

~ Leadership Training in Japan ~

IATSS FORUM

Application Booklet

The 55th & 56th Forum, 2016



~ Fostering Young Leaders from Southeast Asia~

International **A**ssociation of **T**raffic and **S**afety **S**ciences

Application for the 55th & 56th IATSS Forum Program in 2016

1. Period:

55th IATSS Forum: *May – July, 2016 (57days)

56th IATSS Forum: *September – November, 2016 (57days)

* Schedule is subject to change.

*We cannot guarantee which season's forum you will be able to participate in.

2. Participating Countries:

Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam

3. Allocation:

The 55th IATSS Forum

Total number of participants: 18

| | | | | | | | |
|----------|---|-------------|---|-----------|---|----------|---|
| Cambodia | 2 | Indonesia | 2 | Laos | 2 | Malaysia | 2 |
| Myanmar | 2 | Philippines | 2 | Singapore | 2 | Thailand | 2 |
| Vietnam | 2 | | | | | | |

The 56th IATSS Forum

Total number of participants: 18

| | | | | | | | |
|----------|---|-------------|---|-----------|---|----------|---|
| Cambodia | 2 | Indonesia | 2 | Laos | 2 | Malaysia | 2 |
| Myanmar | 2 | Philippines | 2 | Singapore | 2 | Thailand | 2 |
| Vietnam | 2 | | | | | | |

4. Eligibility:

- Applicants must be from one of the above mentioned countries and possess the physical and mental capabilities necessary to participate fully in program activities.
- Applicants should be **35 years old or younger** at the time of the closing date of the application.
- Applicants should have **at least 2 years of full-time professional job experience** at the time of the application and be eligible for **reinstatement to his/her current position** after completing the program.
- Applicants should have sufficient English skills and cultural adaptability to live and study abroad.
- Applicants must travel to Japan unaccompanied.

5. Application Procedure:

- 1) Applications are accepted once a year.
- 2) Basic application period: **from February 1st, 2015 to June 10th, 2015.**
- 3) Application documents: All documents are to be sent to the applicant's Country Committee Secretariat.
 - IATSS Forum application form (A4)
 - 2 essays (A4)
 - 2 recommendation forms (A4) (One of them should be from your direct supervisor at your

present job)

- 2 photos (4 cm x 3 cm, name on the back)
- Certificate of English Proficiency (if any)

6. Selection:

There are three stages to the screening process.

1. Initial Screening : (June-July, 2015)

Examination of application documents by the IATSS Forum Country Committee

2. Second Screening: (August-September, 2015)

Examination of application documents by the IATSS Forum Steering Committee in Japan

3. Final Screening: (November - December, 2015)

Interview with prospective applicants by the IATSS Forum Steering Committee and the IATSS Forum Country Committee in their country

7. Other terms and conditions:

1. The IATSS Forum Steering Committee retains the right to make the final decision on participation in the program.
2. Only those applicants who have successfully passed screening at each stage will be contacted.
3. The IATSS Forum Steering Committee will specify participants' arrival and departure dates.

* For more information please refer to our IATSS Forum brochure or our website:

<http://www.iatssforum.jp/en/>

How to Apply

I. Application Requirements

You need to submit the following documents in order to apply for the IATSS Forum.

1. Application Form for 55th and 56th IATSS Forum in 2016

* Fill out the attached application form in English **in block letters with a black pen.**

2. Two Essays

* Attach two short essays on the given topics.

* Refer to the explanation section (Page 4).

3. Two Recommendation Forms

* Attach 2 letters of recommendation from your employers, professors, or teachers. One of them should be from your direct supervisor at your present job.

* Use the attached recommendation form.

4. Two Photos (4cm×3cm)

* Attach 2 recent photos (no more than 6 months old) to the application form.

* Write your name on the back of the photos.

* One photo should be pasted (not stapled) to the form, and the other photo should be put in the envelope.

5. A Copy of a Certificate (if you have any)

* Attach a copy of a certificate indicating your level of English proficiency, if you have one. (TOEFL, TOEIC etc.)

Note: This application booklet is available to download in Office Word format from the IATSS Forum webpage: <http://www.iatssforum.jp/english/applications/index.html>

II. Submission of Application Documents

Submit the required documents (explained above) to your IATSS Forum Country Committee Secretariat. (As for the address, check the final page (Page 15) of this application booklet.

III. Instructions on Essay Preparation

Please follow the instructions below:

1. Read the concept of the IATSS Forum in the IATSS Forum's brochure or website.
2. Based on your understanding of the IATSS Forum's concept, write 2 essays on the following topics.
3. Follow the required format below.

Essay Topics:

1st Essay:

We are interested in how you deal with difficult challenges. Please outline one of the most difficult challenges that you have faced (either in your personal or professional life) and explain clearly how you approached it and what you learned from this experience (This should be written from your own perspective, rather than that of your group, company or country).

2nd Essay:

Please imagine that you would like to apply for the IATSS Forum Program, but your boss is opposed to this. In the essay, please attempt to convince your boss why you need to apply for the IATSS Forum "now" rather than in the future, by using some of the following points.

- The leadership style you want to realize in the future
- Your dream or objectives for the future
- Your strengths and weaknesses
- Your interest in the contents of the IATSS Forum program

Note: People who are self-employed or have no direct boss may need to write this essay from an imaginary perspective.

Required Format:

- 1) One A4 page for each essay
- 2) Within **500** words for each essay
- 3) Typed in Microsoft Office Word
- 4) Single-spaced
- 5) Font size: 11
- 6) Font: Times New Roman
- 7) Write the essays in English

Note: If your essay is longer than ONE PAGE per each essay, it will not be evaluated.

FAQ regarding the IATSS Forum

<Eligibility for participation in the IATSS Forum>

Q1: What are the qualifications required to participate in the IATSS Forum?

A1: Basically, anyone who is 35 years old or younger at the closing date of the application can participate in the program, if she/he has two years of full-time professional experience, can communicate with others in English, and has a mind to think and learn together in cooperation with other participants.

Please refer to “4.Eligibility” (Page 1) on the application form for more details about qualifications.

Q2-1: I am a student. Do I have the proper qualification requirements?

A2-1: No. If you are a student, and not working full time you are not qualified to apply to IATSS Forum. Please apply it after you have gained 2 years of professional experience.

Q2-2: I am a student but I have 2 years of professional experience and I am not working now. Do I have the proper qualification requirements?

A2-2: No, because we need to get a certificate of reinstatement from a company/ organization that you belong to.

Q2-3: I am working but I go to school while working. Do I have the proper qualification requirements?

A2-3: Yes. If you can be reinstated to your current position in your company/organization after completion of the program, as well as meet the other qualification requirements you will be able to apply to IATSS Forum.

<Application & Screening>

Q3: From what point of view does the IATSS Forum do the screenings?

A3: In the interview, IATSS Forum appreciates applicants' ability to express their opinions clearly. Also, we focus on whether the applicants are open-minded towards other points of view and able to contribute on both an individual and a group level. From this point of view, we try to select people from a variety of backgrounds and fields to avoid homogeneous groups.

Q4: I am Malaysian, and living in Singapore at the moment. Which country committee should I apply to, Malaysia or Singapore?

A4: Please apply to the Malaysian Country Committee. If you have passed the second screening, you will have a final interview screening in Malaysia as well. This is because participants will be selected as representatives of their nations.

<Programs>

Q5: As the IATSS Forum is organized by IATSS (International Association of Traffic and Safety Sciences), do the contents of the program only focus on traffic related issues or any specific field?

A5: No. The IATSS Forum program has a general theme of *society with high mobility*. However, we do not only focus on traffic or safety issues. We aim to give participants many opportunities to broaden their knowledge in a variety of fields, and offer them a chance to tackle a variety of issues.

- Q6: I have heard that the IATSS Forum provides a leadership training program for promising young people from ASEAN countries. Could you please tell me a little more about this program?
- A6: The IATSS Forum fosters participants to develop their leadership skills which can “produce new value from diversity.” The IATSS Forum considers a “leader” to be “a person who, in striving towards a goal, is capable of bringing out the strengths of a group to their fullest.” Therefore, “leadership” is “the ability to maximize a group’s potential by effectively applying its strengths to their utmost, leading to the attainment of a goal.”
- Q7: What is your teaching methodology as regards the Leadership Program?
- A7: We believe in learning through experience and as such we provide participants with opportunities to obtain leadership skills naturally, on their own. We do this through a variety of programs such as “Group Study,” “Seminars,” “Field Study” and “International Exchange Activities.” The role of the IATSS Forum is to empower young professionals from ASEAN countries to cultivate leadership knowhow, by giving them a place to practice it. Our motto, “Thinking and Learning Together,” has served as the core concept of the Forum since its foundation. It is our hope that participants will be able to actualize this motto through engaging in these programs where they will have the opportunity to act, take in new information and learn on their own. We believe they will be able to make many new discoveries through their experiences and observations and, in the end, come to a mutual understanding on matters through discussions with other future Asian leaders.
- Q8: I have heard that, at the IATSS Forum, there are no tests to complete the program, nor is there a declaration of ranking regarding the participants’ performances. Why is that? In that case, will no one be evaluating or giving advice for improvement? Will the performance of the participants not be reported to their supervisors?
- A8: IATSS Forum does not evaluate participants or rank them. Because the purpose of IATSS Forum is not to obtain knowledge or information, we do not have tests to check how much knowledge or information the participants have acquired. IATSS Forum is a place where participants cooperate with each other. Moreover, IATSS Forum does not report anything to the participants’ supervisors. Participants can evaluate themselves on how deeply and broadly they have thought through a lot of discussion in seminars or Group Study. During the IATSS Forum program, the participants will have a lot of opportunities to think and discuss issues in meeting their ASEAN neighbors and Japanese people, touching on Japan’s current situation, and tackling various ASEAN issues from a global perspective. The objective of IATSS Forum is to deepen participants’ understanding by thinking and discussing things together on the basis of knowledge or information.

<Others>

- Q9: After completing the IATSS Forum program, I would like to visit some places before leaving Japan; may I have permission to do so?
- Q10: On the way back home from Japan, may I drop by some other countries? Of course, I do not mind paying the necessary expenses.
- A9&10: No. Participants must return to their home country by the designated date, on the designated airline. Your training visa permits you to stay in Japan only during the program period. In addition, your primary purpose should be to participate in the program, and after that to be reinstated to your current job, to put what you have gained at IATSS Forum into practical use. From this point of view, the IATSS Forum requests that you return straight home right after the program.

Q11: Who bears the expenses related to the IATSS Forum program?

A11: The IATSS Forum pays for the round trip airfare, participation fees for the program, accommodations, and almost all food expenses, etc. Participants need to pay for their personal expenses and part of their food expenses. More detailed information regarding the burden of expense is written in the “Letter of Agreement” which will be given to successful candidates after the final screening.

Q12: After completion of the IATSS Forum program, will participants be involved in any particular activity?

A12: After completion of the IATSS Forum program, Participants will join the IATSS Forum alumni association in their home country. These organizations offer a place to continue sharing a wealth of experience through networks of alumni that span a broad range of ages and occupational fields. Active alumni associations in each country provide opportunities for alumnus to get together and exchange the latest information from various fields. Alumni activities also include informational sessions for prospective applicants and NGO-type community services, such as English lessons or traffic safety education for disadvantaged children.

★On this sheet, only frequently asked questions are written. If you have any further questions, please do not hesitate to contact your country committee secretary at any time.

Committee Member:

<IATSS Forum Steering Committee>

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Hideki Nakamura (Mr.) Association Member, IATSS
Professor of Graduate School of Environmental Studies, Nagoya University

Members

Hideyuki Kita (Mr.) Association Member, IATSS
Professor, Department of Civil Engineering, Graduate School of Engineering, Kobe University

Junko Nagata (Ms.) Association Member, IATSS
Associate Professor Graduate School for Creative Cities, Osaka City University

Fumihiko Nakamura (Mr.) Association Member, IATSS
Professor, Dean, Institute of Urban Innovation, Yokohama National University

< IATSS Forum International Advisory Committee>

The committee is composed of Chairpersons from each Country Committee and main Members of IATSS Forum Steering Committee

< IATSS Forum Program Committee>

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Associate Professor, Graduate School of Education, The University of Tokyo

Kazumitsu Shinohara (Mr.) Association Member, IATSS
Professor, Graduate School of Human Sciences, Osaka University

Nagahiro Yoshida (Mr.) Association Member, IATSS
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Lay Sotheany President, IATSS Forum Cambodia Alumni Association
Assistant Administrative, ILO

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Toshio Ban Chief Advisor, Cambodia-Japan Cooperation Center

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Advisor

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Dato' Dr. Ismail Alias Deputy Head Director of Public Services (Operations), Department of Public Services Malaysia

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Advisor

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Chairman, Myanmar Industries Association (MIA)

Vice Chairperson

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Meneleo Carlos, Jr. President, Resins Inc.

Flordeliza R. Mayari Assistant Schools Division, Superintendent, Division of Marikina City Schools

Ricardo G. Sigua Associate Professor, National Center for Transportation Studies, University of the Philippines

Sylvano D. Mahiwo Professor, International Relations, Asian Studies and Japan Studies, University of the Philippines

Ms. Enrica C. Esmero President of Philippines IATSS Forum Alumni Association

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Katsuhisa YODA President, Honda Philippines Inc.

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Ng Chun Pin (Mr.) Director, National Youth Council

Lam Joon Khoi (Mr.) Secretary-General, Singapore Manufacturing Federation

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Advisor

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Vice Chairperson

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Observer

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Advisor

Kiwamu Kayano Deputy General Director, Administration & CFO, Honda Vietnam Co., Ltd.

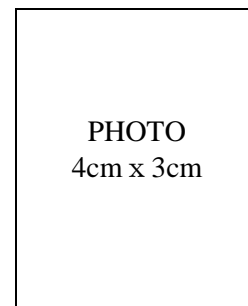
IATSS Forum Country Secretariat:

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|---|--|
| <p>IATSS Forum Suzuka, Japan 7992 Ino-cho, Suzuka, Mie, 510-0201 Japan Tel: +81-59-370-0511 Fax: +81-59-370-0505 Homepage: http://www.iatssforum.jp Email: mail@iatssforum.jp</p> | <p>IATSS Forum Myanmar Secretariat Secretary: Ms. Pyai Pyai Pwint UMFCCI Office Tower, No.29, Min Ye Kyaw Swar Street, Lanmadaw Township, Yangon, Myanmar Tel: +95(0)1 214830, +95(9)254132879 Fax: +95(0)1 214832 Email: mia@myanmar.com.mm, pyaipyai.pwint@gmail.com</p> |
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| <p>IATSS Forum Indonesian Secretariat Secretary: Ms. Susana Rosalia N., Ms. Daniarti Gumulja c/o P.T. Astra Honda Motor, Jl. Yos Sudarso, Sunter I, Jakarta 14350, Indonesia Tel: +62 (0)21 651-8080 (Ext.11314 / 18414) Fax: +62 (0)21 651-8814, 651-5245 Email: susana.rosalia@astra-honda.com, susana.rosalia@yahoo.com daniarti.gumulja@astra-honda.com</p> | <p>IATSS Forum Singaporean Secretariat Secretary: Mr. Jonathan Tan c/o Singapore Manufacturing Federation (SMF) 2985, Jalan Bukit Merah, Singapore 159457 Tel: +65 (0) 68263000 Fax : +65 (0) 68263015 Email: iatssforum@smfederation.org.sg.</p> |
| <p>IATSS Forum Lao Secretariat Secretary: Ms. Sisomphone Tipanya c/o International Division of Lao Youth Union, Phonthan Road, P.O.Box 736, Vientiane, Lao P.D.R. Tel/Fax: +856 (0)21 -951067, 416727 Mobile: +856-20-55494816 Email: juy_81@yahoo.com</p> | <p>IATSS Forum Thai Secretariat Secretary: Mrs. Supawan Wongprayoon c.c.: Mr. Saphakarn Srisamran, Ms. Bajaree Saguanwongse c/o Strategy, Evaluation and Monitoring Division, 8th Floor. Department of Environmental Quality Promotion, 49 Rama VI Rd. Soi 30, Phayathai, Bangkok, 10400 Thailand Tel/Fax: +66 (0)2-298-5646 Email: deqpinter1978@gmail.com, cc:wongprayoon@gmail.com</p> |
| <p>IATSS Forum Malaysian Secretariat Secretary: Mrs. Violet Fernando, Ms. Siti Munirah Bt Zahari c/o UM Centre of Innovation and Commercialization (UMCIC), Level 5, Research Management & Innovation Complex 50603, University of Malaya Tel: +603-7967 7352 Fax: +603-7967 6291 Email: iatss_forum@um.edu.my</p> | <p>IATSS Forum Vietnamese Secretariat General Secretary: Mr. Nguyen Canh Binh c.c.: Ms. Tran Thi Thanh Thuy c/o IATSS Forum Vietnamese Secretariat, Vietnam Asia-Pacific Economic Center- VAPEC, 176 Thai Ha Street, Dong Da District, Hanoi, Vietnam Tel: +84 (0)9-82582106 Email: iatssvietnam@gmail.com</p> |

Application Form for 55th & 56th IATSS Forum in 2016

*Fill out this form in English, in **block letters**.

*For No. 2, 5, 9, 13, and 15, circle the appropriate choice.



1. Full Name _____

2. Sex Male / Female 3. Nationality _____

4. Birth Date (Day/Month/Year) _____

5. Marital Status Single / Married

6. Current Home Address

Tel.: _____ Mobile Phone: _____ Fax: _____

7. Office Address

Tel.: _____ (Ext.) Fax: _____

8. E-mail①: _____ E-mail②: _____

9. Occupation

Full name of company or organization and a brief description of it (e.g. XXX Company Ltd. / Trading company)

Name: _____

Description: _____

Occupation belongs to the (government / private / academic / other) sector.

Present position & division/department _____

Brief job description _____

10. Educational Background

State only degrees or diplomas that you have already obtained or that are to be conferred before June 2014.

| Year of graduation | Full name of school | City & Country | Major | Certification |
|--------------------|---------------------|----------------|-------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

11. Career over the past 5 years (Full-time job) *We require of full time job experience more than 2 years.

| From (Month/Year) | To (Month/Year) | Full name of company or organization | City & Country | Occupation and position |
|----------------------|--------------------|--------------------------------------|----------------|-------------------------|
| / | / | | | |
| / | / | | | |
| / | / | | | |
| / | / | | | |

12. Language Proficiency

Mother tongue ()

| Language | Excellent | Good | Fair | Certificate obtained |
|--------------------|-----------|------|------|----------------------|
| English | | | | |
| Other language () | | | | |

13. Have you ever been abroad? Yes / No

If yes, please list your destinations from the longest period.

| Country | Year & length of stay | Purpose of visit |
|---------|-----------------------|------------------|
| | | |
| | | |
| | | |
| | | |

14. Write down types of volunteer work or social contribution activities that you have done so far, if any.

| From (Month/Year) | To (Month/Year) | Description of the work or activities |
|----------------------|--------------------|---------------------------------------|
| / | / | |
| / | / | |
| / | / | |

15. How did you know about the IATSS Forum program? [alumni / newspaper / TV / poster / your office / country secretariat / website / Facebook / other ()]

Declaration

I declare that all statements made in this application are true and correct. I understand any willfully false statement is sufficient to cause the rejection of this application.

Date: _____ Signature and Name of Applicant: _____

Please remember that your Essays must be included with this form. For instructions on essay preparation, please follow the instructions on page 4 of the “Application Booklet”.

(A)

IATSS Forum Recommendation Form

(To be written in English in block letters)
(Your direct supervisor at your present job)

Applicant's Name : _____
Position : _____

Name of Referee : _____
Position : _____
Institution : _____
Location : _____

1. How long and in what capacity have you known the applicant?

2. Please give your personal evaluation of the applicant.

Signature _____ Date _____

Thank you for your time and attention.

(B)

IATSS Forum Recommendation Form

(To be written in English in block letters)

Applicant's Name : _____

Position : _____

Name of Referee : _____

Position : _____

Institution : _____

Location : _____

1. How long and in what capacity have you known the applicant?

2. Please give your personal evaluation of the applicant.

Signature _____ Date _____

Thank you for your time and attention.