



**KEMENTERIAN KESIHATAN MALAYSIA**  
**MINISTRY OF HEALTH OF MALAYSIA**  
Bahagian Pengurusan Latihan  
*Training Division*  
Aras 3 dan 6, Menara Prisma  
No. 26 Persiaran Perdana, Presint 3  
Pusat Pentadbiran Kerajaan Persekutuan  
62675 PUTRAJAYA  
MALAYSIA

Tel : 603-8000 8000  
Faks (Fax) : 603-8885 0748  
Laman Web (Web) : latihan.moh.gov.my

Ruj : KKM.500/3/4/9 Jld.31(13)

Tarikh : 8 Februari 2023

**Semua Pengarah Kesihatan Negeri**  
**Jabatan Kesihatan Negeri**  
**Kementerian Kesihatan Malaysia**

YBhg. Datuk/ Dato'/ Datin/ Tuan/ Puan,

**HEBAHAN PELAWAAN PERMOHONAN BIASISWA JICA KNOWLEDGE CO-CREATION PROGRAM GROUP & REGION FOCUS – MARITIME SAFETY AND SECURITY POLICY PROGRAM 2023**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

- Untuk makluman YBhg. Tan Sri/ Datuk/ Dato'/ Tuan/ Puan, Jabatan Perkhidmatan Awam (JPA) ingin mempelawa pegawai Kumpulan Pengurusan & Profesional (P&P) khususnya dikalangan mereka yang mempunyai pengalaman/ bidang tugas berkaitan *maritime safety and security* untuk memohon biasiswa *JICA Knowledge Co- Creation Program Group & Region Focus – Maritime Safety and Security Policy Program 2023* bagi mengikuti pengajian Sarjana di Jepun. Biasiswa ini adalah di bawah kelolaan *Japan International Cooperation Agency (JICA)* dengan kerjasama *National Graduate Institute for Policy Studies (GRIPS)*, Japan dan *Japan Coast Guard Academy (JCGA)*.
- Semua permohonan mesti memenuhi syarat-syarat seperti yang dinyatakan di dalam **notis tawaran JPA** dan boleh dimuat turun melalui pautan <http://esilav2.jpa.gov.my>. Calon perlu melayari dan memohon secara dalam talian melalui portal JPA mulai **7 Februari 2023 sehingga 24 Februari 2023**.
- Calon dinasihatkan untuk memahami syarat-syarat dan mengikuti tatacara permohonan yang ditetapkan bagi mengelakkan permohonan tersebut ditolak. Ketua Jabatan adalah dicadangkan supaya hanya menyokong dan mempertimbangkan calon-calon yang layak, sesuai serta memenuhi syarat-syarat yang ditetapkan. Bagi Skim



CERTIFIED TO ISO 9001:2015  
CERT NO : QMS 01948

Perkhidmatan Pergigian dan Perkhidmatan Farmasi perlu memenuhi syarat-syarat tambahan seperti di Lampiran A dan B.

5. Sehubungan itu, permohonan perlu **dikemukakan terus dan perlu diterima oleh pihak BPL KKM** seperti alamat di bawah **sebelum atau pada 21 Februari 2023 (Selasa)** kepada:

Program Kepakaran 2  
Cawangan Operasi Latihan  
Bahagian Pengurusan Latihan, KKM  
Aras 6, Menara Prisma, No 26, Persiaran Perdana, Presint 3  
62675, Putrajaya  
(u/p: En.Khairul Annuar bin Mohd Yunos)

6. Setiap permohonan yang dikemukakan perlu mematuhi tarikh tutup yang ditetapkan oleh pihak Kementerian Kesihatan Malaysia seperti di atas. Sebarang pertanyaan lanjut berhubung permohonan ini boleh emel di [kepakaran2@moh.gov.my](mailto:kepakaran2@moh.gov.my). **Permohonan yang lewat diterima tidak akan dipertimbangkan.**

7. Kerjasama YBhg. Datuk/Dato'/Datin/Tuan/Puan adalah dipohon untuk memaklumkan tawaran ini kepada semua pegawai yang berminat dan berkelayakan di Jabatan YBhg. Datuk/Dato'/Datin/Tuan/Puan.

Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

  
**(AZLAN BIN AHMAD)**

Bahagian Pengurusan Latihan  
b.p Ketua Setiausaha  
Kementerian Kesihatan Malaysia

Lampiran A

Bil.	Program	Tarikh Permohonan Online JPA	Tarikh Tutup Permohonan Diperingkat BPL KKM	Jumlah Dokumen yang perlu dikemukakan ke KKM	Syarat-syarat dan Tatacara Permohonan mohon rujuk
1	Hebahan Pelawaan Permohonan Biasiswa JICA Knowledge Co-Creation Program Group & Region Focus – Maritime Safety And Security Policy Program 2023	7 Februari 2023 hingga 24 Februari 2023	21 Februari 2023 (Selasa) Sebelum pukul 12.00 tengahari	3 Set Dokumen : 1 Dokumen Asal 2 Dokumen Salinan yang telah disahkan	Notis Iklan JPA Dan <a href="http://esilav2.ipa.gov.my">http://esilav2.ipa.gov.my</a>

**SYARAT-SYARAT TAMBAHAN**

**TANGGUNGJAWAB PEGAWAI**

1. Memenuhi syarat-syarat Cuti Belajar JPA seperti di **Lampiran 1 dan 2**;
2. Memenuhi syarat-syarat Cuti Belajar KKM dan syarat-syarat tambahan bagi Skim Program Pergigian dan Farmasi;
3. Mendapatkan sokongan Ketua Program masing-masing; dan
4. Surat iringan Ketua Jabatan.

**TANGGUNGJAWAB KETUA JABATAN**

1. Ketua Jabatan adalah dinasihatkan supaya membuat semakan yang teliti dan memberi sepenuh perhatian kepada syarat-syarat yang ditetapkan.
2. Ketua Jabatan adalah dinasihatkan supaya memastikan bahawa pegawai yang memohon boleh dilepaskan untuk mengikuti pengajian sekiranya berjaya ditawarkan kelak.

**s.k.**

Ketua Pengarah Kesihatan  
Kementerian Kesihatan Malaysia

Timbalan Ketua Setiausaha (Pengurusan)  
Kementerian Kesihatan Malaysia

Timbalan Ketua Pengarah Kesihatan (Perubatan)  
Kementerian Kesihatan Malaysia

Timbalan Ketua Pengarah Kesihatan (Kesihatan Awam)  
Kementerian Kesihatan Malaysia

Timbalan Ketua Pengarah Kesihatan (Sokongan&Teknikal)  
Kementerian Kesihatan Malaysia

Pengarah Kanan  
Bahagian Kesihatan Pergigian  
Kementerian Kesihatan Malaysia

Pengarah Kanan  
Bahagian Perkhidmatan Farmasi  
Kementerian Kesihatan Malaysia

Pengarah  
Bahagian Sains Kesihatan Bersekutu  
Kementerian Kesihatan Malaysia

Pengarah Kanan  
Bahagian Keselamatan Dan Kualiti Makanan  
Kementerian Kesihatan Malaysia

Pengarah  
Bahagian Kejururawatan  
Kementerian Kesihatan Malaysia

Pengarah  
Bahagian Pembangunan Kesihatan Awam  
Kementerian Kesihatan Malaysia  
Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya.

Pengarah  
Bahagian Pembangunan Kesihatan Keluarga  
Kementerian Kesihatan Malaysia  
Aras 7 & 8, Blok E10, Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya.

Pengarah  
Bahagian Perkembangan Perubatan  
Kementerian Kesihatan Malaysia  
Aras 3-7, Blok E1 Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya

Pengarah  
Bahagian Amalan Perubatan  
Kementerian Kesihatan Malaysia  
Aras 2 – 3 & 7, Blok E1, Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya.

Pengarah  
Bahagian Perancangan  
Kementerian Kesihatan Malaysia  
Aras 3, 6 dan 8,  
Blok E6, Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya

Setiausaha Bahagian  
Bahagian Pengurusan Maklumat  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian Kanan  
Bahagian Pembangunan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Dasar dan Hubungan Antarabangsa  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Sumber Manusia  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Pengurusan Latihan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Pembangunan Kompetensi  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Khidmat Pengurusan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Kewangan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Perolehan & Penswastan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Akaun  
Kementerian Kesihatan Malaysia

Penasihat Undang-Undang  
Pejabat Penasihat Undang-Undang  
Kementerian Kesihatan Malaysia

Ketua Audit Dalam  
Cawangan Audit Dalam  
Kementerian Kesihatan Malaysia

Ketua Unit  
Unit Komunikasi Korporat  
Kementerian Kesihatan Malaysia



## **SENARAI EDARAN**

Jabatan Kesihatan Negeri Johor  
Tingkat 3 & 4 Blok B, Wisma Persekutuan,  
Jalan Air Molek, 80590 Johor Bahru  
Johor Darul Takzim

Jabatan Kesihatan Negeri Kedah  
Simpang Kuala, Jalan Kuala Kedah,  
05400 Alor Setar, Kedah Darul Aman,

Jabatan Kesihatan Negeri Kelantan  
Tingkat 5, Wisma Persekutuan,  
15590 Kota Baharu, Kelantan Darul Naim.

Jabatan Kesihatan Negeri Melaka  
Tingkat 3, 4, dan 5, Wisma Persekutuan,  
Jalan Business City, Bandar MITC 75450 Ayer Keroh, Melaka.

Jabatan Kesihatan Negeri Pahang  
Jalan IM 4, Bandar Indera Mahkota  
25582 Kuantan  
Pahang Darul Makmur

Jabatan Kesihatan Negeri Perak  
Jalan Panglima Bukit Gantang Wahab,  
30590 Ipoh,  
Perak Darul Ridzuan.

Jabatan Kesihatan Negeri Perlis  
Jalan Raja Syed Alwi,  
01000 Kangar, Perlis Indera Kayangan.

Jabatan Kesihatan Negeri Pulau Pinang  
Jabatan Kesihatan Negeri Pulau Pinang (Bahagian Pengurusan)  
Tingkat 7, Bangunan MARA No. 33  
Jalan Pangkalan Weld  
10300 Pulau Pinang

Jabatan Kesihatan Negeri Sabah  
Tingkat 3, Rumah Persekutuan, Jalan Mat Salleh,  
88590 Kota Kinabalu, Sabah.

Jabatan Kesihatan Negeri Sarawak  
Jalan Diplomatik, Off Jalan Bako,  
93050 Kuching, Sarawak.

Jabatan Kesihatan Negeri Selangor  
Tingkat 9, 10, 11 & 17, No. 1, Wisma Sunway,  
Jalan Tengku Ampuan Zabedah C 9/C,  
Seksyen 9, 40100 Shah Alam, Selangor.

Jabatan Kesihatan Negeri Sembilan  
Jalan Rasah 70300 Seremban  
Negeri Sembilan Darul Khusus.

Jabatan Kesihatan Negeri Terengganu  
Tingkat 5, Wisma Persekutuan Jalan Sultan Ismail  
20920 Kuala Terengganu, Terengganu Darul Iman.

Jabatan Kesihatan WP Kuala Lumpur  
Jalan Cenderasari,  
50590 Kuala Lumpur, Wilayah Persekutuan.

Jabatan Kesihatan WP Labuan  
Peti surat 80832,  
87018 Wilayah Persekutuan Labuan.  
Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Alor Setar, Kedah  
Km 6, Jalan Langgar  
05460 Alor Setar  
Kedah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Batu Pahat, Johor  
Jalan Kluang  
86400 Parit Raja, Batu Pahat  
Johor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Bertam, Pulau Pinang  
Jalan Tun Hamdan Sheikh Tahir  
Kepala Batas  
13200  
Pulau Pinang

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kangar  
Jalan Behor,  
01000 Kangar  
Perlis

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kuala Pilah, Negeri Sembilan  
Jalan Melang  
72000 Kuala Pilah  
Negeri Sembilan

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kuala Terengganu,  
Terengganu  
Jalan Sultan Mahmud  
20400 Kuala Terengganu  
Terengganu

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kuantan, Pahang  
Kompleks Kejururawatan Wilayah Timur  
Jalan Tanah Putih  
25100 Kuantan  
Pahang

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kubang Kerian,  
Kelantan  
Kubang Kerian  
16150 Kubang Kerian  
Kelantan

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Melaka  
Jalan Mufti Haji Khalil  
75400 Melaka  
Melaka

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Muar, Johor  
Hospital Pakar Sultanah Fatimah Muar  
84000 Muar  
Johor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Sandakan, Sabah  
W.D.I. No. 381  
90009 Sandakan  
Sabah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Sg Petani, Kedah  
Jalan Lencongan Timur, Bandar Amanjaya  
08000 Sungai Petani  
Kedah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Pembantu Perubatan) Alor Setar,  
Kedah  
Lorong Penjara, Off Lebuhraya  
Sultanah Bahiyah  
05250 Alor Setar  
Kedah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Pembantu Perubatan) Seremban,  
Negeri Sembilan  
Jalan Rasah  
70300 Seremban  
Negeri Sembilan

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Teknologi Makmal Perubatan)  
Kuala Lumpur

Institut Penyelidikan Perubatan  
Jalan Pahang  
50588 Kuala Lumpur  
WP Kuala Lumpur

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Johor Bahru, Johor  
Lot 8173, Jalan Persiaran Kempas Baru  
81200 Johor Bahru  
Johor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Kota Kinabalu, Sabah  
Jalan Kolam  
Bukit Padang  
88300 Kota Kinabalu  
Sabah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Kuching, Sarawak  
Jabatan Kesihatan Negeri Sarawak  
Lot 221, Batu 13 1/2 (KM22), Jalan Puncak Borneo,  
93590 Kuching  
Sarawak

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Sg Buloh, Selangor  
Jalan Hospital  
47000 Sg. Buloh  
Selangor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Sultan Azlan Shah, Ipoh, Perak

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Sultan Azlan Shah  
31250 Tanjung Rambutan  
Perak

Pengarah  
Pusat Pergigian Kanak-Kanak & Institut Latihan Kementerian Kesihatan Malaysia  
(Pergigian) Georgetown, Pulau Pinang  
No. 3 Jalan Sepoy Lines  
10450 Pulau Pinang  
Pulau Pinang



## JABATAN PERKHIDMATAN AWAM

### PELAWAAN PERMOHONAN BIASISWA *JICA KNOWLEDGE CO-CREATION PROGRAM GROUP & REGION FOCUS – MARITIME SAFETY AND SECURITY POLICY PROGRAM 2023*

Jabatan Perkhidmatan Awam (JPA) ingin mempelawa pegawai Kumpulan Pengurusan dan Profesional (P&P) khususnya di kalangan mereka yang mempunyai pengalaman / bidang tugas berkaitan *maritime safety and security* untuk memohon biasiswa ***JICA Knowledge Co-Creation Program Group & Region Focus – Maritime Safety and Security Policy Program 2023*** bagi mengikuti **pengajian Sarjana di Jepun**. Biasiswa ini adalah di bawah kelolaan Japan International Cooperation Agency (JICA) dengan kerjasama National Graduate Institute for Policy Studies (GRIPS), Japan dan Japan Coast Guard Academy (JCGA).

Permohonan secara dalam talian melalui pautan <http://esilav2.jpa.gov.my> hendaklah dilengkapi oleh pegawai kumpulan P&P yang memenuhi syarat permohonan seperti di **Lampiran 1** mulai **7 Februari 2023** sehingga **24 Februari 2023**. Borang permohonan yang telah dilengkapi tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada pihak JPA dengan **sokongan Ketua Jabatan** dan **perakuan Panel Pembangunan Sumber Manusia (PPSM)** masing-masing. Borang permohonan yang lengkap beserta dokumen-dokumen sokongan yang berkaitan hendaklah diterima oleh pihak JPA **sebelum atau pada 3 Mac 2023** sama ada melalui serahan tangan / pos ke alamat berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
Pusat Pentadbiran Kerajaan Persekutuan  
62510 PUTRAJAYA  
**(u.p. : Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan)**

Maklumat terperinci berhubung permohonan / pencalonan bagi penajaan biasiswa ini adalah seperti di **Lampiran 2**. Sila hubungi talian 03 – 8885 3569 atau e-mel kepada [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my) sekiranya mempunyai sebarang pertanyaan lanjut.

**Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan  
Bahagian Pembangunan Modal Insan, Jabatan Perkhidmatan Awam**

**7 Februari 2023**

**SYARAT-SYARAT PERMOHONAN**  
**BIASISWA JICA KNOWLEDGE CO-CREATION PROGRAM GROUP & REGION FOCUS –**  
**MARITIME SAFETY AND SECURITY POLICY PROGRAM 2023**

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- (i) Berumur tidak melebihi **45 tahun pada 1 Oktober 2023**;
- (ii) Pegawai-pegawai Kerajaan **Kumpulan Pengurusan dan Profesional yang sedang berkhidmat dalam perkhidmatan tetap**;
- (iii) Telah disahkan dalam skim perkhidmatan terkini pada tarikh tutup permohonan;
- (iv) Mempunyai **ijazah sarjana muda atau setaraf** daripada universiti yang diiktiraf oleh Kerajaan;
- (v) Mengikuti **pengajian di peringkat yang lebih tinggi** daripada kelayakan akademik sedia ada yang dimiliki pegawai;
- (vi) Mempunyai sekurang-kurangnya 3 tahun pengalaman kerja dalam bidang **maritime safety and security**;
- (vii) Kursus yang dipohon adalah **berkaitan dan bersesuaian dengan bidang tugas**;
- (viii) Memperoleh markah **Laporan Nilai Prestasi Tahunan (LNPT)** dengan **purata 85 markah ke atas bagi tempoh genap 3 tahun skim perkhidmatan terkini berturut-turut (2019, 2020 & 2021 atau 2020, 2021 & 2022)**. Penilaian setahun LNPT hendaklah genap 12 bulan;
- (ix) Mematuhi **syarat genap tempoh tamat** mengikuti kursus jangka panjang/pendek seperti berikut:

Tempoh Kursus	Tempoh Menunggu (pada 1 Januari 2023)
Lebih daripada 12 bulan	2 tahun
Lebih daripada 3 bulan dan kurang daripada 12 bulan	1 tahun
Kurang daripada 3 bulan	Tiada

- (x) Tidak menerima bantuan penajaan yang lain;
- (xi) **Bersih daripada pertuduhan/tindakan** tatatertib dan bebas daripada dakwaanMahkamah;
- (xii) Telah mengisytiharkan harta;
- (xiii) Tidak tersenarai dalam senarai hitam JPA;
- (xiv) Tidak mempunyai sebarang kecacatan fizikal dan mental;
- (xv) **Disahkan sihat oleh pegawai perubatan bertauliah** dan pegawai yang mengandungi tidak digalakkan untuk memohon; dan
- (xvi) Mencapai tahap **penguasaan Bahasa Inggeris** dengan **skor minimum** sepertiberikut:

TOEFL iBT	: 79
IELTS (Academic Modules)	: 6.0



**TATACARA PERMOHONAN / PENCALONAN**  
**BIASISWA JICA KNOWLEDGE CO-CREATION PROGRAM GROUP & REGION FOCUS –**  
**MARITIME SAFETY AND SECURITY POLICY PROGRAM 2023**

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**(1) TANGGUNGJAWAB PEGAWAI**

- 1.1 Pegawai yang berminat dikehendaki **membaca *General Information – Master in Maritime Safety & Security*** dan ***ANNEX 1: Application Materials*** sebelum membuat permohonan.
- 1.2 Permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan <https://esilav2.jpa.gov.my> bermula daripada **7 Februari 2023 sehingga 24 Februari 2023**.
- 1.3 Borang permohonan yang telah lengkap diisi hendaklah **dicetak dan ditandatangani oleh pegawai**. Terdapat ruangan perakuan Ketua Jabatan selepas ruangan tandatangan pegawai yang mana memerlukan maklumat perkhidmatan pegawai dilengkapkan, disahkan dan ditandatangani oleh Ketua Jabatan<sup>1</sup> masing-masing.  
  
Nota : Tanggungjawab pegawai untuk **menyemak dan memastikan segala maklumat** di ruangan perakuan Ketua Jabatan tersebut **dilengkapkan sepenuhnya** tanpa ada sebarang kecaciran sebelum borang permohonan lengkap tersebut dikemukakan kepada urus setia Panel Pembangunan Sumber Manusia (PPSM)<sup>2</sup> masing-masing untuk perakuan.
- 1.4 Borang permohonan yang lengkap tersebut perlu dikemukakan kepada urus setia PPSM masing-masing bersama-sama dengan **dokumen-dokumen sokongan** yang berkaitan seperti berikut:

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<sup>1</sup> Ketua Jabatan yang dimaksudkan adalah sekurang-kurangnya pegawai di peringkat mengetuai sesuatu bahagian di mana pegawai ditempatkan atau bahagian pengurusan sumber manusia di Kementerian/Jabatan/Agensi seperti Pengarah/Setiausaha Bahagian dsb.

<sup>2</sup> PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh Ketua Perkhidmatan masing-masing tanpa mengira Kementerian/Jabatan/Agensi penempatan pegawai kecuali bagi pegawai perkhidmatan gunasama (PTD, PLV dan PPSi) yang mana PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh pegawai pengawal Kementerian masing-masing sahaja walaupun pegawai ditempatkan di Jabatan/Agensi di bawah Kementerian berkaitan.

- (i) *JICA Application Form*;
- (ii) *2 set Recommendation Letter*;
- (iii) *Annex 2- Military Applicants (pegawai tentera sahaja)*;
- (iv) *Certificate of Employment*;
- (v) Transkrip rasmi akademik dan sijil rasmi graduasi bagi pengajian Ijazah Sarjana Muda (hanya transkrip dan sijil rasmi **asal** daripada universiti sahaja diterima. Sekiranya tiada, **salinan yang disahkan benar oleh pihak universiti** sahaja yang diterima);
- (vi) Salinan bukti penguasaan Bahasa Inggeris (TOEFL iBT atau IELTS).
- (vii) *Statement of Purpose*;
- (viii) *Certificate of Health*; dan
- (ix) Salinan pasport antarabangsa yang tertera maklumat nama, tarikh lahir, warganegara, jantina, no. pasport, tarikh tamat tempoh serta gambar.

Nota : Sila rujuk **ANNEX 1: Application Materials** dan **General Information** untuk penyediaan dokumen-dokumen sokongan di atas. Semua salinan dokumen di perkara 1.4 (i) hingga (ix) di atas kecuali dokumen asal hendaklah **disahkan oleh pegawai yang berkeelayakan**.

## (2) TANGGUNGJAWAB KETUA JABATAN

- 2.1 Ketua Jabatan dimohon untuk membuat perancangan yang teliti dan hanya **menyokong permohonan pegawai yang boleh dilepaskan** untuk tempoh pelaksanaan program bermula daripada 25 September 2023 sehingga 21 September 2024.
- 2.2 Ketua Jabatan perlu **melengkapkan dan mengesahkan maklumat** perkhidmatan pegawai dan seterusnya **menandatangani ruangan perakuan** Ketua Jabatan dalam borang permohonan. Semakan buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.

2.3 Permohonan yang lengkap dan disokong perlu dikemukakan bersama-sama dokumen sokongan yang berkaitan kepada urus setia PPSM masing-masing untuk perakuan.

**(3) TANGGUNGJAWAB KETUA PERKHIDMATAN/PEGAWAI PENGAWAL MELALUI PANEL PEMBANGUNAN SUMBER MANUSIA (PPSM)**

3.1 Ketua Perkhidmatan/Pegawai Pengawal dinasihatkan supaya membuat **perancangan dan semakan yang teliti** ke atas syarat dan tatacara permohonan/pencalonan dalam memperakukan pencalonan pegawai melalui PPSM masing-masing kepada pihak BMI, JPA.

3.2 Ketua Perkhidmatan/Pegawai Pengawal hendaklah memastikan hanya pegawai-pegawai yang **bersesuaian sahaja dicalonkan** dengan mengambil kira **kesesuaian bidang kursus** yang ditawarkan, **tugas** semasa calon, **potensi** calon dan sebagainya. Ini kerana slot bagi biasiswa ini adalah **terhad**.

3.3 Sehubungan itu, adalah menjadi tanggungjawab urus setia PPSM untuk mengambil tindakan-tindakan berikut:

- (i) **Melengkapkan borang Laporan Panel Pembangunan Sumber Manusia** Kementerian/Jabatan untuk kursus dalam perkhidmatan - JPA(L) LDP 1A/96;
- (ii) **Memastikan maklumat perkhidmatan** di ruangan perakuan Ketua Jabatan pada borang permohonan pegawai **adalah tepat dan benar** serta **telah ditandatangani oleh Ketua Jabatan** yang berkaitan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.
- (iii) Pencalonan yang dikemukakan kepada pihak BMI, JPA hendaklah disertakan bersama-sama dengan dokumen-dokumen seperti di **perenggan 1.3, 1.4 dan 3.3 (i)**.

Nota : Semua dokumen ini hendaklah dikemukakan dalam **2 SET**.

3.4 **Pencalonan yang lengkap** hendaklah dikemukakan dan diterima oleh pihak BMI,JPA **selewat-lewatnya pada 3 Mac 2023** sama ada melalui serahan tangan/pos ke alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
62510 PUTRAJAYA.

**(u.p.: Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan)**

**(4) PERTANYAAN**

Sekiranya terdapat pertanyaan lanjut berhubung perkara ini, pihak penyelaras yang boleh dihubungi adalah seperti berikut:

**Penyelaras : Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan  
Bahagian Pembangunan Modal Insan  
Jabatan Perkhidmatan Awam**

**No. Telefon : 03 – 8885 3569**

**Emel : [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my)**



# Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Maritime Safety and Security Policy Program  
(Master's Program)**

**課題別研修「海上保安政策プログラム」(修士課程)  
JFY 2023**

**Course No.: 202208393-J001**

**Course Period in Japan: From September 25, 2023 to September 21, 2024**

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

# I. Concept

## **Background**

Asian region is home to one of the world's most congested sea-lanes, such as the Malacca and Singapore Straits and the Indian Ocean, and it is an extremely important region for maritime transportation of energy resources, food, commodities, and other products. Trouble-free maritime transportation has contributed to the region's remarkable economic growth and prosperity as well as that of the world economy.

To attain stable transportation in these sea-lanes, establishing international maritime norms based on the rule of law is essential to preserve and develop maritime international order. Also, it is imperative that coastal states proactively address maritime issues such as piracy, illegal migration, smuggling, maritime disasters, and environmental protection.

"Maritime Safety and Security Policy Program" for junior officers of maritime safety and security related organizations in Asian countries aims to nurture personnel with advanced capabilities required to plan and formulate their country's maritime policies, which will contribute to steady growth and international order in the region.

The course bridges practical and theoretical aspects of maritime safety and security, and include international relations, maritime issues, international laws, and other relevant issues.

## **For what?**

This training program aims to develop personnel with advanced practical knowledge, analytical and problem-solving skills, and the ability to communicate effectively in an international environment. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.

## **For whom?**

This program is designed for junior officers of maritime safety and security related organizations in Asian countries.

## **How?**

"Maritime Safety and Security Policy Program" is designed to build capacity of policymaking specialists in the field of maritime safety and security by providing training and education that utilizes the expertise of the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard (JCG).

GRIPS will provide the most essential curriculum in policymaking and international relations, while the Japan Coast Guard Academy (JCGA), an educational facility of the JCG, will provide training and practical education in maritime safety and security.

Participants will also conduct case studies to strengthen their knowledge and skills.

This is master's program conducted within a framework of JICA Knowledge Co-Creation Program (Group & Region Focus). Therefore, Research guidance will be provided as for a master's student at a regular graduate school. Participants is required to write a research paper about a specific issue in accordance with the guidance and advice from academic advisers over the course of the program.

## II. Description

### 1. Title (Course No.)

Maritime Safety and Security Policy Program (202208393-J001)

### 2. Course Duration in Japan

September 25, 2023 to September 21, 2024

- GRIPS: October 3, 2023 - March 29, 2024
- JGCA: April 1 – August 9, 2024
- GRIPS: August 13 - September 20, 2024

### 3. Target Regions or Countries

Bangladesh, Indonesia, Malaysia, Philippines, Sri Lanka, Vietnam

### 4. Eligible / Target Organization

Maritime safety and security related organizations in Asian countries

### 5. Capacity (Upper Limit of Participants)

8 participants

### 6. Language

English

### 7. Objective(s)

Junior officers from maritime safety and security related organizations will acquire advanced practical application, management and problem-solving skills, analytical capability, and ability to communicate effectively in an international environment.

Consequently, the participants will be able to fulfill their duties and improve ability to deal with international issues in timely and appropriate manner. Furthermore, by fostering mutual understanding, this program will help to build network of participating countries.

### 8. Overall Goal

This program will contribute to reinforcing partnerships among the participants' countries by helping to maintain a strong and sustainable network among maritime safety and security related organizations in Asian countries including Japan. This will help to preserve and develop international maritime order in the region in accordance with the rule of law.

### 9. Output and Contents / Module

This program consists of (1) pre-departure assignment and (2) program in Japan.

<p><b>(1) Pre-departure assignment</b> (August to September 2023)</p> <p>Upon receipt of the Notice of Acceptance, participants are required (1) to prepare and submit a Job and Country Report, and (2) prepare for lectures and research paper by obtaining basic information on maritime safety and security</p>
<p><b>(1) Job and Country Report:</b></p> <p>Please submit Job and Country Report presentation material. There will be a “Job and Country Report” presentation session after arriving in Japan. The purpose of the session is to share the situation of each country for mutual understanding.</p> <p>1) Presentation material: Please produce PPT presentation document with <u>maximum</u> pages as below.</p> <ul style="list-style-type: none"> <li>· Outline of the country (politics, geo-politics, economics (incl. GNI per capita), society): 2 pages</li> <li>· Maritime safety policy: 2 pages</li> <li>· Outline of maritime institutions, including mandate and organization chart: 3 pages</li> <li>· Challenges of your institution: 2 pages</li> <li>· Your responsibility at each institution: 2 pages.</li> </ul> <p>2) Presentation time: approximately 10 mins</p> <p>3) Audiences: fellow participants, lecturers in GRIPS and JGCA, JICA, etc.</p> <p>4) Submit to <a href="mailto:cictp@jica.go.jp">cictp@jica.go.jp</a> by 20 September 2023.</p>
<p><b>(2) Preparation for lectures and research paper:</b></p> <p>1) Familiarize with laws and regulations of one’s country concerning maritime safety and security as well as international laws and conventions</p> <p>2) Collection of cases and search of literature related to international maritime issues</p>

**(2) Program in Japan** (September 2023 to September 2024)

This program consists of lectures, case studies, field trips and independent study. Curriculum of the academic year 2022-2023 is shown in Fig.1 for your reference.

Expected Module Output	Courses/Focus of Instruction	Mode of Instruction
Acquisition of socio-scientific knowledge needed to address international issues	<p>Required Courses :</p> <p>International Relations International Relations in East Asia International Security Studies</p>	Lecture · Case Study
	<p>Recommended Courses :</p> <p>Economic Development of Southeast Asia Development Economics East Asian Economies The Making of Modern Japan Analysis of Great Power Politics Comparative Political Economy International Development Policy Government and Market Government and Politics in Japan International Political Economy Comparative Politics State and Politics in Southeast Asia Non-Traditional Security The World and the SDGs Introduction to Quantitative Methods</p>	



Improvement of understanding of legal matters related to maritime safety and security	Required Courses : International Law International Law of the Sea Policy for Search & Rescue; Salvage and Maritime Disaster Prevention Maritime Police Policy	Lecture · Case Study
	Recommended Courses : International Comparative Criminal Law Introduction to Oceanography Marine Environment and Pollution Traffic Management Systems I Traffic Management Systems II Information Management System I Information Management System II Ship Maneuverability and Practical Operation Fundamentals of Advanced Energy Engineering Introduction to International Maritime Safety and Security Conventions	
Study of methods for examining maritime issues based on existing practice and legal theory and resolving these issues in order to contribute to the construction of international maritime norms based on the rule of law	Required Courses : Case Study of Maritime Safety and Security Policy I Case Study of Maritime Safety and Security Policy II	Practical Case Studies · Field trip
Preparation of a research paper exploring a solution to a particular issue by using a comparative method and other relevant methods	Required Course : Independent Study: A research paper examining a specific problem and analyzing ways to solve it under the guidance of professors; a final presentation	Analysis · Presentation

Academic Year 2022-2023 Curriculum Master's Programs					
(11) Maritime Safety and Security Policy Program					
Category	Course No.	Course Name	Instructor	Term	Credit
I Required Course	MSP400E	Independent Study	Various	Fall through Summer	4
	GOV1400E	International Relations in East Asia	TAKAGI Yusuke	Fall	2
	GOV2200EA	International Relations	IWAMA Yoko	Fall	2
	GOV2240EB	International Security Studies	MICHISHITA Narushige	Fall	2
	MSP2000E	Maritime Police Policy	OKUZONO Junji	Spring	2
	MSP3000E	International Law	SHIMOYAMA Kenji	Fall	2
	MSP3010E	International Law of the Sea	FURUYA Kentaro	Winter	2
	MSP3020E	Policy for Search & Rescue, Salvage and Maritime Disaster Prevention	YAMAJI Tetsuya	Spring	2
	MSP5000E	Case Study on Maritime Safety and Security Policy I	FURUYA Kentaro	Fall	2
	MSP5010E	Case Study on Maritime Safety and Security Policy II	FURUYA Kentaro	Winter through Spring	2
II Recommended Courses	ECO1020E	Essential Microeconomics	KUROSAWA Masako	Fall	4
	ECO1080E	Essential Microeconomics	NIBAYASHI Ken	Winter	2
	ECO1800E	Economic Development of Southeast Asia	KUDO Toshihiro	Fall	2
	ECO2020EB	Government and Market	HATANAKA Kaori	Winter	2
	ECO3840EB	Development Economics	KUJIMA Yoko	Winter	2
	EPP1010E	East Asian Economies	KUDO Toshihiro, OTSUJI Yoshihiro	Winter	2
	GOV1460E	The Making of Modern Japan	KITAOKA Shinichi, PRESSELLO Andrea	Fall	2
	GOV2100E	Government and Politics in Japan	MASUYAMA Mkitaka	Fall	2
	GOV2210E	International Political Economy	CHEY Hyoung-kyu	Fall	2
	GOV2310E	Comparative Politics	TAKENAKA Harukata	Fall	2
	GOV2460E	State and Politics in Southeast Asia	LIM Guanle	Spring (Session I)	2
	GOV3240E	Non-Traditional Security	HONNA Jun	Fall	2
	GOV3280E	Analysis of Great Power Politics	IWAMA Yoko, et al.	Spring	2
	GOV3310E	Comparative Political Economy	KANCHOOCHAT Veerayooth	Fall	2
	GEN3000E	International Development Policy	OHNO Izumi	Winter	2
	GEN5020E	The World and the SDGs	TANAKA Akhiko	Fall	1
	MOR1000E	Introduction to Quantitative Methods	MOROHOSI Hozumi	Fall	2
	MSP2030E	Introduction to Oceanography	MINAMI Hiroki	Spring	1
	MSP2040E	Marine Environment and Pollution	KAWAMURA Noriko	Spring	1
	MSP3030E	International Comparative Criminal Law	SHINTANI Kazuaki	Spring	2
	MSP3100E	Introduction to International Maritime Safety and Security Conventions	FURUYA Kentaro	Spring	1
	MSP2050E	Traffic Management Systems I	YAMADA Tatsuto	Spring (Session I)	1
	MSP2060E	Traffic Management Systems II	TBA	Spring (Session II)	1
	MSP3060E	Ship Maneuverability and Practical Operation	NAKAYAMA Yoshiyuki	Winter	1
	MSP3070E	Fundamentals of Advanced Energy Engineering	KANKI Takashi	Spring (Session II)	1
	MSP3080E	Information Management System I	YAMANAKA Masaaki	Spring (Session I)	1
	MSP3090E	Information Management System II	ISOZAKI Hiroomi	Spring (Session II)	1
	III Elective Courses		* Selected Topics in Policy Studies I - IV		
		Courses not listed in this table			
X Others	LAN010E	** Describing Tables and Figures	WICKENS Matthew H.	Winter	1
	LAN040E	** English for Academic Purposes	O'NEILL Gavin, et al.	Fall	2
	LAN0150E	** Thesis Writing for MSP	O'NEILL Gavin	Winter	1
	LAN0160E	** Qualitative Writing	WICKENS Matthew H.	Winter	1
	LAN0220E	** Policy Proposal Writing	PETCHKO Katerina	Fall	2
		** Other courses offered by the Center for Professional Communication			

Notes:

1. Graduation Requirements: Students must complete a minimum of 30 credits, 22 of which must come from Category I, and 8 from Category II.
2. Courses offered in the Program are subject to change.
3. If a student takes the same course in both English and Japanese, only one course (2 credits) will count toward the degree.
4. \* Course Number, Instructor, and Term for these courses will be announced when the courses are offered.
5. \*\* Credits earned in these courses cannot count toward the degree.
6. Students must take the courses LAN0220E, LAN040E and LAN0150E.

## III. Eligibility and Procedures

### 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (4) 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.
- (5) 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.

#### (1) Essential Qualifications

- 1) Applicants must be nominated by their governments in accordance with the procedures described in Section III-4.
- 2) Organization in one of the following positions:
  - Section chief or equivalent at a central authority (if serving under a central authority)
  - Assistant division chief or equivalent at a local authority (if serving under a local authority)
  - Lieutenant, Lieutenant Commander or Commander (or an equivalent rank)
  - Inspector or Superintendent (or an equivalent title if in law enforcement)
- 3) Job experience in maritime safety and security related areas / organizations: three (3) years or more:
- 4) Educational Background: a bachelor's degree or its equivalent
- 5) Language requirements: Applicants are required to submit official report of TOEFL iBT or IELTS score. Admission priority will be given to applicants with TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. See ANNEX 1 to apply for a waiver of the English language proficiency requirement.
- 6) Health: Required to be judged by medical doctor that medically adequate to

participate in the Program in Japan. Prescribed health certificate by medical doctor is required for application.

Pregnant persons are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

7) Age: under forty five (45) years old as of October 1, 2023

## **(2) Recommended Qualifications**

1) Gender Equality and Women's Empowerment:

Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

## **3. Required Documents for Application**

**(1) Application Form:** Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

**(2) Photocopy of Passport:** Please submit photocopy of passport with the application form if you possess your passport which you will carry when entering Japan for this program. If not, please submit the photocopy as soon as passport is issued.

\*The following information should be included in the photocopy:

Name, date of birth, nationality, sex, passport number and expiry date

**(3) Application Materials for GRIPS/JCG Master's Program**

The curriculum of this program has been approved as that of a master's program by both GRIPS and JCG. Therefore, each applicant is required to prepare and submit all of the materials for admission to the GRIPS/JCG Master's Program as indicated in ANNEX 1.

Please be noted in advance that some applicants might be requested to submit extra complementary documents (unspecified documents in ANNEX 1) depending on their filed educational and career records.

**(4) Information on military status**

Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military. Please indicate military status of your institution and yourself with ANNEX 2.

## **4. Procedures for Application and Selection**

**(1) Submission of the Application Documents**

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

All required material must arrive at **JICA Center in Japan** by March 31 2023.

**(2) Selection**

1) After receiving the application documents through appropriate administrative

procedures in the respective government, JICA office (or the Embassy of Japan) in respective country conduct a screening and send the documents to JICA Chugoku, which organizes the program.

- The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan. Please inform the JICA office of applicant's military status, even in plausible case, as soon as possible in order to avoid delay in selection process.
- 2) JICA Chugoku will carry out the screening jointly with JCG to select successful applicants out of those who meet the qualifications described in Section III-2.
  - 3) Some applicants may be requested to take an examination and / or come for an oral interview, which will be conducted by zoom/Microsoft Teams, telephone or TV conferencing at JICA office in respective country.
  - 4) A committee consisting of GRIPS, JCG, and JICA, will screen the academic qualifications of the applicants using the application materials such as official transcripts.
  - 5) The final candidates will be selected by the Academic Council of GRIPS by the end of July 2023.

Some qualified applicants may not be accepted due to the limited number of seats in the Program.

### **(3) Notice of Acceptance**

- 1) The JICA overseas office (or the Embassy of Japan) will notify the results not later than July 31, 2023.
- 2) Acceptance agreement, together with an official admission letter, will be sent from GRIPS to each accepted applicant.

## **5. Conditions for Participation**

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect

of the course,

- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## **6. Certificate and Master's Degree**

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Participants who have successfully completed all requirements at GRIPS and JCGA will be awarded the degree of Master of Policy Studies.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

#### (1) Center: JICA Chugoku Center (JICA TOKYO)

\*"Chugoku" is the name of the region consisting of five (5) prefectures in the western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

#### (2) Program Officer: Ms. KIKUIRI Kai ([cictp@jica.go.jp](mailto:cictp@jica.go.jp))

### 2. Implementing Partner

#### (1) Japan Coast Guard (JCG)

URL: <http://www.kaiho.mlit.go.jp/e/english.pdf>

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8976, Japan

TEL/FAX: +81-3-3580-0936

("81" is country code for Japan, and "3" is local area code)

#### (2) National Graduate Institute for Policy Studies (GRIPS)

URL: <https://www.grips.ac.jp/en/>

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, Japan

TEL: +81-3-6439-6046

("81" is country code for Japan, and "3" is local area code)

Description: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy areas, advancement of policy research, and systematic collection and dissemination of policy-related information.

### 3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Chugoku Center (JICA Chugoku)

Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, Japan

TEL: +81-82-421-5800 FAX: +81-82-420-8082

("81" is country code for Japan, and "82" is local area code)

JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

("81" is country code for Japan, and "3" is local area code)

Please refer to the TIC facility guide at

[https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities\\_service\\_guide.pdf](https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf)

If there is no vacancy at JICA centers, JICA will arrange alternative accommodations.

## 5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

## 6. Pre-departure Orientation\*

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>
JICA Chugoku	<a href="https://www.jica.go.jp/chugoku/english/office/index.html">https://www.jica.go.jp/chugoku/english/office/index.html</a>



## V. Other Information

### 1. Dress Code: Formal Clothes (suit and tie or officer uniform) required

(1) Participants are requested to wear suit with tie or other formal clothes for the opening ceremony, courtesy calls and receptions.

Please bring officer uniform.

(2) During lectures at JCG and JCGA, suits or formal clothes are required. Jeans or T-shirts are not allowed at these institutes.

(3) During lectures at GRIPS, there is no dress code. Casual clothes are accepted.

### 2. PC

Participants are encouraged to bring their own PCs for presentation of Job and Country Report presentation and writing research papers.

## **For Your Reference**

### **JICA and Capacity Development**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



**Contact Information for Inquiries**

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