh Pemerintah RRT. Adapun seluruh berkas persyaratan agar dikirimkan dengan melampirkan surat pengantar/rekomendasi dari *focal point* masing-masing instansi.

Atas perhatian dan kerja sama yang baik, kami sampaikan terima kasih.

a.n. Sekretaris Kementerian Sekretariat Negara
Kepala Biro Kerja Sama Teknik Luar Negeri,


Rika Kiswardani

Tembusan:

1. Sekretaris Kementerian Sekretariat Negara
2. Pemerintah Provinsi seluruh Indonesia
3. Pemerintah Daerah Kabupaten/Kota seluruh Indonesia
4. Perguruan tinggi/Universitas Negeri seluruh Indonesia
5. Perguruan tinggi/Universitas Swasta seluruh Indonesia



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Lampiran Surat Sekretaris Kementerian Sekretariat Negara
Nomor: B- 8969 /Kemensetneg/Set/KTLN/LN.04.01/05/2017
Tanggal 31 Mei 2017

Yth.

1. Sekretaris Kementerian Badan Usaha Milik Negara
2. Sekretaris Kementerian Agraria dan Tata Ruang/Badan Pertanahan Nasional
3. Sekretaris Kementerian Pemuda dan Olahraga
4. Sekretaris Kementerian Pendayagunaan Aparatur Negara dan Reformasi Birokrasi
5. Sekretaris Kementerian Perencanaan Pembangunan Nasional/Badan Perencanaan Pembangunan Nasional
6. Sekretaris Jenderal, Dewan Perwakilan Daerah
7. Sekretaris Jenderal, Dewan Perwakilan Rakyat
8. Sekretaris Jenderal Majelis Ulama Indonesia
9. Sekretaris Jenderal, Majelis Permusyawaratan Rakyat
10. Sekretaris Jenderal, Mahkamah Konstitusi
11. Sekretaris Jenderal, Komisi Yudisial
12. Sekretaris Jenderal, Badan Koordinasi Survey dan Pemetaan Nasional
13. Sekretaris Jenderal, Badan Narkotika Nasional
14. Sekretaris Jenderal Kementerian Riset, Teknologi dan Pendidikan Tinggi
15. Sekretaris Jenderal, Dewan Energi Nasional
16. Sekretaris Jenderal, Dewan Nasional Perubahan Iklim
17. Sekretaris Jenderal, Komisi Pemberantasan Tindak Pidana Korupsi
18. Sekretaris Utama, Badan Nasional Penanggulangan Bencana
19. Sekretaris Utama, Badan Nasional Penanggulangan Terorisme
20. Sekretaris Utama, Badan Nasional Penempatan dan Perlindungan Tenaga Kerja Indonesia
21. Sekretaris Utama, Badan Pengawas Tenaga Nuklir
22. Sekretaris Utama, Badan SAR Nasional
23. Sekretaris Utama, Badan Standardisasi Nasional
24. Sekretaris Utama, Perpustakaan Nasional Republik Indonesia
25. Sekretaris Jenderal, Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah
26. Sekretaris Utama, Arsip Nasional Republik Indonesia
27. Sekretaris Utama, Badan Informasi Geospasial
28. Sekretaris Utama, Badan Kependudukan dan Keluarga Berencana Nasional
29. Sekretaris Utama, Badan Koordinasi Penanaman Modal
30. Sekretaris Utama, Lembaga Ketahanan Nasional
31. Sekretaris Utama, Badan Intelijen Negara
32. Sekretaris Kementerian Pariwisata, u.p. Kepala Biro Umum dan Kepegawaian
33. Sekretaris Jenderal, u.p. Kepala Pusat Badan Pendidikan dan Pelatihan, Kementerian Pertahanan
34. Sekretaris Utama, u.p. Direktur Kerja Sama, Badan Keamanan Laut
35. Sekretaris Jenderal, u.p. Kepala Pusat Kerja Sama Internasional, Kementerian Komunikasi dan Informatika
36. Sekretaris Utama, u.p. Kepala Pusat Pendidikan dan Pelatihan, Lembaga Sandi Negara



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37. Sekretaris Jenderal, u.p Kepala Biro Hukum, Hubungan Masyarakat dan Kerja Sama, Komisi Pengawas Persaingan Usaha
38. Sekretaris Ditjen Kerja Sama Industri Internasional, Kementerian Perindustrian
39. Kepala Pusat Pendidikan dan Pelatihan, Kementerian Sekretariat Negara
40. Kepala Biro Sumber Daya Manusia, Kementerian Sekretariat Negara
41. Kepala Biro Administrasi, Sekretariat Presiden
42. Kepala Biro Tata Usaha dan Kepegawaian, Sekretariat Wakil Presiden
43. Kepala Biro Umum, Sekretariat Militer Presiden
44. Kepala Sekretariat Kantor Sekretariat Presiden
45. Kepala Biro Kepegawaian, Kementerian Koordinator Bidang Politik, Hukum, dan Keamanan
46. Kepala Biro Umum, Kementerian Koordinator Bidang Perekonomian
47. Kepala Biro Umum, Kementerian Koordinator Bidang Pembangunan Manusia dan Kebudayaan
48. Kepala Biro Umum, Kementerian Koordinator Bidang Kemaritiman
49. Kepala Biro Hukum dan Kerja Sama Luar Negeri, Kementerian Agama
50. Kepala Pusat Fasilitas Kerja Sama Luar Negeri, Kementerian Dalam Negeri
51. Kepala Biro Perencanaan dan Kerja Sama Luar Negeri, Kementerian Desa, Pembangunan Daerah Tertinggal, dan Transmigrasi
52. Kepala Biro Komunikasi, Layanan Informasi Publik, dan Kerja Sama, Kementerian Energi dan Sumber Daya Mineral
53. Kepala Biro Kepegawaian, Kementerian Hukum dan Hak Asasi Manusia
54. Kepala Pusat Analisis Kerja Sama Internasional dan Antarlembaga, Kementerian Kelautan dan Perikanan
55. Kepala Biro Umum, Kementerian Kesehatan
56. Kepala Biro Kerja Sama Luar Negeri, Kementerian Ketenagakerjaan
57. Kepala Pusat Kebijakan Regional dan Bilateral, Badan Kebijakan Fiskal, Kementerian Keuangan
58. Kepala Biro Sumber Daya Manusia, Komisi Pemilihan Umum
59. Kepala Biro Administrasi, Badan Pengawas Pemilihan Umum
60. Kepala Biro Perencanaan, Kementerian Koperasi dan Usaha Kecil dan Menengah
61. Kepala Biro Perencanaan dan Kerja Sama Luar Negeri, Kementerian Lingkungan Hidup dan Kehutanan
62. Kepala Pusat Pendidikan dan Pelatihan, Kementerian Luar Negeri
63. Kepala Biro Perencanaan dan Kerja Sama Luar Negeri, Kementerian Pendidikan dan Kebudayaan
64. Kepala Biro Kerjasama dan Komunikasi Publik, Kementerian Riset, Teknologi dan Pendidikan Tinggi
65. Kepala Biro Perencanaan dan Kerja Sama Luar Negeri, Kementerian Pekerjaan Umum dan Perumahan Rakyat
66. Kepala Biro Umum, Kementerian Pemberdayaan Perempuan dan Perlindungan Anak
67. Kepala Biro Perencanaan, Kementerian Perdagangan
68. Kepala Badan Pengembangan SDM, Kementerian Perhubungan
69. Kepala Pusat Kerja Sama Luar Negeri, Kementerian Pertanian

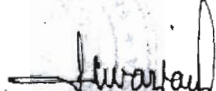


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70. Kepala Biro Perencanaan, Kementerian Sosial
71. Kepala Biro Umum, Badan Pemeriksa Keuangan
72. Kepala Biro Humas dan Protokol, Mahkamah Agung
73. Kepala Biro Kepegawaian, Organisasi dan Tata Laksana, Sekretariat Kabinet
74. Kepala Biro Hukum dan Hubungan Luar Negeri, Kejaksaan Agung Republik Indonesia
75. Kepala Pusat Penerangan, Tentara Nasional Republik Indonesia
76. Kepala Divisi Hubungan Internasional, Kepolisian Negara Republik Indonesia
77. Direktur Utama, Lembaga Penyiaran Publik Radio Republik Indonesia
78. Direktur Utama, Lembaga Penyiaran Publik Televisi Republik Indonesia
79. Kepala Biro Perencanaan, Badan Kepegawaian Negara
80. Kepala Biro Hukum dan Organisasi, Badan Meteorologi, Klimatologi, dan Geofisika
81. Kepala Biro Kepegawaian dan Organisasi, Badan Pengawas Keuangan dan Pembangunan
82. Kepala Biro Kerja Sama Luar Negeri, Badan Pengawasan Obat dan Makanan
83. Kepala Biro Umum dan Humas, Badan Pengkajian dan Penerapan Teknologi
84. Kepala Biro Hukum dan Humas, Badan Pusat Statistik
85. Kepala Biro Kerja Sama, Hukum dan Humas, Badan Tenaga Nuklir Nasional
86. Kepala Biro Umum dan Kepegawaian, Badan Ekonomi Kreatif Indonesia
87. Kepala Biro Perencanaan, Hukum, Humas dan Protokol, Lembaga Administrasi Negara
88. Kepala Biro Kerja Sama, Hukum dan Humas, Lembaga Ilmu Pengetahuan Indonesia
89. Kepala Biro Umum, Lembaga Penerbangan dan Antariksa Nasional
90. Kepala Biro Sumber Daya Manusia dan Organisasi Tata Laksana, Pusat Pelaporan dan Analisis Transaksi Keuangan
91. Direktur Grup Manajemen Resiko dan Tata Kelola Dewan Gubernur, Bank Indonesia
92. Direktur Pengembangan SDM, Otoritas Jasa Keuangan
93. Direktur PT. Perusahaan Listrik Negara
94. Direktur PT. Kereta Api Indonesia
95. Direktur PT. Perumahan Nasional
96. Direktur Umum dan Sumber Daya Manusia, Pertamina
97. Direktur Sumber Daya Manusia dan Umum, Perusahaan Gas Negara
98. Direktur Keuangan dan SDM, Perumnas
99. Kepala Badan Komite Nasional Keselamatan Transportasi (KNKT)
100. Ketua Lembaga Perlindungan Saksi dan Korban

a.n. Sekretaris Kementerian Sekretariat Negara
Kepala Biro Kerja Sama Teknik Luar Negeri,


Rika Kiswardani

中国驻印度尼西亚大使馆经济商务参赞处

The Economic and Commercial Counselor's Office

Embassy of the People's Republic of China in the Republic of Indonesia

Address: Jl. Mega Kuningan, Barat 10, No. 2 Jakarta 12950, Indonesia

Tel: 6221-5761049 Fax: 62-21-5761051 E-mail: idx@mofcom.gov.cn

Ref. No: JSC (17) / 10

Attn: Mr. Muhammad Fahrurrozi
Head of TCDC Division
Bureau for Technical Cooperation
State Secretariat of the Republic of Indonesia

Subject: Letter of Invitation for Seminars Sponsored by Chinese Government

Dear Sir,

In order to promote mutual understanding and friendship between China and the developing countries, the Chinese Government would like to invite the officials and technicians from the developing countries to participate in the Human Resource Development Cooperation Program in the Framework of China's Foreign Aid Sponsored by the Ministry of Commerce, the People's Republic of China. It's my honor to on behalf of the Ministry of Commerce, the People's Republic of China, to kindly invite the officials and technicians from your country to join the seminars held in the first half of this year. So as to accelerate high effective and quality cooperation between our two sides, I'd like to convey the requirements and procedures needed by the Ministry of Commerce of China for the seminars.

1. All the applicants must meet the qualifications stipulated in the "Human Resource Development Cooperation Programs in the Framework of China's Foreign Aid—Manuals for Participants" attached herewith.
2. The application forms, the first page of passport and the address list of participants must be sent to the Economic and Commercial Counselor's Office, Embassy of the People's Republic of China, with an endorsement letter from your office at least 3 weeks before the start of the seminars, otherwise, the recruitment might be terminated.
3. Two or three applicants must be recommended for the multilateral training courses and at least twenty applicants for the bilateral training courses.
4. The detailed information of the seminars shall be submitted to your office on time through email.
5. The number of the seminars offered in the latter half of the year would be based on the execution of the programs for the first half of this year.

The documents including Human Resource Development Cooperation Programs in the Framework of China's Foreign Aid—Manuals for Participants, Application Form, address list, Application Procedure for Seminar and Training Course in China attached hereinafter for your reference.

Thank you for your kind cooperation and look forward to your relevant recommendation.

Contact Person: Mr. Li Hanqing
Mobile:081319563867
Fax: 021-5761051
Email:lihanqing@mofcom.gov.cn

Best regards,

Yours Sincerely,



Wang Liping
Minister Counsellor



报名表

INFORMATION FORM OF PARTICIPANT (学员信息表)

I. Name of the seminar/training course (研修班/培训班名称): _____

II. Personal Data (个人信息)

1. Surname (姓): _____

Given Name (名): _____

2. Sex (性别): male (男), female (女)

3. Date of Birth (出生日期): _____

4. Place of Birth (出生地): _____

5. Nationality (国籍): _____

6. Mother Tongue (母语): _____ 7. Religion (宗教): _____

8. Food abstention (饮食禁忌): _____

9. Health Condition (健康状况): _____

10. History of hypertension, cardiovascular and cerebrovascular disease or infectious disease (有无高血压、心脑血管等慢性病及传染病史): No (无), Yes (有)

If yes, please specify (如有, 请详细说明): _____

11. Mail address (通信地址): _____

Phone (电话): _____ HP (手机): _____ Fax (传真): _____

E-mail (电子邮件): _____

12. Permanent address (固定联系地址): _____

13. Person to be contacted in emergency (紧急情况联系人):

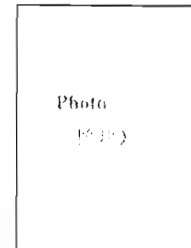
Name (姓名): _____ Address (地址): _____

Phone (电话): _____ HP (手机): _____ Fax (传真): _____

E-mail (电子邮件): _____

14. Statement of present work (当前工作情况):

Name of institute (单位): _____



Position (职务): _____ Date of appointment (任职日期): _____

Brief description of duties (岗位职责): _____

15. Work experience (Starting from current position): (工作经历, 从当前工作写起)

Date (日期)	Position (职务)	Brief description of duties (职责)
_____	_____	_____
_____	_____	_____

16. Educational and/or professional qualifications (教育背景及专业职称):

Date (时间)	Level (等级)	Awarding Institution (授予单位)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

17. Working Language Proficiency (Please tick) (工作语言熟练程度, 请标记):

Reading (读): excellent (优秀), good (好), fair (一般), poor (较差)

Listening (听): excellent (优秀), good (好), fair (一般), poor (较差)

Speaking (说): excellent (优秀), good (好), fair (一般), poor (较差)

Writing (写): excellent (优秀), good (好), fair (一般), poor (较差)

III. Personal Statement (个人声明)

I certify that I have answered the above questions truthfully and completely to the best of my knowledge. I agree to report any relevant alteration in the information given above.

I pledge to observe all the Chinese laws and regulations and will respect the local customs during my stay in China for the training course.

(我确保以上信息填写真实、完整。如有变动, 将及时通知主办方。)

参加培训期间, 我保证遵守中国法律、法规, 尊重当地风俗。)

Signature (本人签字)

Both Signature and Seal (经商参处签章)

Date (日期)

Date (日期)

**Human Resource Development Cooperation Programs in the Framework of
China's Foreign Aid
—Manuals for Participants**

Welcome to participate in this Human Resource Development Cooperation Program in the Framework of China's Foreign Aid sponsored by the Ministry of Commerce, People's Republic of China.

Since the Ministry of Commerce, P.R.C. sponsored seminars/training courses for officials, senior managerial personnel and specialized technicians in developing countries, the programs have got much recognition and great support from both Chinese and foreign governments, which has made them bridges of friendship and cooperation between China and other developing countries.

Through communications and discussions, the seminars/training courses aim at teaching managerial experience and practical techniques, promoting the traditional friendship and cooperation in fields like economy and trade between China and other developing countries and meanwhile accelerating human resource development and economic social progress in those countries. The seminars/training courses cover a wide range of activities including lectures, discussions, field trips, and practice. Organizations appointed by China's Ministry of Commerce will invite governmental officials and scholars to introduce to you the courses, policies and measures involved in China's social and economic development, and other information relative to the themes of seminars/training courses. The organizers will also take you to some related provinces, institutions and enterprises to help you get a real image of developing China. You also have chances to sit with local officials and entrepreneurs and provide them with information about the economic situation, investment circumstances, trade policies and cooperation intents of your countries and thus find more opportunities and wider approaches for bilateral economic and specialized cooperation. Practice sessions are also included in the training courses.



Qualification of Participants

(1) For seminars, officials at Director-General (under 55 years old) or Director (under 50 years old) level from the related departments, senior managers from state-owned enterprises or senior researchers from academic institutes. For training courses, technicians or management staff under 50 years old with over 2 years working experience in the field related to the subject of the course.

(2) Proficiency in English listening, speaking, reading and writing.

(3) In good health, without any infectious disease, serious high blood pressure, cardiopathy and deformity.

For success of the seminars/training courses, we announce the following items:

I. Expenses Arrangements

1. Expenses assumed by the Chinese government:

--round international trips and transfers (if there are any)

--accommodation and traffic costs uniformly arranged by the Chinese side during your stay in China

--accident insurance during your stay in China

--treatment of acute diseases (chronic diseases excluded) during your stay in China

--during the seminars/training courses: for officials of vice-ministerial level or higher, 100 RMB a day as daily expenditure, or 2,000 RMB for each person once for all; for officials of director level or lower and specialized technicians, 80 RMB a day as daily expenditure.

2. Expenses assumed by participants:

--visa fees (including visa to a third country)

--overweight charge during both international and domestic flights (Attention: the allowed luggage weight differs from one airline to another and overweight charge can be very high.)

--post services, phone calls and Internet services during your stay in China

--individual expenditures beyond the uniform arrangement (such as food & beverage, traffic, entertainment, glasses, tooth inlay, hairdressing, beauty treatment

and laundry)

--costs resulting from prolonged stay in China for personal reasons after the seminars/training courses end

II. Plane Tickets and Receptions at airports

The Chinese Embassy in your country (the Economic and Commercial Counselor's Office) will buy round trip plane tickets for you and help you get visas to China. The organizers will receive you at the airport, so please inform the Chinese embassy or the organizers in time if your flight is delayed or changed in order to make corresponding changes in reception. In case of any domestic transfer in China, the Chinese side will bear the transferring fees. The agencies appointed by the Chinese side will help you with transfer and rest on request.

If there is any trouble when entering or leaving China, please show the invitation letter for the seminars/training courses or contact the organizers according to the information on the invitation letter.

III. Notices for the Seminars/training courses' Activities

1. Please preview the materials, prepare questions and attend lectures on time.
2. Please wear formal dress (including ethical clothes) when attending important activities as opening and closing ceremonies and meetings with government leaders.
3. Tourism and shopping visits will be arranged at weekends. If you really need to go out for personal reasons, please notify the organizers beforehand and plan the traffic by yourself. You are suggested not to leave the seminars/training courses' locations at random to avoid any unexpected consequences.
4. Please leave your evaluations and suggestions in questionnaires when the seminars/training courses end and hand them to the organizers.
5. Please take good care of yourself and your valuables when visiting and shopping. You are suggested not to buy expensive items at tourist sites, where changes for quality reasons could be very difficult.

IV. Responsibilities of the On-duty-in-turn Monitors

For success of the seminars/training courses' activities, the organizers will appoint on-duty-in-turn monitors according to the alphabetical order of names of

the represented countries (bilateral seminars/training courses will select/appoint one or two participants as monitor or vice-monitor). Responsibilities of on-duty-in-turn monitors are as follows:

1. Deliver speeches or express thanks on behalf of all the participants during lectures, discussions, visits, meetings and banquets.
2. Assist Chinese organizers in getting participants in lectures and other activities on time.
3. Acquaint organizers with participants' opinions and suggestions and assist them in handling emergencies.

V. Other issues

1. Law and Safety

You are protected by Chinese laws during your stay in China and you are correspondingly supposed to abide by Chinese laws and customs.

Please well keep your passports, return plane tickets (which could be kept by the organizers if you agree) and other valuables.

In case of dangers or emergencies in China, please contact the organizers immediately or dial the emergency/first aid phone numbers directly:

Police: 110

Fire alarm: 119

Traffic accident: 122

First aid center: 120/999

2. Medical Treatment

If you feel ill, please notify the organizers, who will help you see a doctor at the hotel clinic or the hospital nearby. If a surgery operation is required, we would first consult your opinion and get written agreement from your embassy in China.

3. Traffic

The public traffic systems in Beijing and other hosting cities are convenient, and besides, it is very easy to find a taxi. When taking a taxi, remember to ask for a receipt, which is necessary to get back any lost articles.

4. Shopping

When you go shopping, remember asking for receipts, for fear that you would

need changes. Meanwhile, please notice possible luggage overweight for the return trip.

5. For more information about China's economy and trade, please visit the website of Ministry of Commerce: <http://www.mofcom.gov.cn>

VI. Preparations before coming to China

1. Please get ready the passport, the visa to China and the transfer visa to a third country (if necessary) in time.

2. Please carry with you the invitation letter sent from the Economic and Commercial Counselor's Office of the Embassy of China in your country, your personal information form, business cards, and 10 passport photos, etc.

3. For the convenience of the discussions and communications with Chinese officials/experts/scholars, please prepare materials of your country relevant to the seminars/training courses' theme (such as the current situation of related industries, investment and commerce policies, and cooperation intents).

4. For your needs of study and living in China, please prepare enough proper clothes and currencies.

5. If possible, please bring with you a medical examination report and case history from the local hospital. If you are suffering from serious discomforts (such as high fever, grave high blood pressure, heart, brain or blood vessel disease, and infectious diseases) and not fit for the long-distance trips and visits in China, we suggest you not attend this seminar/training course and wait for another chance.

Many thanks for your cooperation. We hope you enjoy the seminar/training course and have a happy time in China.

**Ministry of Commerce,
People's Republic of China**