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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

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நிதி அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA /C-Plan/S/280

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

30/04/2019

Secretary / Ministry of Agriculture, Rural Economic Affairs, Livestock Development,
Irrigation, Fisheries & Aquatic Resources Development
Chief Secretaries/All Provincial Councils

Attn: Officer- in-charge of Foreign Training

Dear Sir/ Madam,

Training of Trainers on Climate Field School in Indonesia

- From: 16th – 23rd June 2019 Indonesia (Colombo Plan Secretariat)

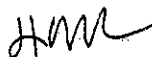
The Colombo Plan Secretariat has invited nominations from eligible government officials in Sri Lanka for the above training programme. Copy of the programme details is enclosed.

You are kindly requested to submit one nomination along with the following documents on or before 15 May 2019.

- Dully filled Application Form (must be typed in block letters) along with certified copies of the certificates of Academic and Professional Qualifications (in 3 sets)
- A copy of the passport (names written in the forms must be the same as appear in the passport)
- Duly filled ERD form No: 2 "Essential Information of the nominee" (Original Copy only).

Your early response in this regard is highly appreciated.

Yours faithfully


L.A.Y. Darshani De Silva
Director / TA Division
for Director General

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பணிப்பாளர் நாயகம்
Director General

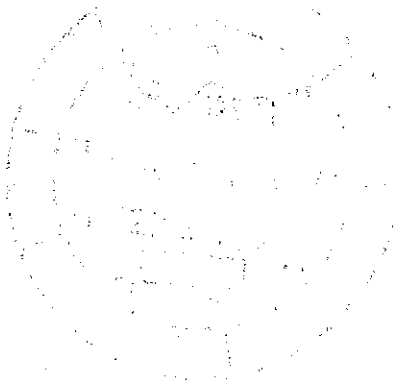
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அலுவலகம்
Office

94-11-2484500
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தொலை நகல்
Fax

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





GENERAL INFORMATION

TRAINING OF TRAINERS ON CLIMATE FIELD SCHOOL

16th to 23rd June 2019

**Collaboration between
Government of the Republic of Indonesia and
Colombo Plan Secretariat**

**Implementing Agency:
INDONESIAN AGENCY OF METEOROLOGY CLIMATOLOGY AND
GEOPHYSICS (BMKG)**

1. PROGRAM BRIEF

1.1. Overview

As an archipelago, Indonesia lies in the tropical line, it is passed by mountainous ring-of-fire and prone to extreme weather and climates. The diverse climate conditions, shifts and anomalies make Indonesia's climate more difficult to predict its behavior. Climate variability and change that occurs, when viewed from the side of the agricultural sector would be more complicated. Farmers need to know how to deal with climate variability in order to reduce crop loss through poor productivity. This is a major challenge for farmers in Indonesia. Another challenge is how to translate the technical of climate terms to simple language and easy to understand by farmers.

In 2011, Indonesian government has issued Presidential Instruction No. 11 on Securing rice production concerning to extreme climate events. As a program which promotes the importance of climate information in supporting agricultural sector and to enhance the capability of farmers to make proper adjustment and adaptation to climate variability and climate change in Indonesia, BMKG have task to convey information and early warning to the agency and related parties as well as society from national to local level.

One of many adaptive efforts in facing the threat of climate change is by implementing Climate Field School (CFS). BMKG runs the CFS program through a close collaboration with extension workers of the Ministry of Agriculture (MoA) as well as with the farmers in the region. Climate information contains technical terms which are often difficult to understand, especially for farmers to apply directly for agricultural purposes. Hence the role of BMKG is as the service provider, whereas the extension workers serve as the intermediaries to facilitate farmers as the users in helping them to interpret and translate the climate information into an easy operational language used daily in the field. The involvement of intermediaries through agricultural field officer/extension workers in the process may significantly change the perception of farmers about the climate information for their support. It is in this part that CFS is viewed to contribute its strategic role.

Climate Field School aims to bridge the gap of farmer's knowledge on climate information, particularly on site, through a training process. Also, is expected to raise the farmers' awareness on weather/climate information and its impact, in order to reduce crop loss. Developing an effective method for communicating climate (forecast) information to the end-users like farmers is really very important. Learning by doing & Learning by experiencing process serves as an effective process for transferring climate knowledge or climate information to farmers. Therefore, CFS proceeds in three stages. **First stage** – the participants consisted of the staff of local government from province and regency levels, officers of MoA, and relevant agencies. In this stage, the participants are

assisted to comprehend climate information provided by BMKG. **Second stage** – is addressed for extension workers in regency and district levels, those who are expected to directly deal with farmers. This stage covers introducing methods implement climate information for agriculture purposes, designing planting schemes and plans based on the climate information; and motivating farmers to be aware of climate factors. **Third stage** – in this stage, the extension workers who are graduates of CFS stage 2 – will coach and deliver the climate information to the farmers as participants and the knowledge obtained in the second stage is implemented directly to their farming practice. In this final stage, farmers need to plant, adjust their planting calendar and decide proper types of commodities of the planting based on their understanding on their local climate characteristics. Climate Field School activity has received positive response from extension workers and farmers, due to the significant increase in productivity, support women empowerment and increased the weather/climate literacy to apply the information in their farming activities.

Training of Trainers on Climate Field School is a collaboration program between the Government of Indonesia and the Colombo Plan Secretariat in line with the policy of the Government of Indonesia concerning the effectiveness and sustainability of Indonesia South-South and Triangular Cooperation Program.

The Program is expected to be sustainable for 3 years period (2018 -2020) for different participants.

1.2. Purpose

The purpose of the training is to provide participants from the Colombo Plan countries with an opportunity to update relevant approach and knowledge on the philosophy and main activities in understanding and practicing of climate information to support agricultural activities for food security through Training of Trainers on Climate Field School Program.

1.3. Objective

At the end of the training course, the participants are expected to have an understanding of following:

- Basic knowledge of weather and climate parameters
- Basic of precipitation process
- Introduction to weather instruments and simple rain gauge
- Climate information, monthly and seasonal forecast
- Climate extreme, climate variability and their impact to agriculture
- Cropping Calendar / Standing Crop
- Indigenous Knowledge of Agriculture
- Understanding of climate field school program to disseminate

weather/climate information to farmers.

1.4. Expected Output

Participants is expected to understand, to improve their knowledge of climate information, and to transfer the knowledge on basic climate science to the extension workers who will then translate the technical terms within BMKG climate information into practical daily language which is easy to understand for farmers.

1.5. Organizaition of the Training

The Organizing Committee comprises the Colombo Plan Secretariat and the Government of Republic of Indonesia. The Government of the Republic of Indonesia designates Center for Applied Climate Information Services, Center for Training and Education and Bureau of Law and Organization - Indonesian Agency of Meteorology, Climatology and Geophysics (BMKG) as the implementing agency of the training course CFS.

1.6. Training Activity

The activity will be conduct during the Training of Trainer CFS as following:
Participants will be divided into 4-5 groups (depend on the number of participant)

- **Team Building**

This activity has goal to make "liquid class", so between participants will have good relationship. Team building has also to build leadership, active communication, creativity, problem solving, and discussion).

- **Lecture (class room)**

Lecture activity have goal to deliver material of CFS to learner, usually this activity held in classroom. In this activity, all participants must active in classroom receive material lecture that delivered by instructor.

- **Simulation technique**

In order to get deeply understanding of each material, the trainer will give some simulations for weather process using simple tools and games.

- **Case, Discuss and Role Play**

Learner will give some cases, and then instructor will lead them about how to analyze climate information and what activity should be do. There will be an interactive discussion and role play activity.

- **Field Visit**

Field visit will be arranged to appropriate place which has relation to the program Training of Trainers on Climate Field School, e.g. weather or climate station.

1.7. Course Content

The training course will include the following contents:

- Introduction the concept of climate field school program, how the program run and implement to farmers;
- Basic weather and climate parameters;
- Formation of clouds and rain including process of clouds and rain formation, influence of wind and hydrometeorology circulation;
- Introduction of simple meteorology instrument such as instruments for temperature observation, pressure, rainfall, humidity, evaporation, wind direction and velocity, influence of weather and climate to crop growth;
- Extreme climate events and climate uncertainty, the cause of climate extreme event, identification of climate extreme and how climate extreme will affect to agriculture sector;
- Climate prediction and climate variability include understanding terms of climate information and prediction, methods to determine rainfall character, above/below normal of rainfall, onset of seasonal rainfall, duration of season, media to access seasonal climate information and prediction;
- Cropping Calendar / Standing Crop
- Indigenous Knowledge of Agriculture

1.8. Action Plan

As the output of the training, all participants is expected to demonstrate an Action Plan. Thus, in this session each country group will have to prepare and present their country action plan which will be developed by adapting the knowledge gained from the training with their home country situation.

The outlines of the presentation will consist of three parts :

- a) Introduction
Elaborates in brief of participant's national/organization's strategy for SMI development and project that would like to be proposed which is relevant and estimated or expected will be effective based on lesson learned gained from the Indonesia training program.
- b) Strategic Action Plan (5W1H)
Elaborating the proposed strategic action plan for SMI's development program. The proposed strategic action plan could be adapted from Indonesia's best practices that is relevant with the participants country situation with details as follows :
 - Why
The reason why the project is proposed related to the problem of SMI which need to be solved.
 - What

Objective or goals intended to be accomplished and outcomes expected of the project proposed.

- Who
Stakeholders involved in the program (e.g. Central/National Government, Local Government, SMI, NGO/Third Party, Large Corporation, R&D Centers, Indonesian Government, and other institutions), to what level of involvement (contribution) and the roles of each institution.
- When
Timeline or timetable of preparation, implementation and evaluation
- Where
Places where the program will be implemented
- How
How the activities will be done, how much budget will be needed, how much (time and resources) the SMI will support the project.

- c) Monitoring, Evaluation and Reporting
The method used for monitoring and evaluation from each participant of a country as a check and balance for the project implementation. Each country is required to make **a report** of the project implementation and shall be reported back to Colombo Plan and Indonesia Government six months after Action Plan presentation.

Since the participants will prepare and present country's action plan, **the participants are requested to bring laptop and submitted the following materials beforehand:** their country report related to climate information and services, agriculture sector, and frequently hydrometeorological disaster, program policies and others.

2. PROGRAM DESCRIPTION

2.1. Time and Venue

The training program will be held from **16th to 23rd June 2019** in Regional Training Center of BMKG, Citeko, West Java- Indonesia. All participants are expected to arrive on 16th June, 2019 and leave for their home countries on 23rd June, 2019. The duration of the training will be 8 days. General schedule as follows:

DAY	DATE	ACTIVITY	Location
Sunday	16 th June 2019	Arrival	Jakarta
Monday	17 th June 2019	Opening Ceremony	BMKG Headquarter, Jakarta
Tuesday	18 th June 2019	In Class session	Citeko, West Java
Wednesday	19 th June 2019	In Class session	Citeko, West Java

Thursday	20 th June 2019	In Class session	Citeko, West Java
Friday	21 st June 2019	Experiment Session Closing Ceremony	Citeko, West Java
Saturday	22 nd June 2019	Cultural Visit	West Java
Sunday	23 rd June 2019	Departure	Jakarta

For logistic convenience, please prepare adequate amount of clothes and personal items in carry on or backpack enough to last for 3 to 4 days.

2.2. Language

The training course will be conducted in English. Participants are expected to have good spoken and written command of English.

2.3. Country and Number of Participants

The invited countries are the developing countries of the Colombo Plan member states namely: Bangladesh, Fiji, Lao PDR, Myanmar, Nepal, Pakistan, Papua New Guinea, Sri Lanka, the Phillipines, and Vietnam.

Each government of the selected countries will be invited to nominate three candidates to be selected as a pair by Indonesian Government and the Colombo Plan Secretariat. There will be 20 persons selected to participate in the course.

2.4. Qualifications of Applicants

With reference to the content of the training that mostly related to the knowledge improvement on technical aspects, the qualifications for applicants are as follow:

- Forecasters from National Meteorological and Hydrometeorological Services (NMHS) who are working on climate information services particularly for agriculture users;
- Staff of government offices;
- be nominated by their respective Governments (indicated with the signature of responsible Government Official and official seal/stamp on Official Declaration part of the Application Letter);
- have at least a bachelor degree or have an equivalent level of academic background;
- have sufficient command of spoken and written English;
- have at least three (3) years of actual working experience in related field;
- be in good health, both physically and mentally in order to complete the course (proven by medical record);
- not pregnant as of application submission.

2.5. Procedure of Application

The National Gender Focal Points of the Colombo Plan in each member country shall forward one copy of the prescribed nomination letter and dully filled application form for each nominee each nominee through its diplomatic channel to the Indonesian Embassy located in their respective country and to the Colombo Plan Secretariat at the following address:

Secretary General
The Colombo Plan Secretariat
No 556 Baudhaloka Mawatha
PO Box 596
Colombo 07, Sri Lanka

(Attn : Senior Programme Officer of Capacity Building Programme)

2.6. Financial Arrangements

The Colombo Plan will bear the round-trip international economy class air ticket and Daily Subsistence Allowance \$20 per day, while the Government of Indonesia will be responsible for local hospitality such as accommodation, conference package, airport transfer, health insurance, training material, training kit, cultural orientation entrance tickets, etc.

2.7. Administrative Arrangements

1. The roundtrip international economy class air tickets from the capital city of the Colombo Plan member countries should be arranged as follow:
Departure Ticket :
From the Capital City of Colombo Plan Member Country to **Jakarta**
Return Ticket :
From **Jakarta** to the Capital City of Colombo Plan Member Country
Participants will continue the trip to Citeko, West Java with transportation arranged by organizer.
2. All participants will be housed in room with a single occupancy.
3. Health insurance covering only the accidents or diseases occurred during the training course. It will not cover the chronic diseases hold by the participants before their leave for the training course.
4. Breakfast, lunch, dinner and two times snacks are provided by training organizer during the training.

5. Local transportation related with the implementation of the training course such as for study visit and cultural orientation.

2.8. Certificate

Each participant who has fully attended the training will be awarded a certificate of participation and achievement.

2.9. Entry Formalities

Participants from countries that require valid visas to Indonesia should obtain the visa from the Indonesian Embassies or Consulates in their respective countries. The participants are advised to consult the Indonesian Embassies or Consulates in their respective countries on matters related to visa. Passport should be valid at least 6 (six) months from the date of the participants' arrival in Indonesia. The Colombo Plan and the Government of Indonesia will not bear expenses relating to visa fees and passport issuance. They should be borne by the participants or the participating governments.

Participant should also carry a copy of the acceptance letter, which will show that the visa will be provided. The availability of this document is important since the airlines may require this document to the participants to be boarded on the plane. For further information the participants should consult the Indonesian Embassies.

2.10. Health Requirements

Indonesia has no vaccination requirements except for persons who are from, or who have been in transit at, a yellow fever endemic zone. A valid yellow fever certificate is therefore mandatory for all persons arriving by air, sea or land who:

- has been in yellow fever infected area (even in transit) within the last six days or;
- has come by an aircraft which has passed through a yellow fever infected area and has not been disinfected in accordance with the procedures and formulation laid down in Schedule VI of the Aircraft (Public Health) Rules 1954 or those recommended by the World Health Organization (WHO).
- A yellow fever certificate becomes valid ten days after the date of vaccination. A person arriving in Indonesia who is required to possess a yellow fever vaccination certificate and cannot show a valid vaccination certificate will not be granted a stay for period of up to six days. Health insurance will be provided for each participant for the duration of the course.
- Food allergy and other allergies should be informed on the application form.

2.11. Dress Code

Casual and light clothing is advisable since the weather in Indonesia is hot and humid. Batik shirts (short and long sleeves) are popular for most parties and social events. A suit or national dress is required for formal occasions or when making official calls. During the class session participants are requested to wear formal attire (no t-shirt and sandals). During field visit, participants are suggested to wear casual clothing and not recommended to wear business casual style, short sleeves shirt, knee length dress or skirts, and high heels are not recommended.

Temperature in April is 31 degrees Celsius for the highest and 23 degrees Celsius at the lowest in Jakarta and West Java. The average monthly rainfall in April is 114 mm in Jakarta and to be 384 mm in West Java.

2.12. Other Information

- Upon arrival at Soekarno Hatta International Airport Indonesia, participants will be met by the national organizing committee. Please refrain on using other transportation since the committee will arrange for your transfer to and from hotel to the Airport.
- Participants are **strongly requested not to bring any member of their families**, during the period of the training, if they are found with the family members their participation will be immediately terminated by the organizers;
- Participants are **responsible to securely keep their passport**. Any loss is entirely participants' responsibility.
- Carrying narcotics and drugs in Indonesia is a violation of the law. Heavy penalties will be imposed for disregarding the law.
- The customs authorities will allow a maximum of one liter of alcoholic beverages, 200 cigarettes or 50 cigars or 100 grams of tobacco and a reasonable amount of perfume per adult on entry to Indonesia. They must be declared to the customs.

3. PROGRAM COLLABORATION

I. THE COLOMBO PLAN

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is a unique inter-governmental organization providing development assistance under the "Planning for Prosperity" motto and the concept of self-help where member countries provide assistance to one another in socio-economic development.

The Colombo Plan was conceived at the Commonwealth Conference on Foreign Affairs held in Colombo, Ceylon (now Sri Lanka) in January 1950 and was established on 1 July 1951 as a cooperative venture for economic and social

advancement of the people of South and Southeast Asia. It has grown from the founding group of seven Commonwealth nations - Australia, Britain, Canada, Ceylon, India, New Zealand and Pakistan - to 27 countries including non-Commonwealth and countries belonging to the Association of South-East Asian Nations (ASEAN) and South Asian Association for Regional Cooperation (SAARC). Current Colombo Plan member countries are Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Fiji, India, Indonesia, Iran, Japan, Republic of Korea, Kingdom of Saudi Arabia, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Papua New Guinea, the Philippines, Singapore, Sri Lanka, Thailand, United States of America and Vietnam.

The primary focus of all Colombo Plan activities is human resources development in the Asia-Pacific region. Over the years, the programme content of the Colombo Plan has been adjusted to respond to the needs of member countries in a fast changing economic environment. In the early years, the training programmes were more of a long-term nature whilst the current programmes are established to provide advance skills and experience sharing, aimed at arriving at the best practices in different fields of economic and social activities for effective policy making and governance.

II. CURRENT PROGRAMMES

In 1995, Colombo Plan revitalized its programmes to emphasize on short-term training courses in priority areas and promoting South-South cooperation. The Colombo Plan consists of four key programmes which are the Drug Advisory Programme, the Gender Affairs Programme, the Capacity Building Programme, and the Environment Programme.

Capacity Building Programme

Human resource development plays an essential role in the development process of a country. Therefore, the Colombo Plan endeavours to develop human resource development initiatives in the member countries through its Capacity Building Programme. The Colombo Plan provides short-term training courses, workshops, scholarships and Master Degree programs under the wing of its Capacity Building Programme. All activities are fully or partially funded on cost sharing basis by donors in the Colombo Plan member countries and some other International Organizations. The Capacity Building Programme incorporates the legacy programs of the Programme for Public Administration, the Long Term Scholarships Programme, and the Programme for Private Sector Development.

Environment Programme

The programme on Environment was originally launched in 2005 as part of the Programme for Public Administration. The 45th Consultative Committee Meeting

held in Fiji in 2016 recognized it as an independent programme and re-named it as Programme for Environment and Climate Change (ECC). It launched One Child One Tree concept as a community based initiative on the 29th June 2018 during the 67th Anniversary of the Colombo Plan.

The Environment Programme is collaborating with its member countries in implementing environmentally beneficial programs to help people to build a better environment for the future. Most recently, the Environment Programme has been implementing its schools-based tree planting program named 'One Child One Tree' and has attracted significant support from schools, community groups, and governments.

Drug Advisory Programme

The Colombo Plan Drug Advisory Program (CPDAP) was established in 1973, as the Colombo Plan's response to the growing drug-related concerns in the Asia-Pacific region. Incepted with the vision "To be the Global Leader in Planning Healthy, Safe and Strong Communities", CPDAP is the oldest Colombo Plan program.

Recognizing the importance of cooperation among agencies, CPDAP brings together government, non-government and international organizations to identify gaps in Drug Demand and Supply Reduction and come up with a coordinated and unified response to the health and social problems related to Substance Use Disorders.

As a pioneering in drug demand reduction in the region, CPDAP has assisted the Colombo Plan member countries in drug policy formulation, encouraging national efforts in drug demand and supply reduction programs. CPDAP also advocates for the use of evidence-based practices in substance use disorder (SUD) treatment and prevention and empowers SUD professionals through provision of technical assistance.

Gender Affairs Programme

The importance of establishing a separate program for women and children was recommended during the 43rd Colombo Plan Consultative Committee Meeting in Manado, Indonesia, in 2012. As a result, the Colombo Plan Gender Affairs Program was established on 7 May 2014 in Colombo to work together with women, men, girls and boys to promote a just and equitable society in collaboration with stakeholders through the following objectives:

- To increase awareness on gender equality, gender development, women's legal rights and gender issues among the developing member states through workshops and training.
- To raise funds on gender capacity building and direct empowerments such as income generating programs, education programs and health programs.

- To conduct research on gender and child issues and development.
- To share knowledge and experiences on gender and children among the member countries.
- To represent the Colombo Plan in international forums on gender and children and discussions, to upgrade the knowledge and to share our experiences.
- To assist member countries to formulate their policies according to the global gender standards and norms.
- To support member countries through government and non-government agencies to implement the global/UN standards of gender and children.

The CPGAP works with Governments and stakeholders by providing trainings, workshops, technical assistance in developing gender policies and support gender related capacity building and direct empowerment programs for vulnerable men, women and children across its 27 member states.

II. THE GOVERNMENT OF THE REPUBLIC OF INDONESIA

Indonesia, as an emerging economy, has been implementing South-South and Triangular Cooperation (SSTC) initiatives for more than thirty years in its commitment to contribute in global development cooperation. Indonesia started its involvement in global cooperation architecture in the 1950s when Indonesia - together with India, Myanmar, Pakistan and Sri Lanka- initiated the first Asian African Conference (AAC) in Bandung, Indonesia, which gathered numbers of Asian and African countries in solidarity to strengthen the cooperation among themselves. Since 1980s, Indonesia has been involved actively in cooperation with South Countries through South South and Triangular Cooperation.

Indonesia's SSTC experienced major changes in 2014 under the leadership of newly elected President Joko Widodo (Jokowi). Jokowi's leadership, via nine priority programs -called Nawacita- has emphasized the importance of SSTC to his administration and Indonesian's foreign policy. He called for Indonesia to continue its free and active foreign policy and take part in establishing global peace, with SSTC as one of driving force in Indonesia's foreign policy. One of Jokowi's move when he took the office was to put SSTC in the Medium Term National Development Plan 2015-2019 which strengthen the support Indonesia's role in international development cooperation architecture.

Indonesia's SSTC is a manifestation of its strong commitment and contribution to global development. Indonesia has been differentiating their SSTC initiatives from the traditional form of international cooperation, since Indonesia -which comes from recipient country- has fully understood how to bring more effective partnership with other countries. In Indonesia's view, SSTC works best for the cause of development because SSTC serves as a model for genuine global partnership for development and can bring more transparency and

accountability. SSTC also can be precisely tailored to the needs of each developing country. That's the reason Indonesia always map the demand needs from other developing countries to match the countries needs with Indonesia's comparative advantage. The main principle of Indonesia's SSTC based on equality, mutual respect, mutual benefit and opportunity.

Until 2018, Indonesia has engaged in SSTC programme worth an estimated 70 million USD. The portfolio comprised of more than 900 individuals programme with close to 7,000 participants from Asia and the Middle East, Africa, Pacific, America and Carribean and Europe. There are three flagship programs of Indonesia's SSTC: development issues, good governance and peace building and economi issues. Each of these issues reflects the comparative advantages of Indonesia and also a field to create regional and global knowledge hub.

4. IMPLEMENTING AGENCIES

Bureau for Foreign Technical Cooperation
Ministry State Secretariat of the Republic of Indonesia
East Wing Building 6th Floor

Jl. Veteran III No. 9
Jakarta Pusat 10110 Indonesia

Attn:

Ms. Vimala Asty - Head for Sub Division of South-South Technical and Multilateral Triangular Cooperation

E-mail: vimala.asty@yahoo.com, vimala.asty@setneg.go.id

Bureau for Law and Organization
Indonesian Agency for Meteorology, Climatology and Geophysics

Jl. Angkasa I No.2, Jakarta 10720 Indonesia

Attn:

Mr. Bagus Rachmat Rievan – Head of Subdivision for International Cooperation

E-mail : bagus.rievan@bmkg.go.id

The Colombo Plan Secretariat

No. 31, Wijerama Road

PO Box 596

Colombo-07, Sri Lanka

Mr. Riaz Deen

Attn : Senior Programme Officer of Capacity Building Programme

E-mail : riaz.deen@colomboplan.org

Website : www.colombo-plan.org



KEMENTERIAN
SEKRETARIAT NEGARA RI

Please affix
passport
photograph

FOR OFFICIAL USE ONLY
Reference no:.....
Received:.....
Checked:.....

Government of the Republic of Indonesia - Colombo Plan Joint Training Course

APPLICATION FORM (typewriting or block letters)

TITLE OF COURSE: Training of Trainers on Climate Field School	Course Duration: 16 – 23 June 2019 (Application should be sent to Colombo Plan on or before 20 May 2019)
NAME OF TRAINING INSTITUTE: Indonesian Agency of Meteorology Climatology and Geophysics, in coordination with the Ministry of State Secretariat of the Republic of Indonesia and the Colombo Plan	

1. PERSONAL DATA

Family name (surname)	Date of birth Day Month Year
First Name	Nationality (citizenship):
Other names	Gender: Male/Female #
City and country of birth	Marital status Single/Married/Divorced/Widowed #
Passport No:	Religion:

#Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:		Applicant's Postal/ Home Address:	
		Home telephone	
		Country	Area Number
Office telephone	Telefax	Email	
Country Area Number	Country Area Number	Mobile	

Person to be contacted in case of emergency, name, telephone and address

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study: from - to	Degree

(Please attached a copies of the certificates)

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous positions held
Employer:	Employer:
Years of service (from - to):	Years of service (from - to)
Title of your post/position:	Title of your post/position:
Present salary per month (US Dollars):	Salary per month (US Dollars):
Name of supervisor and title:	Name of supervisor and title:
Type of organization: Government /Semi Government/ Private/ NGO #	Type of Organization Government/ Semi Government/ Private/ NGO #
Main functions of organization:	Main functions of organization:
Total number of employees:	Total number of employees:

Delete accordingly

Description of your work including your responsibility:

Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS COURSE

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

Please continue on supplementary pages if necessary

Have you participated in any Indonesia South-South Cooperation and Triangular Programmes or Colombo Plan Training Programmes before: YES/ NO #

Name of course	Name of Training Institute	Year

Delete accordingly

6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY (PARTICIPANTS MUST FILL ALL THE INFORMATION IN THIS SECTION)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue: _____

Language test administered by : _____

Title : _____

Address : _____

Tel. Number : _____

E mail : _____

Date and signature : _____

7. **MEDICAL REPORT** (to be completed by an authorized physician, All the fields must be filled)

Name of Applicant:			
Age:	Sex:	Height:	Weight
		cm	Kg
Blood Group:			
<input type="checkbox"/>	A	<input type="checkbox"/>	B
<input type="checkbox"/>	AB	<input type="checkbox"/>	O
Blood Pressure:			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Pre-prandial Blood Sugar		Post-prandial Blood Sugar	
Is the person free of infectious diseases (Tuberculosis, Trachoma, Yellow Fever, Hepatitis A, B and skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women): (optional)	
I certify that the applicant is medically fit to undertake this course.			
Name and the registration :			
No. of the Physician			
Address of Clinic :			
(printed)			
Telephone :			
(printed)			
E mail :			
			Date:
Signature of Physician :			Seal of Clinic:

8. **FOOD PREFERENCES IF ANY:**.....

9. **DECLARATION**

Have you ever been convicted by a Court of Law of any country?	Yes/ No #
If yes, please give brief details:	
I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.	
If accepted for a training award, I undertake to:-	
<ul style="list-style-type: none"> (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training; (b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train; (c) Refrain from engaging in political activities, or any form of employment for profit or gain; (d) Submit any progress reports which may be prescribed; and (e) Return to my home country promptly upon the completion of my course of study or training. 	
I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.	
Signature of applicant:	
Name:	Date:

Delete accordingly

10. **OFFICIAL DECLARATION (to be completed by the nominating government. All the fields must be filled)**

The Government of:	
nominates	
(name of applicant)	
For the course under the Colombo Plan Joint Programme with Republic of Indonesia and certifies that:	
<ul style="list-style-type: none"> (a) all information supplied by the nominee is complete and correct; (b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency. 	
Remarks:	
_____ (Name)	_____ (Signature of responsible Government Official)
_____ (Designation)	Address of Department/ Ministry: _____
Official Seal/ Stamp:	Office Telephone number: _____
	Office Fax number: _____
	E mail: _____
Date: _____	

Please note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the Relevant Agency responsible for the CPS programme in your country. Application should be submitted to Colombo Plan Secretariat through the respective National Focal Point ONLY. INCOMPLETE AND/ OR UNENDORSED FORMS WOULD NOT BE PROCESSED.

