



**NATIONAL INSTITUTE OF SECRETARIAT TRAINING & DEVELOPMENT, NEW DELHI – INDIA
(An ISO 9001;2015 Organisation)**



UNLOCKING DISASTER RESILIENCE WITH OUR TRAINING PROGRAMME ON Community Based Disaster Risk Reduction” & “Smart and Sustainable Cities” under Capacity Building program

WHERE

1 Day in New Delhi + 7
Days International: **Sydney,
Melbourne, and Wollongong
(Australia)**

VISIT US

Plot No B-11C, Inderprastha, NCR
New Delhi, Ghaziabad-201102,
India

CONNECT

info@nistd.in,
www.nistd.in Central line
& WhatsApp
+91-9811094923

About us



The National Institute of Secretariat Training & Development (NISTD), serves as an autonomous body supporting various sectors of the Indian industry. Our core mission is to enhance the skills and knowledge of government officers from Central, State, and subsidiary services. By doing so, we contribute to the effectiveness and efficiency of administrative services within central and state governments.

We offer specialized programs empowering executives in government and the corporate sector with global insights. Through collaborations with international partners, our Capacity Building program spans leadership, managerial skills, and smart city development, equipping participants to address global challenges and drive urban sustainability.

Training sessions



Unlock your team's potential with our dynamic training sessions. Dive into interactive learning experiences that empower your employees with practical skills and knowledge. Our engaging sessions are designed to foster growth, boost productivity, and drive success. Join us on a journey to harness untapped potential and achieve remarkable results.

METHODOLOGY



Our sessions are **highly participative** in nature. They encompass a variety of engaging elements such as conceptual discussions, real-life case studies, inspiring success stories, and interactive group exercises and discussions.

FACULTY



Our team comprises **senior experts** from NISTD who bring knowledge and experience, complemented by renowned trainers specialists in their respective fields. Together, they ensure the highest level of expertise and guidance in our programs.

PARTICIPANTS



Our training is designed for officials from various sectors and **government departments**, including administration, finance, HR, procurement, and more. Both at state and central levels, benefit from our comprehensive program.

1. PROGRAMME THEME

Welcome to our comprehensive 8-day program focusing on "Community-Based Disaster Risk Reduction" and "Smart and Sustainable Cities" under the Capacity Building program by the National Institute of Secretariat Training & Development (NISTD). Our mission is to empower government officers to address global challenges, drive urban sustainability, and enhance disaster resilience while visiting the top cities in Australia with the best spots to have an immersive experience.

- Community-based approaches to disaster risk reduction.
- Integrating smart city concepts into urban planning.
- Enhancing the resilience of urban environments.
- Leadership and managerial skills for disaster management.



Sydney Opera House (Sydney)

Explore the iconic Sydney Opera House and learn how it represents the fusion of architectural marvels with disaster-resilient design.



Sydney Harbour Bridge (Sydney)

Visit the Sydney Harbour Bridge, a testament to infrastructure resilience, which plays a crucial role in the city's disaster preparedness.



Melbourne Museum (Melbourne)

Discover the Melbourne Museum, where natural history meets urban planning, showcasing how communities can interact with their environment while being disaster-aware.



Wollongong Science Centre (Wollongong)

Experience interactive displays and exhibitions at the Wollongong Science Centre, illustrating how scientific knowledge can inform disaster preparedness.

Schedule



Day 1 (Delhi, India)

- Morning: Program
- Inauguration & Overview
- Afternoon: Introduction to Disaster Resilience and Smart Cities
- Evening: Welcome Dinner

Why Sydney?



With its stunning landmarks and focus on disaster

Day 5 (Melbourne, Australia)

- Disaster-Resilient
- Morning: Architecture
- Afternoon: Sustainable Urban Development
- Evening: Eureka Skydeck Visit

Why Wollongong?



A unique blend of spiritual and scientific disaster

Day 2 (Sydney, Australia)

- Sydney's Disaster
- Morning: Preparedness Strategies
- Afternoon: Community-Based Disaster Risk Reduction
- Evening: Sydney Opera House Tour

readiness, is an ideal setting for understanding

disaster resilience and smart city initiatives.

Day 6 (Wollongong, Australia)

- Spiritual and
- Morning: Community Resilience
- Afternoon: Scientific Insights into Disaster Preparedness
- Evening: Nan Tien Temple Visit

risk reduction strategies offers a diverse

perspective to participants, reinforcing the importance of community involvement.

Day 3 (Sydney, Australia)

- Morning: Smart and Sustainable Urban Planning
- Afternoon: Disaster-Resilient Infrastructure
- Evening: Sydney Harbour Bridge Visit

Why Melbourne?



Emphasis on community-based approaches to disaster risk reduction and sustainable urban

Day 7 (Wollongong, Australia)

- Morning: Innovative Approaches to Disaster Resilience
- Afternoon: Disaster Awareness and Education
- Evening: Wollongong Science Centre Exploration

Day 4 (Melbourne, Australia)

- Melbourne's Focus
- Morning: on Community Resilience
- Urban Planning for
- Afternoon: Disaster-Resilient Cities
- Evening: Melbourne Museum Exploration

planning makes it a perfect choice for our program.

Day 8 (Wollongong, Australia)

- Morning: Group Presentations & Certification
- Farewell Lunch &
- Afternoon: Networking
- Evening: Program Conclusion

1. Disaster Resilience

Equip participants with knowledge and skills in community-based disaster risk reduction, ensuring their ability to enhance resilience in their regions.

2. Smart City Integration

Empower participants to incorporate smart city concepts into urban planning, making cities more sustainable and resilient.

3. Community Involvement

Promote the importance of community participation in disaster preparedness, emphasising the role of individuals in building safer and smarter cities.

2. PAYMENT DETAILS

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form . Your prompt attention to these matters will help facilitate a smooth registration process.

3. HOW TO APPLY

Please apply in prescribed application format enclosed with this brochure.

Nominations may be sent to the following address:

National Institute of Secretariat Training and Development
Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India Emails:
info@nistd.in, infonistd@gmail.com Website:-www.nistd.in
Ph. +91-120-2682107 / 2682110 / 2682111 Fax No: +91-120-2682109
WhatsApp: +91-9811094923

4. GENERAL INSTRUCTIONS

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the National Institute of Secretariat Training & Development (NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.
- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 5,69,000 plus 18% GST. Payment should be made in advance to NISTD.

- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants; medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 5,96,000.00
- The participants shall be awarded Certificate of Participation on successful completion of the programme.

The Institute strongly encourages potential participants and their respective management teams to proactively communicate in advance. You can specify any specific issues or areas of concern that you would like to see covered in the course materials or addressed during the study tour. These suggestions should naturally

align with the scope and focus of the program's subject matter. Your input will greatly contribute to tailoring the content to your needs and ensuring a more effective and relevant learning experience.

Inclusions

1. **Program Management Charges:** This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. **Travel Arrangements:** It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. **Visa and Clearances:** The fee incorporates the expenses associated with visa procurement and related clearances.
4. **Accommodation:** Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast, lunch, and dinner are provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.
7. **Site Visits:** Participants will have the opportunity to engage in insightful site visits.

Rest assured, the study tour professional fee covers these extensive services to ensure a comprehensive and enriching experience for each participant.

Study tour participant

The program is designed for a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects,

Landscape Architects, representatives from cultural organisations, and elected officials.

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

The site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas. This hands-on experience aims to offer participants valuable insights into the operational aspects and challenges of these facilities, contributing to a deeper understanding of urban development dynamics.

Change of Schedule

- The mentioned program is scheduled to proceed as planned and will not be subject to alterations,
- Postponements, or cancellations, unless unforeseen circumstances arise that are beyond our control.
- For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.
- We kindly request your cooperation in promptly submitting nominations, as the program has limited
- Availability. Registrations will be accepted on a first-come, first-served basis.
- Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further
- Responses at your earliest convenience.



National Institute Of Secretariat Training & Development

REGISTRATION APPLICATION FORM

KNOWLEDGE CO-CREATION PROGRAM

Details of the training

Dates: From _____ To _____

Topic: _____

Venue: _____

Details of nominated participants

Name: _____

Designation: _____

Organization/Department: _____

Office Address: _____

City: _____ City: _____ State: _____

Telephone: (Off.) _____ (Res.) _____

Fax: _____ Mob No.: _____ State: _____

Date: _____

Signature: _____



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