KEMENTERIAN PEKERJAAN UMUM DAN PERUMAHAN RAKYAT
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA
Jl. Pattimura No. 20, Kebayoran Baru - Jakarta Selatan, Telepon (021) 275 15703, Facsimile (021) 275 15703

Nomor : KIP-01/04-L/1023
Lampiran : 1 (satu) berkas
Sifat : Segera
Perihal : Penawaran Program JICA Scholarship Water Engineering and Utility Management Future Leaders Training Program (Master Degree Program)

Jakarta, 26 September 2019

Kepada Yth,
1. Sekretaris Direktorat Jenderal Sumber Daya Air
2. Sekretaris Direktorat Jenderal Cipta Karya

Sehubungan dengan Surat Senior Representative JICA Nomor 467/PRJ/09/2019 tanggal 13 September 2019, dengan hormat kami sampaikan penawaran program sebagai berikut:

1. Pendidikan Master Degree akan diselenggarakan pada September 2020 – September 2022 (dua tahun) di University of Tokyo.
2. Biaya pelatihan seluruhnya ditanggung oleh JICA
3. Persyaratan Peserta yaitu:
   a. Berpengalaman di bidang Pengairan selama 5 tahun
   b. Memiliki keterampilan Bahasa inggris dengan baik baik lisan maupun tulisan memiliki TOEFL Ibt 80/ 550/ IELTS 6.0
   c. Memiliki kesehatan baik fisik maupun mental
   d. Usia dibawah 40 tahun
4. Kualifikasi yang direkomendasi
   a. Penerima beasiswa merupakan pelaksana yang bekerja dibidang Pengairan
   b. Penerima beasiswa mampu beradaptasi dan melakukan penelitian di luar negeri
5. Informasi, application form dan keterangan lebih lanjut terkait program Master Degree Graduate School of Engineering at The University of Tokyo terlampir dalam leaflet.
6. diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Perencanaan dan Evaluasi paling lambat tanggal 29 September 2019

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

Sekretaris Badan Pengembangan
Sumber Daya Manusia

Ir. K.M. Arsyad, M.Sc
NIP. 196709081991031006

Tembusan Kepada Yth. :
1. Kepala BPSDM (sebagai Laporan);
Attention to:
Ms. Lolly Martina Martief
Head of Human Resources Development Agency
Ministry of Public Works and Housing

Java, September 13, 2019

Prior Information for Long Term Participants on “Water Engineering and Utility Management Future Leaders Training Program” (Master Degree Program)

Dear Madam,

We have the pleasure to inform you that the Japan International Cooperation Agency (JICA) is planning to offer the following master degree scholarship program for water engineers with details as follow:

<table>
<thead>
<tr>
<th>1. Name of the Course</th>
<th>Water Engineering and Utility Management Future Leaders Training Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Period of Program in Japan</td>
<td>September 2020 – September 2022</td>
</tr>
<tr>
<td>3. Number of Candidate</td>
<td>One (1) person</td>
</tr>
<tr>
<td>4. University/Department</td>
<td>Department of Urban Engineering, Graduate School of Engineering, University of Tokyo</td>
</tr>
</tbody>
</table>
| 6. Essential Requirements | 1) Current Duties: waterworks engineers  
2) Experience: have at least five (5) years of practical experience in waterworks or governing agencies  
3) Age: less than forty (40) years old  
4) Education Background: have a Bachelor Degree  
5) Language: with the linguistic skills required to take courses and receive research guidance in English (Equivalent to TOEFL iBT 80/TOEFL 550/IELTS 6.0)  
6) Health: in good health, both physically and mentally |
| 7. Recommendable Qualifications | 1) Those who are expected to play a leading role in waterworks in the future  
2) Those who have flexible adaptability and receptivity for study and research in foreign country |

More details of the course are described in the General Information/Overview Information attached hereto (Attachment 1).
Considering necessary procedure in your ministry and the admission process including academic examination by the University of Tokyo, it would be grateful if you would provide us this following documents to JICA Indonesia Office by Monday, September 30, 2019:

- Candidates List for the program using the attached form (Attachment 2)
- Academic Transcript of listed candidates
- Certificate/document of English Language Proficiency of listed candidates

Please be informed that the official announcement of need survey for this program has not been notified yet to the Government of Indonesia, therefore, this letter does not guarantee the adoption of the program.

Thank you for your understanding and cooperation.

Attachment 1: Overview Information on "Water Engineering and Utility Management Future Leaders Training Program"
Attachment 2: Candidate List for "Water Engineering and Utility Management Future Leaders Training Program"

Sincerely yours,

OGAWA Ryo
Senior Representative
Japan International Cooperation Agency

CC.
- Head of Planning, Budgeting and International Cooperation
- Director General of Human Settlements
- Director of Water Supply Development System, DGHS
- Director of Integration on Settlements Infrastructure, DGHS

www.jica.go.jp/indonesia/english/
JICA Knowledge Co-Creation Program
for Long Term Participants

Overview Information
on
"Water Engineering and Utility Management
Future Leaders Training Program"

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This handout gives information on the overview of the program. This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.
1. Overview

The JICA Knowledge Co-Creation Programme for Long Term Participants on "Water Engineering and Utility Management Future Leaders Training Program" is a new Master Degree Scholarship Program specially provided by the Japan International Cooperation Agency (JICA) in collaboration with Department of Urban Engineering, Graduate School of Engineering, the University of Tokyo, which shall be implemented as part of the Official Development Assistance of the Government of Japan.

This Program provides excellent study and research opportunity for to-be leaders of waterworks to acquire high-level competence comprehensively covering both academic studies and practical knowledge.

The Program consists of a regular graduate program for study and research in the field of engineering at a Japanese university and additional custom-made programs including followings:

- Study and research at the Department of Urban Engineering, Graduate School of Engineering, the University of Tokyo,
- Internship at Japanese water supply utilities,
- Field trips to waterworks and industries with cutting-edge technologies,
- Special lectures on practical topics such as waterworks management, administration, finance, and human resource development,
- Special lectures on Japan's historical experience to achieve sustainable and quality water supply management, and
- Networking with participants from other Asian countries and Japanese water professionals.
2. Objectives

The objective of the Program is capacity development of leaders for the next generation in waterworks. The graduates of the program are expected to lead their waterworks and the water supply sector of their countries to achieve better water supply service and waterworks management. Therefore the Program aims for the participants to grow and nurture in the following terms:

- Logical Thinking
- Learning from experiences of others

Comprehensive Knowledge for Waterworks
- Theoretical and Systematic basis
- Capacity of both theory and Practice

Aim: For the Future Leaders to gain Core Competence

Developing Networks
- With other Asian waterworks
- Japanese professionals and students

- Problem-Solving Capacity
  - Identify, analyze, and solve the issues logically
  - Write and present thesis
  - Understand, interpret, and apply from experiences of other waterworks

- Comprehensive Knowledge in the field of waterworks
  - Acquire the theoretical and systematic basis of water engineering
  - Deepen understanding about the utility management
  - Enhance comprehensive capacity of both theory and practice

- Developing long-term ties and networks
  - Develop network with other participants from Asian waterworks
  - Develop networks with Japanese water professionals and students
  - Develop long-term partnerships with Japanese waterworks
3. Program Outlines

The program consists of three large components.

A) Education and research Program (Master's degree course)

✓ Acquire theoretical knowledge systematically
✓ Improve the ability to solve problems through research activities
✓ Acquire master's degree in Department of Urban Engineering, Graduate School of Engineering, the University of Tokyo

B) Custom made Programs

(1) Details of Custom made Programs

The custom made Program aims to improve practical abilities, construction of networks, deepen understanding of Japanese water supply field.

✓ Additional special lectures on utility management and water engineering that are not included in the curriculum of the master course. The subjects are exemplified as follows;
   ✷ Water administration
   ✷ Utility management ✷ Analytical chemistry
   ✷ Organizational management ✷ Water resources engineering
   ✷ Human resource development ✷ Water supply engineering
   ✷ Public-Private Partnership (PPP) ✷ Hydraulic engineering
   ✷ Public finance accounting ✷ Hydrology

✓ Lectures on Japan's experiences on water supply development
✓ Field survey in Japan and/or other country
✓ Internship at waterworks in Japan
✓ Field trip to facilities in Japan
✓ Participation in JICA's other training courses
✓ Participation in international conferences
✓ Participation in international symposium

C) Common Programs (Optional)

In addition to the above mentioned programs, JICA will implement the Common Programs for JICA Participants. Some programs will be conducted by JICA Domestic Offices to promote international exchanges and cultural understandings between JICA participants and regional residents.

Also JICA will conduct a program, offering participants opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work in their home countries and internationally.
4. Number of Participants

5 participants per year

5. Duration and Academic Year

Two years in principle
September 2020 --- September 2022

6. Language to be used in this Program

English

7. Eligibility

(1) Essential Requirements
Those who meet the following all requirements can apply for this JICA program.
- Current Duties: waterworks engineers
- Experience: at least five (5) years of practical experience in waterworks or governing agencies
- Age: less than forty (40) years old
- Educational Background: have a Bachelor Degree with a 3.0 or higher cumulative GPA (Grade Point Average) at University
- Language: with the linguistic skills required to take courses and receive research guidance in English (Equivalent to above TOEFL iBT 80/ TOEFL 550/ IELTS 6.0)
- Health: in good health, both physically and mentally, to participate in the Program in Japan
- Nationality: Cambodia, Indonesia, Lao, Myanmar, Nepal, Pakistan, Sri Lanka and Thai

(2) Recommendable Qualifications
- Those who are expected to play a leading role in waterworks in the future
- Those who have flexible adaptability and receptivity for study and research in a foreign country

8. Admissions

Participants must pass University’s usual admission procedures including examinations to enter the program.

9. Application Guidelines

Participants must apply through both Procedure A and B.

Procedure A is an application process necessary for selection of the candidates, the process will include academic examination by the University of Tokyo, the responsible university of the Program.
Procedure B is an application process necessary for both participant's Government and the Government of Japan for the Official Development Assistance. The details of each procedure are written as below.

**Procedure A: University Admission Application**

(1) Application Procedures:
Applications should be made through “T-cens”, the online application system of School of Engineering, the University of Tokyo, during the online application period.
URL: [https://t-cens.iapply.t.u-tokyo.ac.jp/guidance_information/](https://t-cens.iapply.t.u-tokyo.ac.jp/guidance_information/)

(2) Selection Process:
Preliminary selections is made based on academic performance, research plan, English Proficiency (TOEFL or IELTS, etc.), and letters of recommendation, etc. Applicants who pass the pre-screening will be offered an online interview with a faculty member of the university. Interviews will be arranged on an individual basis.

(3) Online Application period (tentative)
1st December, 2019 – 31st January, 2020
Note: Participants those who are pre-selected are required to submit all the “Submission documents” no later than January 31st, 2020.

(4) Submission Documents
Participants will be required to submit necessary documents to complete the application. The followings are the major documents to be submitted.
- Academic Application Form for International Graduate Program
- Certificate of Degree/Diploma (Bachelor’s degree)
- Curriculum Vitae
- Research plan
- English Proficiency
- Letters of recommendation

**English Proficiency:**
Participants are recommended to submit documents which will prove their English skills such as;
- English grades during University,
- Certificate of English as the Medium of Instruction,
- TOEFL,
- IELTS,
- TOEIC
Letters of recommendation;
Participants are recommended to submit the following Recommendation Letters from each of the followings;
- Current employer (Organization)
- University Professor (Whom supervised the participant during Bachelor's degree) (if possible)

**Procedure B: JICA Scholarship Application**

(1) Procedures and Required Documents for Application:
Each participant is required to submit the "Application documents" listed in (2) below by the end of May 2020 to JICA overseas office in your country. For a smoother application procedure, participant is recommended to submit the draft of JICA Application Form by the end of January 2020. Please refer to the Appendix 1 for the guideline and format for the Procedure B.
Note: the draft documents must be approved by your organization.

(2) Application Documents
1) JICA Application Form
2) A copy of Passport with photo (for checking nationality, name, sex, and date of birth).
   *National ID and birth certificate are acceptable as a draft documents if the participant does not have a Passport. Certified English translation must be attached if ID is not written in English
3) 2 ID photos (4cm x 3cm) pasted on application form (Original and copy) and another 6 same photos.
4) Health certificate

<CAUTION>
The documents necessary for Procedure B must be submitted to JICA NOT through T-cens.
### 10. Schedule (tentative)

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<tr>
<th>Date</th>
<th>Process</th>
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<tr>
<td>~ 30(^{th}) September, 2019</td>
<td>(Procedure A &amp; B) Nomination of candidate participants in respective organizations</td>
</tr>
<tr>
<td>~ 30(^{th}) November, 2019</td>
<td>(Procedure A) Preparation of the documents to be submitted by the candidate participants those who are pre-selected by JICA/ University</td>
</tr>
<tr>
<td>1(^{st}) December, 2019</td>
<td>(Procedure A) Online Applications starts</td>
</tr>
<tr>
<td>15:00 JST 31(^{st}) January, 2019</td>
<td>(Procedure A) Deadline for Online Application. All &quot;Submission Documents&quot; must be uploaded no later than this date to the T-cens online application system.</td>
</tr>
<tr>
<td></td>
<td>(Procedure B) Draft of &quot;Application Documents&quot; is recommended to be submitted to JICA overseas office in your country.</td>
</tr>
<tr>
<td>February to April, 2020</td>
<td>(Procedure B) Internal application process inside respective countries</td>
</tr>
<tr>
<td>February to May, 2020</td>
<td>(Procedure A) Selection by the University of Tokyo (During this period candidate participants will be offered an individual online interview.)</td>
</tr>
<tr>
<td>31(^{st}) May, 2020</td>
<td>(Procedure A) Final results will be announced. (Procedure B) &quot;Application Documents&quot; must be submitted to JICA overseas office in respective countries.</td>
</tr>
<tr>
<td>Early June, 2020 ~</td>
<td>(Procedure A &amp;B) Preparation for Admissions</td>
</tr>
<tr>
<td>Early September, 2020</td>
<td>Arrival in Japan</td>
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<tr>
<td>Middle of September, 2020</td>
<td>Beginning of Term</td>
</tr>
</tbody>
</table>
11. Expenses to be borne by JICA

The following expenses will be borne by JICA in accordance with rules prescribed by JICA:

(1) Tuition at Japanese university master’s degree programs (and research student) (actual cost)
(2) Expenses for custom-made program and support programs during the study in Japan (actual cost)
(3) A round-trip airfare (actual cost)
(4) Books / Interior research, etc. (fixed amount)
(5) Allowances for living expenses (fixed amount)
(6) Outfit allowance (general outfit and shipping) (fixed amount)
(7) Moving allowance (lump-sum payment for rental contract)

12. Expenses not be borne by JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

(1) Passport fees (for re-issuance and extensions, etc.)
(2) Visa fees of a transit country and transportation expenses to obtain Visa
(3) Transportation expenses to obtain Japanese Visa
(4) Domestic travel expenses in the home country
(5) Departure tax
(6) Airport tax / airport facility charges outside of Japan, including third countries
(7) Customs duty
(8) Excess baggage charges
(9) Compensation for lost and/or damaged baggage
(10) “no show charge” to the transit airport hotel (not re-fundable)
(11) Lost - ticket fee
(12) Accommodation fee for day-use hotel in return flight
(13) Transportation expenses other than official programs
(14) Telephone bill or mini-bar tab at accommodation

Note: If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

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1 Above amount of each item will be revised every year.
Other costs should be covered by the participants’ organizations or other individuals.

*Participants are not allowed to work while their stay in Japan.
*To invite family to Japan (spouse and children only), Participants should be responsible for all expenses, necessary procedure by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. JICA strongly recommend participants invite their family AFTER 6 MONTHS upon arrival in Japan.

2 When these taxes should be paid separately from airfare JICA does not pay it.

3 Please take care of each flight’s baggage allowance in your round route. Some participants may use plural airline companies. Each airline company sets its own baggage allowance. JICA will not bear the gap between your baggage weight and baggage allowance
13. Other Information

(1) Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.

(2) Participants are recommended to bring their own computer for your convenience. During the program, participants are required to work on the computers, including drafting action plans and others. Most of accommodations have internet access. Expenses for purchasing and fixing computers will not be borne by JICA. Participants that do not have their own computers are recommended to purchase their computers using their mobilization allowances.

(3) A participant who has successfully completed the program will be awarded a certificate by JICA.
Dear Candidates in Indonesia,

(1) For Medical History and Language Proficiency, please fill in the Application Form by:
- **carefully reading instructions** in the Application Form,
- **disclosing your true condition** of your health, particularly pre-existing illness,
- **answering all questions** of the Medical History and Language Proficiency

If you don’t write pre-existing illness in the Application Form, even if you are accepted as a participant, due to JICA rules,
- you may **not be allowed to continue** the training in Japan.
- your medical expense may **not be covered by insurance**.

For Visa to enter Japan (when you are accepted as a participant), you should obtain “Training Visa”. If your passport has an existing valid visa such as multiple entry visas for business, sightseeing and family visit, **this existing visa will not become valid, when the new Training Visa is issued on the same passport**.

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**Catatan Penting terkait Pengisian Formulir Aplikasi Program Pelatihan JICA**

Yang terhormat Para Calon Peserta Program Pelatihan dari Indonesia

(1) Dalam hal pengisian Riwayat Medis serta Kemampuan Bahasa (Inggris), mohon agar memperhatikan hal-hal penting sbb:
- **Membaca dengan seksama serta memahami instruksi-instruksi** yang tertera di formulir aplikasi.
- **Mengungkapkan dengan sejujur-jujurnya mengenai kondisi** kesehatan anda, khususnya gangguan kesehatan/penyakit yang sudah dialami sebelumnya (penyakit bawaan).
- **Menjawab dengan benar semua pertanyaan** yang tertera dalam Riwayat Medis dan Kemahiran Berbahasa.

Apabila anda tidak menulis/mencantumkan gangguan kesehatan/penyakit yang sudah dialami sebelumnya (penyakit bawaan) di formulir aplikasi ini, ketika anda diterima sebagai peserta pelatihan, maka sesuai peraturan JICA:
- Anda **tidak diizinkan untuk melanjutkan** program pelatihan,
- Biaya pengobatan anda **tidak ditanggung** oleh asuransi.

(2) **Terkait Visa untuk masuk Jepang** (apabila anda diterima sebagai peserta), anda harus memperoleh "**Visa Pelatihan**". Apabila di dalam paspor anda telah tercantum visa yang masih berlaku, seperti multiple entry visa untuk bisnis, wisata dan kunjungan keluarga, **maka visa tersebut tidak akan berlaku lagi ketika dikeluarkan Visa Pelatihan yang baru pada passport yang sama**.
Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?
It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program
Official application and Parts A and B including Medical History and Examination must be submitted.

>>>Application for Country Focused Training Program including Counterpart Training Program
*) Part A need not to be submitted.
**) Part B including Official Application, Medical History should be submitted.

2) How many parts does the Application Form consist of?
The Application Form consists of three parts as follows:

Official Application
This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization
This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination
This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form
In completing the application form, please be advised to:
(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
(b) be sure to write in the title name of the course/seminar/workshop/project accurately
according to the GI, which you intend to apply,
(c) use a typewriter/personal computer in completing the form or write in block letters,
(d) fill in the form in English,
(e) use ☐ or "x" to fill in the ( ) check boxes,
(f) attach a picture of the Nominee,
(g) attach additional page(s) if there is insufficient space on the form,
(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
(i) confirm the application procedure stipulated by your government, and
(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee’s name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use
Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision
JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:
(a) In cases of legally mandated disclosure requests;
(b) In cases in which the provider of information grants permission for its disclosure to a third party;
(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice
JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy
Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:
(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for training
(1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
(2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.
Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION
(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please type out as shown in the General Information(GI))

2. Number: (Please type out as shown in the General Information(GI))

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):
   1)  
   2)  
   3)  
   4)  

INSTITUTION
Our institution hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

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<th>Office Address and Contact Information</th>
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MINISTRY (When this application is through a ministry.)
Our ministry hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

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MINISTRY OF STATE SECRETARIAT
I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

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<thead>
<tr>
<th>Name:</th>
<th>Official Stamp</th>
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<th>Designation / Position</th>
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<tr>
<th>Department / Division</th>
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Part A: Information on the Applying Organization
(to be confirmed by the head of the department / division)

1. Profile of Organization

1.1) Name of Organization:

1.2) The mission of the Organization and the Department / Division:

2. Purpose of Application

2.1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2.2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.
2.3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.


2.4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following viewpoints:
   2.4.1) Course requirement,
   2.4.2) Capacity / Position,
   2.4.3) Plans for the candidate after the training and dialogue program,
   2.4.4) Plan of organization
   2.4.5) Others.
**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. **Title:** (Please type out as shown in the General Information) (required)

2. **Number:** (Please type out as shown in the General Information(GI)) (required)
   - J    -  

3. **Information about the Nominee (nos. 1-9 are all required)**
   3.1) **Name of Nominee** (as shown on the passport)
   - **Family Name**
   - **First Name**
   - **Middle Name**

3.2) **Nationality**
   - (as shown in the passport)

3.3) **Sex**
   - ( ) Male    ( ) Female
   - Date  Month  Year  Age

3.4) **Religion**

3.6) **Present Position and Current Duties**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Department / Division</th>
<th>Present Position</th>
<th>Date</th>
<th>Month</th>
<th>Year</th>
<th>Date</th>
<th>Month</th>
<th>Year</th>
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</table>

Date of employment by the present organization

3.7) **Type of Organization**

<table>
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<tr>
<th>( ) National Governmental</th>
<th>( ) Local Governmental</th>
<th>( ) Public Enterprise</th>
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<tbody>
<tr>
<td>( ) Privat (profit)</td>
<td>( ) NGO/Privat (Non-profit)</td>
<td>( ) University</td>
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<td>( ) Other ( )</td>
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3.8) **Outline of duties: Describe your current duties**

3.9) **Contact Information**
Office
Address:  
TEL:  
FAX:  
Mobile (Cell Phone):  
E-mail:  

Home
Address:  
TEL:  
FAX:  
Mobile (Cell Phone):  
E-mail:  

Contact person in emergency
Name:  
Relationship to you:  
Address:  
TEL:  
FAX:  
Mobile (Cell Phone):  
E-mail:  

3.10) Others (if necessary)

4. Career Record
4.1) Job Record (After graduation)

<table>
<thead>
<tr>
<th>Organization</th>
<th>City/ Country</th>
<th>Period From Month/Year</th>
<th>To Month/Year</th>
<th>Position or Title</th>
<th>Brief Job Description</th>
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4.2) Educational Record (Higher Education)(required)

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<tr>
<th>Institution</th>
<th>City/ Country</th>
<th>Period From Month/Year</th>
<th>To Month/Year</th>
<th>Degree obtained</th>
<th>Major</th>
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</table>
4.3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/Country</th>
<th>Period</th>
<th>Field of Study / Program Title</th>
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5. Language Proficiency (required)

5.1) Language to be used in the program (as in GI)

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<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Listening</td>
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<td>Speaking</td>
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<td>Reading</td>
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<td>Writing</td>
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Certificate (Examples: TOEFL, TOEIC)

5.2) Mother Tongue

5.3) Other languages

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>( ) Other</td>
<td></td>
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1 Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.


1 Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

1 Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Passport Information (Please tick)

[ ] I have Passport

<table>
<thead>
<tr>
<th>Green Passport</th>
<th>Official</th>
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</table>

Passport No:

Name on the Passport:

Expiry date:

Please attached the copy, even it was expired.

[ ] I don't have passport (Not yet)
7. Expectation on the applied training and dialogue program

7.1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

7.2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

7.3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

*8. Declaration (to be signed by the Nominee) (required)
I certify that the statements I have made in this form are true and correct to the best of my knowledge.
If accepted for the program, I agree:

(a) not to bring or invite any member of my family (except for a program whose period is one year or more),
(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
(c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
(d) to refrain from engaging in political activity or any form of employment for profit or gain,
(e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
(f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
(g) to consent to waive any copyright holder’s rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
(h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA’s Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA’s privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the Citizens’ Cooperation Activities.

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.

(j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

<table>
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<tr>
<th>Date:</th>
<th>Signature:</th>
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Type Out your Name:
### MEDICAL HISTORY/ RIWAYAT MEDIS

1. Present Medical Status/ Kondisi Medis Saat Ini:
   (1.a) Do you currently use any medicine or have regular medical checkup by a physician for your illness? / Apakah sekarang ini Anda sedang menggunakan (konsumsi) obat atau menjalankan pemeriksaan medis secara teratur oleh dokter atas penyakit Anda?

   | [ ] Yes/Ya | Name of illness/ Nama penyakit ( ) |
   | [ ] No/tidak | Name of medicine/ Nama obat ( ) |

   *If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program/ Jika ya, silahkan melampirkan surat dari dokter anda (sebaiknya, ditulis dalam bahasa Inggris) yang menjelaskan status/kondisi sekarang mengenai penyakit Anda serta persetujuan dokter yang menjelaskan bahwa anda dapat mengikuti program ini.*

   (1.b) Are you pregnant? / Apakah anda dalam keadaan hamil?

   | [ ] Yes/Ya | Months of pregnancy/ Bulan kehamilan ( months/Bulan ) |
   | [ ] No/tidak |

(1.c) Are you allergic to any medication or food? / Apakah anda alergi terhadap obat atau makanan?

| [ ] Yes/Ya | What are you allergic to? / Anda alergi terhadap apa? |
| [ ] No/tidak |

(1.d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities. / Mohon sebutkan apabila ada hal-hal yang dibutuhkan akibat cacat tubuh yang kemungkinan memerlukan bantuan atau fasilitas tambahan.

*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition. Cacat tubuh tidak mengarah kepada pengecualian untuk peserta penyandang cacat program ini. Namun, mengingat situasi, dalam hal ini, Anda dapat langsung menanyakan kepada staff JICA yang menangani program ini untuk penanganan yang lebih rinci tentang kondisi Anda.*

2. Past Medical History/ Riwayat Medis Sebelumnya
   (2.a) Have you had any significant or serious illness? / Apakah Anda mempunyai penyakit yang signifikan atau serius?

   | [ ] Yes/Ya | Please specify/ Mohon jelaskan rinci. |
   | [ ] No/tidak | |

   Name/ Nama Anda;

Continue to the next page.
(2.b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?
Apakah Anda pernah menjadi pasien di klinik penanganan mental atau dirawat oleh psikiater?

[ ] Yes/Ya. Please specify/ Mohon penjabaran.
No/Tidak ( )

3. Other Medical Problems/ Masalah Medis Lainnya
If you have any medical problems that are not described above, please indicate below./
Apabila Anda memiliki masalah medis yang tidak dijelaskan di atas, mohon di jelaskan di bawah ini

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge./ Saya menyatakan bahwa saya telah membaca petunjuk di atas dan menjawab semua pertanyaan dengan sejujur-jujurnya dan benar untuk yang terbaik dari pengetahuan saya.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program./ Saya memahami dan menerima bahwa hasil kondisi medis yang ternyata akibat dari kondisi medis/penyakit yang sudah ada sebelumnya, namun tidak diungkapkan dalam form ini, biayanya tidak akan ditanggung oleh JICA dan dapat berakibat pada pemberhentian sebagai peserta program.

Date/Tanggal

Signature/ Tanda Tangan

Type out your Name/Ketik Nama Anda: