



**Republic of South Sudan**  
**Relief and Rehabilitation Commission (RRC)**  
**Director General for Planning, Training & Research**

RSS/RRC/HQRS/J/DGPTR/36/-15

10:56 AM, Thursday, 7th April 2022

**Dr. Pius D. Ojara, PhD**  
Secretariat Director, South Sudan NGO Forum  
Juba, South Sudan

Dear Dr. Ojara,

**RE: INTRODUCTION OF NGOS' TRAINING REQUEST APPLICATION FORM**

RRC, being a body that regulates NGOs' activities in general, the Department of Training & Capacity building in particular, regulates all issues pertaining to training activities undertaken by Non-Governmental Organizations (NGOs) nation-wide.

For this reason, I hereby note to introduce to you the attached **NGOs' Training Request Application Form (TRAF-FORM)**, a new template designed by this institution to be used by NGOs, both local and international organizations, especially, those which would want to carry out workshops, conferences, seminars, consultative meetings, conventions, summits, public lectures & debates, discussions, fora and field research studies. In this regards, all NGOs are required to take these FORMS from RRC, fill and return them to Training Records & Documentation Unit at RRC for processing, verification and subsequent approval at least 4 days before the date of scheduled training.

Therefore, by the mean of this letter, we request the pleasure of your authority to circulate widely this note among NGOs, so that they could adopt it and use it accordingly. On the same note, we also request all security personnel in the hotels to strictly observe this policy, and ask NGOs to avail approved RRC form and security clearance before the hotels management offer them venues.

This policy is meant to enable RRC to supervise, monitor and oversee all NGOs' training activities, keep training records of all NGOs, and evaluate the effects and impact of such training at the end of each month, or even a year.

Finally, RRC would always send two staff to attend any training as observers, and shall be part and partial of the event; and any NGO found to have violated this policy, shall be solely held accountable.

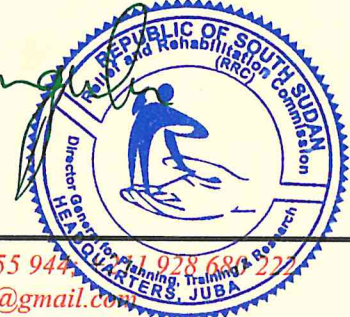
In the end, this policy shall be effective as from Thursday, 14th April 2022.

Your usual cooperation is very much anticipated with regards; and we would appreciate your effort if you could effect it accordingly.

You can contact us on: +211 (0) 924 655 944, +211 (0) 928 680 222; dr.ayormalukurmagul@gmail.com

Yours Sincerely,

**Dr. Ayor Maluk Kur, PhD**  
Director General for Planning, Training & Research  
Relief and Rehabilitation Commission  
RSS/RRC, Juba



Cc: *Ag/Chairperson, RRC/Juba*  
*Chief of Central Security Division, NSS*  
*Executive Director, RRC/Juba*  
*Registrar General, RRC/Juba*  
*Director for Operations & Compliance, RRC/Juba*  
*RRC Chairpersons, States (10)*  
*Hotel Association of South Sudan (All Hotels)*  
*File*



**REPUBLIC OF SOUTH SUDAN**  
**RELIEF AND REHABILITATION COMMISSION (RRC)**  
**DIRECTORATE OF PLANNING, TRAINING AND RESEARCH**

**NGOS' TRAINING REQUEST APPLICATION FORM**

*(Instruction: Please fill this form in INK and CAPITAL LETTERS, DO NOT LEAVE ANY SPACE BLANK)*

**Notice:** All workshops, conferences, seminars, consultative meetings, conventions, summitry, public lectures, debates, discussions, fora and field research studies organized by NGOs, both national and international, must be approved by Relief & Rehabilitation Commission (RRC); and observed by two of its staff; and any NGO found in violation of this policy, shall be solely held accountable.

**PART 1: DETAILS OF REGISTRATION, FUNCTIONALITY AND ADDRESS**

Organization's Name: \_\_\_\_\_  
Registration Certificate No. \_\_\_\_\_ Date of Registration/Renewal: \_\_\_\_\_  
Type of NGO: Local/National NGO ☐ International NGO ☐ Others: \_\_\_\_\_  
Cluster of NGO: \_\_\_\_\_ Area of Focus (Service Delivery): \_\_\_\_\_  
Operational Scope: National ☐ Regional ☐ State Level ☐ Community Level ☐ None ☐  
Operational Format: \_\_\_\_\_ Length of Service in South Sudan: \_\_\_\_\_  
NGO Membership Body: NGO Forum ☐ Others (Mention) \_\_\_\_\_  
Country of First Registration (Origin): \_\_\_\_\_ NGO Physical Address: \_\_\_\_\_  
Contacts Address: Office Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PART 2: DETAILS OF NGO PROPOSED TRAINING**

Topic of Training (Title of Discussion): \_\_\_\_\_  
**Type of Training:** workshop ☐ conference ☐ seminar ☐ consultative meeting ☐ Conventions ☐  
summits ☐ public lecture ☐ debates ☐ discussions ☐ fora ☐ field research study ☐

**Levels of Training:** Expert level (*Supervisory Training*) ☐ Practitioner level (*Managerial Training*) ☐  
Foundation level (*Junior staff Training*) ☐ Induction level (*New staff Training*) ☐

**Category of Training:** Induction Training ☐ Job Training ☐ Managerial Training ☐ Supervisory ☐  
Junior Staff Training ☐ Foundation training ☐ Refresher training ☐ Career-Development ☐  
Professional & Technical Training ☐ Generic Training ☐ Management Development ☐  
Leadership training ☐ Scenario Analysis/Technical Briefs ☐ Others: \_\_\_\_\_

Purpose of Training: \_\_\_\_\_  
Scope of Training: \_\_\_\_\_ Duration of Training: \_\_\_\_\_  
Proposed Venue of Training: \_\_\_\_\_  
Proposed Date of Training: \_\_\_\_\_ Estimated Number of Participants: \_\_\_\_\_  
Expected Beneficiary Institution: \_\_\_\_\_



On behalf of the (Give name of NGO): \_\_\_\_\_

FOR OFFICIAL USE ONLY

[illegible]

**Training Programme Structure:** Copy availed ☒ Copy Not availed ☐ Copy to be availed ☐

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGN: \_\_\_\_\_

NGO registered by RRC ☒ NGO Not registered by RRC ☐ NGO Active in the field ☐

NGO Not Active in the field ☐ Training Permitted ☐ Training Not Permitted ☐

### Training Programme Structure to be Verify First ☐

Other Comments:

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

APPROVAL GRANTED ☒ APPROVAL NOT GRANTED ☐ APPROVAL TO BE VERIFY FIRST ☐

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

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



**Official Stamp:**

