



บันทึกข้อความ

สัปดาห์ 1175 | 11 ก.พ. 62

ส่วนราชการ สำนักบริหารทรัพยากรบุคคล ส่วนพัฒนาทรัพยากรบุคคล โทร ๐ ๒๒๔๑ ๗๒๗๗ โทร ๒๖๑๕
ที่ สปค. ๑๕๔๘ วันที่ ๑๑ กุมภาพันธ์ ๒๕๖๒

เรื่อง ทนศึกษาระดับปริญญาโท หลักสูตร Flood Disaster Risk Reduction

๐๓/๓๕

เรียน ผู้อำนวยการสำนัก ผู้อำนวยการกอง ผู้อำนวยการกลุ่ม

ด้วยกรมความร่วมมือระหว่างประเทศ ได้มีหนังสือ ที่ กต ๑๖๐๔.๑/๔๑๓ ลงวันที่ ๒๒ มกราคม ๒๕๖๒ แจ้งขอให้กรมชลประทานเสนอชื่อผู้สมัครรับทุนรัฐบาลญี่ปุ่น ที่มีคุณสมบัติเหมาะสม ตามที่กำหนด จำนวน ๑ ราย เพื่อเข้ารับการศึกษาระดับปริญญาโท หลักสูตร Flood Disaster Risk Reduction ระหว่างวันที่ ๓๐ กันยายน ๒๕๖๒ ถึงวันที่ ๑๖ กันยายน ๒๕๖๓ ณ JICA Tsukuba ประเทศญี่ปุ่น โดยมีคุณสมบัติตามที่แหล่งทุนกำหนด ดังนี้

๑. สำเร็จการศึกษาระดับปริญญาตรีทางด้านวิศวกรรมโยธา การจัดการทรัพยากรน้ำ การบรรเทาภัยพิบัติจากน้ำ หรือ สาขาอื่นที่เกี่ยวข้อง
๒. เป็นวิศวกร หรือนักวิจัย ที่มีประสบการณ์ ๓ ปีหรือมากกว่าเกี่ยวกับการจัดการน้ำ หรือ อุทกภัย
๓. มีอายุระหว่าง ๒๕ - ๔๒ ปี นับถึงวันที่ ๑ ตุลาคม ๒๕๖๒
๔. มีความสามารถในการใช้ภาษาอังกฤษในทักษะการพูด และการเขียน โดยมีผลการทดสอบ ภาษาอังกฤษ TOEFL iBT ระดับ ๗๙ หรือ IELTS ระดับศึกษา ๖.๐ (ผลการทดสอบ ดังกล่าวต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ)
๕. มีทักษะการใช้คอมพิวเตอร์ในระดับพื้นฐาน
๖. มีผลการตรวจโรค ดังปรากฏตามใบสมัคร (ยกเว้นผู้สมัครที่ตั้งครรภ์)

ในการนี้ จึงขอให้หน่วยงานของท่านแจ้งให้ข้าราชการในสังกัดทราบ และหากมีผู้สนใจสมัครรับทุนขอให้จัดทำเอกสารประกอบการสมัคร ได้แก่ ๑) รายละเอียดเกี่ยวกับผู้สมัครรับทุน ๒) Application for Admission ๓) Letter of Recommendation ๔) Certificate of Employment ๕) Statement of Purpose ๖) Certificate of Health ๗) Inception Report จำนวนอย่างละ ๒ ชุด และ ๘) ผอ.๑๔๒ ส่งให้ฝ่ายฝึกอบรมภายนอกและจัดการความรู้ ส่วนพัฒนาทรัพยากรบุคคล สำนักพัฒนาทรัพยากรบุคคล ภายในวันจันทร์ที่ ๒๕ กุมภาพันธ์ ๒๕๖๒

จึงเรียนมาเพื่อโปรดพิจารณาแจ้งเวียนให้ข้าราชการในสังกัดทราบด้วย

(นายเอนก ก้านสว่าง)

ผ.ส.บค.

เรียน ผอ.ส่วน, ผอ.ร.วค, ฝ่ายบริหารทั่วไป

เพื่อโปรดพิจารณา หากมีผู้ประสงค์จะสมัครรับทุนดังกล่าว โปรดส่งเอกสารการสมัคร
ให้ฝ่ายบริหารฯ ภายในวันที่ ๒๐ กุมภาพันธ์ ๒๕๖๒ เพื่อดำเนินการต่อไป.

(นางฐิตาภา ทูมวงษา)

ผ.ท.บอ. ๑ ๓ กพ ๒๕๖๒



ที่ กต ๑๖๐๔.๑/ ๕๖๓



กรมความร่วมมือระหว่างประเทศ
ศูนย์ราชการเฉลิมพระเกียรติฯ
อาคารรัฐประศาสนภักดี ชั้น ๘
ถนนแจ้งวัฒนะ เขตหลักสี่
กทม. ๑๐๒๑๐

๒๒ มกราคม ๒๕๖๒

เรื่อง ทุนศึกษาระดับปริญญาโทหลักสูตร Flood Disaster Risk Reduction

เรียน อธิบดีกรมชลประทาน

- สิ่งที่ส่งมาด้วย ๑. รายละเอียดหลักสูตร
๒. รายละเอียดเกี่ยวกับการสมัครรับทุน
๓. รายละเอียดเกี่ยวกับผู้สมัครรับทุน
๔. ใบสมัครรับทุนรัฐบาลญี่ปุ่น

ด้วยรัฐบาลญี่ปุ่นเสนอให้ทุนแก่รัฐบาลไทย เพื่อส่งเจ้าหน้าที่เข้ารับการศึกษาระดับปริญญาโท หลักสูตร Flood Disaster Risk Reduction ระหว่างวันที่ ๓๐ กันยายน ๒๕๖๒ ถึงวันที่ ๑๖ กันยายน ๒๕๖๓ ณ JICA Tsukuba ประเทศญี่ปุ่น ดังมีรายละเอียดตามสิ่งที่ส่งมาด้วย ๑

กรมความร่วมมือระหว่างประเทศเห็นว่าหลักสูตรศึกษาดังกล่าวเป็นประโยชน์ต่อบุคลากรในหน่วยงานของท่าน จึงขอให้ท่านพิจารณาเสนอผู้สมัครรับทุนที่มีผลการทดสอบภาษาอังกฤษ IELTS ระดับ 6.0 หรือ TOEFL iBT ระดับ 79 อย่างใดอย่างหนึ่ง ตามที่รัฐบาลญี่ปุ่นกำหนดในรายละเอียดหลักสูตร และผลการทดสอบดังกล่าวต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ โดยให้ผู้ที่ได้รับการเสนอชื่อจัดทำรายละเอียดเกี่ยวกับผู้สมัครรับทุน ตามสิ่งที่ส่งมาด้วย ๒ - ๔ ส่งคืนให้กรมความร่วมมือระหว่างประเทศ พร้อมใบสมัครรับทุนรัฐบาลญี่ปุ่น และสำเนาผลทดสอบภาษาอังกฤษ ภายในวันที่ ๑๕ มีนาคม ๒๕๖๒ ด้วย

จึงเรียนมาเพื่อโปรดพิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสม จำนวน ๑ ราย จักขอบคุณมาก

ขอแสดงความนับถือ

(นางศศิธร ว่องวีร์โชติกิจ)

รองอธิบดี รักษาการแทน

อธิบดีกรมความร่วมมือระหว่างประเทศ

ภารกิจความร่วมมือกับต่างประเทศเพื่อการพัฒนาทรัพยากรมนุษย์

โทร. ๐ ๒๒๐๓ ๕๐๐๐ ต่อ ๔๓๑๐๗

โทรสาร ๐ ๒๑๔๓ ๙๓๒๕

รายละเอียดเกี่ยวกับการสมัครขอรับทุน

ชื่อหลักสูตร

Flood Disaster Risk Reduction

วิธีการเสนอชื่อผู้สมัครขอรับทุน คุณสมบัติของผู้สมัครขอรับทุน หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน และผลการพิจารณาให้ทุน จะต้องปฏิบัติตามหลักเกณฑ์และวิธีการ ดังนี้

๑. วิธีการเสนอชื่อผู้สมัครขอรับทุน

- ๑.๑ หน่วยงานที่ได้รับการจัดสรรจะต้องมีหนังสือเสนอชื่อผู้สมัครขอรับทุน พร้อมทั้งส่งแบบพิมพ์รายละเอียดเกี่ยวกับผู้สมัครรับทุน (แบบพิมพ์ทุน ๑) ที่ติดรูปถ่ายขนาด ๑ นิ้ว หรือ ๒ นิ้ว จำนวน ๑ รูป ไปยังกรมความร่วมมือระหว่างประเทศ

ภายในวันที่ ๑๕ มีนาคม ๒๕๖๒

ในกรณีที่จำเป็นต้องแจ้งรายชื่อและรายละเอียดของผู้สมัครขอรับทุนได้ทางโทรศัพท์ และ / หรือโทรสารเป็น การล่วงหน้า

- ๑.๒ จำนวนผู้สมัครขอรับทุนที่ได้รับการเสนอชื่อจะต้องไม่เกิน ๑ ราย ในกรณีที่หน่วยงานเสนอชื่อผู้สมัครขอรับทุน มากกว่าจำนวนที่กำหนดไว้ข้างต้น กรมความร่วมมือจะพิจารณาคัดเลือกบุคคลที่ได้รับการเสนอชื่อเรียงตามลำดับ ที่ปรากฏในหนังสือเสนอชื่อจากหน่วยงานตามจำนวนที่กำหนดไว้ข้างต้นเท่านั้น บุคคลที่ปรากฏชื่ออยู่ในลำดับหลัง ซึ่งเกินจำนวนที่กำหนดไว้ กรมความร่วมมือจะไม่อาจพิจารณาให้เป็นผู้สมัครขอรับทุนได้

- ๑.๓ ให้ผู้ที่ได้รับการเสนอชื่อต้องแนบผลการทดสอบภาษาอังกฤษ ชุด TOEFL หรือ IELTS ซึ่งมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ

๒. คุณสมบัติของผู้สมัครขอรับทุน

๒.๑ ก. สำหรับผู้ที่ป็นข้าราชการ

- ผู้สมัครขอรับทุนจะต้องเป็นข้าราชการพลเรือนตั้งแต่ระดับปฏิบัติการขึ้นไปหรือเทียบเท่า หรือมีคุณสมบัติอื่น ๆ ตามที่กำหนดไว้ในระเบียบว่าด้วยการให้ข้าราชการไปศึกษา ฝึกอบรม และดูงาน ณ ต่างประเทศ (กษต.)
- จะต้องได้รับการบรรจุเป็นข้าราชการหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒. สำหรับพนักงานรัฐวิสาหกิจ องค์กรมหาชน และหน่วยงานเอกชน

- จะต้องปฏิบัติงานหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๒ ไม่อยู่ในระหว่างการสมัครขอรับทุนอื่นที่อยู่ในความดูแลของกรมความร่วมมือฯ (ทุนประเภท ๑ (ข))

๒.๓ ผู้สมัครขอรับทุนจะต้องมีอายุไม่เกิน ๕๕ ปี หรือตามที่หลักสูตรกำหนด

๒.๔ กรณีเคยได้รับทุนประเภท ๑ (ข) ไปศึกษา ณ ต่างประเทศ จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๒ ปี (ยกเว้นอาจารย์ในมหาวิทยาลัย หรือสถาบันการศึกษาที่เทียบเท่ามหาวิทยาลัย ต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี) และในกรณีที่เคยได้รับทุนไปฝึกอบรม จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี และในกรณีที่เคยได้รับทุนสัมมนา / ดูงาน ที่มี ระยะเวลา เกินกว่า ๑ เดือน จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๕ กรณีเคย.....

๒.๕ กรณีเคยสละสิทธิการสมัครรับทุนที่ดำเนินการผ่านกรมความร่วมมือฯ จะต้องสละสิทธิ์มาแล้วไม่ต่ำกว่า ๑ ปีนับแต่วันที่ที่ยินยอมให้สละสิทธิ์ถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๖ กรณีที่เคยได้รับทุนและได้ยุติการรับทุนก่อนที่จะสำเร็จหลักสูตร โดยไม่มีเหตุผลอันสมควรและไม่ได้รับอนุญาตจากกรมความร่วมมือฯ และส่วนราชการที่เกี่ยวข้อง จะไม่มีสิทธิสมัครรับทุนใด ๆ เป็นเวลา ๒ ปี นับแต่วันที่ผู้รับทุนได้ยุติการรับทุน ถึงวันปิดรับสมัครของกรมความร่วมมือฯ และในกรณีที่แหล่งทุนแจ้งยุติการให้ทุนศึกษา ฝึกอบรม ดูงาน/สัมมนา หรือปฏิบัติการวิจัย จะไม่มีสิทธิสมัครรับทุนใด ๆ เป็นเวลา ๕ ปี นับจากวันที่กรมความร่วมมือฯ แจ้งหน่วยงานที่ผู้รับทุนสังกัด

๒.๗ ต้องมีคุณสมบัติตามที่รัฐบาลและสถาบันของต่างประเทศกำหนดไว้ในสิ่งที่ส่งมาด้วย ๑

๒.๘ กรณีที่แหล่งผู้ให้ทุนกำหนดระดับของผู้สมัครรับทุนไว้ ให้ถือเกณฑ์เปรียบเทียบระดับ ดังนี้

- | | |
|---------------------------------|--------------------------------------|
| - ระดับต้น (Junior Level) | เทียบเท่าข้าราชการระดับปฏิบัติการ |
| - ระดับกลาง (Middle Level) | เทียบเท่าข้าราชการระดับชำนาญการ |
| - ระดับอาวุโส (Senior Level) | เทียบเท่าข้าราชการระดับชำนาญการพิเศษ |
| - ระดับบริหาร (Executive Level) | เทียบเท่าข้าราชการระดับเชี่ยวชาญ |

๓. หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน

๓.๑ จำนวนผู้สมัครที่จะได้รับการเสนอชื่อให้แหล่งทุนพิจารณาในขั้นสุดท้ายสำหรับหลักสูตรนี้ มีจำนวน

ไม่เกิน๔.... ราย

๔. ผลการพิจารณาให้ทุน

เมื่อกรมความร่วมมือฯ ได้เสนอชื่อและใบสมัครของผู้ที่ได้รับการคัดเลือกไปยังแหล่งผู้ให้ทุนแล้ว ผลการพิจารณา
คัดเลือกผู้สมัครเข้ารับทุนในขั้นสุดท้ายขึ้นอยู่กับดุลยพินิจของแหล่งผู้ให้ทุน

แบบพิมพ์ทุน ๑
กรมความร่วมมือระหว่างประเทศ

ติดรูปถ่าย

รายละเอียดเกี่ยวกับผู้สมัครรับทุน
(โปรดกรอกรายละเอียดให้ละเอียดและตัวบรรจง)

ส่วนที่ ๑: แหล่งผู้ให้ทุน/หลักสูตร

แหล่งผู้ให้ทุน.....
ชื่อหลักสูตร/สาขาวิชา/ระยะเวลา.....
.....
.....
ณ ประเทศ.....

สำหรับเจ้าหน้าที่กรมความร่วมมือ
ระหว่างประเทศ

ได้ตรวจสอบคุณสมบัติขั้นต้นแล้ว

☐ มีสิทธิ์สอบ ☐ ไม่มีสิทธิ์สอบ

ส่วนที่ ๒: สังกัดของผู้สมัครรับทุน

ชื่อหน่วยงาน (ภาษาไทย).....
(ภาษาอังกฤษ).....
ที่อยู่ติดต่อได้.....
แผนก/ฝ่าย/กอง.....
โทรศัพท์..... โทรสาร..... โทรศัพท์(บ้าน).....
โทรศัพท์มือถือ..... E-mail Address:
บุคคลที่ผู้สมัครประสงค์จะให้ติดต่อในกรณีเร่งด่วน : ชื่อ..... โทรศัพท์.....

ส่วนที่ ๓: ประวัติส่วนบุคคลและการศึกษา

ชื่อ (นาย/นาง/นางสาว).....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
ชื่อ/นามสกุลเดิม (ในกรณีที่มีการเปลี่ยนชื่อ/นามสกุล)
นาย/นาง/นางสาว.....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
อายุ.....ปี.....เดือน (เกิดวันที่.....เดือน.....พ.ศ.....)
สถานภาพสมรส: ☐ โสด ☐ สมรส ☐ อื่น ๆ
วุฒิการศึกษา/สาขา.....
.....
สถาบัน/ประเทศ.....
.....
คะแนนรวมซึ่งได้รับจากการศึกษาระดับปริญญาตรี (เฉพาะผู้ขอรับทุนการศึกษา).....

ส่วนที่ ๔: ประวัติการรับทุน

เคยได้รับทุนที่ดำเนินการผ่านกรมความร่วมมือระหว่างประเทศ (เฉพาะ ๒ ครั้งสุดท้าย) คือ

๑. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม
สาขาวิชา/หลักสูตร.....
ระหว่างวันที่.....ณ ประเทศ.....

๒. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม
สาขาวิชา/หลักสูตร.....
ระหว่างวันที่.....ณ ประเทศ.....

นอกเหนือจากการสมัครรับทุนครั้งนี้ อยู่ในระหว่างการสมัครรับทุนจากองค์กร/รัฐบาลอื่นหรือไม่

☐ ไม่อยู่ระหว่างการสมัครรับทุนอื่น

☐ อยู่ระหว่างการสมัครรับทุน.....

ส่วนที่ ๕: ประวัติการทำงาน (อดีตและปัจจุบัน)

ตำแหน่ง	ระยะเวลา (วัน/เดือน/ปี)	หน่วยงาน	หน้าที่ความรับผิดชอบ

ข้าพเจ้าขอรับรองว่า ข้าพเจ้าเป็นผู้มีคุณสมบัติตรงตามคุณสมบัติของผู้สมัครรับทุนที่กรมความร่วมมือระหว่างประเทศได้แจ้งเวียนให้ทราบ และข้อความที่แจ้งไว้ในแบบพิมพ์นี้ถูกต้องและเป็นความจริงทุกประการ หากปรากฏภายหลังว่าไม่เป็นไปตามที่ข้าพเจ้ารับรองไว้ ให้ถือว่าข้าพเจ้าเป็นผู้ขาดคุณสมบัติในการสมัครรับทุนครั้งนี้

(ลงชื่อผู้สมัครรับทุน).....
(.....)
...../...../.....

[illegible]

ฝ่ายฝึกอบรมภายนอกและจัดการความรู้ ส่วนพัฒนาทรัพยากรบุคคล สำนักบริหารทรัพยากรบุคคล



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

FLOOD DISASTER RISK REDUCTION

課題別研修「洪水防災」

JFY 2019

NO. J19-04063 / ID. 1984478

Course Period in Japan: From September 30, 2019 to September 16, 2020

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

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

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

I. Concept

Background

A natural hazard becomes a disaster when the affected country or region lacks the coping capacity. In recent years, flood disasters have been increasing in numbers as well as in scale. This is particularly so in developing countries due to lack of leadership with vision, political will, coping capacity and resources. The resulting social and economic damages in such cases are likely to worsen with climate change.

In order to address this problem, and to plan sustainable development in developing countries, there is an urgent need to nurture leaders and experts on flood disaster mitigation, who can plan and implement management measures such as preparedness, response, recovery and rehabilitation.

Japan has a wealth of experience in coping with and managing many kinds of natural disasters including floods, and therefore is in a position to assist and transfer knowledge and expertise which can contribute to the development process of needy countries.

This program aims to train experts with the hope that they in turn will transfer the knowledge gained to the next level of professionals thereby upgrading the human resources capacities of developing countries.

For what?

This program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

For whom?

This program is provided to technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advanced technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

How?

Participants shall have opportunities in Japan to acquire knowledge and techniques of Flood Disaster Risk Reduction through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a Master Thesis 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.

Remark:

The curriculum of this program is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and the Public Works Research Institute (PWRI). Completing all graduation requirements during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and PWRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

II. Description

- 1. Title (J-No.):**
Flood Disaster Risk Reduction (J19-04063)
- 2. Course Period in JAPAN:**
September 30, 2019 to September 16, 2020
- 3. Target Regions or Countries:**
Bangladesh, Bhutan, Brazil, Former Yugoslav Republic of Macedonia, Thailand, Tonga, Indonesia, Mozambique, Myanmar, Nepal, Pakistan, Philippines,
- 4. Eligible / Target Organization:**
This program is designed for governmental organizations concerning river management or flood disasters.
- 5. Course Capacity (Upper limit of Participants):**
14 participants
- 6. Language to be used in this program:**
English
- 7. Course Objective:**
The participant's capacity to practically manage and mitigate damages of flood disasters in developing countries which suffer from them consistently is enhanced.
- 8. Overall Goal:**
The damage of flood disasters is reduced by planning and implementing the countermeasures of flood disasters in their countries.

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; <i>Participants make required preparation for the Program in the respective countries.</i>	
Activities	
Submission of Assignments	
Formulation and submission of Inception Report Presentation Material	

(2) Phase in Japan; <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Outputs	Subjects/Agendas (Tentative)	Methodology
To be able to explain basic concept and theory on generation process of flood disasters, hazard risk evaluation, disaster risk management policy and technologies	Basic Concepts of Integrated Flood Risk Management (IFRM): - Outline of integrated flood risk management - Disaster management cycle - Basic concepts of IFRM	Lecture
	Urban Flood Management and Flood Hazard Mapping: - Outline of disaster prevention countermeasures - Local disaster emergency plan - Non- structural countermeasures in Japan (Early warning system, Flood Hazard Map)	Lecture, Exercise
	Disaster Management Policies A: from Regional and Infrastructure Aspect: - Social system against disasters - Education on basic knowledge for disasters - Policy for infrastructure - Policy making process for disasters	Lecture, Presentation, Discussion
	Disaster Management Policies B: from Urban and Community Aspect: - Basic issues of disaster management policies - Urban disaster management policies in Japan - Lessons from past large disasters in the world - Policies and regulations to secure building safety	Lecture, Presentation, Discussion
	Site Visit of Water-related Disaster Management Practice in Japan	Field trip

To be able to explain basic concept and theory on flood countermeasures including landslide and debris flow	Hydrology: - Climate System and Water Cycle - Hydrological Processes, In-situ Observation and Modeling - Remote Sensing of Hydrology - Water Resources Planning and Management	Lecture
	Hydraulics: - Fundamentals - Advection and Diffusion - General transport equations	Lecture, Exercise
	Flood Hydraulics and River Channel Design: - Outline of rivers in Japan - Fundamental mechanics of flood flows - Steady quasi-two dimensional analysis of Flood flow	Lecture
	Mechanics of Sediment Transportation and Channel Changes: - Mechanics of sediment transportation - River morphology	Lecture
	Control Measures for Landslide & Debris Flow: - Introduction to Sabo projects - Countermeasures for sediment-related disasters - Hazard mapping for sediment-related disasters	Lecture, Exercise
	Computer Programming: - Programming Language - Numerical Computation	Lecture, Exercise
	Practice on GIS and Remote Sensing Technique: - Geographic Information System (GIS) - Advanced Remote Sensing	Lecture, Exercise
	Practice on Flood Forecasting and Inundation Analysis: - Rainfall-Runoff-Inundation modeling - Runoff Analysis with IFAS - Large-scale Runoff Analysis with BTOP - Advanced Hydrological Model	Lecture, Exercise
	Socio-economic and Environmental Aspects of Sustainability-oriented Flood Management: - Outline of Socio-economic and environmental aspects - Methodology of risk assessment	Lecture

	- Socio-economic impacts of disasters	
	Practice on Open Channel Hydraulics: - Hydraulic phenomena - Usage of the experimental instrumentation - The methodology of flow discharge measurement	Lecture, Exercise
To formulate the countermeasures to solve the problems and issues concerning flood disasters in their countries for applying techniques and knowledge acquired through the program	Individual Study: - Formulation of the Master thesis ➢ Participants will make a Master thesis based on the knowledge and techniques acquired through Lectures, Discussions, Exercises and Field Trips in the program.	Discussion, Presentation

<Structure of the program>

(1) Preliminary Phase:

After receiving the “Notice of Acceptance”, each participant has to make and submit an “Inception Report Presentation Material” and assignment materials to review fundamental subjects (e.g., math, hydrology) necessary for the master’s level course work.

(2) Core Phase in Japan:

This program consists of “Lecture”, “Exercise”, “Discussion”, “Presentation”, “Field trip” and “Individual study”. This course schedule is shown in Fig. 1.

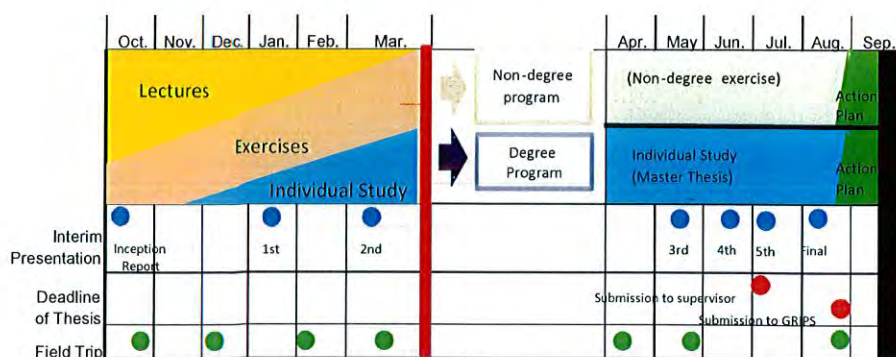


Fig. 1: Course schedule in Japan

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 operation. Participating 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 three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) 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 Master thesis, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate of English ability such as TOEFL or IELTS.)
- (6) 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.
- (7) Between 25 and 42 years of age as of October 1, 2019.

3. Required Documents for Application:

(1) Application Form:

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

(2) Application Materials for GRIPS/PWRI Master's Program:

The entire curriculum of this program is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the

following materials for admission to GRIPS/PWRI Master's Program as written in ANNEX I.

- Application for admission to GRIPS/PWRI Master's Program
- 1 clear photograph of your face (30 x 40 mm)
- 2 letters of recommendation
- Certificate of employment
- Official transcripts of academic record and graduation/degree certificates
- Official evidence of English ability
- Statement of purpose
- Certificate of health

Please note that an applicant will NOT be registered as an applicant until we have received all of the above materials. Please carefully review the information in ANNEX I.

(3) Inception Report:

Each applicant must prepare an "Inception Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see ANNEX II). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

(4) 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. 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 12th, 2019.**

(2) Selection:

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Embassy of Japan) will conduct screenings, and send the documents to JICA Tsukuba, which organizes this program.
- 2) JICA Tsukuba will carry out the screening jointly with PWRI and decide the

passed 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) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the application materials such as official transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by a faculty council of GRIPS finally by the end of July, 2019.

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 delivered to the respective Government through the respective countries' JICA office (or Embassy of Japan) by no later than July 31st, 2019.

(*Acceptance Agreement will be sent from GRIPS together with the official admission letter soon after this notice of acceptance.)

5. 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.

6. Certificate and Master's Degree:

- Participants who have successfully completed the program will be awarded a certificate by JICA.
- Participants who have successfully completed all graduation requirements will be awarded a Master's Degree, "Master of Disaster Management" by GRIPS and PWRI.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Ms. Miki NISHIOKA (tbicftp@jica.go.jp)

2. Implementing Partner:

(1) **International Centre for Water Hazard and Risk Management (ICHARM), under the auspices of UNESCO, Public Works Research Institute (PWRI)**

1) URL: <http://www.icharm.pwri.go.jp>

2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan

3) TEL: +81-29-879-6809

4) FAX: +81-29-879-6709

5) E-mail: training.icharm@pwri.go.jp

6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 80 years since its establishment.

(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)

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: +81-29-838-1119

(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:

<https://www.jica.go.jp/tsukuba/english/office/index.html>

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 program is approved as a master’s degree program by GRIPS and PWRI. The application fee, admission fee and tuition for the Master’s Degree Program will be provided by PWRI.

6. Pre-departure Orientation:

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

V. Other Information

1. Computer:

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

2. Relevant Data for Flood Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data for flood disasters in their countries on their laptop/notebook computers for preparing the presentation slides etc.

3. 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.

4. Bring Some Cash:

Allowances, such as accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days. 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 training program.

5. More information about JICA Tsukuba

You can check our location, facility and services on our website and social media.

✧ JICA Tsukuba website (<https://www.jica.go.jp/tsukuba/english/office/index.html>)

✧ JICA Tsukuba Facebook (<https://www.facebook.com/jicatsukuba>)

We post articles about the KCCP on our Facebook page.



END

ANNEX I: Check List / Application Materials for GRIPS/PWRI Master's Program

ANNEX II: Instruction for Inception Report

ANNEX III: Course Schedule (tentative)

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.



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

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ANNEX I Check List

Application Materials for GRIPS/PWRI Master's Program

1. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received all of your supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadlines. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package. Make sure to write your name on the envelope. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrar. In such cases, please enclose a memo with your application explaining the circumstances.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

If for some reason (e.g. marriage) your current name is different from that on the document(s) you submit, please submit official documentation of that reason (e.g. marriage certificate).

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

◆ Please check ☒ whether you have submitted all the necessary documents

1.	<u>Application for admission to GRIPS/PWRI Master's Program</u> (use the designated form)	☐
2.	<u>1 clear photograph of your face</u> (30 x 40 mm) Please paste the photograph onto the application for admission.	☐

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3.	<u>2 letters of recommendation</u> (use the designated form) Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor. You are required to obtain the letters from your recommenders using the designated form and submit them by post along with the rest of your supporting documents, all in one package. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by each recommender. For details, please see the explanation on the designated form.	☐
4.	<u>Certificate of employment</u> (use the designated form) You are required to submit this if you are currently employed. You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post along with the rest of your supporting documents, all in one package. For details on required contents, please see the explanation on the designated form.	☐
5.	<u>Official transcripts of academic record and graduation/degree certificates</u> You must submit by post official transcripts and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university. ➤ Official transcripts of academic record Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript. ➤ Official graduation/degree certificates Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and title of the expected degree upon completion of the program. <u>Do not send your original diploma, as documents will not be returned.</u> <u>Important notes</u> ➤ Transcripts/certificates that have been opened are not acceptable. ➤ Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable. ➤ If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies <u>verified by the university</u>. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. ➤ If a university cannot issue an official English transcript/certificate, you are required to submit both an <u>official</u> transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an <u>official</u> English translation of the document, prepared by an accredited translator. ➤ If official transcripts do not include the grading scale, you are required to request the university to issue an <u>official</u> letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts. ➤ Provisional or temporary graduation/degree certificates are not acceptable. ➤ If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.	☐

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6.	<u>Official evidence of English ability</u> One of the following test scores is required: 1. TOEFL iBT: 79 or higher 2. IELTS Academic: 6.0 or higher Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment. TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable. <u>How to apply for a waiver of the English language proficiency requirement</u> (Please note that there are two categories in our <u>English test exemption policy</u>.) Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an <u>accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland</u> will be automatically exempted from submitting an English test score. Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. This document must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority. Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend you to take a TOEFL or IELTS test prior to your application.	☐
7.	<u>Statement of purpose</u> (use the designated form) For details on required content, please see the explanation on the designated form.	☐
8.	<u>Certificate of health</u> (use the designated form)	☐

3. After You Apply

Notify the JICA office (or the Embassy of Japan) of any changes

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your application that may occur after you have completed your application. In case of any changes in your employment information (e.g., promotion, transfer), you must submit a certificate of employment that certifies your new status within 30 days, using the designated form, by post.

Details regarding the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp/en/>

<http://www.pwri.go.jp/eindex.html>

ANNEX I Application Materials for GRIPS/PWRI Master's Program

**Disaster Management Policy Program by GRIPS and PWRI
In Co-operation with JICA, Japan**

For GRIPS Use: Application ID

APPLICATION FOR ADMISSION
TO GRIPS/PWRI MASTER'S PROGRAM 2019-2020

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Photograph

Please write your
name on the back of
the photo.
(30 x 40 mm)

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: _____ 3. Age (as of October 1st, 2019): _____
Month/Day/Year

4. Gender: ☐ Male ☐ Female 5. Marital status: ☐ Single ☐ Married

6. Nationality: _____
As written in your passport

7. Present employer (name of organization): _____
(Does your organization belong to a central or regional authority? ☐ Central ☐ Regional ☐ Neither)
(Upon admission to GRIPS, ☐ I will be given study leave by my employer. ☐ I will quit my job.)

8. Present position, department/section: _____

9. Work address: _____

Postal code: _____ Country: _____

TEL: _____ FAX: _____
Country code - complete number Country code - complete number

10. Residential address: _____

Postal code: _____ Country: _____

TEL: _____ FAX: _____
Country code - complete number Country code - complete number

11. Preferred mailing address: ☐ Work ☐ Residence ☐ Other, namely (Fill in the following fields.)

Address: _____

Postal code: _____ Country: _____

TEL: _____ FAX: _____
Country code - complete number Country code - complete number

12. E-mail 1: _____

E-mail 2: _____

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APPLICATION INFORMATION

13. List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending. Enter the names of the degrees you received and the dates of enrollment at each institution. If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate. The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s). If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education (before tertiary education)	Period of attendance (from-to)		Duration of schooling
	Month	Year	
			years and months

Tertiary education	Full name of institution & city	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/ class/rank/ division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			

Total number of years and months of schooling reported above as of October 1, 2018 * (from elementary education to undergraduate/graduate education inclusive)	years and months
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*Calculate and write the total number of years and months of schooling based on duration as a student (including extended leave such as summer vacation).

14. English proficiency:

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, **tests must have been taken within two years of the time of enrollment.**

☐ TOEFL iBT: _____ The minimum acceptable test score is 79.

Score _____ Month/Day/Year _____

☐ IELTS Academic: _____ The minimum acceptable test score is 6.0.

Score _____ Month/Day/Year _____

Other information: ☐ Undergraduate education instructed in English

☐ Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

☐ The USA, the UK, Canada, Australia, New Zealand, or Ireland

☐ Other country

15. List below two persons familiar with your past academic or professional activity, from whom you have requested letters of recommendation.

1. _____
Name _____ Position and affiliation _____

2. _____
Name _____ Position and affiliation _____

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16. List your current and previous employment (up to five positions) in **reverse chronological order**, starting with your most recent position.

Organization, type, & city	Dates (from-to) Month Year	Job title and description (maximum 20 words)

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of the applicant

Month/Day/Year

Please submit this form along with other supporting documents by courier or registered mail.

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**Disaster Management Policy Program by GRIPS and PWRI
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For GRIPS Use: Application ID

LETTER OF RECOMMENDATION 2019-2020

TO THE APPLICANT: Please complete the section below and give this letter to two people who know you well. Have the recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name:

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name:

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you interacted with the applicant?

☐ Daily

☐ Weekly

☐ Monthly

☐ Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall academic ability?

- ☐ Outstanding (top 5%)
- ☐ Excellent (top 10%)
- ☐ Good (top 20%)
- ☐ Average (top 50%)
- ☐ Below average (lower 50%)
- ☐ Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall professional ability?

- ☐ Outstanding (top 5%)
- ☐ Excellent (top 10%)
- ☐ Good (top 20%)
- ☐ Average (top 50%)
- ☐ Below average (lower 50%)
- ☐ Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	☐	☐	☐	☐
Intellectual potential	☐	☐	☐	☐
Creativity & originality	☐	☐	☐	☐
Motivation for graduate study	☐	☐	☐	☐

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7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

☐ Outstanding ☐ Good ☐ Average ☐ Poor

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

Signature: _____ Date: _____

Month/Day/Year

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**Disaster Management Policy Program by GRIPS and PWRI
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For GRIPS Use: Application ID

CERTIFICATE OF EMPLOYMENT 2019-2020

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____

Full name of applicant (as written in his/her passport)

has been employed by this organization from _____ to _____

Month/Day/Year

Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: _____

Responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

☐ I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.

☐ I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing the form:

Name: _____

Position/title: _____

Name of organization: _____

Signature: _____

Date: _____

Month/Day/Year

Please put an official stamp or seal in this space.
If the official stamp or seal is in your local language and an English version is not available, please write its **English translation** in the margin of the form.

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For GRIPS Use: Application ID

STATEMENT OF PURPOSE 2019-2020

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

ANNEX II Instruction for Inception Report

4. Please explain your job experience related to flood control and water resources in the last 10 years.

** Please add the item according to your situation.*

- (1) Period:
- (2) Organization:
- (3) Position:
- (4) Outline of duties:

5. Please explain issues which you have to solve or any difficulties on your work.

Please describe the issues, difficulties and reasons (technical and organizational/institutional) in detail.

** Please add the item according to your situation.*

- (1) Technical Aspects: Issues, Difficulties, and Reason
- (2) Organizational/Institutional Aspects: Issues, Difficulties, and Reason

6. In the fields of flood-related disaster mitigation, what topics are you interested in?

Please describe the topics, subjects and the reason why you are interested in those topics

** Please add the item according to your situation.*

7. Please explain your future plans to apply expected results of the program in order to work on projects related flood disaster mitigation after returning to your country.

8. If you have any request, please write down.

END

ANNEX-III: Course Schedule (tentative) 2019-2020

Year	Date	Program
2019	September	30 (Mon) Arrival to Japan
	October	1 (Tue) Briefing at JICA Tsukuba
		2 (Wed) Opening Ceremony
		3 (Thu) Entrance Guidance and Orientation at GRIPS
		4 (Fri) Entrance Guidance and Orientation at GRIPS
		Start of Lecture at ICHARM
		Mid Presentation on Inception Report
		Late Field Trip (1)
	November	
	December	Mid Field Trip (2)
		28 (Sat)
2020	January	↓
		3 (Fri)
		Late 1st Interim Presentation on Master's thesis
	February	Late GRIPS Field Trip
		Early
	March	Early Field Trip (3)
		Late 2nd Interim Presentation on Master's thesis
	April	
		Late Field Trip (4)
	May	Mid 3rd Interim Presentation on Master's thesis
		Late Field Trip (5)
	June	
	July	Early Submit the draft of Master's thesis
		Early 4th Interim Presentation on Master's thesis
	August	Early Final Presentation on Master's thesis
		Late Submit Master's thesis to the GRIPS/Submit a training summary report to JICA
	September	14 (Mon) Closing Ceremony at JICA
		15 (Tue) Graduation Ceremony at GRIPS
		16 (Wed) Return to home country