



# ITD

INTERGLOBAL TRAINING AND DEVELOPMENT FZ-LLC

Compass Building, Al Shohada Road, Al Hamra Industrial Zone- FZ-LLC

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Ref No:- UAE/SL/2026/04

UAE, Dated 21/02/2026

**To:**

**Competent Authority**

**Subject:** Call for Nominations - International Executive Capacity Building Programmes

**Interglobal Training & Development FZC**, a professional capacity-building organization registered in the UAE, proposes to conduct a series of International Executive Exposure Programmes for senior officials of **Ministries, State Departments, Statutory Boards, and Provincial Councils of the Democratic Socialist Republic of Sri Lanka**.

The programmes are strategically structured to support the implementation of the **National Development Framework of Sri Lanka** and the **"DIGIECON 2030" Strategy**, specifically aligning with the **"Digital Sri Lanka"** roadmap. The curriculum is designed to bridge policy intent with execution excellence, directly supporting the national agenda on **Public Sector Modernization**, the transition to **E-Government**, and the promotion of **sustainable industrialization and export-led growth**.

The focus areas include digital service delivery, data-driven decision-making, and strategic leadership practices relevant to the **Sri Lanka Administrative Service (SLAS)** and the broader public sector. The overall objective is to equip participating officials with practical insights and comparative perspectives that can be adapted to strengthen public service delivery, enhance institutional capacity, and accelerate the digital transformation of public administration within the context of the **Government of Sri Lanka**.

#### **International Executive Capacity Building Programs (Dubai, UAE)**

Code	Theme Category	Programme Title	Dates (Sun-Sat)	Venue	Fee (USD)
UAE-26-05	Technology & Digital Transformation	Artificial Intelligence & Digital Sovereignty	10 May – 16 May 2026	Novotel World Trade Centre	\$2,000
UAE-26-09	Human Capital & Leadership	Strategic HR & National Capacity Building	13 Sep – 19 Sep 2026	Carlton Downtown	\$2,000
UAE-26-11	Operations & Global Trade	Global Logistics, Ports & Supply Chain Strategy	15 Nov – 21 Nov 2026	Gevora Hotel	\$2,000
UAE-27-02	Strategy & Innovation	Future Foresight & Innovation Labs	14 Feb – 20 Feb 2027	Rose Rayhaan by Rotana	\$2,000

**Bespoke & Mandate-Specific Engagements** are available upon request. We can curate exclusive itineraries tailored to a specific strategic objective and preferred timeline

## 1. STRATEGIC ALIGNMENT & NATIONAL MANDATE

*(Guidance for Sponsoring Authorities regarding the relevance of this exposure programme)*

- **1.1. Rationale for International Exposure:**

To support Sri Lanka's shift toward outcome-oriented governance, this Strategic Capacity Building Intervention exposes senior officers to global benchmarks in public service delivery, infrastructure monetization, and digital governance.

- **1.2. Relevance of the UAE Model:**

The UAE serves as a "Living Laboratory" for emerging economies. Its rapid urbanization and digitization offer practical, replicable frameworks for Sri Lanka, demonstrating how policy vision is effectively translated into ground-level execution.

- **1.3. Nature of Engagement:**

Classified as Professional Capacity Building rather than a standard study tour, this program provides exclusive technical insights and institutional access. Nominations are admissible under "Foreign Training" or "Technical Cooperation" budget heads.

## 2. NOMINATION PROCEDURE

- **Eligibility:** The programme is open to serving officials from Ministries, Departments, Sub-National Administrations, and State-Owned Enterprises (SOEs), subject to nomination by the **competent authority**.
- **Lead Time:** To ensure seamless logistical arrangements and international visa processing, nominations should be received **45 days** before the scheduled commencement.
- **Passport Validity:** Participating officers must hold an Official/Diplomatic or Ordinary passport valid for at least 6 months beyond the date of travel.

## 3. FINANCIAL INSTRUCTIONS & COMPLIANCE

- **3.1. Entity Status & Invoicing:**

Interglobal Training & Development FZC is a professional services entity registered in the UAE. Invoices are raised for "Executive Education & Capacity Building Services." This classification ensures compliance with **International Public Procurement Standards** regarding the procurement of specialized services.

- **3.2. Payment & Banking:**

To ensure transparency and audit compliance, all payments are to be remitted via **International SWIFT Transfer** to our corporate account held with a Tier-1 UAE Bank.

- **Currency:** All fees are quoted in **USD**.
- **Taxes:** Any local Withholding Tax (WHT) or levies applicable in **Sri Lanka** are the responsibility of the sponsoring department. Fees must be received as the **Net Amount** in the UAE.
- **Documentation:** We provide the necessary Commercial Invoice, Vendor Registration, and Tax Residency Certificates to facilitate the release of payments by the **Ministry of Finance** or relevant paying authority.

**Funding Admissibility:** Nominations are eligible under **Government Budget heads (Foreign Training/HRD), Bilateral Cooperation frameworks, and externally funded projects (World Bank/UN/ADB), subject to donor guidelines.**

## 4. ASSISTANCE FOR GOVERNMENT APPROVALS & VISAS

We understand that international movements by government officials require strict approvals from the **Ministry of Foreign Affairs** and relevant Cabinet authorities. We provide the following documents to ensure your file moves smoothly:

### A. The Official Invitation Letter

We issue a formal International Invitation Letter to facilitate visa and cabinet approval. This document explicitly certifies the visit's technical nature, details the government itinerary, and confirms the program as a

paid professional service.

## B. Visa Facilitation Services

We manage the entire end-to-end visa issuance process, securing Entry Permits suitable for executive training. Our team handles all documentation and submissions to UAE Immigration to ensure a seamless approval experience, delivering electronic visas directly to the ministry prior to departure

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### Inclusions

#### 1. Accommodation & Hospitality

- **Stay:** Accommodation in **Premium 4-Star** for 6 Nights.
- **Occupancy:** Strictly **Single Occupancy** rooms for all officers (Double occupancy is not standard for official delegations).
- **Meals:** Daily International Buffet Breakfast at the hotel.

#### 2. Academic & Exposure Components

- **Course Fees:** Professional fees for subject matter experts and trainers.
- **Institutional Access:** Entry fees and administrative charges for site visits (e.g., Museum of the Future, Observation Decks, Industrial Zones).
- **Training Material:** Delegate kits including program agenda, notepads, and relevant case study materials.
- **Certification:** Issuance of the "Certificate of Completion" and a digital copy of the group photograph.

#### 3. Logistics & Ground Support

- **Transfers:** Airport transfers (Pick-up & Drop-off) in the UAE on scheduled arrival/departure dates.
- **Local Transport:** Daily transportation for site visits and sessions in **Luxury Coaches** or **Executive SUVs** (depending on group size).
- **Protocol:** On-ground coordination team to assist with hotel check-in and logistical movements.

## B. PROGRAMME EXCLUSIONS (What is NOT covered)

The following expenses are to be borne directly by the sponsoring department or the individual officer:

### 1. Travel & Insurance

- **International Airfare:** Cost of flight tickets (Sri Lanka-UAE- Sri Lanka) is **NOT included**.
- **Travel Insurance:** Comprehensive Travel & Medical Insurance is the responsibility of the traveler.

### 2. Personal Expenses (The "Incidental" List)

- **Early/Late Charges:** Early Check-in or Late Check-out charges imposed by the hotel (unless pre-booked).

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## C. REGISTRATION & NOMINATION PROCESS (Next Steps)

To ensure a smooth approval and visa processing timeline, please follow these steps:

1. Duly approved nominations may be forwarded using the enclosed **Nomination Form**, along with passport copies of the nominated officers, to [info@interglobaltd.ae](mailto:info@interglobaltd.ae) for administrative processing.
2. **Provisional Booking:** Upon receipt, we will issue a **Provisional Booking Confirmation** and the **Official Invoice** to facilitate financial approval.
3. **Visa Processing:** Once the payment (or proof of processing) is received, our team will immediately commence the **UAE Government Visa Application** process for all delegates.
4. **Pre-Departure Briefing:** A digital welcome kit and logistical itinerary will be shared 7 days prior to travel.

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**Anil Aggarwal**

Director

**Interglobal Training & Development FZ-LLC**

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## **Application Form for Registration International Executive Development Programme**

Date \_\_\_\_\_

Topic \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Office Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Pin: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: (Off) \_\_\_\_\_ (Res) \_\_\_\_\_

Fax: \_\_\_\_\_ Mob No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Declaration:

I hereby nominate the above-mentioned official for participation in the International Executive Development Programme.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Note: Photocopies of the form may be used for more delegates)