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வெளிநாட்டு வளங்கள் திணைக்களம்

Department of External Resources

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
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நிதி, பொருளாதார உறுதிப்படுத்துகை மற்றும் தேசியக் கொள்கைகள் அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
Ministry of Finance, Economic Stabilization and National Policies
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Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

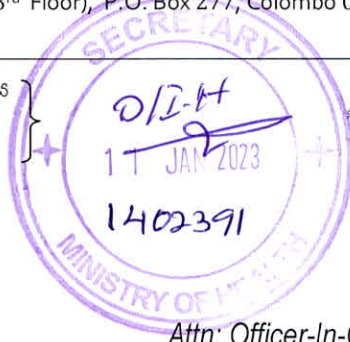
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My No

TA/MY/S/01/23

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Your No

දිනය
திகதி
Date

09 January 2023



Attn: Officer-In-Charge of Foreign Trainings

VERY URGENT

Secretary/ Ministry of Health
Secretary/ Ministry of Defence

Dear Sir

MTCP: Pandemic Risk Reduction and Management - From 27 February to 03 March 2023 Malaysia (Online)

We are writing with reference to the email dated 06 January 2023 sent by the Malaysian Technical Cooperation on the above.

Accordingly, MTCP has invited nominations from the eligible Government officials for the above programme. The programme details are enclosed.

We would highly appreciate, if you could instruct the relevant officials to circulate this programme among the Departments/Divisions/Institutes under your purview, and submit nominations to the Department of External Resources (ERD) with the following documents;

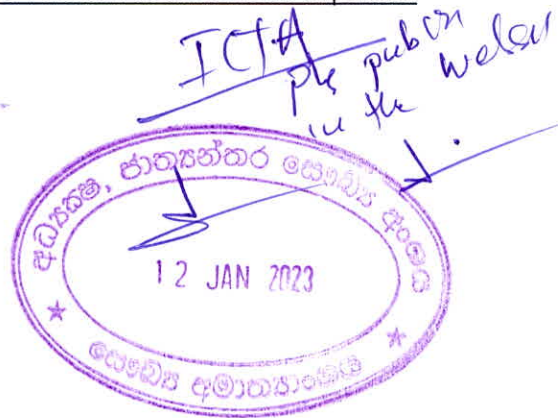
- (i) Nomination letter (from the relevant ministry)
- (ii) MTCP Application Form (Attached)
- (iii) ERD Form (can be downloaded from www.erd.gov.lk)

Please note that only the duly completed applications received by ERD on or before 2.00 p.m. on 17 January 2023 with the line ministry covering letter and other relevant documents as stipulated above will be processed.

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa
Additional Director General
for Director General



Copy: Director General, Disaster Management Centre - Pl. send applications with your recommendation through the relevant line Ministry.

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876

ONLINE
THIRD COUNTRY TRAINING PROGRAMME (TCTP)
GENERAL INFORMATION ON

“PANDEMIC RISK REDUCTION AND MANAGEMENT”

27 FEBRUARY 2023 – 03 MARCH 2023

Joint Collaboration between:



Organised by:



Malaysian Medical Relief Society (MERCY Malaysia)

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1 COURSE TITLE

This training programme is entitled, **"Pandemic Risk Reduction & Management"**.

2 BACKGROUND

Malaysia supports 144 developing countries under the framework of the South-South Cooperation since 1980 via the Malaysian Technical Cooperation Programme (MTCP). In 1983, Japan started its Third Country Training Programme (TCTP) in Malaysia. Subsequently, Malaysia and Japan began to collaborate in 1992 to assist developing countries under the MTCP Recipient List within this TCTP arrangement.

The Malaysian Medical Relief Society, also known as MERCY Malaysia, is a medical relief organization dedicated to providing humanitarian aid in crisis and non-crisis situation irrespective of race, religion, culture and boundary.

MERCY Malaysia's first mission was to Kosova in June 1999. Throughout the last two decades, MERCY Malaysia has evolved into a full-fledged humanitarian organisation offering the full spectrum of humanitarian services, from emergency response to rehabilitation and recovery, mitigation and prevention, disaster preparedness, and sustainable development.

In 2020, the COVID-19 pandemic had caused disruption to the world's and societies' social and economic landscape– impacting physical, mental and planetary health of many. Since the emergent of COVID-19 cases in Malaysia, MERCY Malaysia had played a massive role in assisting the government of Malaysia and the Ministry of Health (MOH) in providing medical support and services, as well as essential needs to at-risk and other marginalised community groups in the country.

MERCY Malaysia launched its COVID-19 Pandemic Fund to implement its COVID-19 Strategic Preparedness and Response Plan - a plan for humanitarian assistance to be delivered within a continuous cycle of total disaster risk management that focuses on prevention; preparedness; response; and recovery. All aid assistance and deliverables are coordinated with MOH and the National Crisis Preparedness and Response Centre (CPRC), and the National Agency for Disaster Management (NADMA).

Similar to Malaysia and other countries of the world, Japan also had its unique and challenging experiences in containing the spread of COVID-19, and in making sure its citizens are safe and are able to bounce back after the huge disruption. The Japanese Government took several steps to prevent the mass spread of the virus including through emergency measures that restricted public activities, strengthening the capacity of Japan's health facilities and quality of health care system and awareness program. Japanese experts promoted a "new way of living" concept where people will have to deal with the virus through behaviour adaptation.

In this course, MERCY Malaysia will share Malaysia's success stories, shortcomings and lesson learnt in responding and managing disaster in order to better understand best strategies, approaches, and methodologies. At the same time, we will share Japanese perspectives on how they handle the crisis.

3 THEME AND OBJECTIVES

Theme:

Pandemic response management and risk reduction – learning from the experiences of Malaysia and Japan.

Objectives:

To share experience and knowledge from both countries in managing responses, recovery and risk reduction on the global pandemic.

To learn from both successes and shortcomings of the pandemic preparedness and response plan and ground action to improve future planning and responses.

4 LEARNING OUTCOME

Upon completion of this course, participants would be able to:

- Understand appropriate pandemic preparedness and response planning that can be adopted to the context and needs of their countries and localities
- Enhance scientific, technical and strategic capacities on pandemic and other health preparedness and response planning
- Adopt and improvise relevant strategies based on case studies and lessons learnt from Malaysia and Japan
- Strategize initiatives in building community resilience in facing future health crisis

5 TARGET COUNTRIES, ORGANISATIONS AND PARTICIPANTS

5.1 Target Countries and Relevant Organisations / Agencies

Government Agency, Policy Makers, NGOs, Civil Societies in:

1. Pakistan, 2. India, 3. Bangladesh, 4. Maldives, 5. Bhutan, 6. Nepal, 7. Sri Lanka, 8. Philippines, 9. Laos, 10. Cambodia, 11. Timor-Leste, 12. Papua New Guinea, 13. Mongolia, 14. Solomon Island, 15. Vietnam, 16. Ethiopia, 17. Iran, 18. Syria, 19. Palestine, 20. Yemen, 21. Egypt

5.2 Total Number and Target Participants

- The total number of participants for the course is fifteen (15).
- Middle/ senior level of government officials from government ministries, non-governmental agencies and civil societies in charge of health, pandemic-disaster response and recovery, and policy makers.

- Priority of selection will be given to applicants whose major task is to respond to pandemic-disaster and policy makers.

6 REQUIREMENTS FOR ADMISSION

Applicants of the course are obliged to fulfil the following requirements:

- (1) Participant can be from government, non-government organization or civil societies who are involved either in pandemic-disaster management locally or internationally
- (2) Should be nominated and obtained approval by their respective country government (detailed procedure is stated in **13. APPLICATION PROCEDURE**);
- (3) Should be able to provide a colour copy of passport or identity card;
- (4) Between 26-50 years of age;
- (5) Should come from middle to senior level of management.
- (6) Should have practical experience minimum three (3) to four (4) years in the area of disaster risk sensitivity and/or management and making policies;
- (7) Should possess basic computer literacy skills and good internet connectivity.
- (8) Should possess a good command of written and spoken English;
- (9) Good health, physically and mentally, in order to complete the course;
- (10) Not to be serving in the military; and
- (11) Women are encouraged to apply.

7 COURSE DESCRIPTION

7.1 Duration

The duration of the course is **five (5) days from 27 February 2023 - 03 March 2023 ; 14:00-19:00 Malaysia (GMT+8).**

7.2 Delivery and Language

The course will be delivered **through Zoom platform** by MERCY Malaysia, in **English.**

7.3 Curriculum and Schedule

- This course shall include online lectures and assignments related to Pandemic Risk Management. Schedule is attached in **15.1**.

7.4 Certificates

Certificates will be awarded upon successful completion of the course and submission of assignments.

8 ACTION PLAN

To fulfil the objectives of the course as stated in **3**, all participants must prepare a Plan of Action and present it on the last day of the course. Refer to **15.2**.

9 ALLOWANCES, BENEFITS, AND PARTICIPANTS' RESPONSIBILITIES

- (1) **No allowances will be paid** to the participants, including per-diem, transportation, accommodation, communication, any other incidental costs to the training participation.
- (2) Participants will, at their own risk and expense, **set up all communications environment such as the internet and provide all equipment and devices** that are necessary for participants to access the online training.

10 GENERAL CONDITIONS OF TCTP PARTICIPANTS

All applicants are subjected to abide by the following conditions of TCTP participants throughout the course.

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as TCTP participants and abide by laws, rules and regulations and specific regulation of the organiser.

- (1) In the virtual classroom, participants are required to dress appropriately which includes long-sleeved shirts with ties, tailored pants and blazer or uniform for men. Lady participants are required to dress appropriately and modestly.
- (2) Participants are **REQUIRED TO ATTEND** the whole course by following the allocated time.
- (3) Participants are **NOT** allowed to leave the session at any time.
- (4) Participants are **NOT** allowed to conduct any political and/or commercial activities in any capacity whatsoever during the course.
- (5) Participants are strictly advised to have a **QUIET SURROUNDING** during the class session.

- (6) The TCTP participation may be terminated at any time due to unsatisfactory conduct, breach of the conditions of TCTP participants, failure to make satisfactory progress or as deemed necessary by the organiser.
- (7) Requests for change of course or extension of the training period will **NOT** be entertained. Participants should fully participate in all activities related to the course.

11 OTHER GENERAL REGULATIONS AND OBLIGATIONS

In addition to the conditions stipulated in above, TCTP participants are also required to observe the followings:

- (1) To observe the course schedule by punctual attendance;
- (2) To attend/participate actively in all virtual sessions;
- (3) To carry out instructions and abide by conditions as stipulated by the organiser;
- (4) To discontinue the course, should participants fall seriously ill and be considered unable to continue the course;
- (5) To refrain from committing any illegal or immoral acts. Should participants be found in contravention of this requirement, they will be barred from attending the course and will be asked to leave the course with immediate effect;
- (6) Participants who do not comply with the general conditions, regulations and obligations of the TCTP participants would be reported to their respective Embassies or High Commissions as well as to the Head of their respective organizations;
- (7) Participants will not utilise knowledge and skills acquired in the training for military purposes.
- (8) To not alter, decompile, disassemble or reverse engineer any or all of the information platform software in connection with the provision of the online training;
- (9) To not perform or cause third party to be performed unauthorized access to the information platform used for the online training as far as;
- (10) To not commit any act that would otherwise violate any law, regulation, order or public policy, or interfere with the operation of the online training;
- (11) To not commit any act that would infringe any right of third party or entity, interfere with the use of the online training by third party or entity,

or otherwise cause third party or entity trouble or problem.

- (12) Participants will allow the Organizer to record and take photos of the training session.

12 DISCLAIMER

- (1) The Organizer makes every effort to assure the accuracy and completeness of the content of training materials consistent with high technical standards. However, the Organizer hereby disclaim all warranties of any kind, express or implied, regarding the accuracy, completeness, quality or fitness for a particular purpose of the materials.
- (2) Online TCTP are provided "as is", and the Organizer make no representation or warranty, express or implied, including but not limited to representation or warranty of technical availability (including the absence of bugs or other failure, or fitness for or compatibility with User's devices, equipment or software), timeliness or continuity of provision of services, merchantability, fitness for a particular purpose, no infringement, the absence of latent or other defects, accuracy, or the presence or absence of errors whether or not discoverable. The Organizer accepts no liability for the conformity of any of the materials with any other materials. Further the Organizer makes no warranty that Online TCTP or any use thereof does not or will not infringe any patent, copyright or other intellectual property rights, or any other rights including right to privacy or reputation of the Organizer or any other person or entity.
- (3) In no event shall the Organizer, its trustees, directors, officers, employees or other affiliates be liable for incidental, consequential or any other damages, including but not limited to economic damages, damage or injury to persons or property, or lost profits, regardless of whether the Organizer has been advised, knows or has reason to know of such damages. However, the above provisions do not apply to any damages incurred by Users resulting from the Organizer's wilful misconduct or gross negligence.

13 APPLICATION PROCEDURE

A government applying for the course on behalf of its nominee(s) shall forward the **completed** and **endorsed Application Form** for each nominee to the Government of Malaysia **through the diplomatic channels** via Note Verbale addressed to the nearest Embassy of Malaysia **and email** the **scanned copy** to **mtcp@kln.gov.my**.

Application procedure and enquiries are as follows:

13.1 Application Form

All applications must be made via the standard application form, which is attached to this brochure and also obtainable from the Embassy of Malaysia

or JICA offices in the respective countries. All sections of the form, **must be** completely filled or printed according with CAPITAL LETTERS.

The link to the application form: <https://tinyurl.com/3v368xtw>

13.2 Endorsement

All application forms must be **duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency** in the respective countries (the relevant ministry/organisation/agency responsible for the overall coordination of international technical assistance).

Please take note that incomplete and/or unendorsed forms will not be processed.

13.3 Application Submission

Application form which has been endorsed and approved should be submitted through the diplomatic channel via Embassy of Malaysia in the respective countries no later than **23 January 2023 (Monday)**. The **copy** of the form should be **emailed** to **mtcp@kln.gov.my** and organiser via **knowledge@mercy.org.my**.

The flow of application forms submission (diplomatic channel) is as per **15.3**.

13.4 Correspondence

All nominees must provide current, correct and reliable data as stated below. Confirmation of the course and other notifications will be made using e-mail address.

- Office address, office telephone number and office fax number;
- Residential address and telephone number;
- Contactable hand phone number, and;
Contactable office and/or personal e-mail address/es.

13.5 Notifications to the Selected Participants

MERCY Malaysia will notify successful applicants no later than **30 January 2023** via email.

13.6 Contact Information

Contact information of the following is as described in **15.4**:

- Malaysia Embassy or High Commission in the invited countries or in the nearest countries;
- National Focal Agencies in the invited countries; and
- JICA Offices in the invited countries or in the nearest countries.

For any inquiries regarding this course, please contact:

MERCY MALAYSIA

1st Floor, MCOBA Building, 42 Jalan Syed Putra,
50460 Kuala Lumpur

Wilayah Persekutuan Kuala Lumpur, Malaysia

Tel.: +603 2276 2116

Fax: +603 2276 3116

Email: knowledge@mercy.org.my




Website: www.mercy.org.my

Facebook: MERCY Malaysia

Programme Officer in-charge:

Ms Ku Zahidah Ku Zainudi :zahidah.zainudi@mercy.org.my +603 2276 2116

14 GENERAL INFORMATION ON COURSE ORGANISERS

 <p>Malaysian Technical Cooperation Programme (MTCP)</p>	<p>The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).</p> <p>As the national focal point, the MTCP Secretariat of the Ministry of Foreign Affairs, Malaysia oversees the overall planning and operation of all activities and programmes under the MTCP, including coordination and collaboration with local and international development partners.</p>	<p>MTCP Secretariat International Cooperation and Development Division, Department of Multilateral Affairs, Ministry of Foreign Affairs, No. 1, Jalan Wisma Putra Precinct 2 62602 Putrajaya MALAYSIA</p> <p>Tel: 603 – 8887 4658/4549/4166 Fax: 603 – 8889 2936 Website: http://mtcpcoms.kln.gov.my E-mail : mtcp@kln.gov.my</p>
 <p>Japan International Cooperation Agency (JICA)</p>	<p>The Japan International Cooperation Agency (JICA) was established in 1974 as a special public institution of the Japanese Government. Currently, JICA is responsible for the implementation of development cooperation which provides technical cooperation, ODA loans and grant aid all under one roof.</p> <p>Vision Inclusive and Dynamic Development Mission</p> <ul style="list-style-type: none"> • Addressing the global agenda • Reducing poverty through equitable growth • Improving the governance • Achieving human security 	<p>JICA Malaysia Office Suite 29.03, Level 29, Menara Citibank 165, Jalan Ampang 50450 KUALA LUMPUR MALAYSIA</p> <p>Tel: +603-2166 8900 Fax: +603-2166 5900 Website: http://www.jica.go.jp/malaysia/english/index.html</p> <p>Addresses of JICA overseas Offices can be found in JICA Website: http://www.jica.go.jp/english/countries/index.html</p>
 <p>Malaysian Medical Relief Society (MERCY Malaysia)</p>	<p>MERCY Malaysia is a non-profit organisation focusing on providing medical relief, sustainable health-related development and risk reduction activities for vulnerable communities in both crisis and non-crisis situations.</p> <p>MERCY Malaysia recognises the value of working with partners and volunteers as well as providing opportunities for individuals to serve with professionalism. We uphold the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief and hold ourselves accountable to our donors and beneficiaries.</p>	<p>MERCY MALAYSIA 1st Floor, MCOBA Building, 42 Jalan Syed Putra, 50460 Kuala Lumpur Wilayah Persekutuan Kuala Lumpur, Malaysia</p> <p>Tel.: +603 2276 2116 Fax: +603 2276 3116 Email: knowledge@mercy.org.my Website: www.mercy.org.my Facebook: MERCY Malaysia</p>

15 APPENDIX

15.1 TENTATIVE PROGRAMME

Date: 27 FEBRUARY 2023 – 03 MARCH 2023

Time: 14:00-19:00 Malaysia (GMT+8)

***Opening Ceremony: 27 Feb 2023 (Mon), 1400-1500**

***Closing & e-Certificate Presentation Ceremony: 03 March 2023 (Fri), 1800-1900**

Third Country Training Programme
"Pandemic Risk Reduction and Management"

	Mon 27 Feb 2023	Tue 28 Feb 2023	Wed 01 Mar 2023	Thu 02 Mar 2023	Fri 03 Mar 2023
1400-1430 (GMT+8)	Opening Remark by MERCY	Pandemic Resilient Community – Part 1	Pandemic Risk Reduction for Societal Resilience – Technology & Innovation	Psychosocial Post-Covid Rehabilitation	Presentation by Japanese's expert
1430-1500 (GMT+8)	Opening Remark by JICA				
1500-1630 (GMT+8)	Introduction Management of Pandemic In Malaysia				Presentation on Action Plan by Participants
1630-1700 (GMT+8)	BREAK				
1700 - 1800 (GMT+8)	Issues, Challenges & Success On Field Hospitals in Malaysia	Pandemic Resilient Community – Part 2	Transition from Pandemic to Endemic - Pandemic Recovery	Behaviour Change During Endemic and Moving Forward	Presentation on Action Plan by Participants(cont' d)
1800-1900 (GMT+8)					Closing & e-certificate Presentation Ceremony

15.2 PLAN OF ACTION FOR TCTP 2023

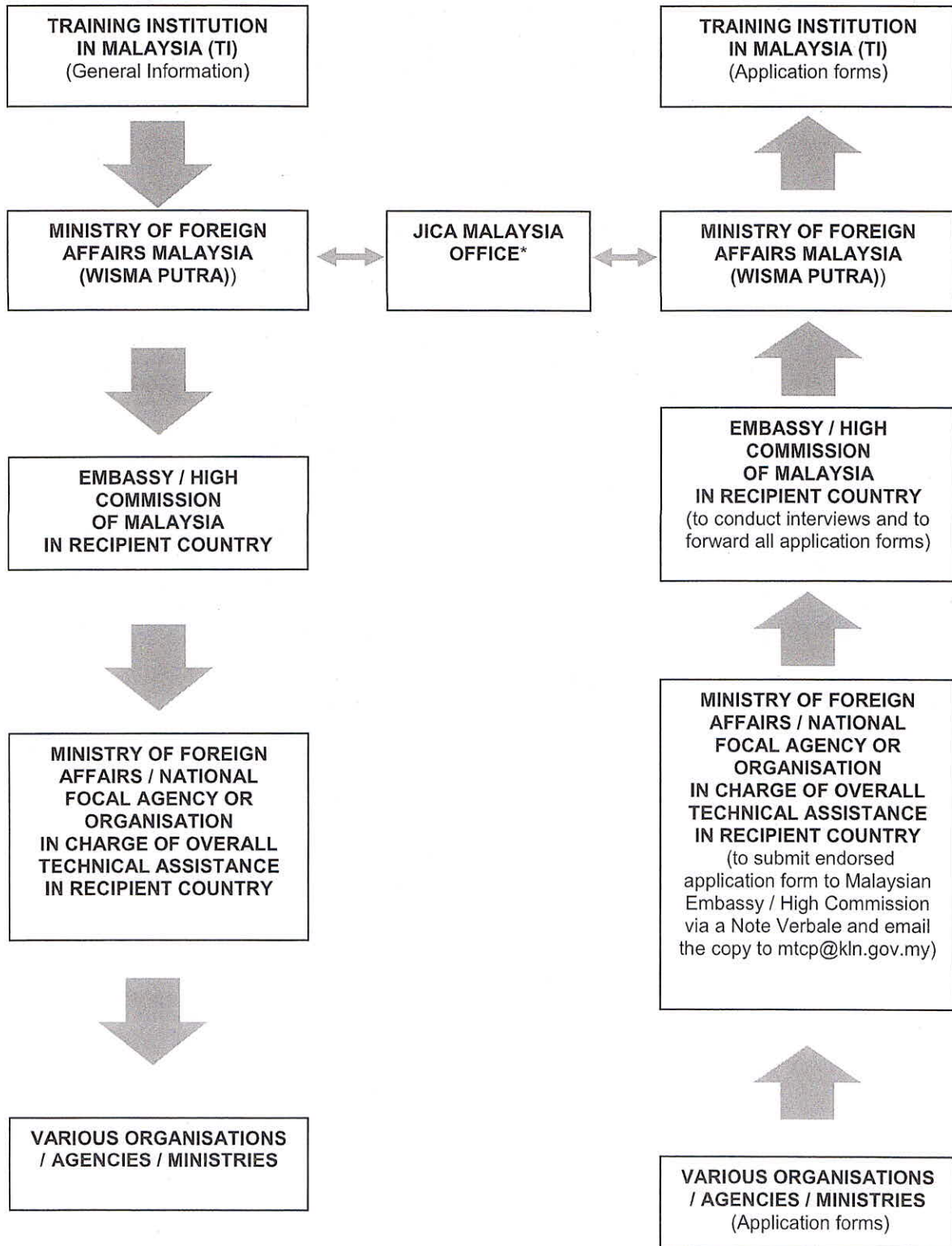
Plan of Action for TCTP 2023

Please prepare a power point presentation and include three main points to address these questions:

1. The current status and challenges of **Pandemic Risk Reduction and Management** in your country/ Ministry/Organization.
2. Things that you learn which could be useful for solving number 1.
3. Actions/steps needed in order to realise ideas mentioned in 2?
4. Limitations when activities mentioned in 3 are implemented.
5. Three immediate actions that you are going to implement after the conclusion of the course?

15.3 DIPLOMATIC FLOWCHART FOR ONLINE TCTP COURSES

Diplomatic Flowchart for Online TCTP Courses



*Should a problem be found in the GI distribution in host country, JICA Overseas Office in the country will distribute the GI in lieu.

15.4 CONTACT INFORMATION

Country	Malaysia's Mission In The Invited/Nearest Country	National Focal Point	JICA Office
Egypt	<p>Embassy of Malaysia, Cairo 21, El Aanab Street Mohandessine, Giza, Cairo</p> <p>Tel: +202 3761 0013 / +202 3761 0019 Fax: +202 3761 0216 Email: mwcairo@kln.gov.my</p>	<p>Mr. Hatem Hesham Khattab Designation: Responsible for Technical Cooperation and Training Courses Address: Ministry of Foreign Affairs Kornish El Nile, Tahrir, Cairo Arab Republic of Egypt</p> <p>Tel (O): ++2-25745529 (Extention: 0912) Tel (H/P): ++2-01221008369 Fax: ++2-25749738</p>	<p>JICA Egypt Office World Trade Center 6th floor, 1191 Corniche El Nile St., Boulak, Cairo.</p> <p>P.O.Box 475 Dokki</p> <p>Tel : +20 (2) 2574-8240/41/42/44 +20 (2) 2773-6090/91 Fax : +20 (2) 2574-8243, +20(2)2773-6095</p>
Ethiopia	<p>Embassy of Malaysia, Khartoum PETRONAS Sudan Complex, No. 13, Block 7, Nile Avenue, P.O. Box 11150 Khartoum, Sudan</p> <p>Tel: +249 155 655 6400 (General Enquiries) Tel: +249 922 279 9101 (Duty Officer) Fax: NIL Email: mwkhartoum@kln.gov.my krt.mtcp@kln.gov.my</p>	<p>Mr. Ali Mohamed Ahmed Osman Designation: Diplomat Department: Cultural Co-Operation Department Address: Ministry of Foreign Affairs Khartoum, the Republic of the Sudan</p> <p>Tel (H/p): +249 965 122 042 E-mail : ali863@hotmail.com</p>	<p>JICA Ethiopia Office Kirkos Sub-city, Wereda: 01, House No: 301 Hanslem Building 2nd & 3rd Floor Addis Ababa, Ethiopia.</p> <p>P.O. Box 5384, Addis Ababa, Ethiopia</p> <p>Tel: + (251)-11-5504755 Fax: + (251)-11-5504465 Email: ef_oso_rep@jica.go.jp</p>
Bangladesh	<p>High Commission of Malaysia, Dhaka House No. 19, Road No. 6, Baridhara Model Town Dhaka-1212, People's Republic of Bangladesh</p> <p>Tel (O): 00-88-02-984 7759 / 60 Fax: 00-88-02-984 3115 / 00-88-02-984 7761 Email: mwdhaka@kln.gov.my</p>	<p>Mr. Md. Jaber Hayder Designation: Assistant Secretary Department: South East Asia Wing Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh</p> <p>Tel: +88 02223389374 H/P: +88 01980399418 Email: sea@mofa.gov.bd</p>	<p>JICA Bangladesh Office 3rd Floor, Bay's Galleria, 57 Gulshan Avenue (CWS-A19), Gulshan-1, Dhaka-1212, Bangladesh</p> <p>Tel: (880-2) 22229-1897 Fax: (880-2) 9891689</p>
Bhutan	<p>High Commission of Malaysia, New Delhi 50-M, Satya Marg, Chanakyapuri 110021 New Delhi</p>	<p>Mr. Sonam Kelzang Designation: Desk Officer Department: Department of Bilateral Affairs, Ministry of Foreign Affairs, Gyalyong</p>	<p>JICA Bhutan Office Level1, Royal Textile Academy(RTA), Chhubachhu Post Box 217, Thimphu 11001 Bhutan</p>

Country	Malaysia's Mission In The Invited/Nearest Country	National Focal Point	JICA Office
	<p>Tel: +91-11-24159300 24159310 Fax: +91-11-26881538 Email: mwdelhi@kln.gov.my</p>	<p>Tshokhang, Thimphu, Bhutan</p> <p>Tel (O): +975-2-322278 (M): +975-17757492 Email: skelzang@mfa.gov.bt</p>	<p>Tel: (975-2) 322030, 323218 Fax: (975-2) 323089</p>
Cambodia	<p>Embassy of Malaysia, Phnom Penh No. 220-222, Preah Norodom Boulevard, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh</p> <p>Tel: 00 855 23-216 176, 00 855 15-216187 Fax: 00 855 23-726 101 Email: mwphnompenh@kln.gov.my</p>	<p>Ms. Phallin Chakriya</p> <p>Designation: Deputy Chief of Bureau</p> <p>Department: Southeast Asia Department</p> <p>Address: Ministry of Foreign Affairs and International Cooperation (MFAIC)</p> <p>Tel (H/p): +855 12 992 009 Email: chakriyapallin@gmail.com phallin.chakriya@mfaic.gov.kh</p>	<p>JICA Cambodia Office 16th and 17th floors, Keystone Building, #146 Norodom Boulevard, Phnom Penh, Cambodia</p> <p>P.O. Box 613, Phnom Penh, Cambodia</p> <p>Tel: (855-23) 238 050</p>
India	<p>High Commission of Malaysia, New Delhi 50-M, Satya Marg, Chanakyapuri 110021 New Delhi</p> <p>Tel: +91-11-24159300 / 24159310 Fax: +91-11-26881538 Email: mwdelhi@kln.gov.my</p>	<p>Ms. Nidhi Dhiman</p> <p>Designation: Under Secretary Department : Southern Division, Ministry of External Affairs Address : Jawaharlal Nehru Bhawan, New Delhi</p> <p>Tel: 567072939 / +91 11 4901 5850 Email: ussouth1@mea.gov.in</p>	<p>JICA India Office 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi - 110-001, India</p> <p>Tel: (91-11) 4909-7000 Fax: (91-11) 4909- 7001/7002/7003/7004</p>
Iran	<p>Embassy of Malaysia, Tehran No. 25, Second Alley, Zarafshan Street, Eyvanak Blvd, Phase 4, Shahrak-e-Qods, Tehran Islamic Republic of Iran</p> <p>Telefon: 00(9821)8807 2444 Fax: 00(9821)8807 8716 E-mel: mwtehran@kln.gov.my</p>	<p>Mrs. Sima Kafrashian</p> <p>Designation: Desk Officer Department : Academic, Scholarships and School Affairs Address : Ministry of Foreign Affairs, Tehran, Iran</p> <p>Tel (Off) : (+9821) 61155633 (H/p) : (+98) 9123446257 Fax : (+9821) 66703175 Email : scholarship@mfa.gov.ir</p>	<p>JICA Iran Office 6th Floor, No.114, Kajabadi Street, Afriqa Street, Tehran, Iran</p> <p>Tel: +98-(0)21-2265-9501, 9502, 9503, 9504 Fax: +98-(0)21-2265-9505</p>

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Laos	<p>Embassy of Malaysia, Vientiane Nongbone Road, Ban Phonexay, P.O Box: 789, Saysettha District Vientiane Capital, Lao PDR</p> <p>Tel: +856 21 410046 Fax: +856 21 414201 / +856-21 262788 Email: mwvientiane@kln.gov.my mwvientiane.kln@l.govuc.gov.my</p>	<p>Mr. Kaysone Khounlavongsa Designation: Deputy Division Department: Asia Pacific and Africa Department Address: Ministry of Foreign Affairs, Lao People's Democratic Republic</p> <p>Tel (O): +856(021) 414031 Tel (H/p): +856(020) 59568988 Fax: +856(021) 414045 / 414015 Email: kai5517@hotmail.com</p>	<p>JICA Laos Office 2nd Floor, Sacombank Building, 044 Haengboun Rd, Ban Haisok, Chanthabouly District Vientiane Capital, Lao P.D.R</p> <p>(JICA Laos Office P.O.Box 3933, Vientiane, LAO P.D.R.)</p> <p>Tel: +856-21-241100 Fax: +856-21-241101</p>
Maldives	<p>High Commission of Malaysia, Colombo 8, Rosmed Place Colombo 07 Sri Lanka</p> <p>Tel (O): (94) 11 755 7711 / 2 / 3 Fax: (94) 11 755 7714 Email: mwcolombo@kln.gov.my mwcolombo.kln@l.govuc.gov.my</p>	<p>Mr Ibrahim Haail Designation: Desk Officer East & Central Asia Division, Ministry of Foreign Affairs of Maldives Department : East & Central Asia Division, Ministry of Foreign Affairs of Maldives Address : Ministry of Foreign Affairs Boduthakurufaanu Magu, Male', 20077, Republic of Maldives</p> <p>Tel (Off) :9603323400 (ext: 154) Email : ibrahim.haail@foreign.gov.mv asia@foreign.gov.mv</p>	<p>JICA Maldives Office 5th Floor, Farukani, Neeloafaru Magu, Galolhu, Male' 20131 Republic of Maldives</p> <p>(P.O.Box 2007, Male', Republic of Maldives)</p> <p>Tel: +960-332-2049 Fax: +960-332-6643</p>
Mongolia	<p>Embassy of Malaysia, Beijing No.2, Liang Ma Qiao Bei Jie, Chao Yang District, Beijing 100600 People's Republic of China</p> <p>Tel: 00-8610- 6532 2531 / 2 / 3 / 7467 Fax: 00-8610-6532 5032 Email: mwbeijing@kln.gov.my</p>	<p>Ms. Undral O Designation: Second Secretary Department: Embassy of Mongolia in Beijing Embassy of Mongolia in Beijing</p> <p>Email: beijing6@mfa.gov.mn</p>	<p>JICA Mongolia Office 7F, Bodi Tower, Sukhbaatar Square 3, Ulaanbaatar, Mongolia</p> <p>c/o Central P.O.Box 682, Ulaanbaatar 15160, Mongolia</p> <p>Tel : (976-11) 325939 Fax : (976-11) 310845</p>

Country	Malaysia's Mission In The Invited/Nearest Country	National Focal Point	JICA Office
Nepal	<p>Embassy of Malaysia, Kathmandu Sanepa-2, Ring Road, Lalitpur P.O. Box 24372 Kathmandu</p> <p>Tel: +977-1-5545680/81 Fax: +977-1-5545679 Email: mwkathmandu@kln.gov.mn</p>	<p>Ms. Durga Prasad Bhandari Designation: Joint Secretary Department: South East Asia and the Pacific Division Address: Ministry of Foreign Affairs, Singha Durbar, Kathmandu, Government of Nepal</p> <p>Tel (O): +977-1-4200167 Fax: - Email: seap@mofa.gov.mn</p>	<p>JICA Nepal Office National Life Insurance (NLIC) Building, 3rd Floor, Lazimpat, Kathmandu, Nepal</p> <p>(P.O.Box 450, Kathmandu, Nepal)</p> <p>Tel: +977-1-4425636 Fax: +977-1-4425658</p>
Pakistan	<p>High Commission of Malaysia, Islamabad Address: Plot No. 144-150 Street No. 17 Sector G-5, Diplomatic Enclave 44000 Islamabad</p> <p>Tel: (92 51) 2072900 Fax: (92 51) 2833210 Email: mwislamabad@kln.gov.mn</p>	<p>Ms Itrat Zahara Designation: Section Officer (SEA) Address: Ministry of Economic Affairs, Economic Affairs Division Block-C, Pak Secretariat, Islamabad</p> <p>Tel: +92 51 9202084 Fax: +92 51 9211822 Email: sosea@ead.gov.pk</p>	<p>JICA Pakistan Office 4th Floor, Serena Office Complex, Plot No. 17, Ramna 5, Khayaban-e-Suhrawardy, G-5/1, Islamabad</p> <p>(P.O.Box 1772, Islamabad, Pakistan)</p> <p>Tel: (92-51) 9244500~7 Fax: (92-51) 9244508</p>
Philippines	<p>Embassy of Malaysia, Manila 107 Tordesillas Street, Salcedo Village, Makati City Republic of the Philippines</p> <p>Tel (O): 00 (632) 662 8200 Fax: 00 (632) 662 8202 E-mail: mwmanila@kln.gov.mn</p>	<p>Mr. Ian Nomio Designation: Malaysia Desk Officer Department: Foreign Scholarship Training Program, Technical Education and Skills Development Authority (TESDA) Address: Technical Education and Skills Development Authority (TESDA), E Service Rd, Taguig, Metro Manila</p> <p>Tel (Off): 00 (632) 8817 9095 Email: fstp.unit@tesda.gov.ph</p>	<p>JICA Philippines Office 40th Floor, Yuchengco Tower, RCBC Plaza 6819 Ayala Avenue, Makati City, Philippines</p> <p>(P.O.Box 1026, Makati Central Post Office, Makati City, Philippines)</p> <p>Tel: (63-2) 8889-7119 Fax: (63-2) 8889-6850</p>
Solomon Islands	<p>High Commissions of Malaysia, Port Moresby Lot 16, Section 531, Rosewood Executive Residence Savannah Heights PO Box 1400 Port Moresby NCD</p>	<p>Mr. Joseph Atkin Designation: Assistant Secretary Department: Asean Desk Address: Ministry of Foreign Affairs and External Trade</p>	<p>JICA Solomon Islands Office Ground Floor, ICSI Building, Mendana Ave, Honiara, Solomon Islands</p> <p>(P.O.Box 2046, Honiara, Solomon Islands)</p>

Country	Malaysia's Mission In The Invited/Nearest Country	National Focal Point	JICA Office
	Tel: +675-3251506; 7703 5933 +675-3252076 ; 7703 4967 Fax: +675-3252784 Email: mwportmoresby@kln.gov.my	P. O. Box G10, HONIARA, SOLOMON ISLANDS Tel (O): (677) 28-612 / 21-250 /2151 Tel (H/P): (677) 7967178 Fax: (677) 20-351 Email: Joseph.AtkinTada@mfae.t.gov.sb	Tel: + (677) 24170
Sri Lanka	High Commission of Malaysia, Colombo 8, Rosmed Place Colombo 07 Sri Lanka Tel (Off): (94) 11 755 7711 / 2 / 3 Fax: (94) 11 755 7714 Email: mwcolombo@kln.gov.my mwcolombo.kln@1govuc.gov.my	Ms. Darshika Madurapperuma Designation: Development Officer Department of External Resources Ministry of Finance The Secretariat 3rd Floor Colombo 01 Sri Lanka General: +94-11-2484600 Ext 1413 Direct Line: +94-11-2484517 Email: darshika@erd.gov.lk	JICA Sri Lanka Office 10th & 13th Floors, DHPL Building, No.42, Navam Mawatha, Colombo02, Sri Lanka Tel: +94-11-2303700, 2300470 Fax: +94-11-2303692, 2300473
Syria	Embassy of Malaysia, Cairo 21, El Aanab Street Mohandessine, Giza, Cairo Tel: +202 3761 0013 / +202 3761 0019 Fax: +202 3761 0216 Email: mwcairo@kln.gov.my	Manager, International Cooperation (Asia Dept) State Planning Commission (SPC) Rukn El-Deen, Ibn Al_Nafees Damascus, Syria Tel: +963 11 5161075/5161023 Fax: +963 11 5161011/5161042 Email: spc@mail.sy	JICA Syria Office P.O.Box 10012, Damascus, SYRIA
Timor-Leste	Embassy of Malaysia, Dili Avenida de Portugal Praia dos Coqueiros (Jln. Pantai Kelapa) Dili Tel: +670 – 3321804 / +670 - 3311141 Fax: +670 - 3321805 Email: mwdili@kln.gov.my	Mr. Maria Lourdes de Sousa Designation: Director of Human Resources Department: Department of Human Resources Address: Ministry of Foreign Affairs and Cooperation, Avenida de Portugal Dili, the Democratic Republic of Timor-Leste	JICA Timor-Leste Office Avenida Luromata (Antiga Prai dos Conqueiros), No.3 Comoro, Dili - Timor-Leste (CPA No.83, Dili, Timor-Leste) Tel: (670) 3312420 Fax: (670) 3312509

Country	Malaysia's Mission In The Invited/Nearest Country	National Focal Point	JICA Office
		Tel (H/P): +670 7730 4228 Email: mlourdes_ximenes@yahoo.com	
Palestine	Embassy of Malaysia, Amman No. 5, Tayser Na'na'ah Street Off Umawiyeeen Street, Abdoun P.O. Box 5351 Amman 11183 Jordan Tel: (962) 6 – 5902400 Fax: (962) 6 – 5934343 Email: mwamman@kln.gov.my	Ms. Ghada Ararat Designation: First Counselor/ Head of Programme Department: Diplomatic Training Programme Address: Ministry of Foreign Affairs and Expatriates of the State of Palestine Tel (Office): +97022943140 (H/p): +970592488040 Fax: +9702294316 Email: gharafat@mfae.gov.ps	JICA Palestine Office 9th Floor, Abraj House, Tokyo Street, Ein Munjid, Ramallah, Palestine Tel : (972-2) 297-7761 Fax : (972-2) 298-3416
Papua New Guinea	High Commissions of Malaysia, Port Moresby P.O Box 1400, Port Moresby, Papua New Guinea. Tel: 00-675-325 1506 / 325 2076 Email: mwportmoresby@kln.gov.my	Mr. Paul Pano Designation: Foreign Service Officer Department: Bilateral Relations Division Address: Department of Foreign Affairs and Immigration Papua New Guinea Tel (O): (+675) 71991280 @ (+675) 76643867 Tel (H/P): +675 71992072 Email: panaopaul@gmail.com	JICA Papua New Guinea Office 2nd Floor, PWC Haus, Harbour City, Port Moresby, NCD, Papua New Guinea (P.O.Box 1660, Port Moresby, N.C.D., Papua New Guinea) Tel: (675) 321-2677 Fax: (675) 321-2679
Vietnam	Embassy of Malaysia, Hanoi 43 - 45 Dien Bien Phu Street Ba Dinh District Hanoi, Socialist Republic of Vietnam Tel (O): (84-24) 3734 3836 / 3734 3849 / 3734 3820 / 3734 3822+844-3734 3836 Fax: (84-24) 3734 3832 / 3734 3829 Email: mwhanoi@kln.gov.my	Mr. Hoang Trung Dong Designation: Senior Official Department: Foreign Economic Relations Department Address: Ministry of Planning and Investment, Vietnam, 6B Hoang Dieu Street, Ba Dinh District, Hanoi Tel: +84.804.2036 Tel (H/P): +84.912.822.919 Email: htdongmpi@gmail.com	JICA Viet Nam Office 11th Floor, CornerStone Building, 16 Phan Chu Trinh Street, Hoan Kiem District, Hanoi, Viet Nam Tel: (84-24)-38315005, 38315006, 38315007, 38315008 Fax: (84-24)-38315009

Country	Malaysia's Mission In The Invited/Nearest Country	National Focal Point	JICA Office
Yemen	Embassy of Malaysia, Muscat Villa No. 1611, Way No. 3019, Shati Al-Qurum P.O. Box 3939, Postal Code 112, Ruwi Sultanate of Oman Tel (O): 00 (968) 2469 8329 / 2469 8643 Fax: 00 (968) 2460 5031 E-mail: mwmuscat@kln.gov.my	Mr. Murad Hussein Issa Designation: MTCP Liaison Officer Address: Planning and Researches Department Ministry of Foreign Affairs Republic of Yemen Mobile: 00(967) 711701848 Office: 00(967-1) 480055 ext. 2344 Email: muradhussein88@hotmail	JICA/JOCV Yemen Office House No.10, Street No.27, Off Amman Street, P.O.Box 15087, Sana'a, Republic of Yemen Tel : +967-1-448006 / 448117 Fax : +967-1-442435

15.5 APPLICATION FORM



Please affix
passport size
photograph

APPLICATION FORM (ONLINE) 2023

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no	:	<input type="text"/>				
Received	:	<input type="text"/>				
Checked	:	<input type="text"/>				
Recommendation: by Mission	:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><input type="checkbox"/></td> <td style="width: 40%;">YES</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NO</td> </tr> </table>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES					
<input type="checkbox"/>	NO					

Title of Course:	Date of Course:
------------------	-----------------

1. PERSONAL DETAILS

Family Name (surname):	Date of birth : Day <input style="width: 30px;" type="text"/> Month <input style="width: 30px;" type="text"/> Year <input style="width: 30px;" type="text"/>
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

2. CONTACT DETAILS

Mailing Address:	Office Address:		
Mobile: <input style="width: 100%;" type="text"/>	Home: <input style="width: 100%;" type="text"/>		
Office: Country <input style="width: 30px;" type="text"/> Area <input style="width: 30px;" type="text"/> Number <input style="width: 30px;" type="text"/>	Fax: Country <input style="width: 30px;" type="text"/> Area <input style="width: 30px;" type="text"/> Number <input style="width: 30px;" type="text"/>		
Email: <input style="width: 100%;" type="text"/>			
Person to be contacted in case of emergency :			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px;"> Family Name: Relation: Mobile Number: Address: Email: </td> <td style="width: 50%; padding: 2px;"> Office Name: Position: Mobile Number: Address: Email: </td> </tr> </table>	Family Name: Relation: Mobile Number: Address: Email:	Office Name: Position: Mobile Number: Address: Email:	
Family Name: Relation: Mobile Number: Address: Email:	Office Name: Position: Mobile Number: Address: Email:		

NOTE: This application form should be duly completed and endorsed by the National Focal Point for Technical Cooperation in your country. Forms which are incomplete or unendorsed will not be accepted.

3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Please describe briefly your work including your responsibility.

*Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS COURSE

Have you participated in any training programme in Malaysia before? YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before?: YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

*Please continue on supplementary pages if necessary

6. LANGUAGE / SKILLS PROFICIENCY

English Language

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue: _____

Familiarity of Online Learning Platform

Online Platform	Zoom	Microsoft Teams	Google Meet / Classroom	Webex	Others (please specify)
Please rate: 5 - Extensive knowledge/ experience 4 - Very familiar 3 - Familiar 2 - Slightly familiar 1 - Never heard of it					

7. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
- c) I grant my portrait right licence to MTCP, which is to allow MTCP to shoot photographs and/or videos of my participation to the MTCP and utilize them for the public relation materials of MTCP where and when necessary.

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain; and
- e) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect.

Date

Signature of applicant

8. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia. Dated this _____ day _____ of 20____.

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

9. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history; and
- c) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: I _____ for the training course.

 Name and Designation

 Signature and Official Stamp

 Name and Organisation

Country code Area code Office tel no.

 Email address

Country code Area code Office tel no.

ENDORSEMENT BY THE NATIONAL FOCAL POINT INCHARGE OF TECHNICAL COOPERATION

 Name

 Email Address

(Official Stamp)

 Designation

 Name of Organisation

 Signature

Country code Area code Office tel no.

Country code Area code Office tel no.

NOTE: This application form should be duly completed and endorsed by the National Focal Point for Technical Cooperation in your country. Forms which are incomplete or unendorsed will not be accepted.