

~ Leadership Training in Japan ~

IATSS FORUM

Application Booklet

The 61st & 62nd Forum, 2019



~ Fostering Young Leaders from Asian countries~

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

Application for the 61st & 62nd IATSS Forum Program in 2019

1. Period:

61st IATSS Forum: *May – July, 2019 (57days)

62nd IATSS Forum: *September – November, 2019 (57days)

* Schedule is subject to change.

* We can not guarantee which season's forum you will be able to participate in

2. Participating Countries:

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

3. Allocation:

The 61st IATSS Forum

Total number of participants: 20

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

The 62nd IATSS Forum

Total number of participants: 20

Cambodia	2	Indonesia	2	Laos	2	Malaysia	2
Myanmar	2	Philippines	2	Singapore	2	Thailand	2
Vietnam	2	India	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 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 Procedure:

- 1) Applications are accepted once a year.
- 2) Basic application period: **from February 1st, 2018 to June 30th, 2018.**
- 3) Application documents: All documents are to be sent to the applicant's Country Committee Secretariat.
 - IATSS Forum Application Form
 - 2 Essays
 - 2 Recommendation Forms
 - 2 Photos (4 cm x 3 cm)
 - Certificate of English Proficiency (if you have any)

6. Selection:

There are two screenings and an interview.

1. Initial Screening: (July-August, 2018)
Examination of application documents by the IATSS Forum Country Committee
2. Second Screening: (August-September, 2018)
Examination of application documents by the IATSS Forum Steering Committee in Japan
3. Final Interview: (November-December, 2018)
Interview with prospective applicants by the IATSS Forum Steering Committee and the IATSS Forum Country Committee, in their home 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 participant arrival and departure dates.

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

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

Instructions for Application

I. Application Requirement

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

1. Application Form for the 61st and 62nd IATSS Forum in 2019

⇒ Fill out the attached application form **in English** in Microsoft Office Word or clearly with a black pen (Do **NOT** use cursive styled writing).

2. Essays

⇒ Attach two short essays on the given topics.

⇒ Refer to the explanation section in the following page.

3. Recommendation Form

⇒ 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.

⇒ Refer to the explanation section in the next page.

4. Two Photos (4cm×3cm)

⇒ One recent photo (no more than 6 months old) should be pasted (**NOT** stapled) to the application form.

⇒ Write your name on the back of the photos.

5. A Copy of certificate of English proficiency (if you have any)

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

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, write 2 essays on the following topics.
2. Follow the required format.

Essay Topics:

1st Essay:

Please choose ONE of the topics below for your 1st Essay.

◆ Topic 1

Please outline an experience in which you managed to turn around a challenging situation and make it positive by demonstrating “leadership”. Please be sure to include the below three points in your answer.

◆ Topic 2

Please outline an experience in which you were able to effectively improve your “leadership”. Please be sure to include the below three points in your answer.

1. What kind of difficulties did you face?
 2. How did you analyze these difficulties and overcome them?
 3. What were the lessons that you learned from this experience?
- ※ You can define “leadership” in your own terms.

2nd Essay:

Imagine yourself in 3 years' time. How do you ideally see yourself playing a part in your professional field, society, and the community that you belong to? What should you do now to help you achieve this? Please include the below three points in your answer.

1. How do you identify the challenges that you need to focus on? (e.g. strengths and weaknesses/your level of expertise)
2. What would you like to gain from your time at the IATSS Forum? (e.g. knowledge/experience/skills/mind)
3. Why do you think gaining the above will help you achieve the goals you set for yourself in 3 years?

Required Format:

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

IV. Instruction for 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 forms. 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 give the referee's signature on the back of the envelope.
4. 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: Basically, 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. 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 on traffic related issues or any specific field?

A5: No. 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 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:

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