



ADVANCED INTERNATIONAL TRAINING PROGRAMME 2010

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Urban Land Administration

Phase I, Gävle, Sweden, September 7 – October 1, 2010

Phase II, Africa/Asia, April 4–15, 2011

Invitation

Land is an ultimate resource for human development. Basic information on land and its use is essential for proper urban land management in order:

- to provide settlements for the growing urban population
- to improve environmental conditions for human activities
- to protect natural resources from degradation
- to improve productivity in trade and industry, etc.

The demand for training in the field of land information and cadastral systems has encouraged Sida, together with Lantmäteriet, the Swedish mapping, cadastral and land registration authority, to offer a programme in Urban Land Administration.

Land administration and cadastral works have deep roots in Sweden. Sweden was the first country in the world to establish a legal computer based system for the cadastre and land registration. Land Administration, Surveying and Mapping including ca-

capacity building, method development, consultancy and direct technical assignments are all part of the work of Lantmäteriet.

The main purpose of the programme is to give professionals in developing countries policies and methods to initiate change processes and development in their organisations and scope of work combined with a deepened knowledge of implementing or improving cadastral and land information system and practical experience of available methodology and technology. It focuses on project implementation and modern technical and administrative methods for developing and managing urban land administration systems. The programme will be conducted in English and is designed primary for upper and middle management staff involved in urban planning, land administration and cadastral systems development.

We are confident that this programme will be of great value and hereby invite you to nominate candidates.



Anders Nordström
Director General
Sida



Stig Jönsson
Director General, Lantmäteriet
(The Swedish mapping, cadastral and land registration authority)

Programme Objectives

An efficient system for land administration and geographic information is important in the economic development of a country and one of the cornerstones of a market economy. This fact gives rise to a need for information on real property rights, values and use of land and building for business activities, urban and rural planning, management of real properties and development and implementation of land policies. The main aim of this programme is to study different ways of satisfying these needs and to demonstrate new and efficient procedures and tools available.

The programme gives a **general overview** of land administration and geographic information technology, with a **specific emphasis** on urban land administration, upgrading of informal settlements aiming at poverty reduction and gender balance. It also introduces a project team work approach, aiming at change processes within the participants' job context which will be the main thread during the lifespan of the programme.

Contents and Programme Structure

The whole programme consists of

two different phases with an intermediate period: A four week programme held in Sweden, an intermediate and interactive period and finally a regional two week seminar. There is also a posterior period with possibility to limited support. To be able to continue the support over the whole programme period, e-learning will be used as a communicative tool between the participants and the programme managers/instructors. A vital condition for this is a working e-mail address.

1. The first phase, the four-week programme in Sweden, includes lectures, practical assignments, project work, seminars, discussions and study visits to relevant authorities and agencies. The main themes of study are:

- Elaboration and design of a project by national teams to be implemented during the intermediate part of the programme
- Logical Framework Approach (LFA) for project formulation
- Land policies for urban growth, informal settlements and poverty reduction
- Integrated Spatial Planning using GIS as an instrument
- Urban, Land Market Policies and Land Administration

- Project Planning and Organisational Development
- Land Tenure and Cadastral Procedures
- Valuation of Land and Buildings
- Development and Management of Cadastral Information and Spatial Data Infrastructure (SDI)
- Use of GIS-applications
- Cadastral Surveying, especially with GPS, Orthophoto and Mapping

The first phase will also provide a forum for discussions and exchange of experiences to which participants will be expected to contribute. The participants from different countries can hereby benefit from shared knowledge as well as establish a personal network. The network will be preserved during and after the programme period by using Information and Communication Technology (ICT).

On completion of the whole programme, both phase 1 and phase 2, participants will be awarded a certificate of participation.

The intermediate phase, which will last for approximately 6 months, will use e-learning and the Internet for interactive feed-back and support of the project work and continued

networking between the participants and programme organisers.

2. The second phase will mainly focus on presentations of the project work and recommendations for the future. It will be in the form of a seminar and gives the participants more possibilities to gain and exchange further experiences in a regional context. Relevant study visits and cooperation with UN-HABITAT will further highlight urban land administration and planning for developing countries.

Date and place

The first phase of the programme will take place from the 7 September to the 1 October 2010 in Gävle, situated 180 km north of Stockholm, at the premises of Lantmäteriet, the Swedish mapping, cadastral and land registration authority. The second phase, the two week seminar, will be held in Africa/Asia the 4 to the 15 April 2011. International travel costs in connection with the second phase of the training programme, as well as board and lodging, will be paid by Sida.

Teaching

The programme relies on interactive, goal-related and problem-based learning to help participants to improve their knowledge base, problem solving, decision making and project realisation skills. Lectures are held in the morning while project and group work, seminars, practical exercises and study visits are held in the afternoon. Participants will be encouraged to act as agents for change with tangible results.

Management and staff

The programme is organised by Lantmäteriet, the Swedish mapping, cadastral and land registration authority. Other principal partners are UN-Habitat in Nairobi, the University College of Gävle and the municipality of Gävle. Instructors and mentors have a long and relevant experience of teaching beside their professional skills.

Participation

Target region

The programme is designed for 25

participants from Africa, Asia and Central/South America.

The programme organisers will particularly focus on the creation of cross-over teams from each country, representing different urban land administration agencies in order to get the best impact from the change processes of the programme. Consequently, it is therefore encouraged that a multidisciplinary team of 2-4 individuals from various agencies in one country jointly will apply. Members of a NGO with a proven strong commitment in poverty reduction in relation to urban land issues can also be included in the team. It is equally important that each participant has the full support from his/her home office to carry out the whole programme and the project work to a successful end. To guarantee this quality goal, the selection process will in some cases include interviews with managers and applicants on location.

Professional and academic requirements

Only candidates officially nominated by the appropriate authority will be considered. Applicants should hold a university degree or have considerable practical experience in land administration. Women are particularly encouraged to apply. Participants must be computer literate with skills in word processing and need access to a computer, the Internet and an e-mail address. Participants should also submit a proposal for a change project within their job context. Upon admission this change project should preferably be discussed with other participants from close and related administrations on the same location and merged into one as teamwork. The work will then during the programme focus on a common cross-over project by teams from the same national areas.

Due to the character of the programme family members are not allowed to accompany participants to the programme.

Language requirements

The programme will be conducted in English; consequently a good command of oral and written Eng-

lish is absolutely essential. Experience from earlier programmes has proved that a good knowledge of English is very important.

Application Process

**Closing date for application is
10 May, 2010.**

Applications submitted after closing date will not be considered.

As part of the application procedure, participants need to outline a proposal for a realizable change project, including financing and management, concerning an infrastructure problem in an informal or under-serviced settlement in their own job context at the enclosed form within the application. Two or more participants from the same country and from closely related organisations like Ministry of Lands and Housing, City Councils, Department of Survey and Mapping etc, who can submit a cohesive and joint proposal will be given admission preference. The relevant nominating authority, that is the organisation where the participant works, should endorse the application and its change project proposal.

Applications should be written on the special form attached, include a recent photograph, required information and documents. Utmost important is a working e-mail address for all future communication.

An English language test should be made with an official body in the home country of the applicant, unless the applicant can provide other documentation to support her/his ability.

The Swedish Embassy/Consulate does not carry out language tests but may be able to recommend appropriate language institutes for conducting tests.

The application should be submitted to the nearest Swedish Embassy/Consulate.

If there is no Swedish Embassy/Consulate in the applicant's country, the application should be submitted directly to the Program Secretariat. Selected applicants will be notified by e-mail. Once accepted, applicants

must confirm participation immediately. An invitation letter containing additional information on the programme and the practical arrangements will then follow.

Cost of Participation

The cost of the programme is divided between a participation fee and an accommodation cost. The participation fee covers all training costs such as lectures, literature, documentation, study tours and certain social activities as well as accommodation costs include board and lodging. The Swedish International Development and Cooperation Agency (Sida) will cover these costs.

International travel costs to and from Sweden is not to be covered by Sida for the first phase.

Your organisation needs to carry costs incurred in travelling to the nearest international airport as well as costs for international travel and personal expenses in Sweden.

Sida pays international travel and accommodation costs in connection with the second phase of the training programme.

Personal expenses are not included.

Accommodation

Each participant will have his or her

own single room with bathroom in medium standard hotels, guesthouses or equivalent in Sweden and Africa/Asia.

Visa

Participants are responsible for obtaining all visas necessary for their journey and stay during the training programme. The visa should be valid for the whole period of the programme, allowing 2 extra days before and 2 days after the programme period for travelling. The passport should be valid for three months longer than the entry visa. Inquires should be directed to respective Swedish Embassy / Consulate alternatively other Schengen representation as soon as possible after acceptance into the programme. Participants visiting other countries on their way to or from Sweden must ensure that correct visas are obtained before leaving the home country, especially for countries not included in the Schengen agreement.

The costs for obtaining visas are carried by the participant.

For more information, these websites offer Swedish visa information: <http://www.utrikes.regeringen.se/inenglish/visainfo.htm>

<http://www.migrationsverket.se/english.html>

Contact information

The addresses for communications are:

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Insurance

All participants are covered by a group insurance while in Sweden/Africa/Asia and on organised tours during the programme. This insurance includes costs for medical care in the event of *acute* illness or accident. It is therefore essential that the medical report in the application form is completed and signed. Medical and dental check-ups are not included.

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Presentation of Program Management and Secretariat

Lantmäteriet has designed the programme and is responsible for management and implementation.

Lectures will be given by staff from Lantmäteriet as well as by some external experts and guest speakers. In addition to the study program Lantmäteriet will arrange excursions and visits to places of interest and other social activities.

Lantmäteriet

Is the Swedish mapping, cadastral and land registration authority, a government agency under the Ministry of Sustainable Development. It is responsible for the national land administration and cadastral system as well as for the provision of land and geographic information services, including the official mapping. In addition to these official duties the agency also carries out a wide range of services on a repayment

basis. Lantmäteriet has an annual financial turnover of approximately SEK 1.9 billion (this is equivalent to approximately Euro 182 million) and employs approximately 2,400 people at 90 offices throughout Sweden. The Swedish Land Data Bank System contains information about more than 3 million real properties and forms a basis for a number of other registers and services.

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