



BADAN METEOROLOGI, KLIMATOLOGI, DAN GEOFISIKA

PUSAT PENDIDIKAN DAN PELATIHAN

Jl. Angkasa I No. 2, Kemayoran, Jakarta Pusat 10720,
Telp. : (021) 6586 7058, Fax. (021) 65867058, Website : <http://www.bmkg.go.id>

Nomor : KP.02.00/01 /KDL/II/2020

Jakarta, 10 Februari 2020

Sifat : SEGERA

Lampiran : 1 (satu) berkas

Hal : Tawaran Beasiswa Pendidikan Pemerintah Jepang

Yth. 1. Para Kepala Pusat/ Biro

2. Inspektur

3. Ketua STMKG

4. Kepala Balai Besar MKG Wilayah I - V

di-

Tempat

Berdasarkan surat dari *Japan International Cooperation Agency* (JICA) nomor 125/GI/01/20 tentang *Information on Group and Region Focused for Knowledge Co-Creation Program (KCCP) for JFY 2020* tanggal 20 Januari 2020 melalui surat Kepala Biro Hukum dan Organisasi nomor DL.08.06/001/KRH/II/2020 tanggal 4 Februari 2020 dengan hormat bersama ini kami sampaikan bahwa Pemerintah Jepang melalui JICA menawarkan kesempatan **beasiswa Pendidikan Master pada jurusan Seismology, Earthquake Engineering and Tsunami Disaster Mitigation** yang akan diselenggarakan pada 30 September 2020 – 17 September 2021 di JICA Tsukuba International Center (mohon periksa Lampiran 1). Beasiswa yang diperuntukkan bagi 1 (satu) orang pelamar yang lulus seleksi, meliputi: biaya pendidikan, tiket penerbangan internasional PP, akomodasi, uang saku bulanan, kegiatan ekstrakurikuler (study tour dan ekskursi), asuransi kesehatan dan perjalanan.

Sehubungan dengan hal tersebut, dengan hormat kami mohon bantuan Bapak/Ibu untuk dapat menginformasikan kesempatan beasiswa pendidikan ini kepada seluruh pegawai yang berada di unit kerja masing-masing. Ketentuan beasiswa dan kualifikasi peserta dapat dilihat pada Lampiran 2 dengan mengacu pada Peraturan KBMKG No. KEP.11 Tahun 2010 tentang Pedoman Pemberian Tugas Belajar dan Izin Belajar bagi Pegawai Negeri Sipil di Lingkungan BMKG sebagaimana telah diubah terakhir kali dengan Peraturan KBMKG No. 5 Tahun 2017.

Berkas usulan nominasi peserta dikirimkan secara langsung ke Pusdiklat BMKG dan melalui email (apply.rtcbmkg@bmkg.go.id) dan diterima paling lambat tanggal **1 Maret 2019**.

Bagi kandidat yang terpilih, selanjutnya berkas akan diproses guna mendapatkan persetujuan pimpinan. Informasi lebih lanjut terkait beasiswa pendidikan ini silahkan mengakses pada alamat website <http://www.jica.go.jp/indonesia/english/>) atau menghubungi Pusdiklat cp. **Roro Yuliana Purwanti (WA 0813 1722 8283 email roro.yuliana@bmkg.go.id).**

Demikian disampaikan. Atas perhatian dan kerjasamanya, kami ucapkan terima kasih.



Kepala Pusat Pendidikan dan Pelatihan,

Maman Sudarisman

Tembusan :

1. Kepala BMKG;
2. Sestama BMKG;
3. Para Deputi di Lingkungan BMKG.

Lampiran Surat I

Nomor Surat : KP.02.00/ 011 /KDL/II/2020

Tanggal : 10 Februari 2020

KETENTUAN, PERSYARATAN DAN TATA CARA PENDAFTARAN

A. PERSYARATAN UMUM

1. PNS dan PNS dpk di lingkungan Badan;
2. Sehat jasmani dan rohani;
3. Daftar penilaian pelaksanaan pekerjaan (DP2KP) minimal 2 (dua) tahun terakhir bernilai baik;
4. **Mendapat rekomendasi dari pimpinan unit kerja**
5. Lulus seleksi/tes yang diwajibkan untuk program tugas belajar;
6. Menandatangani perjanjian tugas belajar;
7. Mendapat rekomendasi dari atasan langsung mengenai bidang studi yang akan ditempuh sesuai dengan tugas pekerjaannya bagi tenaga fungsional umum, struktural atau bidang studi linier bagi tenaga fungsional;
8. Tidak sedang:
 - a. Menjalani cuti di luar tanggungan negara;
 - b. Melaksanakan tugas secara penuh di luar instansi induknya;
 - c. Menjalani hukuman karena melakukan tindak pidana kejahatan;
 - d. Mengajukan keberatan ke badan pertimbangan kepegawaian (bapek) atau upaya hukum (gugatan) ke pengadilan terkait dengan penjatuan hukuman disiplin;
 - e. Dalam proses penjatuan hukuman disiplin tingkat sedang atau tingkat berat;
 - f. Menjalani hukuman disiplin tingkat sedang atau tingkat berat;
 - g. Dalam proses perkara pidana, baik tindak pidana kejahatan maupun pelanggaran;
 - h. Melaksanakan kewajiban ikatan dinas setelah tugas belajar; dan
 - i. Melaksanakan pendidikan dan pelatihan penjenjangan;
9. Tidak pernah:
 - a. Gagal dalam tugas belajar yang disebabkan oleh kelalaiannya; dan
 - b. Dibatalkan mengikuti tugas belajar karena kesalahannya.
10. Semua persyaratan sebagaimana dimaksud harus dibuktikan dengan dokumen yang sah dan disahkan oleh pimpinan unit kerja.
11. Batas usia maksimal adalah **37 (tiga puluh tujuh)** tahun untuk Program Magister

B. PERSYARATAN KHUSUS

- a. Pegawai BMKG, berumur 25 – 37 tahun (sebelum 1 Maret 2020)
- b. Pejabat fungsional atau staf pada unit kerja yang terkait dengan bidang tugas kegempaan dan tsunami. Pegawai memiliki pengalaman kerja operasional kegempaan dan tsunami minimal 3 (tiga) tahun akan lebih direkomendasikan.
- c. Berijazah S-1 atau sederajat dalam bidang seismologi, *earthquake engineering*, tsunami dan bidang terkait
- d. **Telah menyelesaikan kewajiban ikatan dinas dan wajib kerja tugas belajar sebelumnya** (status kewajiban ini dapat dikonsultasikan dengan Bagian SDM – Biro Umum dan SDM)
- e. Bagi pegawai yang belum memenuhi persyaratan (d dan e) yang berniat akan mendaftar, harus memenuhi persyaratan sesuai dengan Perka BMKG Nomor 6 Tahun 2016 mengenai Perubahan Kedua Perka BMKG Nomor 11 Tahun 2010 tentang Pedoman Pemberian Tugas Belajar dan Izin Belajar Pasal 14 ayat 2 (a) yaitu pegawai pelajar yang telah lulus dengan Indeks Prestasi Kumulatif (IPK) paling sedikit 3.75 (tiga koma tujuh puluh lima) pada tugas belajar sebelumnya, dinyatakan dengan Salinan transkrip nilai.
- f. Memiliki dasar-dasar ilmu seismologi, *earthquake engineering* dan tsunami
- g. Menguasai materi matematika lanjut (diferensial dan integral, matriks, aljabar vektor, analisis Fourier dll)
- h. Mahir menggunakan aplikasi MS. Word, MS. Excel dan MS. Power Point
- i. Menguasai bahasa Inggris dengan baik baik lisan maupun tulisan (dinyatakan dengan sertifikat TOEFL/IELTS dengan nilai minimal 79 untuk TOEFL IBT/ Internet-Based Test atau nilai minimal 6.0 untuk IELTS)
- j. Mampu menyusun laporan riset untuk studi individual dalam Bahasa Inggris
- k. Sehat jasmani dan rohani (dinyatakan dengan dokumen *Medical History* terlampir dalam formulir pendaftaran yang disetujui oleh dokter yang berwenang).
- l. Tidak sedang melakukan pendaftaran atau mengikuti pendaftaran untuk program beasiswa lainnya

C. BERKAS KELENGKAPAN BEASISWA

1. **Surat pengantar** yang ditandatangani Kepala UPT/ Kepala Biro/ Kepala Pusat/ Inspektur/ Ketua STMKG, yang menyatakan bahwa pendidikan yang dipilih telah sesuai dengan tugas pokok unit kerja dan *job desk* peserta
2. **Foto copy SK CPNS dan SK PNS**

3. **Foto copy DP2KP** pada 2(dua) tahun terakhir
4. **Daftar riwayat hidup/curriculum vitae** dalam Bahasa Inggris
5. **Formulir pencalonan/ Application Form** (pada **Lampiran 3** atau dapat diunduh di https://www.jica.go.jp/indonesia/english/office/others/data_AF.html yaitu *Application Form for Knowledge Co-Creation Program for GRF/ Group and Region Focus and CRF/ Country Focus - Renewed June 2015*) rangkap 2 (dua) diketik rapi serta disetujui oleh pejabat yang berwenang dengan dilengkapi dua buah foto berwarna ukuran 4x6 cm
6. **Medical History** (sesuai format pada **Lampiran 3 Formulir Pendaftaran**) yang diisi lengkap dan disetujui oleh dokter yang berwenang.
7. **Foto copy Ijazah terakhir** yang sudah dilegalisir dalam bahasa Inggris
8. **Fotocopy transkrip nilai** yang sudah dilegalisir dalam bahasa Inggris
9. **Sertifikat TOEFL/IELTS** dengan nilai minimal 550 untuk TOEFL IBT (Internet-Based Test) 79 dan 6.0 untuk IELTS
10. **Surat keterangan** bahwa pelamar **tidak sedang melakukan pendaftaran** atau **melakukan pendidikan/ pelatihan** lainnya
11. **Surat keterangan** bahwa pelamar **tidak akan mengundurkan diri sekiranya diterima sebagai peserta pendidikan**

D.KETENTUAN LAIN

1. Peserta mencermati informasi dan prosedur terkait beasiswa pendidikan pada Lampiran 2 dan **berkonsultasi** untuk mendapat persetujuan dari Kepala UPT/ Kepala Pusat/ Kepala Biro/ Ketua STMKG. Beasiswa **harus sesuai** dengan tugas pokok dan fungsi unit kerja dan *job desk* peserta.
2. Peserta **tidak diperkenankan mengirimkan berkas aplikasi secara langsung** ke pihak penyelenggara. Seluruh usulan harus melalui mekanisme pengajuan beasiswa pelatihan di BMKG yaitu melalui Pusdiklat BMKG.
3. Peminat beasiswa yang sebelumnya telah mendapatkan beasiswa tugas belajar agar memastikan bahwa masa ikatan dinas yang harus dijalani pasca pendidikan telah dilaksanakan.
4. Peserta mengunduh form pendaftaran di alamat : <http://www.tica.thaigov.net/main/en/information/73803-Annual-International-Training-Course.html> **atau** dapat menggunakan berkas yang ada dalam Lampiran 3
5. Peserta mengirimkan berkas pendaftaran:
 - a. **Softcopy**
Melalui email ke apply.rtcbmkg@bmkg.go.id
dengan judul email: [Beasiswa_JICA_KCCP_Jepang_2020_namapeserta]

b. **Hardcopy**

Berkas langsung dikirim ke :

Kepala Pusat Pendidikan dan Geofisika BMKG

Cq. Rr. YULIANA PURWANTI, M.Si

**Pusdiklat BMKG Gedung A, Lt. 9, Jl. Angkasa I No. 2 Kemayoran - Jakarta
Pusat**

Cantumkan di kiri atas :

amplop:[Beasiswa_JICA_KCCP_Jepang_2020_namapeserta]

Berkas diterima **paling lambat 1 Maret 2020**, untuk selanjutnya diverifikasi dan diteruskan untuk seleksi lebih lanjut di Kementerian Sekretariat Negara.

6. Peserta **tidak diperkenankan mengirimkan berkas aplikasi secara langsung** ke JICA atau pihak penyelenggara. Seluruh usulan harus melalui mekanisme pengajuan beasiswa di BMKG.
7. Seluruh biaya yang dikeluarkan selama proses seleksi ditanggung oleh peserta.
8. Kontak person yang dapat dihubungi:

Rr. YULIANA PURWANTI, M.Si

Pusat Pendidikan dan Pelatihan BMKG

Gedung A, Lt. 9 - Jl. Angkasa I No. 2 Kemayoran Jakarta Pusat

Email: roro.yuliana@bmkg.go.id



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

SEISMOLOGY, EARTHQUAKE ENGINEERING, AND TSUNAMI DISASTER MITIGATION

課題別研修「地震学・耐震工学・津波防災」

JFY 2020

NO. 201902293J001

Course Period in Japan: September 30th, 2020 to September 17th, 2021

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

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

I. Concept

Background

Earthquake and Tsunami disasters frequently take human lives, destroy houses and devastate social properties instantly and enormously. In general, natural disasters have difficulty of preparedness and precaution due to unpredictability as well as difficulty of immediate response to damage for sudden occurrence, and often cause heavy economic losses. Moreover, earthquakes and tsunamis may accelerate human losses by fires, collapse of man-made structures and/or inundation of coastal areas.

Although the studies related to earthquakes and tsunamis are developed, people are seriously suffered from earthquakes and tsunamis in many countries. The 2011 off the Pacific coast Tohoku Earthquake still lives in the people.

In order to improve technologies in seismology, earthquake engineering, and tsunami disaster mitigation in developing countries located in earthquake/tsunami-prone areas, it is important to develop those technologies applicable to each country by its own efforts, taking conditions and systems of the respective countries into consideration as well as to transfer their latest knowledge and technology from developed countries.

To achieve this aim, it is indispensable to train experts as human resources to be highly capable of planning, instructing, and extending earthquake and tsunami disaster mitigation technologies, by combining relevant advanced technologies with administrative capability to utilize and disseminate those technologies.

For what?

This program aims to increase capacities of officials, engineers or researchers who are conducive to earthquake and tsunami disaster management. In this course, participants will acquire Japan's leading knowledge and technologies on seismology, earthquake engineering and tsunami disaster mitigation.

<Examples of Japan's leading knowledge and technologies>

(See ANNEX I and IV for details)

Seismology: Earthquake source, Microtremor exploration and Strong ground motion simulation;

Earthquake Engineering: Non-linear seismic response evaluation, Performance-based seismic design, Seismic diagnosis and retrofit, Energy dissipation system and Seismically isolated system;

Tsunami Disaster Mitigation: Tsunami early warning system, Tsunami simulation and Tsunami hazard and risk assessment.

For whom?

This program is provided to those who are technical officials, engineers or researchers of governmental organizations, research institutes or universities having

public interest in seismology, earthquake engineering or tsunami disaster mitigation, and who have university degrees in seismology, earthquake engineering, tsunami or equivalent and 3 years working experience.

How?

Participants shall have opportunities in Japan to acquire knowledge and technologies of earthquake or tsunami disaster mitigation through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a research report and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remarks:

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI). In order to enroll in the master's degree program, applicants must fulfill all the requirements listed in ANNEX II. After enrolling the master's program and completing all graduation requirements during the program, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.

II. Description

1. Title (J-No.):

Seismology, Earthquake Engineering, and Tsunami Disaster Mitigation
(201902293J001)

2. Course Period in JAPAN:

September 30th, 2020 to September 17th, 2021

3. Target Regions or Countries:

Indonesia, Malaysia, Philippines, Timor-Leste, Bhutan, Fiji, Solomon Islands, Tonga,
El Salvador, Nicaragua, Chile, Iran

4. Eligible / Target Organization:

This program is designed for governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation.

5. Course Capacity (Upper Limit of Participants):

16 participants

6. Language to Be Used in This Program:

English

7. Course Objective:

This course aims to increase capacities of technical officials, engineers and researchers in the fields of seismology, earthquake engineering and tsunami disaster mitigation who are conducive to earthquake and tsunami disaster management and disaster recovery policy.

8. Overall Goal:

The capacity of the earthquake / tsunami disaster mitigation in target countries is strengthened and the damage of earthquake / tsunami disaster is reduced.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below;

(1) Preliminary Phase in a participant's home country

Preparation for the program

Basic mathematics for Seismology and Tsunami groups (homework)

(2) Phase in Japan (See ANNEX I for the detail)

September 30th, 2020 to September 17th, 2021

Participants are expected to achieve the following outputs;

- (1) To acquire basic concepts and theories on Seismology, Earthquake Engineering, or Tsunami which are essential to establish the Earthquake Disaster Mitigation Scheme.
- (2) To acquire basic concepts and theories on Seismic / Tsunami Hazard Estimation, Disaster Management and Disaster Recovery Policy in the fields of Seismology, Earthquake Engineering or Tsunami Disaster Mitigation.
- (3) To complete a research report for solving problems in participant's country applying techniques and knowledge acquired in the course.

**It is mandatory for the applicants to select one of the topics of Individual Study listed on the ANNEX I and write it in the face page of Inception Report. For those who select 'others' it is mandatory to describe a concrete plan of Individual Study including the expected supervisor's name and affiliation.*

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program 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.
- (2) 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.
- (3) 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) be nominated by their governments in accordance with the procedures described in III-4.
- 2) be technical officials, engineers or researchers who have university degrees in seismology, earthquake engineering, tsunami or equivalent.
- 3) be an employee of governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation. (More than 3 years of working experience are recommended). If a nominee has to resign from his/her job in order to participate in the program, he/she is expected to return to work at the belonging organization after the program.
- 4) be well versed in advanced mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.
- 5) be proficient in MS Word, Excel and PowerPoint.
- 6) be able to write research reports on the individual study in English.
- 7) have a competent command of spoken and written English ---with a minimum test score of TOEFL iBT 79, IELTS Academic 6.0 or its equivalent. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)

It is mandatory for applicants to GRIPS/BRI Master's Program to submit the above mentioned English certificate. (See ANNEX II).

- 8) be between the ages of twenty-five (25) and forty two (42) years as of October 1, 2020.
- 9) be judged medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not

recommended to apply due to the potential risk of health and life issues of mother and fetus.

3. Required Documents for Application:

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

Applicants should mention their choice (Seismology group, Earthquake Engineering group or Tsunami Disaster Mitigation group).

(2) Inception Report:

Each applicant is required to originally write and prepare a typewritten Inception Report by him/herself in accordance with the Instruction for the Preparation of Inception Report (see ANNEX III).

The Inception Reports are used for screening applicants and for presentation. Each participant is required to make a 20-25 minutes presentation on Inception Report within about two weeks after the course begins. It is mandatory to bring these materials in digital forms.

(3) Photocopy of Passport:

To be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

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

(4) Application Materials for GRIPS/BRI Master's Program:

A part of curriculum of this course is approved as a master's degree program by GRIPS and BRI. It is required to prepare and submit all of the materials written in ANNEX II for admission to GRIPS/BRI Master's Program.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire at the JICA office (or the Embassy of Japan).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in Japan by April 10, 2020**

(2) Selection:

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or the Embassy of Japan) shall conduct screenings, and send the documents to JICA

Tsukuba, which organizes this program.

- 2) JICA Tsukuba will carry out the screening jointly with BRI and select the qualified applicants out of those who fulfill the set qualifications described above in III-2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
 - The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) Procedure of screening for admission to GRIPS/BRI Master's Program is explained in ANNEX II.

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Government by **no later than July 31, 2020.** (*Acceptance Agreement will be sent from GRIPS together with the official admission letter soon after this notice of acceptance.)

5. Document(s) to Be Submitted by Accepted Candidates:

Basic Mathematics for Seismology

(Only for applicants who select Seismology Course and Tsunami Disaster Mitigation Course)

An accepted applicant will be given Basic Mathematics for Seismology material by BRI. The result of Basic Mathematics for Seismology material (homework) should be sent to BRI by **September 23, 2020.**

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

7. Certificate:

- (1) A participant who has successfully completed the course will be awarded a certificate by JICA.
- (2) A participant, who has successfully fulfilled requirements given by International Institute of Seismology and Earthquake Engineering (IISEE), will be awarded another certificate and a diploma by IISEE.
- (3) A participant, who has enrolled in master's program and successfully completed all graduation requirements, will be awarded a Master's Degree, 'Master of Disaster Management,' by GRIPS and BRI.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Ms. McGOEY Sachie (tbictp@jica.go.jp)

2. Implementing Partner:

- (1) International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute (BRI)

1) URL: <http://iisee.kenken.go.jp>

2) Address: 1 Tachihara, Tsukuba, Ibaraki 305-0802, Japan

3) TEL: +81-29-879-0679

4) FAX: +81-29-864-6777

5) E-mail: iisee@kenken.go.jp

6) Remark: IISEE is a research department of BRI that trains participants from earthquake-prone developing countries on seismology, earthquake engineering and tsunami disaster mitigation. The course is implemented at relevant places including BRI and GRIPS.

(where "81" is the country code for Japan, and "29" is the local area code)

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

1) URL: <http://www.grips.ac.jp/en/>

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

3) TEL: +81-3-6439-6046

4) FAX: +81-3-6439-6050

5) E-mail: admissions@grips.ac.jp

6) Remark: 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 arena, advancement of policy research, and collection and dissemination of policy-related information.

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

V. Other Information

1. Computer:

The participants are recommended to bring their own laptop/notebook computers to prepare a report, presentation slides and to communicate by e-mail.

2. Relevant Data for Seismology, Earthquake Engineering, and/or Tsunami Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data in their countries on their laptop/notebook computers for preparing presentation slides and reports requested in this course including a research report.

3. Introduction of Participants' Country:

The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, clothes, instruments or ornaments.

4. For the Promotion of Mutual Friendship:

JICA Tsukuba encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

5. Bring Some Cash:

Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash in order to spend necessary money for the first 2 to 5 days after your arrival.

6. Exchange to Japanese Currency (YEN):

It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the program.

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3. Travel to Japan:

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

4. Accommodation in Japan:

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

JICA Tsukuba Center (JICA Tsukuba)
Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan
TEL: +81-29-838-1111, FAX: +81-29-838-1776
(where "81" is the country code for Japan, and "29" is the local area code)

Please refer to facility information of JICA Tsukuba at its URL:
<http://www.jica.go.jp/english/contact/domestic/information.pdf>

5. Expenses:

The following expenses will be provided to the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

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.

The curriculum of this course is approved as a master's degree program by GRIPS and BRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by BRI.

6. Pre-departure Orientation:

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

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

ANNEX I: Curricula of Phase in Japan

ANNEX II: Application Materials for GRIPS/BRI Master's Program

ANNEX III: Instruction for the Preparation of Inception Report

ANNEX IV: Syllabus of the Training Program (Tentative)



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1776

ENGLISH

Note on the Application Form
for the Knowledge Co-Creation Program

Dear Candidates in Indonesia,

(1) For Medical History and Language Proficiency, please fill in the Application Form by:

- ✓ carefully reading instructions in the Application Form,
- ✓ disclosing your true condition of your health, particularly pre-existing illness.
- ✓ answering all questions of the Medical History and Language Proficiency

If you don't write pre-existing illness in the Application Form, even if you are accepted as a participant, due to JICA rules,

- you may not be allowed to continue the training in Japan.
- your medical expense may not be covered by insurance,

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

JICA Indonesia Office

**BAHASA
INDONESIA**

Catatan untuk Pengisian Formulir Aplikasi KCC Program JICA:

Yang terhormat Para Calon Peserta KCC Program dari Indonesia

(1) Dalam hal pengisian Riwayat Medis serta Kemampuan Bahasa (Inggris), mohon agar memperhatikan hal-hal penting sbb :

- ✓ Membaca dengan seksama serta memahami instruksi-instruksi yang tertera di formulir aplikasi.
- ✓ Mengungkapkan dengan sejujur-jujurnya mengenai kondisi kesehatan anda, khususnya gangguan kesehatan/penyakit yang sudah dialami sebelumnya (penyakit bawaan).
- ✓ Menjawab dengan benar semua pertanyaan yang tertera dalam Riwayat Medis dan Kemahiran Berbahasa.

Apabila anda tidak menulis/mencantumkan gangguan kesehatan/penyakit yang sudah dialami sebelumnya (penyakit bawaan) di formulir aplikasi ini, ketika anda diterima sebagai peserta pelatihan, maka sesuai peraturan JICA :

- Anda tidak diizinkan untuk melanjutkan program pelatihan,
- Biaya pengobatan anda tidak ditanggung oleh asuransi.

(2) Terkait Visa untuk masuk Jepang (apabila anda diterima sebagai peserta), anda harus memperoleh "Visa KCCP". Apabila di dalam paspor anda telah tercantum visa yang masih berlaku, seperti multiple entry visa untuk bisnis, wisata dan kunjungan keluarga, maka visa tersebut tidak akan berlaku lagi ketika dikeluarkan Visa KCCP yang baru pada passport yang sama.

Guidelines of Application Form for the JICA Knowledge Co-Creation Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of KCCP you are applying for.

>Application for KCCP (Group and Region Focus)

Official application and Parts A and B including Medical History must be submitted.

>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee including Medical History

This part is to be completed by the person who is nominated by the organization applying.

The applicants for KCCP (Group and Region Focus) are required to fill in **every item**. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use ☒ or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

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

4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

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

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

Article 2. Details of use of works used for KCCP

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.

Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

Application Form for the JICA Knowledge Co-Creation Program

OFFICIAL APPLICATION

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

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

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2. Number: (Please write down as shown in the General Information(GI))

J											
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

INSTITUTION/DIVISION

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

MINISTRY (When this application is through a ministry.)

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

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			

MINISTRY OF STATE SECRETARIAT

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

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

A.1. Profile of Organization**A.1. 1) Name of Organization:****A. 1. 2) The mission of the Organization and the Department / Division:****A.2. Purpose of Application**

A.2.1) 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.

A.2.2) Objective: Describe what your organization intends to achieve by participating in KCCP.

A.2.3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

A.2.4) 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 A.2.5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program (KCCP) (Group and Region Focus) are required to fill in "Every Item". As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown below.

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

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B.2. Number: (Please write down as shown in the General Information) **(required)**

J			-					
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Recent Photograph
Size : 4x6

(White background)

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

B. 3. 1) Name of Nominee (as in the passport) name

Family Name

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First Name

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Middle Name

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B.3.2) Nationality
(as shown in the passport)

B.3.5) Date of Birth (please write out the month in English as in "April")

B.3.3) Sex

() Male

() Female

Date

Month

Year

Age

B.3.4) Religion

B.3.6) Present Position and Current Duties

Organization									
Department / Division									
Present Position									
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year		

B.3.7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

B.3.8) Outline of duties: Describe your current duties

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B.3.9) Contact Information

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:

B.3.10) Others (if necessary)

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

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

B.4.2) Educational Record (Higher Education) (required)

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

B.4.3) 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	

B.5. Language Proficiency (required)

B.5.1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
B.5.2) Mother Tongue					
B.5.3) Other languages ()	() Excellent	() Good	() Fair	() Poor	

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

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

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

B.6. Passport Information (Please tick)

This information is used for air ticket issuance, when accepted.

Note : For Government Officers. (Pegawai Negeri) please use Official Passport

For non-Government Officers (BUMN, NGO, etc) please use Ordinary Passport.

[] I have Passport	[] Green Passport / [] Official
	Passport No:
	Name on the Passport:
	Expiry date :
	Please attached the copy, even it was expired.
[] I don't have passport (Not yet)	

B.7. Expectation on the applied KCCP

B. 7.1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

B.7.2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

B.7.3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

B. *8. Declaration (to be signed by the Nominee) (required)

I certify that the statements I have made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

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

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

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

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

1. To provide KCCP to the participants from developing countries.
2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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

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

Date:	Signature:
	Name (Type out):

MEDICAL HISTORY/ RIWAYAT MEDIS

1. Present Medical Status/ Kondisi Medis Saat Ini :

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

[<input type="checkbox"/>] No/Tidak	[<input type="checkbox"/>] Yes/Ya	Name of illness/ Nama penyakit (), Name of medicine/ Nama obat ()
	<i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program/ Jika ya, silahkan melampirkan surat dari dokter anda (sebaiknya, ditulis dalam bahasa Inggris) yang menjelaskan status/kondisi sekarang mengenai penyakit Anda serta persetujuan dokter yang menjelaskan bahwa anda dapat mengikuti program ini.</i>	

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

[<input type="checkbox"/>] No/Tidak	[<input type="checkbox"/>] Yes: Months of pregnancy/ Bulan kehamilan () months/Bulan)
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(1.c) Are you allergic to any medication or food?/ Apakah anda alergi terhadap obat atau makanan?

[<input type="checkbox"/>] No/Tidak	[<input type="checkbox"/>] Yes/Ya. What are you allergic to?/Anda alergi terhadap apa ? ()
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(1.d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities./ Mohon sebutkan apabila ada hal-hal yang dibutuhkan akibat cacat tubuh yang kemungkinan memerlukan bantuan atau fasilitas tambahan.

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

