



**Form No. (D)**

**Ministry/ authority .....**

**Report Form on Seconded Personnel Number**

<b>Employee Name</b>	<b>Entity to which Employee is Seconded, Inside/ or Outside the Country</b>	<b>Terms of Secondment</b>	<b>Cost</b>	<b>Compatibility with Individual Development Plan IDP</b>
<b><u>Total</u></b>				

\* This report shall be submitted semi-annually to the Federal Authority for Government Human Resources.

*Name and signature of:*

*Director of the Concerned Training Department*



**Form No. (E)**

**Ministry/ authority .....**

**Report Form on Participants Number in Conferences and Seminars**

<b>Employee Numbers</b>	<b>Type or Name of Conference / Seminar</b>	<b>Inside/ or Outside the Country</b>	<b>Duration</b>	<b>Cost</b>	<b>Compatibility with Individual Development Plan IDP</b>
<b><u>Total</u></b>					

\* This report shall be submitted semi-annually to the Federal Authority for Government Human Resources.

*Name and signature of:*

*Director of the Concerned Training Department*