

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION



## SABIT

Special American Business Internship Training Program  
A Program of the U.S. Department of Commerce



## PORT MANAGEMENT AND DEVELOPMENT FOR BANGLADESH, INDIA AND SRI LANKA

October 10 – 24, 2015

The U.S. Department of Commerce's Special American Business Internship Training Program (SABIT) has established a program to train up to 20 port management specialists from Bangladesh, India and Sri Lanka. SABIT has successfully trained over 5,600 executives and scientists from Eurasia, Pakistan, Northern Ireland, Latin America, Africa and the Middle East. SABIT provides participants the opportunity to become familiar with a U.S. industry sector and its regulations, establish valuable business relationships, learn about innovative technologies, equipment, and services, and come to understand market-based business concepts.

The program will take place in the United States and will be two weeks in length. The program will focus on the modernization and expansion of ports in order to improve efficiency and reliability and promote trade facilitation in the region. The program will provide training on regulatory issues, operations, construction, expansion, maintenance and intermodal transport efficiency. Delegates will gain a comprehensive understanding of the U.S. port system and will become familiar with the latest U.S. industry trends and operation concepts through meetings with ports, industry associations, government agencies, and other organizations.

This program is designed for professionals in the port industry from entities including, but not limited to, port authorities, terminal operators, E&C (engineering and construction), government and regulatory bodies. Applicants for the SABIT program may be from the public or private sector, but must be in positions of significant responsibility in their employing organizations and have several years of industry experience to be considered for participation. **The program will be conducted in English. Fluency in English is required.**

Applications must be accompanied by a letter from the candidate's supervisor in his or her employing organization which contains the following: A description of the Applicant's present duties and permission for the Applicant to participate in the program. Applicants should also enclose a recent photograph, passport-size if possible. **There are no fees of any kind associated with this application. There is no cost for applying, processing the application, or being selected to participate in the program.**

Applicants are screened and selected by the U.S. Department of Commerce based on their professional and educational achievements and experience in specific industrial sectors. SABIT's Washington office will make final determinations regarding which applicants are selected for training.

For those selected to participate in this program, the U.S. Government will pay for round-trip airfare from a designated site in the participant's home country or neighboring country to the United States, lodging, a comprehensive training program, emergency medical insurance, and a stipend to defray the costs for meals and

---

Public reporting for this collection of information is estimated to be 3 hours per response, including the time for reviewing instructions, and completing and reviewing the collection of information. Notwithstanding any other provision of law, no person is required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information to the requirements of the Paperwork Reduction Act unless that collection of information displays a current, valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14<sup>th</sup> and Constitution Avenue, NW, Washington, DC 20230.

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

incidental expenses. Each participant must provide his or her own transportation to the designated departure site and possess a valid international passport on which to travel.

Each participant will travel on a U.S. visa, which prohibits the receipt of a salary or honorarium. Participants are responsible for the cost of the U.S. visa. SABIT participants may not seek permanent employment in the United States. Participants may not be accompanied by their families. **Upon completion of their training program, participants must immediately return to their home countries with the delegation. Participants may not extend their stay in the United States after the training.**

Any misrepresentation on the part of the Applicant either orally or in writing will automatically be grounds for disqualification or expulsion from the program whether the participant is already selected or in the United States.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN AUGUST 7, 2015**

Completed applications should be scanned and emailed to [sabit@trade.gov](mailto:sabit@trade.gov) in one .pdf file.

For questions, please contact Tracy Rollins or Liza Sobol at the above email address or at 202.482.0073 during the hours of 09:00 to 16:30 Eastern Standard Time (UTC-5).

**PLEASE READ ALL INSTRUCTIONS BEFORE STARTING THE APPLICATION:**

- The **Application** should be completed electronically. Answer all of the questions. The answers to the questions beginning on page 8 should be completed fully. If you need extra room, please attach another page to the application. If you don't have an answer to a question, please write N/A (Not Applicable). *Phone numbers should include the country code, city code and the telephone number.*
- Please provide a **recommendation letter**. The letter should be on company letterhead from your supervisor. It should include permission to participate on the program and should list the dates: October 10 – 24, 2015. It must be signed.
- Please provide a copy of your passport. If you already have a U.S. visa, please provide a copy of that as well.
- **There are no fees of any kind associated with this application. There is no cost for applying, processing the application, or being selected to participate in the program.**

*The SABIT program does not discriminate in training on the basis of sex, race, color, age, religion, national origin, or handicap. This policy is consistent with relevant U. S. governmental statutes and regulations*

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

**SABIT**  
**SPECIAL AMERICAN BUSINESS INTERNSHIP TRAINING PROGRAM**  
***PORT MANAGEMENT AND DEVELOPMENT***  
***FOR BANGLADESH, INDIA AND SRI LANKA***

October 10 – 24, 2015

*Please place photo above*

**I. GENERAL INFORMATION**

Name\* \_\_\_\_\_  
(Surname) (Given Name) (Middle Name)

*\*Use the format and spelling as found in your passport.*

Place of Employment \_\_\_\_\_  
(Complete Company Name)

Position/Title: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Work Address: \_\_\_\_\_  
(Street, Building, City, Mail Code)

E-mail\*: \_\_\_\_\_ Website: \_\_\_\_\_

*\*Please use an email address that you check regularly.*

Home Address: \_\_\_\_\_  
(Street Name and Number) (Apartment Number) (City, Mail Code)

Home Telephone: \_\_\_\_\_

Preferred Mailing Address:  Home  Work

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

*Date of Birth:* \_\_\_\_\_  
(Month/Day/Year) (Birthday written out with month)

*Sex:*  Female  Male *Marital Status*  Single  Married

*Place of Birth:* \_\_\_\_\_  
(City) (Country)

*Citizenship:* \_\_\_\_\_

*Full Name of Spouse:* \_\_\_\_\_

*Spouse's place of work, position, and telephone number:*

*Other contact numbers where you can be reached (please list alternative telephones and fax numbers including city codes):*

*Tel.:* \_\_\_\_\_ *Fax:* \_\_\_\_\_ *Name:* \_\_\_\_\_

*Relationship:*  Friend  Co-worker  Spouse  Relative  Other

*In case of emergency, whom should we contact? (Include name, address and telephone number):*

*How did you learn about this program?*

**THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION**

**II. EDUCATION**

*A. List all post-secondary education including professional education, beginning with most recent (attach additional pages as needed):*

<u>Dates</u>	<u>Institute/University</u>	<u>Major Subject</u>	<u>Degree/Date Received</u>

*B. List all U.S. Government-funded programs in which you have participated (attach additional pages as needed):*

<u>Dates</u>	<u>Name of U.S. Government Sponsoring Agency</u>	<u>Topic of Program</u>

*The SABIT Program does not discriminate in training on the basis of sex, race, color, age, religion, national origin, or handicap. This policy is consistent with relevant U.S. governmental statutes and regulations.*

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

*C. List the languages you know, in addition to English:*


**III. BUSINESS AND EMPLOYMENT EXPERIENCE**

*A. List your business and employment history for the past ten years, beginning with most recent:*

<u>Dates</u>	<u>Name of Organization</u>	<u>City</u>	<u>Position/Title</u>	<u>Responsibilities and Duties</u>

**THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION**

**B. Please list three professional references (names, addresses and phone numbers):**

NAME	COMPANY NAME, ADDRESS AND TELEPHONE	PROFESSIONAL RELATIONSHIP
1.		
2.		
3.		

**IV. ADDITIONAL INFORMATION**

**A. Passport and Travel Information:**

*You must have a valid international passport to participate in this program.*

Passport Series/Number:

Passport Expiration Date:

Have you ever applied for a U.S. visa?     Yes     No

When/Where:

Were you granted a U.S. visa?     Yes     No    What type?

Have you ever applied for immigration to the United States?     Yes     No

When/Where:

**B. List previous travel abroad (attach additional pages as needed):**

<u>Country</u>	<u>Dates</u>	<u>Sponsor</u>	<u>Purpose</u>

*The SABIT Program does not discriminate in training on the basis of sex, race, color, age, religion, national origin, or handicap. This policy is consistent with relevant U.S. governmental statutes and regulations.*

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

*This information is not intended to disqualify you for participation, but to allow us to accommodate your needs if you are selected.*

- Do you have any allergies?  Yes  No

If yes, please explain:

- Do you have any medical conditions or limitations?  Yes  No

If yes, please explain:

- Do you take any medication?  Yes  No

If yes, please explain:

- Do you have any special dietary needs?  Yes  No

If yes, please explain:

- Please list any contacts you have in the United States (including family, friends, business associates, and acquaintances):



THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

**V. STATEMENTS OF PURPOSE**

*The following information is important to create a comprehensive program. Please provide as much information as possible.*

**A. Current enterprise description:**

Name of enterprise:

Type of enterprise (i.e. industry sector: types of goods or services provided):

The market for your product or service is:

local

national

regional

international (please list countries) \_\_\_\_\_

Who are your customers?

state enterprises

individuals

private enterprises

other

How many people work at the firm?

Annual gross revenue (in US\$):

Ownership of your company:

If it is owned by more than one entity or individual, please provide the ownership breakdown by percentage:

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

**B. Please answer the following questions.**

**1. Describe your present employing organization (please be specific in terms of private or public sector, the date it was formed, what the mission and goals are, what areas of work it is involved in, how it is structured and /or types of goods and services it provides).**

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

2. Please give a description of your specific responsibilities in the organization. This must include: your title; the name and title of the person whom you work; the name of the division or department for which you work; and its major function within the enterprise; how many employees report to you directly; some of the major problems you have encountered in your work and how you think this program might assist you with those problems; and, any other information you think would be of interest.

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

3. Describe your short- and long-term career goals.

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

4. Describe your goals in coming to the United States for a training program.

5. Please provide information about specific projects, joint ventures, or business relationships you would like to develop with U.S. companies (list particular companies you have in mind).

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

6. How do you plan to apply the knowledge you will gain on the SABIT training program to your work back home -- both in your company and the country as a whole? *In other words, what makes you a good candidate for this program?*

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

*C. Using the drop-down menu, rank each topic from 1 – 3 according to your professional needs and requirements. Please rank each topic carefully as this will determine program content and structure.*

**Ranking:**

1 – most important

2 – important

3 – not important or not applicable

**Program Topics:**

**Maritime Port Management**

Operations

Finance

Commercial

Administration

Port Security

Port Efficiency

Environmental

HR and Employee Relations

**Port Users and Operators**

Marine Terminal Operators

Stevedores

Vessel Operating Common Carriers

Non-Vessel Operating Common Carriers

Freight Forwarders, Brokers

Engineering Companies

Passenger Vessel Operators

**Port Infrastructure**

Deep draft ports

Inland Ports

Container Terminals

Specialized Terminals

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

Storage Facilities and Warehouses

Cranes and Lifting Equipment

Moorings and Ramps

Commercial and Administrative Facilities

Ship Service and Maintenance Facilities

**Intermodal Facilities**

Roadway Systems/Connections

Rail Systems/Connections

Inland Waterway Connections

Cargo Services

Stevedoring

Towage Services

Intermodal System Facilities

Port Access Improvement Projects

Transshipment facilities

**Cargo**

Container

Roll-on/Roll off

General

Crude Tankers

Tankers (general)

**Engineering and Construction**

Feasibility Studies

Geophysical Studies

Design

Computer Modeling and Technical Software Programs

Construction Services and Materials



THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

Underwater Construction

Deep Depth Foundations

Terminal and Birth Construction

Infrastructure Construction

#### **Governmental Maritime Organizations and Regulatory Issues**

Port Ownership and Privatization

U.S. Maritime Administration

Federal Maritime Commission

Army Corps of Engineers

U.S. Coast Guard

U.S. Customs and Border Security

Free Trade Zones

Mutual Recognition Agreements (MRA)

Preshipment Inspection Agreements (PSI)

Sanitary and phytosanitary standards (SPS)

#### **Current Issues and Innovations in the Port and Shipping Industry**

Coastal Shipping Initiative (Short Sea Shipping)

Inland Container Barge Shipping

Agile Port Systems (APS)

Container Inspection Technologies (X-Ray, Gamma)

Off-Peak and Weekend Operations

Harbor Maintenance Tax

#### **Information Technologies and Automation in the Maritime Industry**

Electronic Data Interchange (EDI)

Automated Manifest Systems (AMS)

Automated Broker Interface (ABI)

**THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION**

Automated Commercial Environment (ACE, for imported cargo)

Vessel Traffic Management Services

IT System Applications for Port Management

**Environmental and Safety Issues**

Air and Water Emissions, Ballast

Dredging Contaminated Sediments

Environmental Management Systems for Ports

Worker Safety

Port Safety Regulations

**What specific types of technologies and equipment are you interested in seeing during your proposed training in the United States?**

**List American organizations you would like to visit:**

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION

**LETTER OF AGREEMENT (Please check each paragraph once you have read and agreed to the terms):**

I testify that the information submitted in this application is complete and accurate. I understand that providing false information on this application or during the interview will automatically disqualify me from participation in the SABIT Program. Any misrepresentation on my part will automatically be grounds for disqualification or expulsion from the program whether I am already selected or in the United States.

If selected, I agree to comply with all regulations of the program and all local and national laws of the United States.

I understand that the U.S. visa obtained in connection with my SABIT program training is valid only for temporary training and is not valid for employment in the United States or for travel not related to the SABIT training both during and after the program. I understand that this program prohibits spouse and/or children to accompany SABIT participants to the United States.

I understand that the program will be conducted in English.

I understand that I will be provided with medical insurance to be used only for emergency situations and not for routine medical care or treatment for any pre-existing medical or dental condition. I further understand that I will be required to pay all deductibles and other miscellaneous expenses not covered by the insurance. I understand that I may purchase my own travel and/or health insurance before departing for the United States. If I choose to do so, this will act as additional coverage for me while I am on the SABIT Program.

The program will make every attempt to provide me with a single hotel room, but there may be circumstances when single rooms are not available. Therefore, based on availability, I may be required to share my hotel room with one other individual from the training group (of the same gender). In such a case, I understand that separate beds will be provided. I declare that this type of housing arrangement is satisfactory to me and presents no difficulties.

I declare my intent to return to my home country with the SABIT delegation at the end of my training as a SABIT Program participant. I understand that returning to my country at the end of my internship is a condition of my participation in the SABIT Program. I further understand that traveling outside of the United States (for example, Canada or Mexico) is strictly prohibited and would be in violation of my U.S. visa and would mean immediate dismissal from the program. Travel to cities in the United States that are not part of the specific SABIT training program is strictly prohibited.

If for any reason I must return home early, I understand that I must return the remainder of the stipend to the SABIT Program.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)