

# Frequently Asked Questions

## 1. Nomination Process

### **1. Is it possible to nominate two people for each jurisdiction?**

Unfortunately, we regret to say that we are now in a difficult situation to accommodate further participants. As you might know, we sent ADB members a guideline to limit the number of nominations to one participant per country due to the provider for far better learning outcomes. We hope you will understand our situation. That said, we will be discussing alternative or second best option (s) to meet tax authorities' expectations as much as possible who are interested in this program in a certain way, including the future program.

### **2. Is it possible to nominate a mid-level manager (possible senior manager)?**

Yes. Those who are possible senior managers are eligible to participate in the program.

### **3. Does the nominee need to have an English proficiency certificate?**

No certificate is required. However, all lectures and course work will be in English, so English proficiency will be required.

## 2. Course Schedule and Time Requirement

### **4. How many hours per week will our employee need to attend the sessions? What is the duration of a session?**

We expect there to be one module per week lasting 2-3 hours plus preparation time. Tentatively we plan the starting time of the program at around 7:00 pm in Manila time.

### **5. Is the Program delivered on-demand and participants can tune in and complete the Program at their own time?**

Basically, participants are expected to attend virtual live lectures. However, if they missed lectures, we are planning to provide the recorded lectures to enable the participant to catch up.

### **6. How many hours per week will participants need to conduct individual research or prepare presentations (or any other activity needed to be executed in spare time)?**

It might depend on the lecturers and participants' background, but the program is designed such that participants can maintain regular work duties, so it would not take much time to prepare. Work efforts outside the lecture will be centered around the small presentations each participant will be expected to complete at the end of the five streams, i.e., every two to three months.

**7. What is the total number of lessons/sessions, and the total number of hours involved in terms of “classroom” and “beyond classroom activities” such as group work? It would be great if there are more details in terms of time requirement by topics and/or by months.**

We have tentatively around thirty lessons spread out across a year. We don't expect participants to prepare in advance of the individual modules. However, as noted above, we expect participants to prepare a small essay or similar towards the end of each stream, reflecting course contents in terms of their own administration. The program has been designed for senior managers to be taken alongside their existing work.

### 3. Evaluation

**8. How will the assessment be performed?**

Each participant that has successfully completed the program with some course work will receive a certificate.

### 4. Training Focus

**9. Is the program aimed at tax administrators or IT experts?**

This is a leadership course that focuses on how digital technologies and solutions can be applied in a tax administration. It is not an IT course.

### 5. The type of lecture and platform

**10. Is the program online or in person?**

This is a regional, online program conducted via Zoom. Nominees can get detailed information about program below website and are expected to start the program's registration process via a dedicated platform from 1st September 2021.

\* Website address: <https://en.via.dk/programmes/tax-digital-transformation/>

### 6. Cost

**11. What expenses are covered by the organizer and what would be the liability of Government.**

This is an online program and is offered governments free of charge. There is no special liability of the Government except to cover the time of the participant.