



Ruj. : KKM.500/3/4/9 Jld.36 (27)  
Tarikh : 16 April 2024

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

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

**HEBAHAN PELAWAAN PENAJAAN JICA KNOWLEDGE CO-CREATION PROGRAM  
FOR LONG TERM PARTICIPANTS – JICA MASTERS AND PHD COURSE IN  
CLIMATE CHANGE POLICY PROGRAM**

Dengan segala hormatnya saya merujuk perkara di atas.

2. Dimaklumkan bahawa Jabatan Perkhidmatan Awam (JPA) mempelawa pegawai Kumpulan Pengurusan dan Profesional (P&P) yang berminat dan berkelayakan untuk memohon biasiswa di bawah Japan International Cooperation Agency (**JICA Knowledge Co-Creation Program for Long Term Participants – JICA Masters and Ph.D Course in Climate Change Policy Program**) untuk mengikuti pengajian Sarjana dan Ph.D di Jepun.
3. Pegawai P&P yang berminat dan memenuhi syarat seperti di **LAMPIRAN A** boleh melengkapkan borang permohonan secara dalam talian melalui portal [bmipenajaan.jpa.gov.my](http://bmipenajaan.jpa.gov.my) bermula 4 April hingga 26 April 2024. Borang permohonan yang telah dilengkapkan secara dalam talian tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada Ketua Jabatan dan PPSM masing-masing beserta dengan dokumen-dokumen sokongan yang berkaitan.
4. Sebarang pertanyaan, boleh dikemukakan kepada urus setia iaitu Encik Ahmad Aiman Haziq binti Ahmad Jalaini di talian 03-88850681 atau menerusi emel [kepakaran2@moh.gov.my](mailto:kepakaran2@moh.gov.my). Permohonan perlu **dikemukakan terus dan perlu diterima oleh pihak BPL KKM** seperti alamat di bawah **sebelum atau pada 22 April 2024 (Isnin)**.



Unit Latihan Dalam Perkhidmatan 1  
Program Kepakaran 2  
Cawangan Operasi Latihan  
Bahagian Pengurusan Latihan, KKM  
Aras 6, Menara Prisma, No 26, Persiaran Perdana, Presint 3  
**62675 PUTRAJAYA**  
**(u.p: Puan Nur Irmawarni binti Mohamad)**

5. Kerjasama YBhg. Datuk/ Dato' Indera/ Dato'/ Datin Paduka/ Tuan/ Puan adalah dimohon untuk memaklumkan tawaran ini kepada semua pegawai yang berminat dan berkelayakkan di Jabatan YBhg. Datuk/ Dato' Indera/ Dato'/ Datin Paduka/ Tuan/ Puan.

Sekian, terima kasih.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

  
**(AZLAN BIN AHMAD)**

Bahagian Pengurusan Latihan  
b.p. Ketua Setiausaha  
Kementerian Kesihatan Malaysia

**s.k.**

1. Ketua Setiausaha  
Kementerian Kesihatan Malaysia
2. Ketua Pengarah Kesihatan  
Kementerian Kesihatan Malaysia
3. Timbalan Ketua Setiausaha (Kewangan)  
Kementerian Kesihatan Malaysia
4. Timbalan Ketua Setiausaha (Pengurusan)  
Kementerian Kesihatan Malaysia
5. Timbalan Ketua Pengarah Kesihatan (Kesihatan Awam)  
Kementerian Kesihatan Malaysia
6. Timbalan Ketua Pengarah Kesihatan (Sokongan & Teknikal)  
Kementerian Kesihatan Malaysia

**SENARAI EDARAN**  
**IBU PEJABAT KEMENTERIAN KESIHATAN MALAYSIA (IPKKM)**

1. Pengarah Kanan  
Bahagian Kesihatan Pergigian  
Kementerian Kesihatan Malaysia
2. Pengarah Kanan  
Bahagian Perkhidmatan Farmasi  
Kementerian Kesihatan Malaysia
3. Pengarah Kanan  
Bahagian Keselamatan dan Kualiti Makanan  
Kementerian Kesihatan Malaysia
4. Setiausaha Bahagian Kanan  
Bahagian Pembangunan  
Kementerian Kesihatan Malaysia
5. Setiausaha Bahagian  
Bahagian Sumber Manusia  
Kementerian Kesihatan Malaysia
6. Setiausaha Bahagian  
Bahagian Pengurusan Maklumat  
Kementerian Kesihatan Malaysia
7. Setiausaha Bahagian  
Bahagian Dasar dan Hubungan Antarabangsa  
Kementerian Kesihatan Malaysia
8. Setiausaha Bahagian  
Bahagian Pengurusan Latihan  
Kementerian Kesihatan Malaysia
9. Setiausaha Bahagian  
Bahagian Pembangunan Kompetensi  
Kementerian Kesihatan Malaysia

10. Setiausaha Bahagian  
Bahagian Khidmat Pengurusan  
Kementerian Kesihatan Malaysia
11. Setiausaha Bahagian  
Bahagian Kewangan  
Kementerian Kesihatan Malaysia
12. Setiausaha Bahagian  
Bahagian Perolehan & Penswataan  
Kementerian Kesihatan Malaysia
13. Setiausaha Bahagian  
Bahagian Akaun  
Kementerian Kesihatan Malaysia
14. Setiausaha Bahagian  
Bahagian Sains Kesihatan Bersekutu  
Kementerian Kesihatan Malaysia
15. Pengarah  
Bahagian Kejururawatan  
Kementerian Kesihatan Malaysia
16. Penasihat Undang-Undang  
Pejabat Penasihat Undang-Undang  
Kementerian Kesihatan Malaysia
17. Ketua Audit Dalam  
Cawangan Audit Dalam  
Kementerian Kesihatan Malaysia
18. Ketua Unit  
Unit Komunikasi Koperat  
Kementerian Kesihatan Malaysia

**SENARAI EDARAN**  
**JABATAN KESIHATAN NEGERI**

1. Pengarah Kesihatan Negeri Johor  
Jabatan Kesihatan Negeri Johor  
Tingkat 3 & 4 Blok B, Wisma Persekutuan  
Jalan Air Molek, 80590 Johor Bahru  
Johor
  
2. Pengarah Kesihatan Negeri Kedah  
Jabatan Kesihatan Negeri Kedah  
Simpang Kuala, Jalan Kuala Kedah  
05400 Alor Setar
  
3. Pengarah Kesihatan Negeri Kelantan  
Jabatan Kesihatan Negeri Kelantan  
Tingkat 5, Wisma Persekutuan  
15590 Kota Baharu  
Kelantan
  
4. Pengarah Kesihatan Negeri Melaka  
Jabatan Kesihatan Negeri Melaka  
Tingkat 3, 4, dan 5, Wisma Persekutuan  
Jalan Business City, Bandar MITC  
75450 Ayer Keroh, Melaka
  
5. Pengarah Kesihatan Negeri Pahang  
Jabatan Kesihatan Negeri Pahang  
Jalan IM 4, Bandar Indera Mahkota  
25582 Kuantan  
Pahang
  
6. Pengarah Kesihatan Negeri Perak  
Jabatan Kesihatan Negeri Perak  
Jalan Panglima Bukit Gantang Wahab  
30590 Ipoh  
Perak

7. Pejabat Kesihatan Negeri Perlis  
Jabatan Kesihatan Negeri Perlis  
Jalan Raja Syed Alwi  
01000 Kangar  
Perlis
8. Pengarah Kesihatan Negeri Pulau Pinang  
Jabatan Kesihatan Negeri Pulau Pinang (Bahagian Pengurusan)  
Tingkat 7, Bangunan MARA, No. 33  
Jalan Pangkalan Weld  
10300 Pulau Pinang
9. Pengarah Kesihatan Negeri Sabah  
Jabatan Kesihatan Negeri Sabah  
Tingkat 3, Rumah Persekutuan, Jalan Mat Salleh  
88590 Kota Kinabalu, Sabah
10. Pengarah Kesihatan Negeri Sarawak  
Jabatan Kesihatan Negeri Sarawak  
Jalan Diplomatik, Off Jalan Bako  
93050 Kuching, Sarawak
11. Pengarah Kesihatan Negeri Selangor  
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.
12. Pengarah Kesihatan Negeri Sembilan  
Jabatan Kesihatan Negeri Sembilan  
Jalan Rasah 70300 Seremban  
Negeri Sembilan
13. Pengarah Kesihatan Negeri Terengganu  
Jabatan Kesihatan Negeri Terengganu  
Tingkat 5, Wisma Persekutuan Jalan Sultan Ismail  
20920 Kuala Terengganu

14. Pengarah Kesihatan W.P. Kuala Lumpur  
Jabatan Kesihatan W.P. Kuala Lumpur  
Jalan Cenderasari  
50590 Kuala Lumpur

15. Pengarah Kesihatan W.P. Labuan  
Jabatan Kesihatan WP Labuan  
Peti surat 80832  
87018 Wilayah Persekutuan Labuan

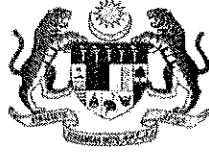
**Semua Institut Latihan Kementerian Kesihatan Malaysia (ILKKM)**

**Hospital Kuala Lumpur (HKL)**

**National Institute of Health (NIH)**

**Institut Kanser Negara (IKN)**





## JABATAN PERKHIDMATAN AWAM

### PELAWAAN PENAJAAN JICA KNOWLEDGE CO-CREATION PROGRAM FOR LONG TERM PARTICIPANTS - JICA MASTERS AND PHD COURSE IN CLIMATE CHANGE POLICY PROGRAM

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Japan International Cooperation Agency (JICA) telah membuka permohonan biasiswa di bawah **JICA Knowledge Co-Creation Program for Long Term Participants - JICA Masters and Ph.D Course in Climate Change Policy Program** kepada pegawai kumpulan Pengurusan dan Profesional (P&P) untuk mengikuti pengajian Sarjana dan Ph.D di **Jepun**.

Justeru itu, Jabatan Perkhidmatan Awam (JPA) selaku *nominating agency* bagi program tersebut mempelawa pegawai kumpulan P&P yang memenuhi syarat seperti di **LAMPIRAN A** untuk memohon biasiswa ini melalui Ketua Jabatan dan Panel Pembangunan Sumber Manusia (PPSM) masing-masing.

Pegawai P&P yang berminat dan berkelayakan boleh melengkapkan borang permohonan secara dalam talian melalui portal [bmipenajaan.jpa.gov.my](http://bmipenajaan.jpa.gov.my) bermula **4 April hingga 26 April 2024**. Borang permohonan yang telah dilengkapkan secara dalam talian tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada Ketua Jabatan dan PPSM masing-masing beserta dengan dokumen-dokumen sokongan yang berkaitan. Semua permohonan yang disokong oleh Ketua Jabatan dan diperaku oleh PPSM hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya pada 3 Mei 2024** sama ada melalui serahan tangan / pos melalui alamat seperti 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 tatacara permohonan/ pencalonan bagi program ini adalah seperti di **LAMPIRAN B**. Sila hubungi talian **03-88853053** atau e-mel: [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my) untuk sebarang pertanyaan lanjut berhubung biasiswa ini.

Bahagian Pembangunan Modal Insan  
Jabatan Perkhidmatan Awam  
**4 April 2024**



## SYARAT-SYARAT PERMOHONAN

### PELAWAAN PENAJAAN JICA KNOWLEDGE CO-CREATION PROGRAM FOR LONG TERM PARTICIPANTS - JICA MASTERS AND PHD COURSE IN CLIMATE CHANGE POLICY PROGRAM

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- 1) Pegawai Perkhidmatan Awam **Kumpulan Pengurusan dan Profesional Iantikan tetap** khususnya di dalam **polisi dan pengurusan alam sekitar/ perubahan iklim** yang berumur tidak melebihi **35 tahun** (bagi pengajian Sarjana) atau **40 tahun** (bagi pengajian Ph.D) **pada 1 April 2025**;
- 2) Telah **disahkan dalam skim perkhidmatan terkini** pada 1 Januari 2024;
- 3) Mencapai purata markah minimum Laporan Nilain Prestasi Tahunan (LNPT) **85%** bagi tempoh tiga tahun berturut-turut (**2021, 2022 & 2023**) dalam skim perkhidmatan terkini. Penilaian setahun LNPT hendaklah genap 12 bulan;

*Nota : Pegawai yang mempunyai rekod CTG/ CSG dalam tahun penilaian LNPT terlibat dan tahun penawaran **tidak layak dipertimbangkan penajaan biasiswa** di bawah program ini.*

- 4) Mempunyai kelayakan akademik **Ijazah Sarjana Muda dan Sarjana** (bagi pengajian Ph.D) daripada universiti yang diiktiraf oleh Kerajaan;
- 5) Mengikuti pengajian di **peringkat yang lebih tinggi** daripada kelayakan akademik sedia ada yang dimiliki pegawai.

*Nota : Pegawai bertanggungjawab untuk mengisytiharkan kelayakan akademik tertinggi semasa yang dimiliki. Sekiranya pegawai gagal mengisytiharkannya dan ia dapat dikesan kemudian, pegawai bertanggungjawab sepenuhnya ke atas sebarang **implikasi yang timbul daripada kegagalan pengisytiharan tersebut** termasuklah pembatalan penawaran (sekiranya berjaya), tanggungan kos yang terlibat (sekiranya ada) dll.*

- 6) Mempunyai **penguasaan Bahasa Inggeris yang baik** (sila kemukakan salinan bukti tahap penguasaan Bahasa Inggeris seperti keputusan IELTS or TOEFL sekiranya ada);

7) Mematuhi **syarat genap tempoh** tamat seperti berikut:

<b>Tempoh Kursus</b>	<b>Tempoh Menunggu (pada 1 Januari 2024)</b>
Lebih daripada 12 bulan	2 tahun
Lebih daripada 3 bulan dan kurang daripada 12 bulan	1 tahun

- 8) Bersih daripada sebarang pertuduhan/ tindakan tatatertib/ dakwaan mahkamah;
- 9) Telah **mengisytiharkan harta** dalam tempoh **lima (5) tahun** terkini;
- 10) **Bukan peminjam tegar** pinjaman pelajaran atau bukan dalam **senarai hitam** Jabatan Perkhidmatan Awam (JPA) atau badan penaja lain;
- 11) Tidak mempunyai sebarang masalah kesihatan serta kecacatan fizikal dan mental.

TATACARA PERMOHONAN / PENCALONAN

**JICA KNOWLEDGE CO-CREATION PROGRAM FOR LONG TERM PARTICIPANTS -  
JICA MASTERS AND PHD COURSE IN CLIMATE CHANGE POLICY PROGRAM**

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**1. TANGGUNGJAWAB PEGAWAI**

- 1.1 Pegawai yang berminat dikehendaki **membaca dan memahami sepenuhnya** syarat-syarat permohonan di **Lampiran A dan *General Information – JICA Climate Change Policy*** yang disediakan sebelum membuat permohonan. Kegagalan mematuhi syarat dan ketetapan yang digariskan akan menyebabkan permohonan pegawai akan dibatalkan / ditolak atau tidak berkelayakan secara automatik.
- 1.2 Permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan **[bmipenajaan.jpa.gov.my](http://bmipenajaan.jpa.gov.my)** bermula daripada **4 April hingga 26 April 2024**.
- 1.3 Borang permohonan yang telah lengkap diisi hendaklah **dimuat turun, dicetak dan ditandatangani oleh pegawai**. Terdapat ruangan perakuan Ketua Jabatan<sup>1</sup> selepas ruangan tandatangan pegawai yang mana memerlukan maklumat perkhidmatan pegawai dilengkapkan, disahkan dan ditandatangani oleh Ketua Jabatan 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 penyelarasan.

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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.

- 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:
- a) **JICA Application Form** (bersama gambar berukuran 4 cm x 3 cm terkini - ditampal pada borang);
  - b) Salinan Ijazah Pertama dan Sarjana (bagi pengajian Ph.D) – **SKROL DAN TRANSKRIP RASMI DALAM BAHASA INGGERIS SAHAJA/** diterjemahkan secara rasmi kepada Bahasa Inggeris (telah disahkan) bersama-sama lampiran **SISTEM PENGGREDAN/ PEMARKAHAN** berkaitan;
  - c) Salinan **Senarai Tugas/ Job Description** (JD) yang disahkan;
  - d) Salinan **passport antarabangsa** yang tertera maklumat nama, tarikh lahir, warganegara, jantina, no. passport, tarikh tamat tempoh serta gambar; dan
  - e) Salinan pencapaian penguasaan Bahasa Inggeris (TOEFL or IELTS).

Nota: Semua dokumen di atas hendaklah dikemukakan dalam **2 salinan dokumen yang lengkap (1 salinan asal dan 1 salinan fotostat)**.

## 2. TANGGUNG JAWAB KETUA JABATAN

- 2.1 Ketua Jabatan dinasihatkan untuk membuat **semakan yang teliti** dan **memberi sepenuh perhatian** kepada syarat-syarat yang ditetapkan di **Lampiran A**. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan untuk menyokong/ memberi pelepasan kepada pegawai-pegawai yang **bersesuaian dan berkelayakan sahaja** berdasarkan syarat-syarat yang ditetapkan sahaja. Pada masa yang sama, Ketua Jabatan juga dikehendaki memaklumkan pegawai berhubung status permohonan masing-masing sama ada disokong / dilepaskan atau sebaliknya.
- 2.2 Ketua Jabatan perlu **melengkapkan dan mengesahkan maklumat** perkhidmatan pegawai, dan seterusnya **menandatangani ruangan perakuan** Ketua Jabatan dalam borang permohonan. Semakan ke atas 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 berkaitan kepada urus setia PPSM masing-masing untuk penyelarasan perakuan.

### 3. TANGGUNG JAWAB KETUA PERKHIDMATAN/ PEGAWAI PENGAWAL MELALUI PANEL PEMBANGUNAN SUMBER MANUSIA (PPSM)

- 3.1 Ketua Perkhidmatan / Pegawai Pengawal adalah dinasihatkan supaya membuat **perancangan dan semakan yang teliti** ke atas permohonan pegawai yang telah disokong / dilepaskan oleh Ketua Jabatan masing-masing sebelum memperakukan pencalonan pegawai melalui PPSM kepada pihak BMI, JPA. Ini kerana pegawai yang berjaya ditawarkan biasiswa ini akan turut dipertimbangkan kemudahan cuti belajar (tertakluk kepada kelulusan) yang mana akan menyebabkan berlakunya kekosongan jawatan. Tiada jaminan pengisian pegawai ganti kepada kekosongan jawatan tersebut.
- 3.2 Pegawai-pegawai yang telah diperakukan oleh Ketua Perkhidmatan / Pegawai Pengawal melalui PPSM untuk pencalonan kepada pihak BMI, JPA bermaksud bahawa mereka telah dipersetujui untuk diberikan pelepasan untuk mengikuti pengajian di bawah penajaan biasiswa ini kelak. Justeru, Ketua Perkhidmatan / Pegawai Pengawal hendaklah memastikan hanya pegawai-pegawai yang **memenuhi syarat dan tatacara permohonan / pencalonan seperti di LAMPIRAN 1 dan 2 serta bersesuaian** (mengambil kira kesesuaian bidang kursus yang ditawarkan, tugas semasa calon, potensi calon dan sebagainya) sahaja dicalonkan kepada pihak BMI, JPA. Urus setia PPSM hendaklah memaklumkan kepada pegawai berhubung status permohonan masing-masing sama ada diperakukan atau sebaliknya bagi memastikan pegawai dikemaskini sewajarnya.
- 3.3 Sehubungan itu, adalah menjadi tanggungjawab urus setia PPSM untuk mengambil tindakan-tindakan berikut:
- (a) **Melengkapkan borang Laporan PPSM** Kementerian/Jabatan untuk kursus dalam perkhidmatan - JPA(L) LDP 1A/96;
  - (b) **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.
  - (c) Pencalonan yang dikemukakan kepada pihak JPA hendaklah disertakan bersama-sama dengan dokumen-dokumen berikut:
    - i. Dokumen-dokumen seperti di perenggan 1.3 hingga 1.4; dan
    - ii. Dokumen-dokumen seperti di perenggan 3.3 (a).

- 3.4 **Pencalonan yang lengkap** hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya pada 3 Mei 2024** sama ada melalui pos atau serahan tangan 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)**

- 3.5 Permohonan dengan dokumen yang **TIDAK LENGKAP TIDAK AKAN DIPROSES** untuk pertimbangan.

#### 4. **PERTANYAAN**

Sila hubungi pihak penyelaras melalui butiran seperti berikut:

**Penyelaras : Unit Pengurusan Penawaran Latihan Dalam  
Perkhidmatan, BMI JPA**  
**No. Telefon : 03 – 8885 3053 / 3438**  
**Emel : penawaranldp@jpa.gov.my**

**LAMPIRAN B**

JPA(L)LDP 1A/96

**LAPORAN JAWATANKUASA LATIHAN KEMENTERIAN/JABATAN  
UNTUK KURSUS DALAM PERKHIDMATAN**

1. TAJUK KURSUS				
2. TEMPAT KURSUS				
3. TEMPOH KURSUS				
4. PENGANJUR				
5. BIL. PERMOHONAN DITERIMA				
6. BIL. CALON YANG LAYAK				
7. BUTIR-BUTIR CALON YANG DIPERAKUKAN (Sila buat lampiran jika ruangan tidak mencukupi)				
Nama dan Jawatan Calon	Kelulusan / Institut / Tahun	Perkhidmatan Sekarang		Tarikh Lahir / Umur
		T/Lantikan	T/Sah	
<u>Calon Tetap</u>				
<u>Calon Simpanan</u>				
8. KEANGGOTAAN JAWATANKUASA LATIHAN		ASAS ASAS PERAKUAN		
<p><b><u>PENGERUSI:</u></b></p> <p>Nama :</p> <p>Jawatan:</p> <p><b><u>AHLI :</u></b></p> <p>1. Nama : Jawatan:</p> <p>2. Nama: Jawatan:</p> <p>..... (Tandatangan Pengerusi/Setiausaha)</p> <p>Nama :</p> <p>Jawatan:</p> <p>Cop Rasmi Kerajaan:</p> <p>Tarikh: .....</p>		<p><b><u>PERAKUAN</u></b></p> <p>DENGAN PERAKUAN INI KETUA JABATAN/ KEMENTERIAN BERSETUJU MELULUSKAN PEGAWAI UNTUK BERKURSUS</p>		







**1. Profile of Organization**

1) Name of Organization:

[Empty text box for Name of Organization]

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

[Empty text box for Mission and Department / Division]

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

[Empty text box for Current Issues]

2) Objective: Describe what your organization intends to achieve by participating in KCCP.

[Empty text box for Objective]

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

[Empty text box for Future Plan of Actions]

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.

[Empty text box for Selection of the Nominee]



(to be completed by the Nominee)

1. Course Title: (Please write down as shown in the General Information) (required)

[Empty text box for Course Title]

2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)

										J				
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Attach the nominee's photograph (taken within the last six months) here

Size: 4cm x 3cm

3. Information about the Nominee (nos. 1)-9) are all required)

1) Name of Nominee (as in the passport)

Family Name

[Empty text box for Family Name]

First Name





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

**11) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education) (required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	




**5. Language Proficiency (required)**

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)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

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.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**6. Expectation on the applied KCCP**

1) **Personal Goal:** Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)



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## 1. University Information<sup>5</sup>

(1) After examining university list provided by JICA, please fill in University, Supervisor, and the respective Field of studies that you expect to study in Japan. If you have more than two universities in your mind, you can select **up to three universities**

Name of University and Graduate School(1)	
Graduate School Code(1)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(2)	
Graduate School Code(2)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(3)	
Graduate School Code(3)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

\*If you wish to apply for a PhD, please make sure to fill in "Supervisor of choice".

<sup>5</sup> 研修コース特性に応じ任意記載

**Master's degree applicants must also fill in the name of desired supervisor for some universities.**  
Please refer to the appropriate section of the "university list".

[IMPORTANT]<sup>6</sup> JICA will provide your desired university with your personal information (educational background, career, health condition, health certificate, etc.) necessary for selection. For the privacy policy of each university, check the description on the university website.

## **2. Research Plan<sup>7</sup>**

Write a brief research plan of your proposed Master's or Doctor's thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's or Doctor's thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

**\*For PhD courses, please attach your master thesis in English and related papers (if any).**

### **!! IMPORTANT !!**

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Doctor's course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient

<sup>6</sup> 受入大学に候補者情報を提供する研修コースにおいては記載必須。

<sup>7</sup> 研修コース特性に応じ任意記載。



**CONFIDENTIAL**

enough to engage in and complete the Master's or Doctoral course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.

- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.

### **3. Career Plan after Graduation<sup>8</sup>**

In connection with the fields of study, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries

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## **1. General Rules**

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<sup>8</sup> 研修コース特性に応じ任意記載。

<sup>9</sup> 記載必須 (「DECLARATION」欄含む)





The accepted applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that 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,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) 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,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured 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 expenses described in the table of "11. Expenses To be borne by JICA,"
- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (18) not to be receiving nor plan to receive another scholarship during the program,
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.

## **2. Privacy Policy**

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The accepted applicants/participants are requested to understand Privacy Policy of JICA as follows.

### (1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting, supervising and follow-up of JICA's KCCP (long-term) (selection, coordination, travel and life support of the participants in Japan) which is stipulated in Article 40, Paragraph 3 of the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.



JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

(2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.

However, in the following cases, we will provide personal information and will take the following measures.

(a) In the case of contracted-parties for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned parties to take safety management measures and manage it appropriately and will confirm the implementation status.

(b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

(3) Security Notice

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

\*Information Security Policy of JICA in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through Application Forms 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 the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
  1. To provide the KCCP to Participants.
  2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
  3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);  
JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

### **3. Copyright Policy**

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.  
If the participants apply to KCCP, the participants shall also comply with terms of use of copyrighted works for the KCCP that are shown on the JICA website.  
([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))
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

### **4. Portrait Right Policy**

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.



## **DECLARATION** (to be signed by the Applicant)

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- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy
  
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
  
- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:  
  
 Agree /  Disagree
  
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature

March 14, 2024

**JICA Knowledge Co-Creation Program  
(Long-Term)  
JFY 2024 Intake**

**General Information for All Applicants  
on  
Climate Change Policy Program  
FY2024**

長期研修  
「気候変動対策中核人材育成プログラム」

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

Each country may have its own schedule and/or qualifications for the program.

## 1. Background

●The Paris Agreement, adopted in 2015, stipulates that all parties, including developing countries, shall develop Nationally Determined Contributions (NDC) and gradually increase their NDC targets while implementing climate change measures (Article 4). All parties are also recommended to develop and notify a long-term strategy for low greenhouse gas (GHG) emission development (long-term low emission development strategy/long-term strategy) (Article 4).

●On the other hand, in terms of adaptation to the effects of climate change, it stipulates the preparation and implementation of a National Adaptation Plan (NAP) (Article 7), as well as the preparation and updating of a national GHG inventory and the submission of a biennial transparency report describing the implementation and achievement of NDCs (Article 13).

●However, many developing countries do not have sufficient funds, technology, and capacity to properly plan and implement the items stipulated in the Paris Agreement, and thus require supports. This training program will focus on capacity building for the formulation and implementation of various policies, institutions, and plans in response to the Paris Agreement.

## 2. Objectives

To develop core human resources in the field of climate change countermeasures in order for developing countries to appropriately plan and implement matters in line with the Paris Agreement.

## 3. Program Outline

(1) Program Title: Climate Change Policy Program

(2) Language of the Program: English

## 4. Duration

<b>Overall Program</b>	<ul style="list-style-type: none"><li>- Admission Period: April 2025</li><li>- The two-year master's program or three-year Doctor's program (only for those with master's degree)</li></ul>
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## 5. Number of Participants

Two (2) participants from the target countries in total.

## 6. Target Countries

<b>JFY 2024</b>	Thailand, Malaysia, Philippines, Cambodia, Indonesia, Vietnam, Bangladesh
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## 7. Target Participants

- The primary target will be young executive-level staff working for government agencies.
- Candidates will be selected from organizations that have been or are currently supported by JICA and will play an important role in the field of climate change in the country for the future.

## 8. Fields of Study at Japanese Universities

Policy system in climate change-related fields is assumed as a research theme.

## 9. Qualifications and Requirements

Applicants must satisfy the following requirements:

<b>(1) Nationality</b>	- Citizens of the target countries as mentioned above in 6.
<b>(2) Age</b>	In principle, applicants must be under 35 years old for master's degree programs and under 40 years old for doctoral degree programs as of April 1 of the year of acceptance. However, it is possible to select applicants who exceed the age limit depending on local circumstances and project decisions
<b>(3) Education</b>	- Bachelor's degree (equivalent to at least 16 years of academic background) For more information, please check the website of the Universities
<b>(4) Working Experience /Status</b>	- Those who belong to the government or relevant government agencies responsible for the development and implementation of Nationally Determined Contribution and/ or Long-term Low Emissions Development Strategies,
<b>(5) English - language Proficiency</b>	- Adequate English skills both in written and oral communication to complete a master's course at a Japanese university.
<b>(6) Understanding of the Program</b>	- Applicants are required to have clear understanding of the objectives of this program, and to have a strong will to contribute to the leading university of their home countries as well as to strengthen the linkage between their countries and Japan.
<b>(7) Others</b>	Applicants must: <ul style="list-style-type: none"> <li>- have a bachelor's degree (or a master's degree if applying for admission to the doctoral program)</li> <li>- complete the entire program with a clear understanding of the program objectives and a clear intention to contribute to the</li> </ul>

	<p>improvement of policies related to climate change in his/her home country, while maintaining strong ties with Japan after returning to his/her home country.</p> <ul style="list-style-type: none"><li>- not receive (or plan to receive) any other scholarship through overseas assistance.</li><li>- complete the entire program until March, 2027 in case of admission to the master's program.</li><li>- be in good physical and mental health.</li></ul>
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## 10. Application Period

Subjected to the schedule and deadline of each Japanese university you apply for.

## 11. Selection Procedures

- JICA overseas office will make a short/long list and conduct an interview.
- After the selection by JICA overseas office, JICA HQs will decide final candidate.
- The final candidate will be able to apply for the entrance examination under this program.

### \*Note: Approval of the Successful Candidates

Successful candidates who pass the selections by Japanese universities will be evaluated by JICA from the viewpoints of their potential to contribute to the national development in their respective countries, and must be officially approved as participants of the program by the respective government and JICA. Each approved participant's status as "officially dispatched student" should be endorsed by their home countries' governments. At this stage, every participant is requested to fill out and submit Application form to JICA office for formal procedures. Additional screening procedures may be required according to the screening policy of respective governments.

\*Note: Chosen as final candidate does not necessarily mean the candidate can enter the university. The candidate has to receive an offer from the university by passing the entrance examination. For the detail information of the exam, please refer to the following website

### \*Candidate universities (To be determined)

- Tokyo University
- Tsukuba University
- Kobe University
- Nagoya University
- Kyushu University
- APU (Ritsumeikan Asia Pacific University)

## 12. Expenses to Be Borne / Not to Be Borne by JICA

JICA will provide the following expenses for participant of the program that is equivalent to similar JICA schemes.



- Tuition at Japanese university Master's Degree programs (and research student).
  - Allowances for living expenses, outfit, shipping etc. See the box below for more details.
  - A round-trip airfare
- Other costs should be covered by the participants' organizations or other individuals.

\*Participants are not allowed to work while their stay in Japan.

\*To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedures in Japan by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. If the participants wish to invite families, JICA strongly recommend doing so AFTER 6 MONTHS upon arrival in Japan at the earliest.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	Every semester
Living Allowance	JPY 143,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance	JPY100,000	Once (upon arrival in Japan)
Moving Allowance	Up to JPY164,000-224,000	Once (during the training period)
Research Support Expenses**	Actual costs(Up to 360,000 per year)	

\*Varies according to living area, type of accommodation, etc.

\*\*The grant which support your research, such as purchase of books or necessary equipment, participation fees for academic conference, research trips, etc. can be provided via your university. Maximum amount of grant is 30,000 yen per month (360,000 yen per year), and can be disbursed with the approval of your supervisor.

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

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses in the home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges

- (9) Compensation for lost and/or damaged baggage
- (10) "no show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation

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

