



THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

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20 April 2007

CATA CIRCULAR No: 4 of 2007

TO ALL MEMBERS

COMMONWEALTH MANAGEMENT DEVELOPMENT PROGRAMME (CMDP) – 2007

CATA is pleased to announce that the Commonwealth Management Development Programme for tax administrators for 2007 will again be held at Tax Administration Services Department, Training Unit, 6th Floor, Office Centre Building, 12 Ocean Boulevard, Kingston, Jamaica W.I.

Dates

24 September to 2 November 2007.

Venue

Trainees will be accommodated at Medallion Hall, 53 Hope Road, Kingston 6.
Tel: (876) 927-5721.

Resource Persons

Experts from the Australia Taxation Office and Inland Revenue, New Zealand will deliver the course materials.

Eligibility

The Course is open to senior tax officials from the Commonwealth countries. Candidates should have experience in handling management responsibilities. A working knowledge of English is essential.

Course Objectives

1. Extend participant's management perspective and skills
2. Enable participants to review and revisit their management practices
3. Develop participant's confidence to enable them to apply new skills to the workplace
4. Challenge participant's current thinking and practice
5. Create an active learning environment
6. Model team work and team learning processes
7. Broaden participants' knowledge of certain key areas of tax administration

8. Examine trends in Commonwealth tax administrations
9. Share and examine different and best practices in certain areas of tax administration
10. Design and present as “best practice” a part of the taxation system.

Course Contents

Subjects covered by the course include: management development and organizational development in the year 2006; understanding difference and learning about others; interpersonal skills; team skills and processes; leadership; performance management; systems thinking; continuous improvement; business planning; presentation skills; the Commonwealth perspective; tax administration module; best practice design for tax administration sub-systems; risk management; strategic planning; acting planning; putting it all together; tax compliance administration; audit case selection; risk based auditing; planning investigations/large company investigations; cost benefit analysis; value added taxes; introduction to methods of income determination; management of disputes; evasion/avoidance; underground economy/money laundering; fraudulent transactions; evidential requirements/investigator in court; trading stock/long term construction contracts; issues relating to multinational corporates expatriate employees.

Health requirements:

It is a mandatory requirement of the World Health Organisation to have yellow fever vaccination if traveling from or to infected areas and endemic zones. **Persons coming from affected countries such as Nigeria will therefore require the mandatory yellow fever inoculation.** As in the past years, participants are strongly advised to arrange for personal travel health insurance to avoid any potential difficulties during their stay in Jamaica.

Climate:

During the month of September the average temperature ranges between a minimum of 24.0 °C and a maximum of 32.1 °C, with rainfall averaging 114 mm and the average number of rain days expected to be 11 days. Relative Humidity ranges from a high of 82% at 7:00 a.m. to a low of 71% at 1:00 p.m.

During the month of October the average temperature ranges between a minimum of 23.4 °C and a maximum of 31.7 °C with rainfall averaging 177 mm and the average number of rain days expected to be 14 days. Relative Humidity ranges from a high of 85% at 7:00 a.m. to a low of 73% at 1:00 p.m.

CFTC Awards

A limited number of fellowships will be available from the Commonwealth Fund for Technical Co-operation through Commonwealth Secretariat's Governance and Institution Development Division (GIDD), for candidates from the African, Asian, Caribbean, Mediterranean and South Pacific regions. These awards will cover the Course Fee including:

- * Training fees
- * Accommodation for the duration of the Course

* Cost of meals for the duration of the Course.

The cost of the participant's air travel (to and from Kingston) will have to be met by the nominating government.

Form GID/1 duly completed should be forwarded through the local Point of Contact to reach GIDD **no later than 20 July 2007**.

Please note that any application not forwarded through or endorsed by GIDD's designated Point of Contact (POC) in your country will not be considered at all for funding by GIDD. Please also note that once GIDD have approved funding for a particular person, it cannot be transferred to any other person nominated by a country in place of the original nominee after GIDD's approval has been made. An advance photocopy of the application may also be forwarded directly to:

Mr. Kaifala Marah
Adviser (Public Expenditure Management)
Governance & Institutional Development Division
Commonwealth Secretariat
Marlborough House, Pall Mall
London SW1Y 5HX
United Kingdom
Tel: +44 (0)20 7747 6339
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Email: k.marah@commonwealth.int

In order to facilitate follow-up action, the nominating authority is strongly advised to send a copy of Form GID/1 duly completed to reach the CATA Office by **20 July 2007**. The total cost of CMDP 2007 participation per person will be **£3,000**. This includes training fee, accommodation, meals, and transport for official purposes where required.

Ms Sadie Fraser will be the Course Director for CMDP 2007. For any further details, information or workshop registration procedures, she may be contacted at:

Training Specialist
MIND
235A Old Hope Road, Kingston 6
Kingston, Jamaica W.I.
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Zahir Kaleem
EXECUTIVE DIRECTOR