

~ Leadership Development Training in Japan ~

# IATSS FORUM

# Application Booklet

The 65<sup>th</sup> & 66<sup>th</sup> IATSS Forum, 2024



~ Fostering Young Leaders from Asian Countries ~

**International Association of Traffic and Safety Sciences**

This application booklet is available to download in Office Word format from the IATSS Forum webpage:

<http://www.iatssforum.jp/english/applications/index.html>

# Application for the 65<sup>th</sup> & 66<sup>th</sup> IATSS Forum Program in 2024

## 1. Program Period:

2024	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
65 <sup>th</sup> IATSS Forum		→							
66 <sup>th</sup> IATSS Forum						→			

**65th IATSS Forum: \*May – July, 2024 (7 weeks)**

**66th IATSS Forum: \*September – November, 2024 (7 weeks)**

\* Schedule and timeframe are subject to change.

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

## 2. Participating Countries:

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

## 3. Allocation:

### The 65th IATSS Forum

Total Number of Participants: 20

Country	Number	Country	Number	Country	Number	Country	Number
Cambodia	2	India	2	Indonesia	2	Laos	2
Malaysia	2	Myanmar	2	Philippines	2	Singapore	2
Thailand	2	Vietnam	2				

### The 66th IATSS Forum

Total Number of Participants: 20

Country	Number	Country	Number	Country	Number	Country	Number
Cambodia	2	India	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 **38 years old or younger** at the time of the closing date of the application.
- Applicants must currently be a full-time employee working in a professional field. (Self-employed and freelance included)
- Applicants should have **at least 2 years of full-time professional job experience** at the time of the application.
- Applicants should have sufficient English skills and cultural adaptability to live and study abroad.
- Applicants must travel to Japan unaccompanied.

## 5. Application/Selection Schedule:

2023	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Open Application						★Open 1 <sup>st</sup> July					
Close Application											★Close 31 <sup>st</sup> October
Screening (Document Based)										→	
Final Screening (Interview)											→

- 1) Applications are accepted once a year.
- 2) Basic application period: **from July 1<sup>st</sup>, 2023 to October 31<sup>st</sup>, 2023.**
- 3) Application documents: All of the following documents are to be sent to the applicant's Country Committee Secretariat.
  - IATSS Forum Application Form
  - Basic Question Form and an Essay
  - 2 Recommendation Forms
  - 2 Photos (4 cm x 3 cm)
  - Certificate of English Proficiency (if you have any)
- 4) Basically, there are two screenings and an interview.
  1. First Screening & Second Screening: (November-December, 2023)  
Examination of application documents by the IATSS Forum Country Committee
  2. Final Interview: (December-Early January, 2023)  
Interview with prospective applicants by the IATSS Forum Country Committee, in their home country

## 6. Other Terms and Conditions:

1. Only those applicants who have successfully passed a screening at each stage will be contacted.
2. The IATSS Forum secretariat will specify participants' arrival and departure dates.

※ For more information, please refer to our IATSS Forum website: <http://www.iatssforum.jp/en/>



# Instructions for Application

## I. Application Requirement

### Documents to be Submitted

No.	Item	Note
1	Application Form (Appendix 1)	<ul style="list-style-type: none"><li>• Must be written <b>in English</b></li><li>• Use <b>Microsoft Office Word</b> or a hand writing with a black pen (Do NOT use cursive styled writing).</li></ul>
2	Basic question form and Essay (Appendix 2)	<ul style="list-style-type: none"><li>• Attach the basic question form and a short essay on the given topic.</li><li>• Refer to the explanation section in the next page.</li></ul>
3	Recommendation Form (Appendix 3)	<ul style="list-style-type: none"><li>• <b>Attach 1 letter of recommendation</b> from your employer. It should be from your direct supervisor at your present job.</li><li>• Use the attached recommendation form</li><li>• Refer to the explanation section on the next page.</li></ul>
4	<b>Two</b> Photos (40mm×30mm)	<ul style="list-style-type: none"><li>• One recent photo (no more than 6 months old) should be pasted (NOT stapled) to the application form.</li><li>• Write your name on the back of the photos in English.</li></ul>
5	A Copy of Certificate of English Proficiency	<ul style="list-style-type: none"><li>• Attach a copy of each certificate indicating your level of English proficiency, if you have one. (TOEFL, TOEIC etc.)</li></ul>

### Please Note:

**\*If you use acronym, you must write the full name after the first acronym.**

**E.g. IATSS (International Association of Traffic and Safety Sciences)**

**\*For applicants from the Philippines, additional documents are required. Please contact IATSS Forum Philippine secretariat for more details.**

## 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 of this application booklet.)

### Please Note:

Please **provide a hard copy of the document** to the Country Secretariat. Please do not send it to them by e-mail.

### III. Instruction for Essay Preparation

Please follow the instructions below:

1. Based on your understanding of the IATSS Forum's concept, answer the following basic questions and write a short essay on the following theme.
2. Follow the required format.

#### Basic questions:

- Q1: Please describe your concept of ideal "leadership" based on your experience.
- Q2: How far are you from the ideal leadership that you describe in Q1? (include your strengths and weaknesses)
- Q3: What do you expect to gain from the IATSS Forum?
- Q4: If you were chosen, how would you contribute to the IATSS Forum program or the learning of the other participants?
- Q5: What is your ultimate goal in your career path?

#### Essay theme: How can you contribute to the sustainable development of your country?

According to the theme above, please write an essay including the following points:

1. What kind of challenge/problem you want to solve?
  2. Reasons why you think that's a challenge/problem, and why you want to solve it
  3. Plan to achieve it (provide specific details.)
- \* "Sustainable development" includes not only about environment but also about economy, politics, education, etc.

#### Required Format:

- 1) **Within 100 words** for each **basic questions**.
- 2) **Within 500 words for essay** (Please **provide a word count** at the end of essay)
- 3) Typed in Microsoft Office Word
- 4) A4 size
- 5) Single-spaced
- 6) Font size: 11
- 7) Font: Times New Roman
- 8) Write the essays in English

### IV. Instruction for the Recommendation Form

1. Write in English in **Microsoft Office Word** or clearly with a black pen. (Do NOT use cursive styled writing.)
2. Applicants are not allowed to read the content of the recommendation form. After filling in the form, their referees need to insert the form in an envelope and seal it.
3. Applicants' referees need to write the applicant's name, referee's name, and provide the referee's signature on the back of the envelope.

If applicants' referees are not able to write in English, the applicants need to find someone who can translate the form into English. The applicant's translator must write his /her name, relation to the applicant, date of translation, and provide a signature in the translation document. The applicant's referee then must insert his/her recommendation form **together** with the translation document in an envelope and seal it

# FAQ Regarding the IATSS Forum

## <Eligibility for Participation in the IATSS Forum>

Q1: What are the requirements to participate in the IATSS Forum?

A1: As for the age requirement, anyone who is 35 years old or younger at the closing date of the application can apply for the program, as long as s/he meets the eligibility criteria for the IATSS Forum.

In light of the COVID-19 pandemic, we are taking into account the applicants who were unable to apply during this time. To ensure fairness, only individuals who are interested in participating in the 2024 IATSS Forum and are 38 years old or younger are eligible to apply for the program.

Please refer to "4. Eligibility" (page1) on the application booklet for more details about qualifications.

Q.2-1: I am a student. Am I eligible to apply for the IATSS Forum?

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

Q.2-2: I am a student but I have 2 years of professional experience and I am not working now. Am I eligible to apply for the IATSS Forum?

A.2-2: No, Applicants must currently be a full-time employee working in a professional field. (Self-employed and freelance included)

Q.2-3: I am currently working but I go to school part-time. Am I eligible to apply for the IATSS Forum?

A.2-3: Yes. As long as you are a full-time employee working in a professional field, you are eligible to apply for the program.

## <Selection Process>

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

A3: In the interview, the 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 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 exclusively on traffic related issues or any specific field?

A5: No. The overarching theme of today's IATSS Forum is "Sustainable Development." The program for the IATSS Forum has been developed with this theme in mind. The program includes learning about the topic of mobility and traffic, but it encompasses more than just that. We aim to provide participants with numerous opportunities to expand their knowledge across various fields and enable them to address a range of sustainability issues, thereby enhancing their understanding of sustainability.

- Q6: I have heard that the IATSS Forum provides a leadership training program for promising young people from Asian countries. Could you please tell me a little more about this program?
- A6: The IATSS Forum fosters the development of participants 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 Asian 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 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: The IATSS Forum does not evaluate participants or rank them. Because the purpose of the 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. The IATSS Forum is a place where participants cooperate with each other. Moreover, the 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 Asian neighbors and Japanese people, touching on Japan’s current situation, and tackling various Asian issues from a global perspective. The objective of the 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 the 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 interview.

- 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.
- Q13: I am a CEO, so I would need to work during the program if I was selected. How many hours per day do I have free time or when does the daily program finish every day?
- A13: You should not expect to have free time every day during the program. You are expected to attend some evening programs, have practice or collaboration work on most of the evenings during the program. You will be expected to build bonds and trust with other participants during your free time, as a result we require participants to involve themselves fully in the forum's program and not busy themselves with outside work.

★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 >

### Chairperson

Yuto Kitamura (Mr.) Association Member, IATSS  
Professor, Graduate School of Education, The University of Tokyo

### Members

Akemi Ashida (Ms.) Associate Professor, Graduate School of International Development, Nagoya University  
Kento Yoh (Mr.) Assistant Professor, Division of Global Architecture, Graduate School of Engineering, Osaka University  
Akihiro Nakamura (Mr.) Association Member, IATSS  
Professor, Faculty of Economics, Chuo University  
Toshihiro Hiraoka (Mr.) Association Member, IATSS  
Senior Chief Researcher, Mobility Research Division, Japan Automobile Research Institute  
Jun Kawaguchi (Mr.) Association Member, IATSS  
Associate Professor, Master Program in Education, University of Tsukuba

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Pen Bopha (Ms.) President, IATSS Forum Cambodia Alumni Association

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Representative Embassy of Japan  
Chikahiro Masuda (Mr.) Chief Advisor, Cambodia-Japan Cooperation Center

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Board Member, LEAD India

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Fellow Director, LEAD India

#### Members

Girish Agrawal (Mr.) Associate Director (Strategy and Planning), Department of Civil Engineering, School of Engineering, Shiv Nadar University  
Bhawana Luthra (Ms.) Executive Director, LEAD India  
Snehil Kumar (Mr.) Independent Consultant and Total Quality Counsellor  
Fellow Director, LEAD India

#### Advisor

Representative Embassy of Japan  
Vinay Dhingra (Mr.) Honda Motorcycle and Scooter India Pvt. Ltd.

## < IATSS Forum Indonesian Committee >

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Coordinator of International Accreditation Team  
Christian Siboro (Mr.) Independent Commissioner, PT Perusahaan Gas Negara Tbk.  
Sadono Sriharjo (Mr.) Director of Education and Training of Ideology Pancasila Development,  
The Pancasila Ideology Development Agency

### Advisor

Representative Embassy of Japan  
Tetsuro Taguchi (Mr.) PT Astra Honda Motor

**< IATSS Forum Lao Committee >**

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**Acting Chairperson**

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Secretary, IATSS Forum Lao Secretariat

**Advisor**

Representative Embassy of Japan

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**University of Malaya**

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**Members**

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Mohamad Nazmi Ismail (Mr.) Principal Assistant Director, Human Capital Development Division, Public Service Department,  
Government of Malaysia

**Advisor**

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Representative HONDA Malaysia Sdn.Bhd.  
Representative DRB-Hicom Bhd

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**Vice Chairperson**

Myo Thet (Mr.) Vice President, Republic of Union of Myanmar Federation of Chambers of Commerce & Industry (UMFCCI)

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Win Si Thu(Mr.) Vice President, UMFCCI  
Aye Tun (Mr.) Chairman, Myanmar Industries Association (MIA)

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**Advisor**

Representative Embassy of Japan  
Representative Honda Cars Philippines, Inc.

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**Vice Chairperson**

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**Members**

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**Advisor**

Representative Embassy of Japan  
Representative Managing Director, Bukit Batok Driving Centre Ltd.

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**Advisor**

Representative Embassy of Japan

Representative Honda Vietnam Co., Ltd.

# IATSS Forum Country Secretariat:

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<p><b>IATSS Forum Indian Secretariat</b>          General Secretary: Ms. Bhawana Luthra          C/O LEAD India          M-15, 2nd Floor, Greater Kailash, Part 1          New Delhi - 110048, India          Tel: +91 11 29235721, 41638440, 49064169          Email: <a href="mailto:bhawana@leadindia.org">bhawana@leadindia.org</a>  <a href="mailto:bhawana.luthra@gmail.com">bhawana.luthra@gmail.com</a></p>	<p><b>IATSS Forum Philippines Secretariat</b>          Secretary: Mr. Leonard P. Ladiero          c/o Department of Science and Technology Central Office,          General Santos Avenue, Bicutan, Taguig City,          1631 Republic of the Philippines          Tel/Fax: +63 (0)2-837-7497 / 8372071 to 82 loc.2052          Email: <a href="mailto:miel5030@gmail.com">miel5030@gmail.com</a></p>
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<p><b>IATSS Forum Lao Secretariat</b>          Secretary: Ms. Sisomphone Tipanya          c/o Lao Youth Union, Lao PDR, The Vocational          Training Division          Phonthan Road, Xaysettha District, Vientiane Capital,          Lao P.D.R.          Tel/Fax: +856 (0)21-416767,          Mobile: +856-20-55494816; 28444065          Email: <a href="mailto:juy_81@yahoo.com">juy_81@yahoo.com</a></p>	<p><b>IATSS Forum Thai Secretariat</b>          Secretary: Haruthai Papussaro (Ms.)          Secretary Assistant: Bajaree Saganwongse (Ms.)          Strategy and Plan Division, 8th Floor          Department of Environmental Quality Promotion,          49 Rama 6 Rd., Soi 30, Phayathai, Bangkok,          10400, Thailand          Tel : +66(0)2-298-5646,          Email: <a href="mailto:deqpinter1978@gmail.com">deqpinter1978@gmail.com</a></p>
<p><b>IATSS Forum Malaysian Secretariat</b>          Secretary / Director : Professor Dr. Rofina Yasmin Othman</p> <p>Chairperson : Dato' Zuraidah Atan          c/o Chambers of Zuraidah Atan          R5C Rumbia, Kampung Warisan          Jalan Jelatek          54200 Kuala Lumpur, Malaysia          TEL: +60-3-4257-5250          E-mail: <a href="mailto:iatss_forum@um.edu.my">iatss_forum@um.edu.my</a>  <a href="mailto:datozuraidahatan@gmail.com">datozuraidahatan@gmail.com</a></p>	<p><b>IATSS Forum Vietnamese Secretariat</b>          Vice Chairman: Mr. Nguyen Canh Binh</p> <p>IATSS Forum Vietnam          Dream Center Building, 282 Nguyen Huy Tuong Street,          Thanh Xuan District, Hanoi, Vietnam          Hotline : +84 983 884 546          Cell phone: +84 90 325 2510          Email: <a href="mailto:iatssvietnam@gmail.com">iatssvietnam@gmail.com</a></p>