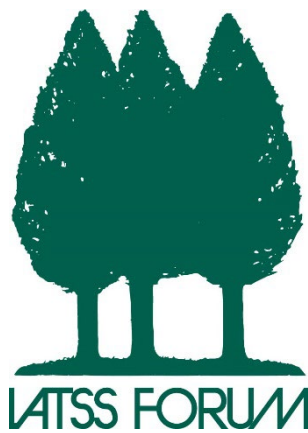


~ Leadership Development Training in Japan ~

IATSS FORUM

Application Booklet

The 67th & 68th IATSS Forum, 2025



~ Fostering Young Leaders from Asian Countries~

International Association of Traffic and Safety Sciences

This application booklet is available to download from the IATSS Forum Website:

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

Application for the 67th & 68th IATSS Forum Program in 2025

1. Program Period:

2025	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
67 th IATSS Forum		➔							
68 th IATSS Forum						➔			

67th IATSS Forum: May – July, 2025 (8 weeks) *

68th IATSS Forum: September – November, 2025 (8 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 (10 countries):

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

3. Number of Participants:

Total Number of Participants for 2025: 40 participants (20 participants in each Forum)

*Approx. 1-3 participants from each country in each program

*The number of participants allotted to each country varies from year to year.

4. Eligibility:

- Applicants must possess the nationality of one of the above participating countries.
- 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 possess the physical and mental capabilities necessary to fully participate in program activities without an accompanying person.

5. Application/Selection Schedule:

2024	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Application Period				Open on June 1 st				Closed on September 30 th			
Screening (Document Based)									▼	▼	
Final Screening (Interview)										▼	▼

- 1) Applications are accepted once a year.
- 2) Application Period: **from June 1st to September 30th, 2024**
- 3) Application Documents: All of the documents listed below must be submitted to the applicant's Country Committee Secretariat via postal service or the online application page on our website. The required forms can be downloaded from our website.

- IATSS Forum Application Form
- Basic Question Form
- Essay Form
- Recommendation Form
- Certificate of English Proficiency (if you have any)

- 4) Basically, there are two screenings and an interview.

1. Document-based Screening : October – mid-November, 2024
Examination of application documents by the IATSS Forum Country Committee
2. Final Interview : Late November – mid-December, 2024
Interview with prospective applicants by the IATSS Forum Japan Steering Committee members and the IATSS Forum Country Committee members, in their home country

6. Other Terms and Conditions:

1. Only the shortlisted applicants who are invited to the final interview will be notified.
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	<ul style="list-style-type: none">• Must be written <u>in English</u>• Fill out the downloaded form in <u>Microsoft Office Word or PDF.</u>
2	Basic Question Form	<ul style="list-style-type: none">• Fill out the downloaded form in <u>Microsoft Office Word.</u>• Refer to the explanation section in the next page.
3	Essay	<ul style="list-style-type: none">• Fill out the downloaded form (a short essay on the given topic).• Refer to the explanation section in the next page.
4	Recommendation Form	<ul style="list-style-type: none">• <u>Attach 1 letter of recommendation</u> from your employer. It should be from your direct supervisor at your present job.• Use the downloaded recommendation form.• Refer to the explanation section on the next page.
5	A Copy of Certificate of English Proficiency	<ul style="list-style-type: none">• Attach a copy of each certificate indicating your level of English proficiency, if you have one. (TOEFL, TOEIC etc.)

Please Note:

- Handwritten application documents are also acceptable, but please DO NOT use cursive styled writing. Only documents written in clear, legible hand writing using a black pen are acceptable for the screening.
- 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 via the online application page on our website or send the enclosed application documents to the address of your IATSS Forum country committee secretariat by postal service.

As for the contact information for your country secretariat, please check the final page of this application booklet.

III. Instruction for Answering Basic Questions and 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 challenges/problems you want to solve?
2. Reasons why you think they are challenges/problems, and why you want to solve them
3. Plan to achieve it (provide specific details.)

* “Sustainable development” includes not only about the environment but also about the 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 top 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’ referees need to write the applicant’s name, referee’s name, and provide the referee’s signature.

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. Applicants should submit both the referee’s recommendation form and the translation document.

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.

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 document 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 Members:

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

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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, Department of Education, Faculty of Letters, Keio University

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

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Advisor

Representative Embassy of Japan

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Advisor

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The Pancasila Ideology Development Agency

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< IATSS Forum Vietnamese Committee >

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