



17th St. & Constitution Avenue N.W.  
Washington, D.C. 20006  
United States of America

## Organization of American States

P. 202.458.3000  
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## Professional Development Scholarship Program

OAS/DHDEC/CIR.082/2011

### “E-Government for Development: Strategies and Policies”

- 1. Study venue:** United States Telecommunications Training Institute (USTTI), 1150 Connecticut Avenue, NW, Suite 702, Washington, DC 20036, United States of America
- 2. Offered by:** USTTI. USTTI is a Regional Training Center of the Inter-American Telecommunication Commission (CITEL) (e-mail: [train@ustti.org](mailto:train@ustti.org))
- 3. Coordinator:** James O'Connor, USTTI Curriculum Coordinator, Email: [jocconnor@ustti.org](mailto:jocconnor@ustti.org) Phone: (202) 785-7373, Fax: (202) 785 1930
- 4. Modality:** On site
- 5. Start and end dates:** September 19<sup>th</sup> to September 23<sup>rd</sup>, 2011
- 6. Course duration:** One Week
- 7. Language:** English
- 8. Objective:** - The curriculum is intended to provide country government officials with the tools to best introduce electronic government in central and local governments in a way that is coherent, prioritized, interoperable, secure, efficient, EU- and WTO-compatible (where indicated), of benefit to all stakeholders and realistic in light of economic and institutional realities within a given country. Another important outcome will be to create a global community of e-Government leaders who will continue to share experiences, knowledge, and resources with one another following the seminar for the greater benefit of all.
- 9. Course Content:** e-Government is the systematic incorporation and use of Information and Communication Technologies (ICT) government to promote developmental objectives including: improving efficiency and effectiveness; increasing transparency and responsiveness; and enhancing the delivery of government services and information to citizens, businesses, and other stakeholders. This two-week course will include lectures, panel discussions, and interactive workshops presented by leading e-Government experts from USAID, USTTI Board member corporations, private sector firms, universities, NGO's, and



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multinational organizations. The curriculum will include modules that will address the following aspects of e-Government and focus on what goes into building and operating a functional e-government system:

- e-Government Strategies and Solutions;
- Best Practices and Global Case Studies;
- Service and Information Delivery including paying government fees on-line (licenses, taxes), health and education information, and support for ecommerce;
- Security Considerations including authorization, identity and e-authentication, infrastructure protection, and payment system safeguards;
- e-Procurement;
- E-banking services and other electronic payment systems (mobile banking, pre-paid cards);
- Requirements for systems, support, and maintenance;
- Change Management;
- Enabling Policy Environment including;
- Inter-Ministerial Coordination;
- Policy/Legal/Regulatory Reform;
- Project Financing and Public-Private Partnerships;
- Citizen Participation.

### 10. Requirements:

- Citizenship or permanent residence of an OAS Member State<sup>1</sup>, with the exception of the United States since is the host country.
- Participant profile: Applicants should be senior government planning officers, the implementer or program manager, from Ministries of planning,

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<sup>1</sup> On June 3, 2009, the Ministers of Foreign Affairs of the Americas adopted [resolution AG/RES. 2438 \(XXXIX-O/09\)](#), which resolves that the 1962 Resolution that excluded the Government of Cuba from its participation in the inter-American system, ceases to have effect in the Organization of American States (OAS). The 2009 resolution states that the participation of the Republic of Cuba in the OAS will be the result of a process of dialogue initiated at the request of the Government of Cuba, and in accordance with the practices, purposes, and principles of the OAS

On July 5, 2009, the Organization of American States (OAS) invoked [Article 21](#) of the Inter-American Democratic Charter, [suspending Honduras from active participation in the hemispheric body](#). The unanimous decision was adopted as a result of the June 28 coup d'état that expelled President José Manuel Zelaya from office. Diplomatic initiatives are ongoing to foster the restoration of democracy to Honduras.



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Information and Communication Technologies (ICT), or finance or from the office of the President or Prime Minister.

- English proficiency. To be considered for admission, scores must be submitted from either the Test of English as a Foreign Language (TOEFL) or the academic International English Language Testing System (IELTS). Exceptions may be made for applicants who hold a degree from a university located in a country in which English is the official language and also the language of instruction at the university. The minimum scores for admission consideration are:
  - Academic IELTS: an overall band score of 6.0 with no individual score below 5.0
  - TOEFL: 550 on paper-based or 80 on Internet-based test.
- Three years of experience in the subject matter.
- Submission of completed application form by the deadline set by the National Liaison Organization (ONE).<sup>2</sup> **It is the candidate's responsibility to ascertain the deadline set by the ONE in his or her country of residence**
- In addition to the OAS application, applicants must also submit a formal application through the USTTI. Applications may be filed through USTTI's web site: <http://ustti.org>

**11. OAS Scholarship Selection Criteria:** In accordance with article 4.2 of the Manual of Procedures of the Scholarship and Training Programs of the OAS, OAS scholarships shall be granted based on the following criteria:

- The objectives and priorities established in the Strategic Plan for Partnership for Development;
- The training priorities of the member states;
- The merits and overall credentials of the candidate, including his/her academic and professional background;
- The financial need of the candidate; and
- An extensive and equitable geographic distribution for the benefit of all member states and that takes into account the greater needs of the smaller and relatively less developed economies.

### **12. Benefits:**

For successful candidates:

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<sup>2</sup> The deadline for presentation of applications to the (ONE) differs from country to country and should therefore be confirmed with the relevant ONE in the applicant's country of origin or permanent residence.



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- OAS/CITEL will cover round trip economy class air tickets from country of origin or residence to Washington, DC, United States of America. **Funds for terminal and in-transit expenses are NOT provided.**
- USTTI will provide a stipend of \$400.00 to offset hotel and living expenses, as well as waiving the \$150.00 administrative fee.

### 13. Responsibilities of the selected candidates:

- **Based on shared accommodations and on arrival date of Sunday, September 18<sup>th</sup>, 2011 and departure date of Saturday, September 24<sup>th</sup>, 2011 the additional amount needed for this course is USD\$ 550.00. (Please be advised that the accommodation that is being provided requires participants to share hotel rooms. If single accommodations are requested, a total of \$\$1,130.00 will be required).**
- The selected candidates must confirm their acceptance to the OAS General Secretariat Office in their respective countries and through the ONE in order for the OAS to proceed with making the necessary travel arrangements to purchase the air travel tickets, economy class, round-trip, between their country of origin or residence and the study location or, if the scholarship is refused, to appoint another candidate.
- **The selected candidates must confirm their acceptance of the scholarship by signing and returning to DHDEC their completed “form of acceptance of the scholarship award”; only after this has been done will the OAS proceed with the necessary travel arrangements to purchase the air travel tickets, economy class, round-trip, between the scholarship recipient’s country of origin and the study location.**
- Upon selection, candidates must accept the scholarship by confirming their availability to follow the course during the period indicated and their acceptance of the duly provided conditions of study.
- Selected scholarship recipients are responsible for obtaining the necessary visa(s) to enter the country of study and the corresponding transit(s). The OAS will not be responsible for any costs related to obtaining visas or transfer documentation.
- Each scholarship recipient is responsible for arriving in time for the commencement of activities on the date established by the institution offering the course or program.
- If the scholarship recipient fails to travel on the scheduled dates, or change routes, after the General Secretariat of the Organization of American States (GS/OAS) has purchased his/her travel ticket, he/she will be responsible for paying the difference in ticket costs in order to arrive at the course site in time. The scholarship recipient will furthermore have to **reimburse** the GS/OAS the total cost of the airfare for his/her travel from his/her country of residence to the site where the



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Professional Development Course will take place and back if, after the ticket has been purchased, he/she declines the scholarship without written authorization from the Department of Human Development.

- The latter includes any additional costs, if any, incurred by the GS/OAS, such as extra costs for accommodation during the scholarship recipient's travel to and from the country where the course will be held.
- If the fellow declines, cancels or terminates the Scholarship after the course or program has started without providing the GS/OAS with a compelling reason, he or she will have to **reimburse** GS/OAS the total amount of incurred costs/expenses.

**14. Certification:** The participants will receive a diploma from the United States Telecommunications Training Institute (USTTI), regional Training Center of the Inter-American Telecommunication Commission (CITEL).

### 15. Presentation of candidacies:

**Please Notice: If you were awarded an OAS Professional Development Scholarship in the past twelve (12) months or if you currently hold an OAS Scholarship for Academic Studies, you are not eligible to apply for another Professional Development Scholarship.**

### REQUIRED APPLICATION DOCUMENTATION:

- The OAS Official Online Application Form: <http://www.educoas.org/portal/en/oasbecas/onsite.aspx?culture=en&navid=282> Here you'll find the announcements of all the onsite courses, click in the one you are interested in, go through the end of the page, and then you'll find the **Continue** button which will direct you to the online application form.
- Professional Development Scholarships Forms & Documents: <http://www.educoas.org/portal/en/oasbecas/formspd.aspx?culture=en&navid=282>

Once the applicant has completed the online application form and submitted it, a copy will be sent automatically to his/her e-mail account. This completed form must be printed, signed and submitted to the National Liaison Office (ONE) with all other forms

(<http://www.educoas.org/portal/en/oasbecas/formspd.aspx?culture=en&navid=282>)

**All the additional forms must be completed electronically or in typewritten format.**



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The following is the list of National Liaison Organizations (ONEs) in the OAS Member states:

<http://www.educoas.org/portal/en/oasbecas/ones.aspx?culture=en&navid=282>

Please note that the official announcement is published in the language of instruction of the course and is available via the Educational Portal of the Americas Web page at: <http://www.educoea.org>.

Any questions regarding submission of applications for this course should be sent to: [PDSP@oas.org](mailto:PDSP@oas.org)

**IMPORTANT NOTICE: THESE SCHOLARSHIPS ARE SUBJECT TO THE AVAILABILITY OF FUNDS CORRESPONDING TO THE 2011 REGULAR BUDGET**

OAS/DHDEC/LZea-Yonker/ E-Government for Development: Strategies and Policies/CITEL-USTTI/USA/2011

OFFICIAL OAS-DHDEC DOCUMENT