KEMENTERIAN PEKERJAAN UMUM DAN PERUMAHAN RAKYAT
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA

Jl. Patimura No. 20, Kebayoran Baru - Jakarta Selatan, Telepon (021) 275 15703, Facsimile (021) 275 15703

Nomor : 14/00.00-PS/057
Lampiran : 1 (satu) berkas
Sifat : Segera
Perihal : Penawaran Program Pelatihan JICA “Strengthening Country Capacity of Water Supply Administration in Indonesia”

Kepada Yth.
Sekretaris Direktorat Jenderal Cipta Karya
Jakarta

Sehubungan dengan Surat Chief Representative JICA Indonesia nomor 031/TA/09/19 tanggal 24 September 2019, dengan hormat kami sampaikan penawaran program sebagai berikut:

2. Biaya sehubungan dengan keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang / JICA;
3. Kelengkapan Dokumen yaitu : - JICA Application Form
   - English Score Sheet (TOEFL, TOEIC, IELTS)
   - Fotocopy Paspor yang masih berlaku
   - Surat keterangan sehat dari dokter yang berwenang
5. Sehat jasmani dan rohani (calon peserta wanita tidak dalam keadaan hamil)
6. Mampu berkomunikasi dalam Bahasa Inggris lisan maupun tertulis
7. Calon peserta yang memenuhi syarat beserta dokumen persyaratan lengkap dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Perencanaan dan Evaluasi paling lambat tanggal 01 November 2019 (Hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses)
8. Hanya 10 (sepuluh) orang kandidat yang paling memenuhi persyaratan yang akan dipilih untuk mengikuti training ini.

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

Sekretaris Badan Pengembangan Sumber Daya Manusia

Ir. K.M. Arsyad, M.Sc
NIK : 195708081991031006

Tembusan Kepada :
1. Kepala Badan Pengembangan Sumber Daya Manusia (sebagai Laporan);
Information of Additional Quota for 33rd Batch of Knowledge Co-Creation Program (Country-Focus Training) on "Strengthening Country Capacity of Water Supply Administration in Indonesia [201600629-J0081]"

Dear Madam,

First of all, we would like to extend our appreciation for your kind cooperation to our various activities, including JICA’s program in Japan.

It is our great pleasure to inform you that JICA has decided to allocate the 33rd batch of quota for the Knowledge Co-Creation Program for FY 2019 with the following details:

<table>
<thead>
<tr>
<th>Program Course Name</th>
<th>Target Institution</th>
<th>Duration</th>
<th>Total of Participants</th>
<th>Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthening Country Capacity of Water Supply Administration in Indonesia</td>
<td>Ministry of Public Works and Housing, Indonesian Water Supply Association (PERPAMSI), National Standardization Agency of Indonesia (BSN), and Professional Certification Agency for Water Supply Indonesia (LSP-AMI)</td>
<td>January 19, 2020 to February 1, 2020</td>
<td>10 Persons</td>
<td>Tokyo International Center</td>
</tr>
</tbody>
</table>

It is requested that nomination of candidates should be as follows:

1. to nominate appropriate candidates who are directly engaged in technical cooperation by JICA;
2. to nominate candidates who are in good health, both mentally and physically to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and issues of mother and fetus;
3. to nominate candidates who have a good command of spoken and written English (Please submit English Certificate, such as TOEFL/IELTS/TOEIC);
4. to submit official requests with the Application Form and required documents to JICA Indonesia Office through the Ministry of State Secretariat;
5. to ask participants to follow all regulations and meet the requirements set by JICA.

www.jica.go.jp/indonesia/english/
JICA Program will provide the following costs based on JICA’s regulation of Knowledge Co-Creation Program as follows:

- Round trip international airfare from/to the designated airport in Indonesia and airport in Japan.
- Daily Allowance, Accommodation and Local transportation during the program in Japan.
- (Domestic airfare to/from Jakarta shall be covered by the organization which the participants belong to)

In this regard, it would be highly appreciated if you could take the necessary arrangements and steps concerning the above mentioned subject.

The Application Form can be downloaded through the following address:
(Application Form for Knowledge Co-Creation Program for GRIF/CF (Renewed: June. 2015) in WORD / PDF)

Thank you very much for your kind attention and good cooperation.

CC:

1. **Ministry of Public Works and Housing**
   - Secretary General
   - Head of Budget Planning and Foreign Cooperation Bureau
   - Head of Human Resources Development Agency (BPSDM)
   - Director General of Human Settlements (DGHS)
   - Director General of Water Supply System Development, DGHS
   - Director of Integration on Settlements Infrastructure, DGHS
   - Secretary to Director General of Human Settlements, DGHS

2. **Indonesian Water Supply Association (PERPAMSI)**
   - Chairman

3. **PAM JAVA**
   - President Director

4. **PDAM of Surabaya City**
   - President Director

5. **National Standardization Agency of Indonesia (BSN)**
   - Head

_Cc in the next page._

www.jica.go.jp/indonesia/english/
6. **Professional Certification Agency for Water Supply in Indonesia (LSP-AMI)**
   - Director

7. **Embassy of Japan**
   - Minister for Economic and Development Affairs
Mr. Ir. Tri Sasongko Widianto, Dipl. HE
Head of Budget Planning and Foreign Cooperation Bureau
Ministry of Public Works and Housing (MoPW&H)

No. 106/IL/09/19

Jakarta, September 25, 2019

Information for Knowledge Co-Creation Program (Country Focus):
Strengthening Country Capacity of Water Supply Administration in Indonesia
[201600629-J008]

Dear Sir,

With reference to the letter of JICA No. 031/TA/09/19 dated September 24, 2019 to Ministry of State Secretariat, we have the pleasure to inform you that the Government of Japan through JICA has planned to conduct the above titled program.

Please refer to our information regarding the above program as follows:

Name of Program: Strengthening Country Capacity of Water Supply Administration in Indonesia
Period of Program in Japan: from January 19, 2020 to February 1, 2020
Training Place: Tokyo International Center
Language: English

JICA Program will provide the following costs based on JICA’s regulation of Knowledge Co-Creation as follows:

- Round trip international airfare from/to the designated airport in Indonesia and airport in Japan.
- Per-diem, Accommodation and Local transportation during the program in Japan.
- Domestic airfare from/to Jakarta shall be covered by the organization which the participants belong to.

In this regard, I would appreciate it if you could nominate appropriate candidates in consultation with JICA Expert, and prepare Application Form. Please be informed that the original Application Form should submitted to JICA through Ministry of State Secretariat by November 6, 2019. On the other, I would like to ask you to send the copy of Application Form to JICA in advance when you will prepare it.

Selected candidate must be in good health, both physically and mentally to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

www.jica.go.jp/indonesia/english/
Please be informed that the Application Form can be downloaded through the following address: [http://www.jica.go.jp/indonesia/english/office/others/data_AF.html](http://www.jica.go.jp/indonesia/english/office/others/data_AF.html)  
(Application Form for Knowledge Co-Creation Program for GRF CF (Renewed June. 2015) in WORD / PDF)

It would be appreciated if you could convey the above information to the authorities concerned.

Thank you very much for your kind attention and good cooperation.

Sincerely yours,

Shigeki YAMANAKA  
Chief Representative  
JICA Indonesia Office

CC:
- Secretary General, Ministry of Public Works and Housing (MoPW&H)  
- Head of Human Resources Development Agency (BPSDM), MoPW&H  
- Director General of Human Settlements (DGHS), MoPW&H  
- Secretary to Director General of Human Settlements, MoPW&H  
- Director of Water Supply System Development, DGHS, MoPW&H  
- Director of Integration on Settlements Infrastructure, DGHS, MoPW&H  
- Minister for Economic Development Affairs, Embassy of Japan

Knowledge Co-Creation Program
(Country Focus)

GENERAL INFORMATION ON
Strengthening Country Capacity of Water Supply Administration
in Indonesia
インドネシア国別研修
「官民連携による上水供給行政システム・技術向上」

JFY 2019
NO. 201600629-J008
Course Period in Japan: From 19th January to 1st February, 2020

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

"JICA Knowledge Co-Creation (KCC) Program" as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

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I. Concept

1. Program Background:

The Indonesian Government set the target to achieve 100 percent access to safe water by the end of 2019 in the national medium-term development plan (RPJMN 2015-2019). Under this plan, water supply service is planned and operated. Actually, water supply service is implemented by public water utilities named PDAM under the local government in Indonesia. The policy of water supply is managed under the Ministry of Public Works and Housing (PU-PR). As the central government carry on facility development and institutional development including human resources development, it is evident that once the above said facilities and systems are established and constructed, the relevant human resources development and capacity development of targeted organizations in charge of daily operation and maintenance as well as administration in the organizations are indispensable. On the other hand, PERPAMSI has been established as Indonesian Water Supply Association where it has accumulated know-how and human resources in water supply through actual field experiences of the member PDAMs.

“Harmonized” developments of facilities and human capacity are evidently important. Therefore, the central government has responsibility to guide sustainable water supply service in collaboration with related organizations while considering demarcation of roles and responsibilities among them. In this regards, PERPAMSI is expected to contribute to strengthening the water supply services nationwide in Indonesia through strengthening human and organization capacity of local government including PDAMs, and promoting management capacity development and quality improvement for the infrastructure development.

For example, as for procurement by PDAMs in Indonesia, unrefined material and technology of water supply system show negative effect, leading to higher life cycle cost. Even though initial cost is lower, such system may require frequent maintenance, operation, repair, and replacement, which also causes extra costs. Water supply infrastructure and materials should be chosen from the aspect of life cycle cost reduction. Life cycle cost technology standardization and guidelines will enhance effectiveness and sustainability of water supply system. Proper material and technology will provide visible effects of non-revenue water, energy efficiency, and cost recovery etc.

Japan Water Works Association (JWWA) and PERPAMSI have long-term cooperation experiences for sharing and improving water supply services in both countries. Thus, Directorate of Water Supply System Development (DWSSD), PU-PR with PERPAMSI has requested the Government of Japan to advise on the roles and responsibilities sharing between the central government and PERPAMSI with reference to the Japan’s institutional mechanism and experiences.

The first course had held from 5th February to 18th February, 2017, in Japan. This General Information is for the second year’s program.
2. **For What?**

Appropriate roles and responsibilities for the central government and PERPAMSI should be considered, and collaboration of these organizations should be enhanced for sustainable water supply management of PDAMs.

3. **For Whom?**

Capacity development of PERPAMSI in collaboration with the central government and other relevant organizations is the key to strengthen the water supply sector in Indonesia.

4. **How?**

Participants especially from DWSSD, PERPAMSI and related organizations in the water supply sector shall have opportunities to identify approaches and strategies to improve the roles and responsibilities sharing among organizations in the water supply sector.

Participants can discuss concerned topics and fields such as the government roles and responsibilities with support of the Japanese Ministry of Health, Labour and Welfare (MHLW) etc. in charge of water sector of the Japanese government, as well as inspection service, quality certification service, research activities and training service with reference to roles and responsibilities of JWWA.

The Japan’s institutional mechanism and experiences through MHLW and JWWA could be good examples for considering how the Indonesian side reconsider roles, responsibilities and standards including procurement technical guidelines for assuring quality of water supply services.

This program is designed as 3 years program with combination of (1) training course in Japan and (2) assistance of Supporting Mission from Japan and JICA Expert (Water Supply Policy Advisor) in the 1st year in Indonesia. The following cycle is planned during the 3 years program period.

1. Participants will formulate Action Plan describing what the participants and their organization will do after this training course, utilizing the knowledge and ideas acquired in Japan into their on-going activities (the 1st year)
2. Supporting Mission from Japan and JICA Expert will give advice on implementation of Action Plan in Indonesia (the 1st year)
3. Participants will revise Action Plan in the training course in Japan, and Supporting Mission from Japan will give advice on it in Indonesia. (the 2nd and 3rd year)

The training participants are expected to be fixed for the above 3 years.
II. Description

1. Title (J-No.): Strengthening Country Capacity of Water Supply Administration in Indonesia (201600629-J008)

2. Course Period in JAPAN: From January 19th (Sun) to February 1st (Sat), 2020 (Two (2) weeks)

3. Target Regions or Countries: Indonesia

4. Eligible / Target Organization: This program is designed for the following organizations: (For details on requirements for participants' nomination, please see "III. Conditions and Procedures for Application")
   1) Directorate of Water Supply System Development (DWSSD), Directorate General of Human Settlement (DGHS), Ministry of Public Works and Housing (PUPR)
   2) Indonesian Water Supply Association (PERPAMSI)
   3) Other related ministries/authorities or affiliated provincial/regional governments such as National Agency of Indonesia (BSN) and Professional Certification Agency for Water Supply Indonesia (LSP-AMI)

5. Course Capacity (Upper Limit of Participants): (1) Number of Participants: 10 participants in total from following organization:
   1) Directorate of Water Supply System Development (DWSSD), Directorate General of Human Settlement (DGHS), Ministry of Public Works and Housing (PUPR) including BTAM (Bekasi Water Supply Training Center), Research and Development Center for Human Settlement (Pusat Penelitian dan Pengembangan Permukiman) in Bandung
      - DWSSD: 2
      - BTAM (Bekasi Water Supply Training Center): 1
      - Research and Development Center for Human Settlement (Pusat Penelitian dan Pengembangan Permukiman) in Bandung: 1
   2) Indonesian Water Supply Association (PERPAMSI) including PAMJAYA, Surabaya PDAM: PERPAMSI: 2, PAMJAYA: 1, Surabaya PDAM: 1
   3) Other related ministries/authorities or affiliated provincial/regional governments such as BSN and LSP-AMI: BSN: 1, LSP-AMI: 1

6. Language to be Used in This Program: BAHASA Indonesia

7. Course Objective: A government paper for planning appropriate future roles and responsibilities sharing between the central government and PERPAMSI is drafted.
   (For example, Presidential Regulation, Government Regulation, Ministerial Regulation or other forms of official document.)
8. Overall Goal (Long-Term Objective):
   Parts of the agenda based on the government paper for appropriate roles and responsibilities sharing between the central government and PERPAMSI are implemented.

9. Expected Outputs Module
   (1) To review what we learnt at last program
      Presentation on the activities implemented based on the previous action plan in the home organization which the participants would formulate in the first year program, current problems, lessons and challenges
   (2) To analyze current situations (issue analysis) in Indonesia
      Sorting out the current situations, and extracting issues to be solved regarding the improvement of roles and responsibilities sharing in water supply sector
   (3) To understand JWWA jobs and tasks (Standards, Inspection and Certification)
      To understand necessity of actual services, tasks and jobs charged to JWWA, such as inspection services, material examination services, certification services and training services
   (4) To compare Japanese situations with Indonesian
      To examine appropriate form of role-sharing among central government, PERPAMSI and other related organizations in Indonesia by comparison with Japan’s cases
   (5) To formulate “New Action Plan”
      Discussing to plan activities toward a goal for each participant after returning to the home organization and the creation of a new action plan (revised action plan) for achieving the goal
   (6) Drafting a government document

10. Contents of Lectures and Discussions
    (1) Outline
       1) Presentation on the activities implemented based on the previous action plan in the home organization which the participants would formulate in the first year program, current problems, lessons and challenges
       2) Introduction of Standards, Inspection and Certification including disaster management
       3) Methods of training modules development
       4) Site visits affiliated organizations
       5) Group works (with consultation by Japanese related experts)
       6) Drafting a government document
    (2) Schedule
       1) Preparation in participants’ home countries (December 2019 to this training)
          To review draft action plan on previous training and submit “Progress Report Presentation”
<table>
<thead>
<tr>
<th>Date</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 19th</td>
<td>Sun</td>
<td>Arrival</td>
</tr>
<tr>
<td>Jan 20th</td>
<td>Mon</td>
<td>Briefing in JICA Tokyo</td>
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<td></td>
<td></td>
<td>Program Orientation</td>
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<tr>
<td></td>
<td></td>
<td>[Lecture] JICA’s Cooperation in Indonesia</td>
</tr>
<tr>
<td>Jan 21st</td>
<td>Tue</td>
<td>Review of 1st Draft of Action</td>
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<td>Plan of the previous Course on</td>
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<td>Role-Sharing among stakeholders in</td>
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<td>Indonesia</td>
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<td>Jan 22nd</td>
<td>Wed</td>
<td>Role-Sharing among stakeholders in</td>
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<td>Indonesia for Standards, Inspection</td>
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<td>and Certification, and Training</td>
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<td>in terms of both Products and Skills</td>
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<tr>
<td>Jan 23rd</td>
<td>Thu</td>
<td>Role-Sharing among stakeholders in</td>
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<td>Indonesia for Technical Guidelines and</td>
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<td>Manuals Publication in terms of both</td>
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<td>Products and Skills</td>
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<tr>
<td>Jan 24th</td>
<td>Fri</td>
<td>Disaster management</td>
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<tr>
<td>Jan 25th</td>
<td>Sat</td>
<td>TBD</td>
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<tr>
<td>Jan 26th</td>
<td>Sun</td>
<td>TBD</td>
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<tr>
<td>Jan 27th</td>
<td>Mon</td>
<td>Certification Role of JWWA</td>
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<tr>
<td>Jan 28th</td>
<td>Tue</td>
<td>Discussion</td>
</tr>
<tr>
<td>Jan 29th</td>
<td>Wed</td>
<td>Role-Sharing among stakeholders in</td>
</tr>
<tr>
<td>Jan 30th</td>
<td>Thu</td>
<td>Inspection Role of JWWA for</td>
</tr>
<tr>
<td>Jan 31st</td>
<td>Fri</td>
<td>“2nd Draft Action Plan Presentation”</td>
</tr>
<tr>
<td>Feb 1st</td>
<td>Sat</td>
<td>Evaluation Meeting</td>
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<td></td>
<td></td>
<td>Closing Ceremony</td>
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<td>Farewell Party</td>
</tr>
</tbody>
</table>
III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:
   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
   (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
   (3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
   (4) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:
   Applying Organizations are expected to select nominees who meet the following qualifications in principle. Nominees should;
   (1) be nominated by their government in accordance with the procedure mentioned in III -4,
   (2) be university graduates or equivalents,
   (3) have sufficient experience (over 5 years' experience is preferred) in each organization
   (4) at least "One" of the participant from each organization should be the official at the rank of Director level or higher in the organization
   (5) be in good health (both physically and mentally), enough to participate in the program in Japan (pregnant nominees are not recommended to apply due to the potential risk of health and life issues of mother and fetus),

3. Requirement for Nominees:
   Participants hold, or will be assigned in a position in charge of policy planning or capacity development relative to appropriate roles and responsibilities sharing among organizations in water supply sector.

4. Required Documents for Application:
   (1) Application Form: available at the JICA office (or the Embassy of Japan).
   (2) Photocopy of Passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
      * Photocopy should include the followings:
       Name, Date of birth, Nationality, Sex, Passport number and Expire date.
   (3) Nominee's English Score Sheet: to be submitted with Application Form. If you have any official documentation of English ability, (e.g., TOEFL, TOEIC, IELTS)
5. Procedures for Application and Selection:

(1) Submission of the Application Documents:
Closing date for applications: Please inquire to the JICA office (or the Embassy of Japan).
(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by 15th November (Fri. 2019).

(2) Selection:
After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of nominees who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance
Notification of results will be made by the JICA office (or the Embassy of Japan) not later than 4th December (Wed. 2019).

6. Document(s) to be Prepared by Accepted Participants:
The accepted participants are expected to make visual materials for their “Progress Report Presentation” and submit them to tictee@jica.go.jp (JICA Tokyo) by 7th January (Tue. 2020). The accepted participants will have to do presentations regarding “Progress Report” at the beginning of the course in Japan. Each participant has about 10 minutes for the presentation including Q&A session. (Presentation Format will be informed later)

7. Conditions for Attendance:
The accepted participants are required;
(1) to strictly adhere to the program schedule.
(2) not to change the program topics.
(3) not to extend the period of stay in Japan.
(4) not to be accompanied by family members during the program.
(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
(7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure
depending on the severity of said violation.

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
IV. Administrative Arrangements

1. Organizer:
   (1) Name: JICA Tokyo International Center (JICA Tokyo)
   (2) Contact: fictee@jica.go.jp

2. Implementing Partner:
   (1) Name: Japan International Corporation of Welfare Services (JICWELS)
   (2) URL: http://www.jicwels.or.jp

3. Supporting Organization:
   (1) Name: Japan Water Works Association,
   (2) URL: http://www.jwwa.or.jp/english/index.html

4. Travel to Japan:
   (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by
                  JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus
                        traveling time outside Japan will not be covered.

5. Accommodation in Japan:
   JICA will arrange the following accommodations for the participants in Japan:
   JICA Tokyo International Center (JICA Tokyo)
   Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
   TEL: 81-3-3485-7051  FAX: 81-3-3485-7904
   (where “81” is the country code for Japan, and “3” is the local area code)
   Please refer to facility guide of JICA Tokyo at its URL:
   https://www.jica.go.jp/tokyo/english/office/c8th0vm00009uld4m-att/facilities_service_guide.pdf

   * If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the
     participants.
   * The course includes field trips outside Tokyo in Japan. JICA will arrange hotels for the
     participants.

6. Expenses:
   The following expenses will be provided for the participants by JICA:
   (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
   (2) Expenses for field trips (basically in the form of train tickets.)
   (3) Free medical care for participants who become ill after arriving in Japan (costs related to
       pre-existing illness, pregnancy, or dental treatment are not included)
   (4) Expenses for program implementation, including materials
* Rain gears, clothes, pen-and-pencil set and camera will not be provided to participants. PC can be rented.
* For more details, please see the brochure for participants titled “KENSHU-IN GUIDE BOOK” (III. ALLOWANCES), which will be given before the departure.

7. **Pre-departure Orientation:**

   A pre-departure orientation will be held at JICA Indonesia office to provide participants with details on travel to Japan and other matters.
V. Annex

«For Accepted Participants - After receiving Acceptance Notification»

1. "Progress Report Presentation": 7th January (Tue), 2020

(1) What is "Progress Report Presentation"?

The accepted applicants are expected to submit visual materials for their "Inception Report Presentation" (Presentation Format will be informed later) since participants will have to do presentations regarding "Progress Report" at the beginning of the course in Japan. Each participant has about 10 minutes for the presentation including Q&A session.

(2) Requirements of "Progress Report Presentation"

Regarding the visual materials for "Inception Report Presentation", it is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.

In the presentation, please briefly explain the activities implemented based on the previous action plan in the home organization which the participants would formulate in the first year program, current problems, lessons and challenges.

(3) Form of "Inception Report Presentation"

Presentation Format will be informed later.

«For Accepted participants – At the end of the program in Japan»

2. Action Plan:

(1) What is "2nd Draft Action Plan"?

By the end of the training course in Japan, all participants are required to formulate "2nd Draft Action Plan". The plan should focus on something you may carry out upon return to your organization. Also it should be referred to the knowledge and skill which you have gained during this course. Therefore, "2nd Draft Action Plan" should be both concrete and practical. Participants are expected to make the plan by using the existing human and financial resources in your organization in the most efficient and effective way.

(2) Why do we need "2nd Draft Action Plan"?

The role of "2nd Draft Action Plan" is to apply the gained knowledge from the course to your own actual situation upon return to your country. The preparing process itself will help you turn your ideas into feasible actions to improve the current situation.

(3) Contents of "Action Plan"

"2nd Draft Action Plan" should focus on how to address challenges and to set one specific goal. The detail of how to formulate the "2nd Draft Action Plan" will be explained during the course. And the final version of the "2nd Draft Action Plan" will be elaborated through discussions with other overseas participants and Japanese experts during the program in Japan.
For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e., expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "adopt and adapt" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "adoption and adaptation" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.
CORRESPONDENCE
For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904
Note on the Application Form
for the JICA Training and Dialogue Program

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.

JICA Indonesia Office

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.

JICA Indonesia Office
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) | 3) |
| 2) | 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.

Date: Signature:

Name: Designation / Position

Department / Division

Office Address and Contact Information Address:

Telephone: Fax: E-mail:

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.

Date: Signature:

Name: Designation / Position

Department / Division

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.

Date: Signature:

Name: Designation / Position

Department / Division
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

3.4) **Religion**

3.5) **Date of Birth** *(please type out the month in English as in "April")*

3.6) **Present Position and Current Duties**

   **Organization**

   **Department / Division**

   **Present Position**

   **Date of employment by the present organization** *(Date) Month Year *

   **Date of assignment to the present position** *(Date) Month Year*

3.7) **Type of Organization**

   *( ) National Governmental *( ) Local Governmental *( ) Public Enterprise

   *( ) Privat. (profit) *( ) NGO/Privat. (Non-profit) *( ) University

   *( ) Other ( )

3.8) **Outline of duties**: Describe your current duties

3.9) **Contact Information**
3.10) Others (if necessary)

4. Career Record

4.1) Job Record (After graduation)

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<th>Organization</th>
<th>City/ Country</th>
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4.2) Educational Record (Higher Education)(required)

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<th>City/ Country</th>
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### 4.3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

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<th>Institution</th>
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<th>From Month/Year</th>
<th>To Month/Year</th>
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### 6. Language Proficiency (required)

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

| Listening | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Speaking  | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Reading   | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Writing   | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |

Certificate (Examples: TOEFL, TOEIC)

5.2) Mother Tongue

5.3) Other languages

( ) Excellent ( ) Good ( ) Fair ( ) Poor

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.


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

4 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

[ ] Green Passport / [ ] Official

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 divulgence, 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.

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Type Out your Name:
1. Present Medical Status/ Kondisi Medis Saat Ini:

- [ ] Yes/Ya
- [ ] No/Tidak

Name of illness/ Nama penyakit ( ),

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/

*Note: If you write in Indonesian, please translate to English for easy comprehension.*

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
- [ ] No/Tidak

- [ ] Yes/Ya
- [ ] No/Tidak

- [ ] Yes/Ya
- [ ] No/Tidak

Name of medicine/ Nama obat ( )

Month of pregnancy/ Bulan kehamilan ( months/Bulan)

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

(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 staf 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
- [ ] No/Tidak

Name/ Nama Anda;
(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: