



**REPUBLIC OF TURKEY
MINISTRY OF FOREIGN AFFAIRS
FOREIGN SERVICE TRAINING CENTER
(FSTC)**

INFORMATION ON THE ACTIVITIES OF FSTC

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Ministry of Foreign Affairs
Foreign Service Training Center***

Foreign Service Training Center

The necessity to have an institution for pre-service and in-service training for candidate foreign service career officers led to the establishment of a Foreign Service Academy in 1967. The Academy was formally inaugurated on 20th January 1968.

In 1994, following Article 14 paragraph (a) of the Government Decree No: 4007 ‘ On the Organization and Functions of the Ministry of Foreign Affairs’, the name of the Foreign Service Academy was changed to the ‘Foreign Service Training Center’.

The responsibilities, structure and the functions of the Foreign Service Training Center (FSTC) are defined in Article 15 of the said Decree:

‘Article 15. The Foreign Service Training Center is responsible for the in-service training of the candidate civil servants of the Ministry of Foreign Affairs as well as the in-service training of the civil servants of the other government institutions who are assigned to work at the Ministry’s various Missions abroad. The Foreign Service Training Center is also responsible for doing research in the fields of diplomacy and consular services.’

The Foreign Service Training Center is headed by a Director who has Ambassadorial rank. The Director is responsible directly to the Deputy Undersecretary of the Ministry for Administration. He/She is assisted by a senior career officer, who serves as the Deputy Director of the Training Center along with the required number of administrative and secretarial staff.

The functions of the FSTC are determined in the relevant regulations.

Functions of the Foreign Service Training Center

1. Functions Concerning Foreign Ministry Personnel

Training of the Candidate Officers

Newly recruited candidate officers in all groups undergo training before being assigned to their departments. This two stage training is constituted of a Basic Training Program and a Preparatory Training Program.

The Basic Training Program is the same for all civil servants and according to article 55 of the Decree number 657 of the ‘Law on Civil Servants’ it is based on the ‘Regulation on the Formation of Candidate Civil Servants’ dated 21 February 1983. The duration of the Basic Training Program is two weeks. The Preparatory Training Program is prepared according to

the 'In-Service Training Regulation of the Ministry of Foreign Affairs' dated 10 April 1984 and 'Regulation on the Training of Candidate Civil Servants of the Ministry of Foreign Affairs' dated 27 February 1985.

The same Preparatory Training Program is applied to candidate officers, candidate legal advisers and to the various experts and advisers employed by the Ministry of Foreign Affairs. There is a separate Preparatory Training Program for the candidate administrative officers.

Training of the Candidate Diplomatic Officers

The duration of Basic Training Program is two weeks for the candidate foreign service officers.

During the Basic and Preparatory Training Programs conferences on the various topics included in the curriculum are given by the senior members of the Ministry of Foreign Affairs, senior officials from other ministries and organizations, faculty members of various universities, resident Ambassadors in Ankara and prominent personalities, journalists, think tank representatives and experts etc. Visits to various government institutions and study tours are also organized within the framework of the training program. To prepare the candidate officers for their future assignments they also undergo an apprenticeship in a department of the Ministry and at one of the Missions abroad. The duration of each apprenticeship is two weeks.

Basic and a Preparatory Training Programs is aimed at teaching the new recruits the policies and scope of the activities of the Ministry, informing them about their duties, responsibilities and rights. One of main objectives of this training process is also to instill a sense of unity and a team spirit among the personnel who will be working together for the many years to come.

Training of the Candidate Administrative Officers and Communication Technicians

The duration of the Basic and Preparatory Training Programs for the candidate Administrative Officers and Communication Technicians is two and a half months. During the program the candidates are given lectures about their duties and responsibilities. The candidates follow some of the lectures that are given to the diplomatic officers. To prepare the candidates for their future assignments they undergo an apprenticeship in a department of the Ministry and at one of the Missions abroad. The duration of each apprenticeship is two weeks.

Training of Staff Members

There is a two week course for new staff members, such as interpreters or secretaries that are recruited to work at the Ministry. During this program the recruits are given basic courses on some practical subjects such as their duties and responsibilities, the use of the Ministry's intranet system, etc.

2. Training Programs for Other Ministries and State Institutions

Foreign Service Orientation Courses

Foreign Service Orientation Courses are organized four times a year (spring, summer, autumn and winter) for the staff of other Ministries and State Institutions who are assigned to the various Turkish missions abroad. The lectures of this one week course are given by the members of the Ministry.

Requests for Lecturers from other Ministries and State Institutions

Upon the request of other Ministries and State Institutions lecturers are sent to give conferences on topics concerning foreign affairs within the framework of their training programs.

3. Activities for Foreign Diplomats

Program for International Junior Diplomats

The Program for International Junior Diplomats was introduced in 1992. At the beginning the scope of the program which was focused on the training of the personnel of the Ministries of Foreign Affairs of the newly independent Central Asian Republics has been extended in time and junior diplomats from Latin America, Far East, Middle East, Africa and the Balkans are invited to the program.

Between the years 1992 and 2010, 857 junior diplomats from 72 countries have attended the programs for International Junior Diplomats and exchange of visits of Junior Diplomats. The most recent Training Program for International Junior Diplomats was organized, between 18 April-22 May 2010 with the participation of 53 junior diplomats from 53 countries.

The training language is English. Within the framework of the program, lectures are given by academics from various universities, by senior members of the Ministry of Foreign Affairs and eminent personalities. Besides the topics of the lectures which cover Turkish foreign policy and economy, international political and economic relations, practical and professional diplomatic skills, the participants are initiated to Turkey's culture, history and national heritage.

These activities are intended to provide interaction, dialogue and better understanding among participants and their Turkish counterparts. The participants' travel expenses are covered by the Turkish Government.

Program for Junior Diplomats from the Member States of the Organization of the Black Sea Economic Cooperation (BSEC)

The Foreign Service Training Center (FSTC), within the framework of the Memorandum of Understanding signed in 2007, organized the First Training Programme for junior diplomats from the Member States of the Organization of the Black Sea Economic Cooperation (BSEC) between 6-16 June 2010 in Ankara. The trainees attended lectures given by the members of the Foreign Ministry and academia. Excursions to Cappadocia and Istanbul have also been organized for the participants.

Exchange of Visits of Junior Diplomats

In the framework of bilateral relations there are reciprocal visits by junior diplomats to each others countries. In these one week visits the group is lead by the head of the visiting academy and is composed of junior diplomats on the rank of first and second secretary.

Requests for Diplomatic Training from Foreign Countries

The Ministries of Foreign Affairs of foreign countries request lecturers from the Ministry for the training of their diplomats. These requests are evaluated and lecturers are provided according to availability of the members of the Ministry.

Memorandums of Understanding

Memorandums of Understanding and protocols regulating diplomatic training have been signed with 22 countries. These countries are:

Country	Date
France	13 April 1992
Germany	22 December 1993
Croatia	13 March 1998
Peru	01 July 1998
Venezuela	27 July 1998
Greece	08 November 2001
Palestine	09 January 2002
Mongolia	24 July 2003
Bulgaria	01 November 2004
Chili	03 October 2005
Brazil	19 January 2006
Ethiopia	10 July 2006
Macedonia	21 March 2007
Egypt	17 July 2007
Kenya	24 September 2007
Montenegro	18 January 2008
Mexico	27 March 2008

Israel	03 April 2008
Tunisia	26 May 2008
Pakistan	26 October 2009
Syria	23 December 2009
Serbia	08 April 2010

4. Yearbook of the Ministry of Foreign Affairs

The Foreign Service Training Center has the responsibility of preparing and publishing the Ministry's yearbook.