

**GENERAL INFORMATION**  
**ON**  
**TRAINING PROGRAM**  
**FOR YOUNG LEADERS**  
**2010**  
**MALAYSIA**

**Course Title: Information and Communication Technology/  
Policy on Information and Communication Technology**

情報通信技術／情報通信技術政策

**Course No.: J1040074**

**Project No.: 1098074**

**Duration: Oct.25, 2010 to Nov.11, 2010**

THE GOVERNMENT OF JAPAN

JAPAN INTERNATIONAL COOPERATION AGENCY



GENERAL INFORMATION  
ON  
TRAINING PROGRAM FOR YOUNG LEADERS  
2010  
MALAYSIA

**1. Training Program for Young Leaders**

The “Training Program for Young Leaders” is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own

**2. Course Outline**

Please see Appendix 1 and Appendix 2.

**3. Qualifications of Applicants**

All applicants must:

- a. be nominated by the Government of Malaysia in line with the procedures mentioned in 4-(1) below.
- b. be involved in a field corresponding to the course mentioned in Appendix 1.
- c. be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- d. have a good command of spoken and written English.
- e. be in good health, both physically and mentally, for participation in the program.

Note: i) Applicants are requested to submit the Medical History Questionnaire included in the Application Form mentioned in 4-(1) below.

- ii) Pregnancy: Pregnant participants are urgently requested to complete the required procedures before departure in order to minimize any risk to their health. These procedures include ① a letter of the participant’s consent to bear economic and physical risks ② a letter of permission from the participant’s supervisor, ③ a letter of consent from your Embassy in Japan, ④ a medical certificate. Please ask

National Staffs in the JICA office for details.

f. not be serving in the military.

g. not have, in principle, made any previous visits to Japan.

#### **4. Procedures for Application**

(1) The Government of Malaysia will take the necessary measures to nominate appropriate applicants for the program, and will forward to the JICA representative office in Malaysia three (3) copies of the specified Application Form for each applicant not later than three (3) months prior to departure for Japan.

Note: The Government of Malaysia is requested to nominate some substitute candidates in case of disqualification of nominated candidates or unexpected vacancies.

(2) The Government of Japan will inform the Government of Malaysia through the JICA representative office whether or not the nominee's application has been approved not later than two (2) months prior to departure for Japan.

#### **5. Rules and Regulations**

(1) Participants must have an entry visa for Japan, which will be issued by the diplomatic mission of Japan in Malaysia.

(2) Participants are requested to confirm the validity of visas for any third countries necessary for travel to and from Japan.

(3) Participants are required by JICA to arrive at the designated place in Malaysia on the date designated after confirmation of their acceptance as mentioned in 4-(2) above. Final confirmation of the place and date will be performed by the JICA representative office located in Malaysia.

(4) Participants should strictly adhere to the program schedule.

(5) Participants may not be accompanied by any member of their family during the program.

(6) Participants are requested to follow the return trip schedule designated by JICA.

#### **6. Allowances and Expenses**

The government of Japan will pay the following allowances and cover the following expenses through JICA in accordance with relevant laws and regulations.

(1) Round-trip air ticket between an international airport designated by JICA and Japan.

Note: i) Taxes and fees that may be incurred during the participants' trip such as airport tax, departure tax or, transit tax etc. will not be paid by JICA.

ii) Excess baggage charges will not be paid by JICA.

iii) In some cases, participants visiting or leaving Japan may be required to obtain visas for third countries. Where this is the case, it shall be the participants' responsibility to obtain and pay for these visas. JICA will not pay any costs for third country visas.

iv) JICA is not responsible for the following expenses:

- Excess baggage charge
- Compensation for lost and/or damaged luggage
- Hotel no show charge at transit airport
- Lost ticket fee

(2) Other allowances:

a. Outfit allowance

b. Shipping allowance

c. Living allowance

d. Accommodation allowance

e. Stop-over allowance (when expenses incurred due to a stop-over in a third country are not paid by the airline company)

Note: i) The specific amounts for each allowance will be announced after applicants are officially accepted.

ii) Stop-over allowances will be paid to participants only in the following cases:

- participant has to obtain a Japanese visa in a third country;
- participant has to stay in a third country for over six (6) hours due to a flight change.
- participant is required to show evidence specifying the accommodation where s/he stayed when s/he stays in a third country for over six hours either before or after midnight, but not over midnight.

iii) A participant may receive his/her stop-over allowance at any of the following places:

- at the JICA office in the country of departure, provided there is a JICA office in that country;
- at the JICA office in the third country, provided there is a JICA office in that country and no JICA office in the country of departure;
- in Japan after the participant's arrival, provided there is no JICA office in either

the country of departure or the third country (in all cases, receipts must be submitted; however, no payment will be made for any amount exceeding the stipulated allowance amount).

(3) Free medical care for participants who become ill after arrival in Japan

Note: Costs related to pre-existing illness, pregnancy and dental treatment are **NOT** included as free care.

## **7. Other Matters**

- (1) Participants will receive information about the trip to Japan, conditions relating to the program, and other matters. A brochure, “KENSU-IN GUIDE BOOK”, and a Japanese language textbook, “NIHONGO 21,” will be provided to each participant before departure for Japan.
- (2) It is suggested that Participants bring some materials to introduce their home country and profession.
- (3) For enquiries and further information concerning the program, please contact the following offices.

### **JICA MALAYSIA OFFICE**

Suite 29.03, Level 29, Menara Citibank, 165  
Jalan Ampang, 50450 Kuala Lumpur,  
MALAYSIA  
Tel : (60-3) 216568900 / Fax : (60-3) 21665900

### **JICA Tokyo International Center**

2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan  
Tel: 81(\*)-3(\*\*)-3485-8141 / Fax: 81(\*)-3(\*\*)-3485-7904  
E-mail: [jicatic@jica.go.jp](mailto:jicatic@jica.go.jp)

[\*Country code for Japan, \*\*Area code for Tokyo]

Appendix 1: Specific information on the program

Appendix 2: Model schedule of the program

Course No.	J1040074
Course Title	Policy on Information and Communication Technology Course
Duration	Oct.25 ~ Nov.11
Number of Participants	15
Language	English
Target Group	1. The government official who takes charge of Policy on Information and Communication Technology 2. Local civil servant 3. A company and a research institution
Objectives	1. To learn about ICT in advanced technological field 1 2. To learn about development of human resources for high-technology 3. To learn about popularization of ICT in the countryside and its method
Outline of the Program	A model schedule for the program is given in Appendix 2. The program will comprise of the following elements. (Note the schedule is subject to change without notice.)  (1) Lectures regarding: a. Leading-edge communication technology in Japan b. Development of the local area using IT (2) Observations of: a. Government organization b. A company and educational facilities c. Local government in Japan (3) The presentation about a training result
Accommodation	[Oct. 25 – Nov. 3] JICA Tokyo International Center [Nov.3 – Nov. 4] Hotel [Nov.4 – Feb.11] JICA Tokyo International Center The address of JICA Tokyo is given in 7-(4).  *This accommodation is tentative and the schedule is subject to change without notice.

## MODEL SCHEDULE FOR THE PROGRAM

J1040074

Day	Sub-Program	Place	Content	Purpose
	Pre-Departure Program		Explanations of training schedule and overseas travel	To prepare for the program in Japan
1	Arrival Program	JICA Center	Arrival	To learn about the culture, economy, politics, and history of Japan
2			Briefing / Opening Ceremony	
3			Lectures on Japanese society	
4	Training Program	JICA Center (Local Area)	Lectures	To develop knowledge about each specialty and to observe present conditions in Japan
5			Free time	
6			Free time	
7			Lectures & Inspection	
8			Lectures & Inspection	
9			Lectures & Inspection	
10			Training Trip (Local area)	To confirm knowledge gained through the program
11			Training Trip (Local area)	
12			Free time	To evaluate the overall program
13			Free time	
14			Lectres	
15			Making an Action Plan	
16			Evaluation Ceremony	
17	Departure Program	JICA Center	Closing Ceremony Preparation for departure	To confirm knowledge gained through the program
18			Departure	To evaluate the overall program

\*This program is tentative and the schedule is subject to change without notice.

