



**Centre on Integrated Rural Development for Asia and the Pacific
Dhaka**

Annex-3

Application Procedure

- 1. Role of the CIRCAP Link Ministry:** Nomination must be submitted to training@cirdap.org in the prescribe nomination form by 15th February 2019. You are requested to collect all nominations from relevant organizations and select according to criteria.
- 2. Role of other Organization of the CMC:** You have to send your nominations to the CIRDAP contact ministry by 10th February 2019.
- 3. Role of Participant:** Participants will filled-in the profile form, and upload with other required documents in CIRDAP website.
 - 3. a How to fill up participant profile form and upload required documents:**
 - Click the link <http://cirdap.org/capacity-building/>
 - Click on the programme *Waste to Wealth, 01-10 March 2019, Vietnam*
 - Download necessary document, namely medical form
 - 3. b The documents have to fill up and upload:**
 - Click 'Apply now';
 - Filled-in the form;
 - Click 'Add file' and upload necessary documents, namely
 1. A passport-size photograph.
 2. Filled in medical form from registered doctor with seal and signature
 3. Passport copy (*passport must be valid for at least next 6 month from the training date*)
 - After adding all documents, click 'submit',
 - A notification box will appear for edit, if needed, after the submission.