



# **MINISTRY OF HEALTH** SINGAPORE

**ADMINISTRATION MANUAL  
FOR  
HEALTH MANPOWER DEVELOPMENT PLAN  
APPROVED VISITING EXPERTS  
(HMDP VE) OF FY25**

## Contents

SUMMARY OF CHANGES .....	4
1. BACKGROUND / OBJECTIVES OF HMDP VISITING EXPERTS SCHEME .....	5
2. ROLES OF MOH SPONSORS, MAIN HOSTING INSTITUTION, CO-HOSTING INSTITUTION(S), HR/FINANCE COORDINATORS AND LOCAL COORDINATORS .....	6
I. MOH Sponsors .....	6
II. MOH Main Hosting Institution .....	6
III. MOH Co-Hosting Institution(s) .....	7
IV. HR/Finance Coordinator .....	7
V. Local Coordinators .....	8
3. REQUIREMENTS OF THE HMDP VE PROGRAMME .....	9
I. Dates of Visits .....	9
II. Mandatory Cross-Cluster Visits .....	9
III. Minimum and Maximum Duration of Programme.....	10
IV. Learning Objectives for Each Activity in Programme .....	10
V. External Engagements .....	10
VI. Time-Slot for Report Writing.....	11
VII. Designated Working Days and Hours for Experts .....	11
VIII. Minimal Closed-Door Sessions and Repeat Lectures .....	12
IX. Application of Continuing Professional Education Points .....	12
X. National Training Programme (NTP) for Medical Specialties.....	12
XI. Endorsement and Approval for the HMDP Programme .....	12
XII. Sponsorship by External Parties .....	13
XIII. Publicity.....	13
XIV. Application for Work Pass Exemption.....	14
XV. Health Condition of Expert .....	14
XVI. Language of Submitted Documents .....	15
XVII. Budget for the Programme .....	15
XVIII. Self-Funded Expenses.....	15
XIX. Border Measures and Vaccination Policy Compliance .....	15
XX. Adherence to Application Proposal and Requirements in the Administration Manual....	16
4. AIRFARE .....	16
I. Capped Amount for Airfare.....	16
II. Purchase of Air Ticket by the Main Hosting Institution .....	17
III. Purchase of Air Ticket by the Expert .....	17
5. AIRPORT TRANSFERS.....	19
I. Airport Transfers in Country of Residence .....	19

II.	Airport Transfers in Singapore.....	19
6.	ACCOMMODATION .....	20
7.	STIPEND AND HONORARIUM.....	22
I.	Calculation of Stipend .....	22
II.	Calculation of Honorarium.....	23
III.	Payment of Stipend and Honorarium to Experts .....	23
8.	TEMPORARY REGISTRATION.....	24
9.	PROFESSIONAL INDEMNITY INSURANCE COVERAGE .....	24
10.	SOCIAL PROGRAMME AND ENTERTAINMENT EXPENSES .....	25
11.	WITHHOLDING TAX.....	26
12.	REPORT SUBMISSIONS.....	27
13.	REIMBURSEMENT TO EXPERTS BY INSTITUTIONS/CLUSTERS .....	28
14.	DISBURSEMENT BY MOH-MS&D.....	29
15.	CHANGES OR CANCELLATIONS OR APPROVED VISITS .....	30
16.	HMDP VE VIDEOCONFERENCING .....	31
17.	AUDIT .....	31
18.	SUBMISSION TIMELINES .....	31

## SUMMARY OF CHANGES

The following changes have been made in the administration manual from its last release and will take effect for FY2025:

- (i) Updated focus areas. Refer to **Table 1**.
- (ii) Updated dates of release of results. Refer to section 3.1.
- (iii) Update of vaccination policy for Experts. Refer to section 3. XIX
- (iv) The local coordinators or their replacements will need to collate the updates to all the follow-up actions, even if they belong to other institutions. Refer to section 12.4.
- (v) Updated payment timelines. Refer to **Table 8**.
- (vi) Updated period for arrangement of re-scheduled visits. Refer to section 15.1

## 1. BACKGROUND / OBJECTIVES OF HMDP VISITING EXPERTS SCHEME

- 1.1. The HMDP Visiting Experts (“HMDP VE”) scheme provides funds for overseas Visiting Experts (“Experts”) to be brought into Singapore to develop our healthcare manpower capabilities, to improve quality and range of available health services, and to improve and upgrade our healthcare professionals’ expertise in areas of disciplines or services where there are possible gaps or lack of local expertise.
- 1.2. The HMDP VE scheme is open to all clusters, HPB, HSA, AIC and the HQ Divisions of the Ministry of Health, including any other of its approved agencies. MOH (administered by Manpower Standard & Development – MS&D division or MOH-MS&D) will call for applications for the HMDP VE funding once a year, and applications will be selected/approved by MOH’s appointed Selection Panel based on the merits of the proposed HMDP VE programmes and its relevance in contributing to our national needs and priorities.
- 1.3. To facilitate the sharing of skills and knowledge amongst healthcare professionals of similar interests across the public healthcare sector, Hosting Institutions are required to organise lectures, seminars or workshops, and to arrange for visits to departments of various clusters/institutions as part of the Experts’ HMDP VE programmes.
- 1.4. For FY2025, the focus area(s) identified with higher priority are in **Table 1**:

**Table 1:** Focus area(s) for FY2025

S/N	Focus Areas
1	Systems redesign
	a) e.g. team-based care and other models of care such as urgent care models in the community, empanelment, empowering advanced roles of the care team professionals in the community, case management, role re-design of care team
	b) Delivery, development and implementation of effective transitional care, e.g. subacute care
	c) Shifting traditionally specialised care (including acute care) from inpatient to outpatient care and also to home setting (e.g. MIC@Home)
	d) Mental health across all care settings, covering principles of recovery, rehabilitation and resilience-oriented care and services, community mental health and dementia.
	e) Integrated care for chronic diseases, e.g. diabetes, ischaemic heart disease / heart failure, chronic kidney disease, stroke, respiratory conditions
	f) Geriatric care (e.g. frailty) and palliative care across care settings, including in the primary and community care setting
	g) Preventive care and innovate care models in the primary care setting (e.g. development of roles of Primary Care Network/PCN Nursing and Care Coordinators) aligned with goals of HealthierSG (e.g. shared care arrangement between specialists and primary care, chronic kidney disease and stable ischaemic heart disease patients) and Child & Maternal Health
	h) Models of social-health integration to address determinants of health

	i) Operations management of clinical services e.g. managing patient flow / queue and appointment management and optimisation
	j) Emerging infectious diseases
	k) Implications of healthcare advancements and innovation e.g. governance and ethics in use of Artificial Intelligence in healthcare, evaluation and health services impact assessment
2	Interventional radiology (in particular, topics related to neuro-radiology and interventional neurology)
3	Medical Genetics & Precision Medicine
4	Cellular and Immunotherapy
5	New models of sustainable healthcare manpower deployment and/or clinical manpower augmentation
6	Allied health professionals (AHP) advanced scope of practice and innovative practice care models
7	Enhancing support for mental health care (e.g. including self-help models) for better rationalisation of care needs
8	Systematising value-based care (e.g. through care delivery, training of healthcare professionals)

## 2. ROLES OF MOH SPONSORS, MAIN HOSTING INSTITUTION, CO-HOSTING INSTITUTION(S), HR/FINANCE COORDINATORS AND LOCAL COORDINATORS

### I. MOH Sponsors

- 2.1. MOH-MS&D will assign MOH division(s) to be the programme sponsor(s) for selected/ approved application(s). Such arrangement will be announced together with the results of successful applications. The Main Hosting Institution is required to work closely with the MOH division(s) i.e. the MOH sponsor(s) for the planning of the programmes, and on the follow-ups required (where applicable) after the programmes are completed. Refer to **sections 3 and 12** on the specific actions to be taken with the MOH sponsors.

### II. MOH Main Hosting Institution

- 2.2. The Main Hosting Institution shall, with the help of the appointed HR/Finance Coordinator(s) and Primary Local Coordinator(s) within the institution, conduct the HMDP VE programmes in accordance to the HMDP VE policy and instructions.
- 2.3. The Main Hosting Institution shall be responsible for seeking the necessary endorsements of the programme and post-visit reports from the sponsor division, final programme and budget approval from MOH-MS&D, and also for the submission of post-visit reports and claims to MOH-MS&D.

- 2.4. The Main Hosting Institution shall ensure that information on the relevant terms of the Expert's sponsorship is included when the invitation is sent to him/her. Details of the terms of sponsorship can be found at the Health Professionals Portal. If the approved Expert declines the invitation, funding shall be withdrawn and the visit shall be taken as cancelled. No ad hoc replacement of Experts shall be allowed.
- 2.5. The Main Hosting Institution is responsible for submitting all the required forms, reports and supporting documents. In addition to the required supporting documents, the key forms and reports to be submitted are:
- 2.5.1. **Form 1 - Programme Template:** Form for the planned programme
  - 2.5.2. **Form 2A:** Expert Report
  - 2.5.3. **Form 2B:** Post-Visit Report by the main hosting institutions and co-hosting institutions
  - 2.5.4. **Form 3 – Budget and Entitlement Calculator:** Template for the calculation of the budget for the programme.
- 2.6. The forms can be downloaded from the Health Professionals Portal <https://hpp.moh.gov.sg/programmes/fy2025-hmdp-ve-tools---resources>

### *III. MOH Co-Hosting Institution(s)*

- 2.7. The Co-Hosting Institution(s) is/are co-applicant(s) of the HMDP VE Scheme sponsorship. Secondary Local Coordinator(s) are appointed from Co-Hosting Institution(s) to work with Primary Local Coordinator(s) from the Main Hosting Institution to plan for the HMDP VE programmes.
- 2.8. The Co-Hosting Institution(s) is/are expected to conduct the HMDP VE programmes according to the HMDP VE policy and instructions. Claims (i.e. costs incurred) for the HMDP VE programmes by the Co-Hosting Institution(s) should be submitted to the Main Hosting Institution for collation and submission to MOH-MS&D.

### *IV. HR/Finance Coordinator*

- 2.9. The HR/Finance Coordinator (“HRC/FC”) is the person designated by the Human Resource department of the Main Hosting Institution to work with the institution/cluster Finance Officer(s) in ensuring that all payments/reimbursements and supporting documents submitted by Local Coordinators are carried out in accordance to the HMDP policy and instructions stated in this Administration Manual. Every Main Hosting Institution shall have one to two HR/Finance Coordinator(s).

V. *Local Coordinators*

- 2.10. The Local Coordinator (“LC”) is either the Head of Department who requested for the Expert to be invited or the person designated by the Head of Department to coordinate the visit. Every programme shall have two LCs i.e. a Primary LC and a Secondary LC, and the Primary LC must be from a Public Healthcare or Healthcare-related Institution.
- 2.11. The LC shall plan for the programme using **Form 1 - Programme Template** while ensuring that the HMDP VE policy and instructions are adhered to and implemented accordingly for all awarded HMDP VE programmes and Experts’ visits.
- 2.12. The Primary LC shall be from the Main Hosting Institution and is the main contact person with whom the Expert will liaise with on the arrangement of his/her flight, accommodation, airport transfers, HMDP VE programme, social programme, and any other issues related to the visit. The Primary LC shall act as host to the Expert and shall be in charge of the planning, coordination and execution of the visit in consultation with relevant departments in other hospitals and institutions. The Primary LC may appoint an administrative staff, within his/her institution, to support him/her for the planning, coordination and execution of the visit.
- 2.13. The Primary LC shall be responsible for all the payments and reimbursements incurred for the visits, and the necessary supporting documents to withstand the scrutiny of audit checks.
- 2.14. The Secondary LC can either be from the Main Hosting Institution, Co-Hosting Institution or any other institutions involved in the coordination. MOH-MS&D or the HMDP VE administrators will contact the Secondary LC only if the Primary LC and



his/her appointed administrative staff members are uncontactable or away for an extended period of time (e.g. maternity leave).

### 3. REQUIREMENTS OF THE HMDP VE PROGRAMME

#### *I. Dates of Visits*

- 3.1. The results of the successful applications will be released via a circular and also published on the Health Professionals Portal <https://hpp.moh.gov.sg/programmes/fy2025-hmdp-visiting-experts> by 30 May 2025. Only these approved experts are eligible for MOH-MS&D's funding under the HMDP Visiting Expert Scheme. All approved visits shall be completed within 1 year between 1 October 2025 and 30 September 2026. Please provide MOH-MS&D with the proposed dates of the visits by 21 June 2025 for planning purposes. If the exact dates are not available, the tentative dates should be provided.

#### *II. Mandatory Cross-Cluster Visits*

- 3.2. The HMDP VE programme shall be planned with the objectives to meet the current national needs and inter-cluster collaborations within the specialty or discipline. Besides visiting institution(s) within the cluster which will be hosting the Expert, the HMDP VE programme must include **mandatory visits to at least one institution in each of the other two integrated clusters** (except where service is restricted to only two clusters) to allow the Expert to assess the general healthcare environment in Singapore. The LC should appeal to MOH-MS&D for any exemption to such mandatory cross-cluster visits with justifications prior to the submission of the HMDP VE Programme.
- 3.3. The Primary LC and Secondary LC shall ensure that the HMDP programme includes a site visit and a meeting/discussion with the relevant department(s) in one or more institutions from all three integrated clusters, as part of the mandatory visits. The Primary LC and Secondary LC shall also ensure that the Expert conducts training in hospitals/institutions other than in the Main Hosting Institution and Co-Hosting Institution, wherever possible.

### III. *Minimum and Maximum Duration of Programme*

- 3.4. The Expert shall spend a minimum of 5 working days to a maximum of 10 working days in Singapore for the visit to be cost effective, and for institutions to gain maximum benefit. If the Expert is only able to commit to a programme which is less than 5 working days or requires more than 10 working days, LCs must seek prior written approval from MOH-MS&D, together with details of the proposed programme (using **Form 1 – Programme Template**), at least 12 weeks before the programme.

### IV. *Learning Objectives for Each Activity in Programme*

- 3.5. The learning objectives for each activity in the programme must be clearly indicated in **Form 1 – Programme Template**.

### V. *External Engagements*

- 3.6. MOH-MS&D's prior approval must be sought if the Expert is attending or being engaged for any external activity (including but not limited to, meetings, seminars, conferences, examinations, workshops or lectures) during the stay for the HMDP VE programme. These activities will **not** be counted towards the minimum duration required of a HMDP VE programme [see section 3.4]. LC must indicate such activity in **Form 3 – Budget and Entitlement Calculator** clearly for the submission to MOH-MS&D. The organizer of such activities would be required to co-pay the costs of the programmes as shown in **Table 2**. The co-payment will be collected via a deduction from the calculated budget [see section 3.29].

**Table 2:** Co-Payment Required from Organizer for External Activity

Types of External Activity	Costs to be Borne by Organizer
Activity that does not collect fees from participant	(i) Expert's accommodation during the date(s) of such activity (ii) Daily allowance of the Expert during the date(s) of such activity i.e. stipend and honorarium will not be provided by MOH-MS&D during this period. (iii) The related withholding tax to be imposed on the costs borne by the organizer.

Activity that collect fees from participant	<ul style="list-style-type: none"> <li>(i) 10% of the Expert's actual airfare for each day the Expert is involved in the fee-paying activity (e.g. 30% for 3 days' involvement);</li> <li>(ii) Expert's accommodation during the date(s) of such activity; and</li> <li>(iii) Daily allowance of the Expert during the date(s) of such activity i.e. stipend and honorarium will not be provided by MOH-MS&amp;D during this period.</li> <li>(iv) The related withholding tax to be imposed on the costs borne by the organizer.</li> </ul>
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#### VI. *Time-Slot for Report Writing*

- 3.7. The HMDP VE programme shall include at least a half-day session, preferably on the last day of the programme, for report writing, except for programmes of less than 5 working days. The Expert may, with the LC, debrief and draft the report together.

#### VII. *Designated Working Days and Hours for Experts*

- 3.8. The designated working days for the Experts are weekdays from Monday to Friday from 9.00 am to 5.00 pm (or an equivalent 8-hour working day). The 8-hour working day is inclusive of lunch/tea breaks and travelling time in between sessions.
- 3.9. During weekdays, the Experts will not be compensated with honorarium for any additional working hour(s) beyond the stipulated 8-hour working day. Please refer to **section 7** for the computation of honorarium. If the Experts are scheduled to work during weekends, honorarium and entertainment expenses will be accorded and the LC shall, when possible, provide time-off to the Experts on the next available weekday in accordance to **Table 3**. Honorarium and entertainment expenses budget will not be accorded during the time-off period.

**Table 3:** Recommended Time-Off Period

Types of Scheduled Programmes	Time-off during designated work day
Equal or Less than 4 hours on Saturdays, Sundays and Public Holidays	Half day (4 hours)

More than 4 hours on Saturdays, Sundays and Public Holidays	Full day (8 hours)
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*VIII. Minimal Closed-Door Sessions and Repeat Lectures*

- 3.10. The number of lectures and operating sessions (if any) shall be decided by the LC in consultation and agreement with the Expert. Closed-door sessions and repeat lectures should be kept to a minimum, unless absolutely necessary. If there is a need for a closed-door and/or repeat lectures, the LC should indicate the justification for it during programme submission.

*IX. Application of Continuing Professional Education Points*

- 3.11. The LC shall be responsible for the application of Continuing Professional Education points for any/all relevant sessions with the respective Councils/Boards directly.

*X. National Training Programme (NTP) for Medical Specialties*

- 3.12. The programme for **medical specialties** shall include at least a half-day session for residents and trainees as part of the **National Training Programme (NTP)**. These NTP sessions should address training needs or gaps, following discussions with the specialty's Programme Directors in the relevant Sponsoring Institutions.
- 3.13. The LC shall inform the Designated Institutional Officials, Programme Directors and Associate Dean Offices of the NTP sessions, so that they can arrange for residents and trainees to have protected time to attend these sessions.

*XI. Endorsement and Approval for the HMDP Programme*

- 3.14. The Main Hosting Institution must ensure that the programme as given in the **Form 1 - Programme Template** would have to be endorsed by the assigned MOH sponsor. A lead time of 4 weeks would need to be provided to the MOH Sponsor in order to obtain the endorsement.

- 3.15. Following the endorsement, the Main Hosting Institution would have to submit the **Form 1 - Programme Template** to MOH-MS&D for approval. MOH-MS&D may require amendments to the proposed or final programmes if there are deviations from the HMDP policy and instructions. MOH-MS&D **shall not** fund any part of the HMDP programmes otherwise not approved accordingly

## *XII. Sponsorship by External Parties*

- 3.16. Sponsorships from external parties such as pharmaceutical companies, associations and commercial entities are not encouraged. MOH must not be perceived as endorsing the product or services by such external parties. The Main Hosting Institution shall, together with participating institutions, exhaust all funding avenues/channels within the institution/cluster before resorting to external sponsors.
- 3.17. Prior written approval must be sought from MOH-MS&D if any external sponsorship is required to supplement funding of the programme. The Primary LC must clearly justify the reason(s) for the need of external sponsorship and indicate whether all other options have been explored. MOH-MS&D shall reserve the right to verify with the respective CEO/CMB/Finance Directors.
- 3.18. If MOH-MS&D approves such sponsorships, the sponsors shall not be permitted to showcase their products, set up booths or display their company's logo or branding on any of the materials or collaterals used in the HMDP programme.
- 3.19. Institutions shall only show their appreciation to the sponsors through verbal means. No written acknowledgment is allowed.

## *XIII. Publicity*

- 3.20. In order for MOH to publicize the programmes, the LC shall submit a short write-up in word document on the Expert to MOH-MS&D at least 8 weeks before the start of the programme, together with the **Form 1 – Programme Template**, which is endorsed by the MOH sponsor. The LC shall copy their respective HRC/FC during the submission. The Main Hosting institution may also start publicising the Final HMDP VE programme, together with the participating institutions, once MOH-MS&D's approval has been obtained.

- 3.21. The LC shall also provide the contact person(s) for any enquiries or registration which would be indicated in MOH-MS&D's publicity of the programme.

*XIV. Application for Work Pass Exemption*

- 3.22. The Ministry of Manpower ("MOM"), Singapore requires all persons engaged in a work pass exempt activity to submit a simple online notification via the link below [see **section 3.24**]. This would allow the Experts to work in Singapore for a short time without a work pass.
- 3.23. Experts are to submit the online notification after they have arrived in Singapore and obtained a Short-Term Visit Pass at immigration (after Customs clearance) and before the start of any official activity.
- 3.24. More information can be found on MOM's website at <http://www.mom.gov.sg/passes-and-permits/work-pass-exempt-activities>.

*XV. Health Condition of Expert*

- 3.25. Should the Expert become unwell while in Singapore (including being tested positive for COVID-19), the LC will need to ensure that the Expert receive the requisite medical attention in line with the prevailing health protocols. The health condition of the Expert will remain the priority and the programme should be put on hold or cancelled if necessary. The Expert should only resume the programme after recovery. The LC should inform the affected participants and MOH the changes made to the programme immediately.
- 3.26. Should the Expert requires isolation, but has no or mild symptoms, the programme could be conducted through videoconferencing. The LC could consider having a contingency plan of the programme for such a scenario. The plan may be adjusted according to the health condition of the Expert.
- 3.27. MOH will only reimburse the costs incurred for the programme as originally communicated to the LCs. All other expenses, for example medical or COVID-19

related expenses, incurred would have to be borne by the Main Hosting Institution/Co-Hosting Institution.

*XVI. Language of Submitted Documents*

- 3.28. All documents must be submitted in English. A translation of the documents will be required if they are not written in English.

*XVII. Budget for the Programme*

- 3.29. A guided calculation of the budget for the programme will be included in the template (**Form 3 – Budget and Entitlement Calculator**) that is uploaded on the Health Professionals Portal. The Main Hosting Institution shall manage the funds and there will be no adjustment provided by MOH-MS&D. The Main Hosting Institution is also **not allowed** to use this budget to supplement the Expert's honorarium and stipend (**see section 7**).

*XVIII. Self-Funded Expenses*

- 3.30. Unless otherwise stated in this manual or communicated by MOH, all expenses of the programme would have to be borne by the Main Hosting Institution or Co-hosting Institution. Examples of expenses not borne by MOH are cost of personal travel insurance for the Expert, translation costs for documents and all COVID-19 pre-departure tests.

*XIX. Border Measures and Vaccination Policy Compliance*

- 3.31. Experts are required to comply with all existing border measures and visa requirements. In addition, Experts are also required to comply with all prevailing vaccination requirements for healthcare workers if they are involved in patient care or in direct care settings. Experts who do not require patient contact will be subjected to vaccination requirements similar to administrative staff, short-term visitors or vendors of the PHI.

- 3.32. Experts, who are involved in patient care or in direct care settings but unable to comply with prevailing vaccination requirements for healthcare worker, will be required to follow the prevailing the public healthcare institutions' guidelines for patient contact and infection control. The programme will need to be reviewed and consider suitable alternatives (e.g. virtual), provided that learning objectives are not compromised.

*XX. Adherence to Application Proposal and Requirements in the Administration Manual*

- 3.33. The programme submitted for approval must adhere closely to the original application proposal and all requirements, including the need for mandatory cross-cluster visits as detailed in the administration manual. Failure to do so may result in non-approval of the programme or the forfeiture of associated HMDP VE funding.

#### **4. AIRFARE**

- 4.1. The Expert is entitled to **one round trip Business Class air ticket** by the most direct route from the city of residence to Singapore. MOH-MS&D will reimburse the Hosting Institution based on the actual airfare incurred or up to the Capped Amount obtained in **section 4.3** below. The LC shall assist the Expert to purchase his/her air ticket, whenever possible.
- 4.2. The Expert's actual flights shall take no longer than 72 hours (3 days) from date/time of his/her departure (overseas) to Singapore and vice versa. If the actual flights exceed 72 hours (3 days), MOH-MS&D shall only reimburse the airfare based on the air tickets showing the arrival and departure to/from Singapore *or* the Capped Amount obtained in **section 4.3** below, whichever is lower.

*I. Capped Amount for Airfare*

- 4.3. To determine the capped amount for airfare, the LC must first obtain the business class quotations from the Main Hosting Institution's designated Corporate Travel Agent (in SGD) based strictly on the most direct route to/from the Expert's city of residence. The LC shall then select the most appropriate quotation, using the Main Hosting Institution's procurement framework, as the Capped Amount for airfare (in SGD). Flight quotation(s) used to determine the Capped Amount for airfare should not be:



- 4.3.1. based on air tickets that are non-refundable (in case of early cancellation);
- 4.3.2. dated more than 6 months before the invoice date of the purchased air tickets;  
and
- 4.3.3. dated beyond the invoice date of the purchased air tickets.

The LC or Main Hosting Institution shall present the flight quotation(s) to MOH-MS&D for audit purposes when requested.

- 4.4. Based on the Capped Amount for airfare in SGD determined in **section 4.3**, the LC and the Expert shall then decide who shall purchase the actual air tickets. The LC or the HRC/FC should refer to the processes described in **sections 4.5 – 4.7** if the Main Hosting Institution is purchasing air ticket for the Expert, and in **sections 4.8 – 4.14** if the Expert is purchasing his/her own air ticket.

## *II. Purchase of Air Ticket by the Main Hosting Institution*

- 4.5. The LC shall purchase the air ticket from the Main Hosting Institution's Corporate Travel Agent or any licensed retailer, whichever is preferred. MOH-MS&D shall only reimburse the Main Hosting Institution based on the actual airfare or the Capped Amount obtained in **section 4.3**, whichever is lower. Any excess shall be borne by the Expert or Main Hosting Institution. Proof of purchase of the air ticket is required when seeking reimbursement from MOH-MS&D.
- 4.6. The LC should confirm the flight itinerary with the Expert prior to purchasing the air ticket for him/her. This is to avoid any unnecessary rebooking of flights as additional penalty or admin charges will be incurred and shall be borne by the Expert or the Main Hosting Institution. The Expert shall bear any additional airfare incurred beyond the original cost of the air ticket that he/she is entitled to.
- 4.7. The LC shall present the flight itinerary and receipt provided by the Main Hosting Institution's Corporate Travel Agent to MOH-MS&D when seeking reimbursement.

## *III. Purchase of Air Ticket by the Expert*

- 4.8. The purchase of air ticket can also be made by the Expert and he/she can choose whichever carrier and routes he/she prefers; provided the flight duration does not take longer than 72 hours indicated in **section 4.2**, and the actual airfare is kept within the Capped Amount in SGD obtained in **section 4.3**.
- 4.9. The LC shall refer to the daily currency exchange rate published on the website of the Monetary Authority of Singapore (MAS), when providing the Expert with the Capped Amount in his/her equivalent local currency. The daily rate used shall be on the same date as the flight quotation(s) provided by the institutions' corporate travel agent. (MAS website: <https://secure.mas.gov.sg/msb/ExchangeRates.aspx>).
- 4.10. The Main Hosting Institution shall reimburse the Expert either the actual airfare incurred or the Capped Amount, whichever is lower. The Expert will bear any additional airfare incurred beyond the original cost of the air ticket that he/she is entitled to. The Expert is required to provide the LC with the confirmed flight itinerary and official receipt when he/she is seeking reimbursement from the Main Hosting Institution.
- 4.11. The Main Hosting Institution shall ensure that reimbursements are made directly to the Expert. No payment shall be made to the Expert's organisation or company.
- 4.12. The Expert shall not be reimbursed for the full or partial purchase of air tickets using air miles. It is therefore important for the LC to explain to the Expert clearly on the actual terms of reimbursement prior to the purchase of the air ticket.
- 4.13. For an Expert who has already purchased his/her air ticket(s) and received the airfare reimbursement from the LC but later requested to rebook his/her air tickets due to a change in his/her schedule, the LC shall:
- 4.13.1. Price of re-booked air-ticket higher than original air-ticket: Reimburse the Expert for any additional airfare incurred, up to actual airfare or the Capped Amount obtained in **section 4.3**, whichever is lower. Any excess charges shall be borne by the Expert

4.13.2. Price of re-booked air-ticket lower than original air-ticket: Recover from the Expert the additional airfare reimbursed to him (if any), which is the difference between the new air ticket (including any administration/penalty fees) and the first air ticket purchased.

4.14. The LC shall present to MOH-MS&D a copy of the Expert's actual flight itinerary and receipt, and the actual foreign currency conversion rate used when seeking reimbursement.

## **5. AIRPORT TRANSFERS**

5.1. MOH-MS&D shall provide a norm rate of SGD 400 to the Main Hosting Institution to cover the cost of airport transfers (both local and overseas) incurred by the Expert

5.2. The Main Hosting Institution shall ensure that reimbursements are made directly to the Expert. No payment shall be made to the Expert's organisation or company.

### *I. Airport Transfers in Country of Residence*

5.3. The Expert may claim the cost of ground transfers between his/her residence and the airport. This includes transfers, eg. airport shuttle service, coach, taxi, train and ferry. However, the Expert cannot claim for mileage or rental of cars, and other related charges such as parking fees.

5.4. The Expert shall seek prior agreement from the LC on the amount of budget required for the ground airport transfers.

5.5. The Main Hosting Institution shall reimburse the Expert for the ground airport transfers incurred overseas based on actual receipts provided.

### *II. Airport Transfers in Singapore*

5.6. The Expert may claim for round-trip local airport transfers in Singapore. He may either claim actual costs incurred from the Main Hosting Institution for the ground transfers to and from Changi Airport and the hotel, or request for the LC to make the necessary airport transfer arrangements directly.

- 5.7. The Expert may utilise any of the private or public transport services available for the transfer between Changi Airport and his/her hotel. The LC may also help the Expert to arrange for the hotel's airport limousine service or any legitimate limousine or cab services in Singapore.
- 5.8. It is strongly encouraged that the LC exercises caution when arranging for airport transfer services and to provide the most updated flight itinerary as any penalties incurred due to no-shows or flight delays will be borne by either the Main Hosting Institution or the Expert. Such penalties are not claimable from MOH-MS&D.

## 6. ACCOMMODATION

- 6.1. MOH-MS&D shall provide a daily norm rate to the Main Hosting Institution to cover the cost of the Expert's accommodation in Singapore for the full duration of the HMDP Programme (including weekends or PHs that fall within the start and end dates of the programme) and up to 3 additional nights (immediately before and/or after the programme) for the Expert to adjust to the local surroundings and recover from jet-lag, if needed. The Expert may choose to stay in any licensed hotel in Singapore during his/her visit.
- 6.2. The 3 additional nights shall include any early check-in (i.e. pre-blocking) and late check-out required by the Expert (either a half-day or full-day). This requirement must be indicated in **Form 3 – Budget and Entitlement Calculator** and submitted to MOH-MS&D **at least 8 weeks before** the start of the visit; no further budget shall be provided by MOH-MS&D (in addition to the approved budget reflected in **Form 3 – Budget and Entitlement Calculator**) to cover any uninformed pre-blocking or late check-out charges. Such costs shall be borne by the Main Hosting Institution.
- 6.3. The consolidated norm rate provided by MOH-MS&D to the Main Hosting Institution is calculated using the Daily Norm Rate listed in **Table 4**. The daily norm rate covers the base room rate with internet access and breakfast **for one person**; the Expert will pay for any other incidental charges using his/her stipend, and any excess costs that are not covered by MOH-MS&D. The Main Hosting Institution shall assist the Expert to book accommodation that is of reasonable standards (**equivalent to at least a 4-star hotel**) based on the norm rate but not limited to any room type.

**Table 4:** Daily Norm Rate for Accommodation

Daily Norm Rate for Accommodation <sup>Δ</sup>	
Room rate per night	SGD 400.00 nett

<sup>Δ</sup> The daily norm rate shall only cover the base room rate with internet access and breakfast for one person.

- 6.4. The total sponsored amount to cater for the Expert's accommodation (for one room) in Singapore is calculated as:

*Sponsored Accommodation Amount*

$$= [HMDP \text{ Programme Duration} \\ + \text{Additional Duration of Stay}^{\#}]^{\wedge} \times \text{Daily Norm Rate}$$

<sup>#</sup>*Up to maximum 3 days (see section 6.1)*

<sup>^</sup>*Duration in days*

- 6.5. If the Expert wishes to stay in an accommodation where the daily room rate (inclusive of GST) exceeds the prevailing norm rate scheduled in **Table 4**, and/or would like to extend his/her stay beyond the days covered by MOH-MS&D (i.e. beyond the 3 additional nights mentioned in **section 6.1**), he/she may do so with assistance from the LC. However, such additional costs will be fully borne by the Expert and/or the Main Hosting Institution.
- 6.6. If the Expert is booking his own accommodation in Singapore, the Main Hosting Institution shall reimburse him based on the actual receipt for the accommodation cost of one person or the consolidated daily norm rate derived in **section 6.3**, whichever is lower. The Main Hosting Institution shall ensure that the reimbursement is made directly to the Expert. No payment shall be made to the Expert's organisation or company.

## 7. STIPEND AND HONORARIUM

- 7.1. The Expert shall be paid a daily stipend to meet out-of-pocket and other incidental expenses during his/her stay in Singapore (e.g. daily meals and transport), and an honorarium as a token of appreciation for participating in the HMDP VE programme. The current rates of stipend and honorarium are indicated in **Table 5** where it is also part of the terms of sponsorship shared with the Experts and published on the Health Professionals Portal. MOH-MS&D will cover the amount of the stipend and honorarium paid to the Expert.

**Table 5:** Current Rates for Stipend and Honorarium for all Experts

Stipend per Calendar Day	Honorarium per Work Day
\$200.00	\$650.00

### *I. Calculation of Stipend*

- 7.2. Stipend shall be provided to the Expert for the full duration of the HMDP programme, including the non-working days stipulated [see **section 3.9**] within the programme. Similar to the entitlement of accommodation, MOH-MS&D shall cover up to 3 additional days of stipend for the Expert to adjust to the local surroundings and recover from jet-lag, if needed.
- 7.3. The daily stipend shall be pro-rated according to the Expert's duration of stay in Singapore (i.e. with reference to his/her time of arrival or departure to/from Singapore). The entitlement of stipend is calculated on a calendar day basis as shown in **Table 6**.

**Table 6:** Stipend Entitlement

Duration of Stay in Singapore per Calendar Day (0000hrs – 2359hrs)	% of Stipend per Calendar Day
Less than 8 hours	0%
Equal to or more than 8 hours but less than 16 hours	50%
Equal to or more than 16 hours and up to 24 hours	100%

## *II. Calculation of Honorarium*

- 7.4. Honorarium shall be calculated based on the Expert's HMDP programme on a per working day basis as shown in **Table 7** which is inclusive of lunch/break and travelling time in between sessions.

**Table 7:** Honorarium Entitlement

<b>Duration of Hours per Working Day</b>	<b>% of Honorarium per Working Day</b>
Less than 4 hours	0%
Equal to or more than 4 hours but less than 6 hours	50%
Equal to or more than 6 hours	100%

## *III. Payment of Stipend and Honorarium to Experts*

- 7.5. The Main Hosting Institution must seek MOH-MS&D's approval of the Final Programme and Budget (**Form 3 – Budget and Entitlement Calculator**) prior to making any payment of stipend and honorarium to the Expert.
- 7.6. The Main Hosting Institution shall ensure that the payment of stipend and honorarium to the Expert is carried out promptly and that payment is made directly to the Expert. No payment shall be made to the Expert's organisation or company. To avoid any delay in the payment to the Expert, the LC should check with the Expert on his/her preferred payment method at least 6 weeks before the scheduled start date of the HMDP programme.
- 7.7. The Main Hosting Institution shall not pay any additional monies to the Expert on top of the stipend and honorarium entitlement determined by MOH-MS&D. MOH-MS&D will not reimburse the allowances (i.e. the approved amount of stipend and honorarium) to the Main Hosting Institution in instances of such breaches.

- 7.8. If the duration of the HMDP VE programme or the Expert's stay in Singapore is shortened, the Main Hosting Institution must inform MOH-MS&D immediately. The stipend and honorarium paid to the Expert shall then be adjusted accordingly to the revised HMDP VE programme or flight itinerary. MOH-MS&D shall reimburse the Main Hosting Institution based on the revised HMDP VE programme or flight itinerary.

## **8. TEMPORARY REGISTRATION**

- 8.1. The Main Hosting Institution shall note that it is the responsibility of the LC to check with the relevant regulatory Council/Board on the need for temporary registration and practising certificate.
- 8.2. MOH-MS&D shall reimburse the cost of the temporary registration and practising certificate, if deemed necessary by the respective regulatory Councils/Boards. Official receipt(s) must be provided by the Main Hosting Institution when seeking reimbursement from MOH-MS&D.

## **9. PROFESSIONAL INDEMNITY INSURANCE COVERAGE**

- 9.1. If the Expert requires indemnity insurance coverage during the visit, the LC may purchase coverage from recognised/accredited insurers such as SMA, NTUC Income and QBE.
- 9.2. The LC shall inform the Expert to extend his existing indemnity insurance to cover the period of practice in Singapore under the HMDP VE programme. If there is additional premium to be paid for the period of practice in Singapore under the HMDP VE programme, the Main Hosting Institution shall reimburse the Expert. In the event that the Expert is unable to extend his/her insurance to cover the period of practice in Singapore, the LC shall apply for the Expert's local indemnity insurance. The LC can seek advice from his/her institution for the recommended coverage and approved insurance institutions.
- 9.3. MOH-MS&D shall bear the cost of the insurance coverage, where applicable and reasonable. However, the LC must inform MOH-MS&D if indemnity insurance is



required (**together with the quotation**) when submitting the Expert's HMDP programme for MOH's approval.

- 9.4. Official receipt must be provided by the Main Hosting Institution when seeking reimbursement from MOH-MS&D.

## **10. SOCIAL PROGRAMME AND ENTERTAINMENT EXPENSES**

- 10.1. MOH-MS&D shall provide a norm rate of SGD 120 per working day to the Main Hosting Institution to cover the social programme and entertainment expenses incurred when hosting the Expert.

- 10.2. The LC shall follow the Main Hosting Institution's policy and guidelines for social or entertainment programmes, and to seek appropriate internal approvals when necessary. Examples of appropriate social and entertainment programmes are defined as (but not limited to):

10.2.1. Trips to local art events or tourist attractions e.g. Singapore Zoo, Singapore Flyer, Gardens by the Bay, etc. The LC shall assist the Expert in purchasing the entrance tickets to these places whenever possible, and social dining for such trips are claimable under entertainment expenses.

10.2.2. For full or half-day Singapore tours by licensed tour operators, the LC shall ensure that the tour itinerary is appropriate and the tour operator engaged is reliable for the safety of the Expert.

10.2.3. For welcome/farewell lunch/dinner with Senior Management, Heads of Department or Faculty Members, the LC shall ensure that the Expert is hosted with proper table meal(s). Packed or catered meals are not considered proper when hosting the Expert and will not be covered under the HMDP VE fund.

- 10.3. The LC shall note that the budget provided by MOH-MS&D for Social and Entertainment Expenses is NOT allowed for the following:

10.3.1. Catering services/packages for lunch/refreshments/tea-breaks;

- 10.3.2. Pay for the Expert's daily meals and ground transportation which should be covered by his/her stipend;
  - 10.3.3. Supplement the cost of organising the HMDP programme e.g. rental of venue and equipment, purchase of stationery, etc. This should be covered by the Main Hosting Institution;
  - 10.3.4. Supplement any transport or parking fees incurred during the social programme;
  - 10.3.5. Pay for any form of expenses incurred outside of Singapore;
  - 10.3.6. Purchase gifts or souvenirs for the Expert;
  - 10.3.7. Supplement the Expert's stipend and honorarium beyond what is being stipulated in **section 7**.
- 10.4. The social and entertainment budget must be utilised within the duration of the Expert's visit, not exceeding 3 additional days before or after the HMDP programme. The Main Hosting Institution shall ensure that all claimants (including those from other institutions involved) are reimbursed accordingly (with proof of valid receipts).

## **11. WITHHOLDING TAX**

- 11.1. With effect from 1 November 2022, the cost of airfare and accommodation will be taxable i.e. cost of airfare and accommodation was not taxable prior to 1 November 2022 due to administrative concession. Please refer to [https://www.iras.gov.sg/taxes/withholding-tax/payments-to-non-resident-professional-\(consultant-trainer-coach-etc-\)/treatment-of-income-for-non-resident-professional](https://www.iras.gov.sg/taxes/withholding-tax/payments-to-non-resident-professional-(consultant-trainer-coach-etc-)/treatment-of-income-for-non-resident-professional). MOH shall cover the withholding tax incurred by the Expert based on the prevailing percentage as given by the existing taxation rate of the funding provided for all funded items. The Main Institution should select "Tax at 15%" and "Tax is borne by Local Payer" in the online IRAS form IR37C.
- 11.2. The Main Hosting Institution must inform MOH immediately if the Expert is eligible for partial or full tax-exemption/relief under the IRAS Tax Treaty with the Expert's

resident country (please refer IRAS Tax Treaty Calculator web link: [https://www.iras.gov.sg/docs/default-source/individual-income-tax/non-residents/dta-calculator-for-nrp.xls?sfvrsn=f32d2058\\_9](https://www.iras.gov.sg/docs/default-source/individual-income-tax/non-residents/dta-calculator-for-nrp.xls?sfvrsn=f32d2058_9)). MOH shall pro-rate the norm rate to cover the Expert's withholding tax, where applicable.

- 11.3. The Main Hosting Institution shall comply with the policy and regulation set by IRAS to pay for withholding tax on expenditure(s) incurred for the Expert (including any overhead(s) that is / are not covered by MOH-MS&D) in a timely manner. MOH-MS&D will not cover penalty of any late payment of withholding tax incurred by the Main Hosting Institution.

## 12. REPORT SUBMISSIONS

- 12.1. For accountability on the use of MOH-MS&D funds for HMDP programmes and Experts' visits, the Main Hosting and Co-Hosting Institutions are required to use the templates (**Form 2A** and **Form 2B**) provided to submit two post-visit reports to MOH-MS&D **within 6 weeks** after the end of the HMDP programme. Prior to the submission, endorsement from the MOH Sponsor will have to be sought for **Form 2B**. The word document version of the reports would have to be provided as well when they are submitted to MOH-MS&D and MOH Sponsor.
- 12.2. **Form 2A** and **Form 2B** will be required to be completed by the Expert and Main Hosting/Co-Hosting institutions respectively. The Co-Hosting Institution(s) shall ensure that its post-visit comments and follow-up actions are submitted using **Form 2B** duly signed by the Head of Departments, to the Local Coordinator from the Main Hosting Institution.
- 12.3. The Local Coordinators and the HR/Finance Coordinator shall ensure that the post-visit reports are duly signed and acknowledged by the relevant Head of Departments (in both the Main Hosting and Co-Hosting Institutions) before submitting to MOH sponsor and MOH-MS&D in a timely manner. The action plan of **Form 2B** must involve all the 3 clusters where applicable.

- 12.4. MOH-MS&D will contact both the Main Hosting and Co-Hosting institution(s) for updates on their follow-up actions written in **Form 2B** on a yearly basis. The primary local coordinator or replacement will be required to provide the updates, even if the follow-up actions do not concern their own institutions. Any failure to provide the updates will be reported to the senior management of the Main Hosting and Co-Hosting institution(s).
- 12.5. The reports must contain the Expert's and the Local Coordinators' observations, feedback and recommendations on how our local healthcare practices and services can be improved. The reports may be shared with MOH's Senior Management and Directors, Residency Advisory Committees (RACs), Designated Institution Officials (DIOs), Chairmen of Medical Boards (CMBs) and Heads of Department in the Public Healthcare Institutions (PHIs).

### **13. REIMBURSEMENT TO EXPERTS BY INSTITUTIONS/CLUSTERS**

- 13.1. The Main Hosting Institution/Cluster shall only reimburse the following items to the Expert (where applicable).
- 13.1.1. Stipend and Honorarium
  - 13.1.2. Airfare
  - 13.1.3. Hotel / Accommodation
  - 13.1.4. Overseas/Local Airport Transfer
- 13.2. The acceptable modes of reimbursement to the Expert are bank transfer, cashier's order, cheque or cash. The Main Hosting Institution/Cluster shall ensure that:
- 13.2.1. For bank transfer, the Expert is informed of the variance in the amount of reimbursement due to currency fluctuations, conversion of SGD to the Expert's country currency (as determined by the Expert's selected bank) and the relevant bank charges/transfer fees.
  - 13.2.2. For any cashier's order, cheque and cash payments, the Expert is required to sign on a letter of acknowledgement provided by the Main Institution/Cluster as proof of payment received.

- 13.3. MOH does not cover the variances in reimbursements due to currency fluctuations, conversion of SGD to the Expert's country currency (as determined by the Expert's selected bank) and bank charges/transfer fees. Such variances or charges/fees shall be borne by the Main Hosting Institution/Cluster or the Expert.
- 13.4. For audit purposes, the Main Hosting Institution/Cluster shall ensure that the following are observed:
- 13.4.1. Reimbursement to the Expert shall only be carried out by the Main Hosting Institution/Cluster.
- 13.4.2. Receipts of payments to the Expert must be tracked/kept according to the audit guidelines undertaken by the Main Institution/Cluster.

#### **14. DISBURSEMENT BY MOH-MS&D**

- 14.1. MOH-MS&D shall disburse the amount of budget approved for each HMDP programme (excluding the costs of any co-payment) to the Main Hosting Institution at the end of the visits as given in **Table 8**.

**Table 8:** Disbursement timelines for completed HMDP VE Visits/Programmes

<b>Completion of HMDP VE Visits/ Programmes</b>	<b>MOH-MS&amp;D's Disbursement By</b>
1 October 2025 to 31 March 2026	15 June 2026
1 Apr 2026 to 30 June 2026	15 September 2026
1 July 2026 to 30 September 2026	15 June 2027

- 14.2. MOH-MS&D shall only disburse the approved budget to the Main Hosting Institution after MOH-MS&D has received the following supporting documents:

- 14.2.1. **Form 3** – Budget and Entitlement Calculator

14.2.2. **Form 2A, Form 2B** – Post-visit reports by the Expert and the LC; and

14.2.3. The official receipts or proof of payments for the following items:

14.2.3.1. Air Ticket

14.2.3.2. Temporary Registration Certificate (where applicable)

14.2.3.3. Practising Certificate (where applicable)

14.2.3.4. Professional Indemnity Insurance (where applicable)

14.3. MOH-MS&D shall not make any further adjustment to the approved or disbursed amount, unless there are any discrepancies raised for the actual HMDP programme conducted and/or the visiting arrangement for the Expert which affects the computed norm rates.

14.4. The HR/Finance Coordinator shall liaise with Local Coordinators to submit all of the supporting documents to MOH-MS&D **within 6 weeks** from the end date of the HMDP programme. Otherwise, MOH-MS&D's funding will be withheld or fully withdrawn. However, if there are proper justifications for the delay in submission, the LC or HRC/FC shall write in formally to seek for MOH's review and approval before the 6-week deadline.

## **15. CHANGES OR CANCELLATIONS OR APPROVED VISITS**

15.1. The Main Hosting Institution shall inform MOH-MS&D immediately if the Expert's visit is rescheduled. The Main Hosting Institution and/or the Expert shall bear any additional administrative costs incurred as a result of the rescheduling, even if the cancellation is due to for example, newly imposed travel restrictions due to infectious diseases. The rescheduled visit shall be completed within the stipulated period of 1 Oct 2025 to 30 September 2026.

15.2. MOH-MS&D shall not cover any costs incurred due to the cancellation of visits. The Main Hosting Institution shall seek a full refund from the Expert on the actual expenses incurred should the visit or the programme be cancelled (for whatever reasons) after the Main Hosting Institution has reimbursed/paid for the Expert's airfare, temporary registration, professional indemnity insurance or allowance (stipend & honorarium). There will not be any penalty imposed by MOH-MS&D for any cancelled visit.

- 15.3. If the visit or the programme is shortened or extended, the Expert's allowance (stipend & honorarium), hotel accommodation and miscellaneous budget will be re-calculated for reimbursement by MOH-MS&D to the Main Hosting Institution according to HMDP VE policy and guidelines.

## **16. HMDP VE VIDEOCONFERENCING**

- 16.1. Programmes could be conducted in videoconferencing. The forms to be submitted and timelines remain unchanged. However, the following will apply:
- 16.1.1. The total programme duration should be at least 24 hours (can be conducted over several sessions).
  - 16.1.2. Closed-door sessions (i.e. not opened to other clusters) should be kept to a minimum.
  - 16.1.3. The programme should be completed within a 4 month period.
  - 16.1.4. "Virtual" site visits and meetings with the departments to be conducted as far as possible, for example through live streaming and this should be incorporated in the proposed e-programme.
  - 16.1.5. Honorarium will be paid via an hourly rate of \$80 per hour since the programme could be conducted in parts. Other costs (i.e. airfare, hotel room, entertainment, etc) associated with the visits will not be provided.
  - 16.1.6. Objectives of the videoconferencing programme should not deviate from the original proposal submitted during the application stage.

## **17. AUDIT**

- 17.1. MOH-MS&D reserves the right to appoint external auditors to conduct audit(s) when necessary. Hence, all supporting documents must be retained for a period of at least 5 years from the date of last action for future audit checks.

## **18. SUBMISSION TIMELINES**

- 18.1. **Table 9** summarizes the submission timelines mentioned in the previous sections.

**Table 9:** Timelines of Submissions of Forms and Reports to MOH Sponsor and MOH-MS&D

Timeline	Document to Submit	To Submit to:
At least 12 weeks before programme starts	Draft programme (Form 1) for MOH sponsor's endorsement (4 weeks required)	MOH Sponsor
	Draft programme for MOH-MS&D approval if programme is to be less than 5 days and more than 10 days	MOH-MS&D
At least 8 weeks before programme starts	Endorsed programme (Form 1) by MOH sponsor and Expert	MOH-MS&D
	Form 3 – Budget and Entitlement Calculator	
	Flight Itinerary and Official Receipt	
	Hotel Booking/Reservation Slip	
	Short biography of the Visiting Expert for publicity purpose (Samples can be found on MOH's website)	
	Contact person for registration and queries	
	Professional Registration and Practicing cert from Professional Regulatory Authority. (Applies to visits with patient contact only)	
	Quotation for professional indemnity insurance	
Latest 2 weeks after programme ends	Endorsed Form 2A (by Expert)	MOH Sponsor
	Form 2B (to seek endorsement from MOH sponsor).	
Latest 6 weeks after programme ends	Form 2A (endorsed by Expert)	MOH-M&D
	Form 2B (endorsed by MOH sponsor) A word document of Form 2B has to be provided as well.	
	Cover page in "Form 3 – Budget and Entitlement Calculator"	
	The <u>official receipts</u> or <u>proof of payments</u> for the air ticket, temporary registration Certificate (where applicable), Practising Certificate (where applicable), Professional Indemnity Insurance (where applicable)	