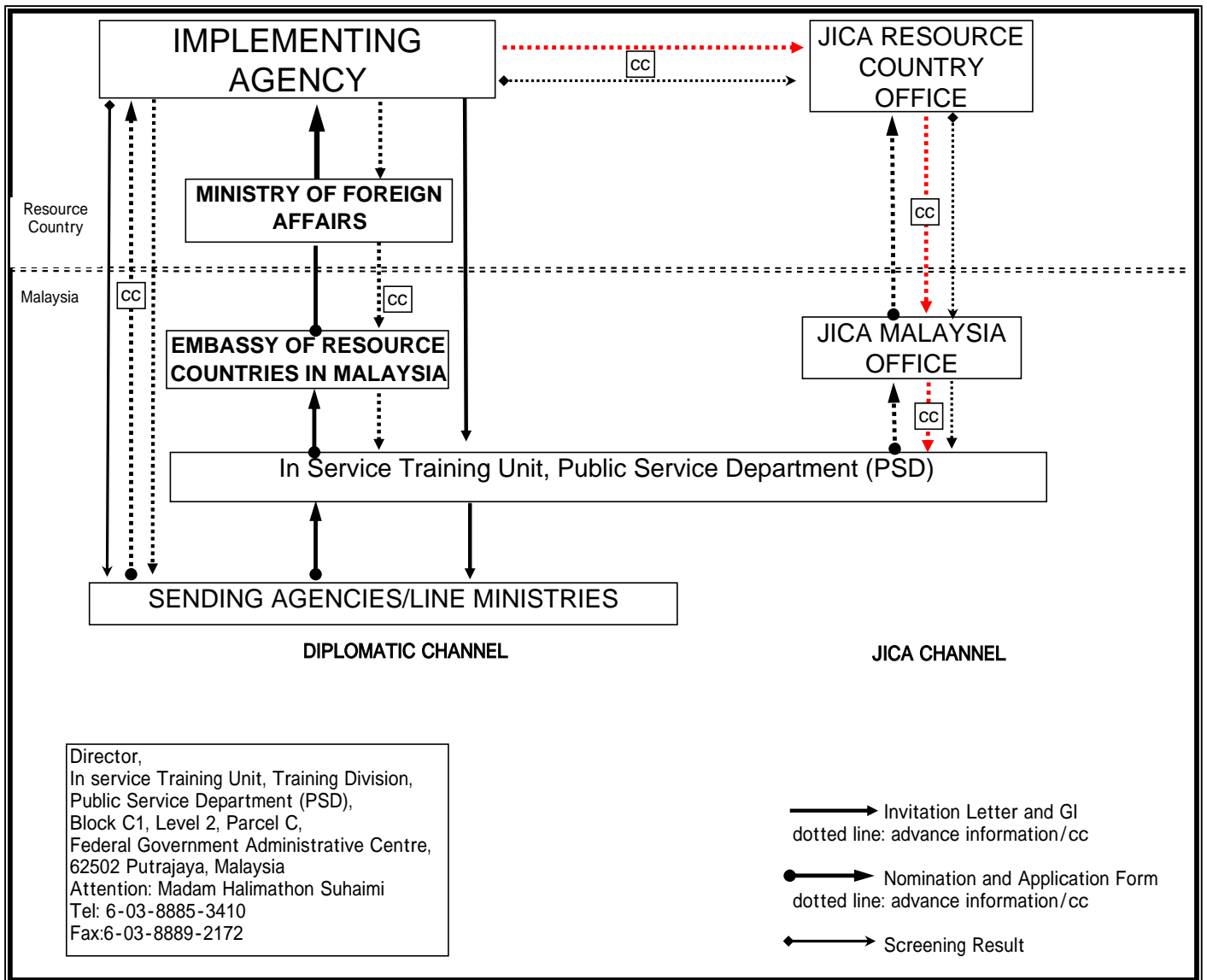


# FLOW OF IN COUNTRY PROCEDURES

## Malaysia as beneficiary country



### Invitation channel

1. Implementing agency of Resource Country will send notification (invitation letter and original GI ) to PSD by post/courier . Please state the target sending agencies or line ministries clearly in the invitation letter, if any . PSD will forward the information accordingly.

Implementing agency will also send the invitation letter, together with a copy of GI, as carbon copy/ advance information to:

- Embassy of resource country in Malaysia
- Line Ministries/ Sending agencies
- JICA office at Resource country

### Nomination:

1.Line ministries will nominate and send nomination with original application forms to PSD.

PSD will grant and endorse study leave.

2.PSD will submit the original application forms to the Embassy of Resource Country.

3.Line ministries/ sending agencies will send advance information ( copy of nomination letter and copy of application forms) to:

- Implementing agency at resource country
- JICA Malaysia office

### Screening Result

1.Implementing agency will inform the result directly to line ministries/ sending agencies by acceptance letter.

2.Implementing agency at resource country will send a carbon copy of the acceptance letter to:

- JICA office at Resource Country

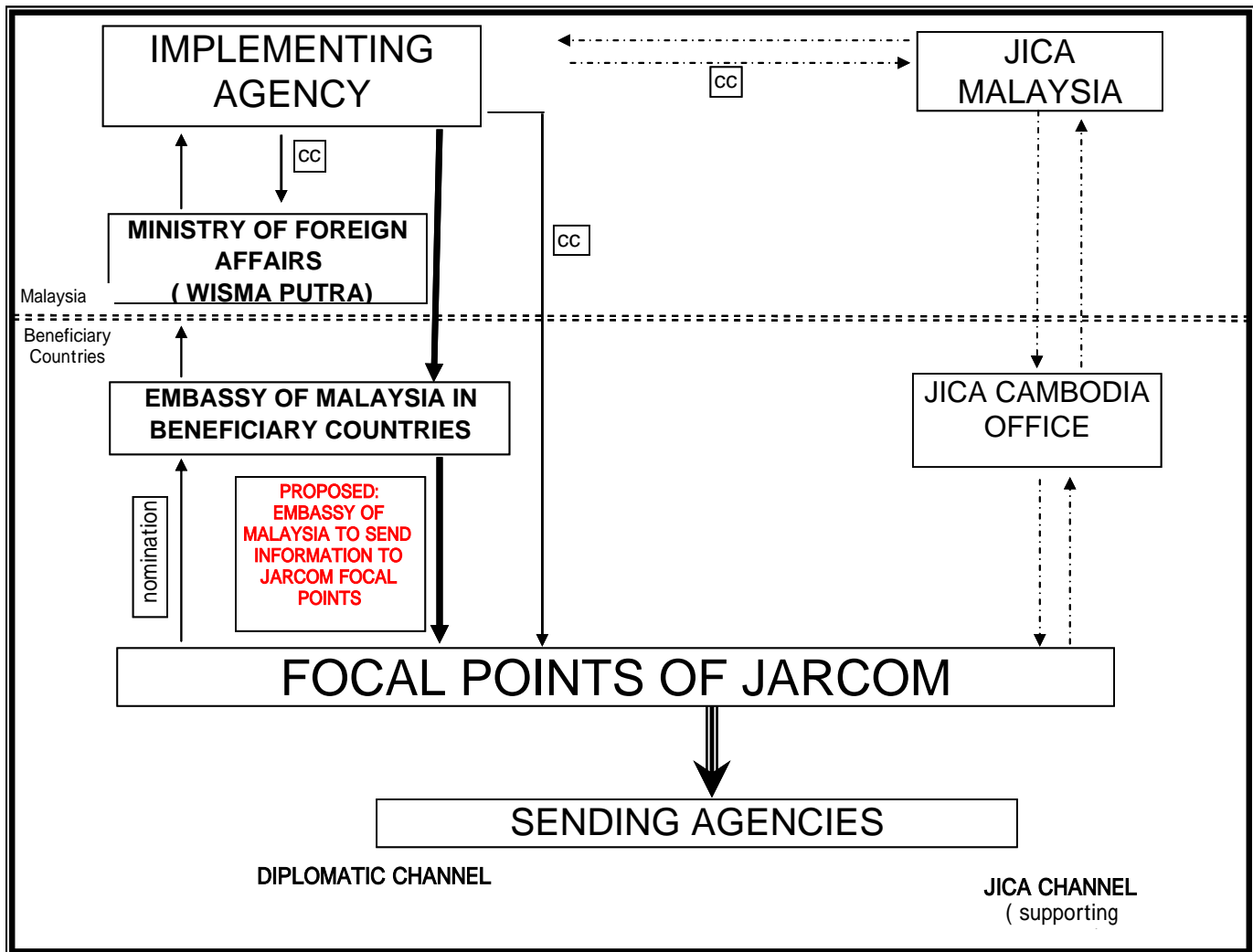
### JICA Channel

JICA Office will act as the supporting channel where when information reach JICA offices, it should be forwarded accordingly to facilitate the whole process.

When forwarding the GI through JICA channel, kindly attach **original application form and GI**.

# FLOW OF INVITATION PROCEDURES ( PROPOSAL 2 )

## Sending of Invitation Letters and General Information (GI)

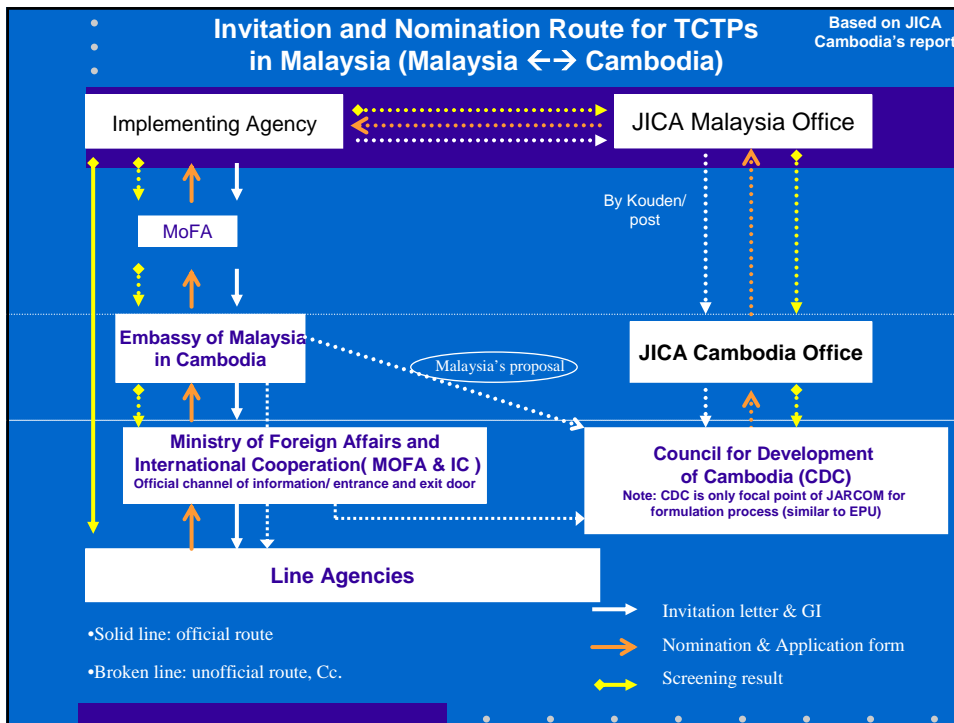


Implementing Agency (IA) prepares Invitation letter and GI to be sent to:

1. Embassy of Malaysia in beneficiary countries ( original letter and original GI ), **requesting Embassy to forward the information to focal point of JARCOM only.**
2. Wisma Putra ( Ministry of Foreign Affairs malaysia ) ( carbon copy of letter and a copy of GI)
3. Focal Points of JARCOM ( carbon copy of letter and original GI)

Merit:

1. To disseminate accurate information to focal points of JARCOM for monitoring of JARCOM related training courses.
2. To be able to offer training to 'target' line ministries/ sending agencies based on request in common agenda or elaborated needs ( for CLMV ).
3. Will improve follow up process



## Conditions

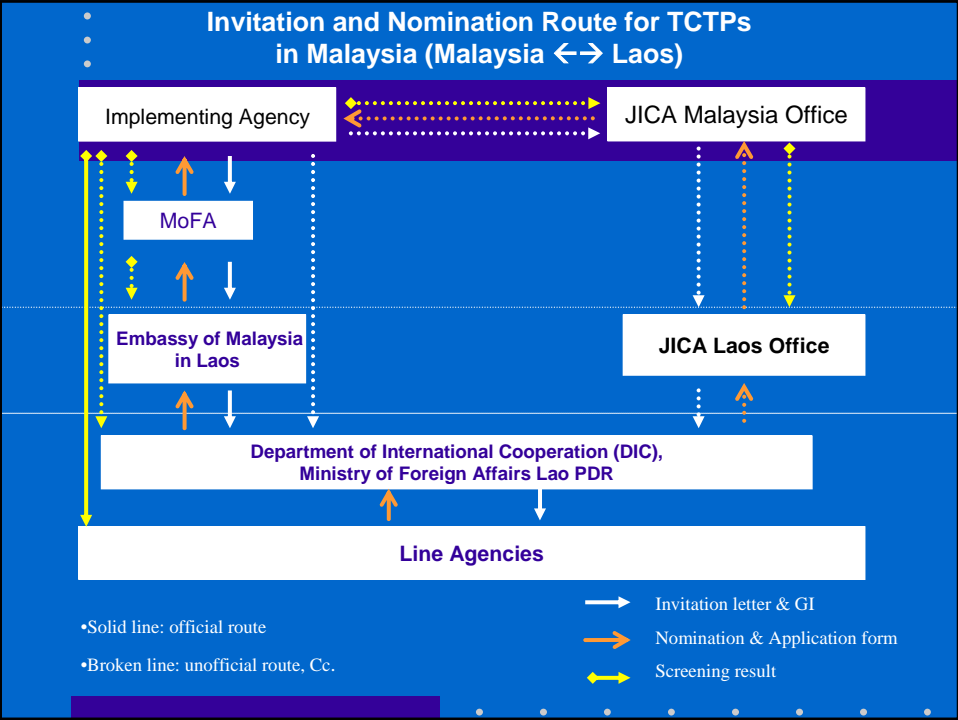
### INVITATION

- GIs sent to the Embassy of Malaysia in Cambodia from implementing agency should mention target/beneficiary line ministries/agencies in Cambodia
- In Cambodia the process starts from the invitation sent by the Embassy of Malaysia to MOFA & IC.
- The Embassy of Malaysia should only cc to line ministries/agencies its notification
- (*Proposal from Malaysia*)  
*The Embassy of Malaysia or Implementing Agency will also send a carbon copy of the same information to CDC*

### NOMINATION

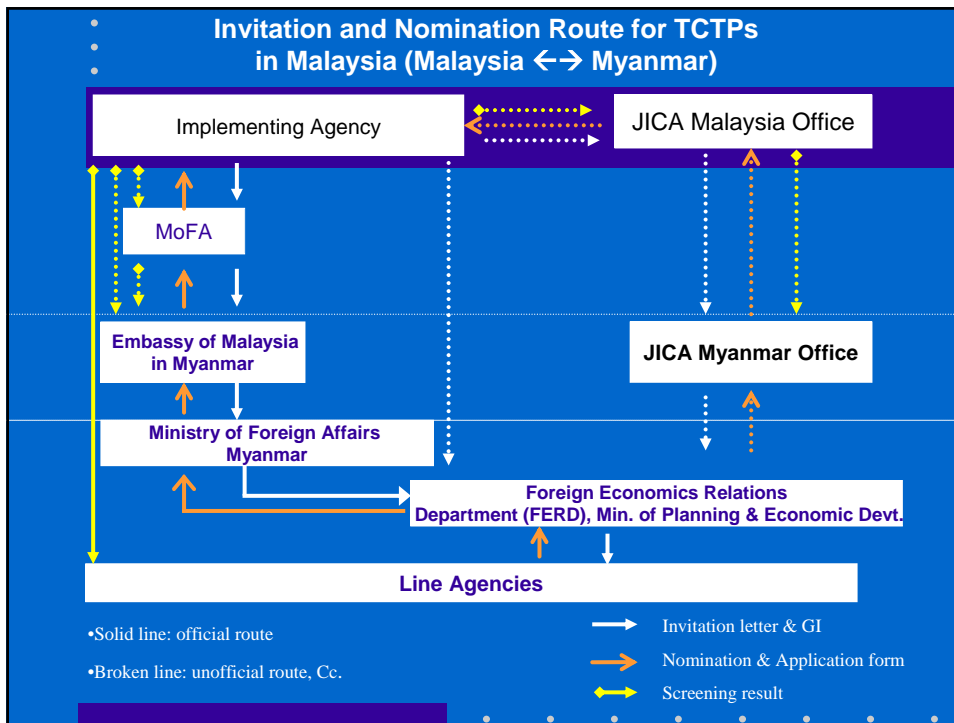
- The process starts from notification of the nomination from line ministries/agencies to MoFA & IC.
- Line ministries should indirectly notify CDC and JICA Cambodia about their nomination.

Note:  
 CDC and MoFA & IC will strengthen communication and information exchange



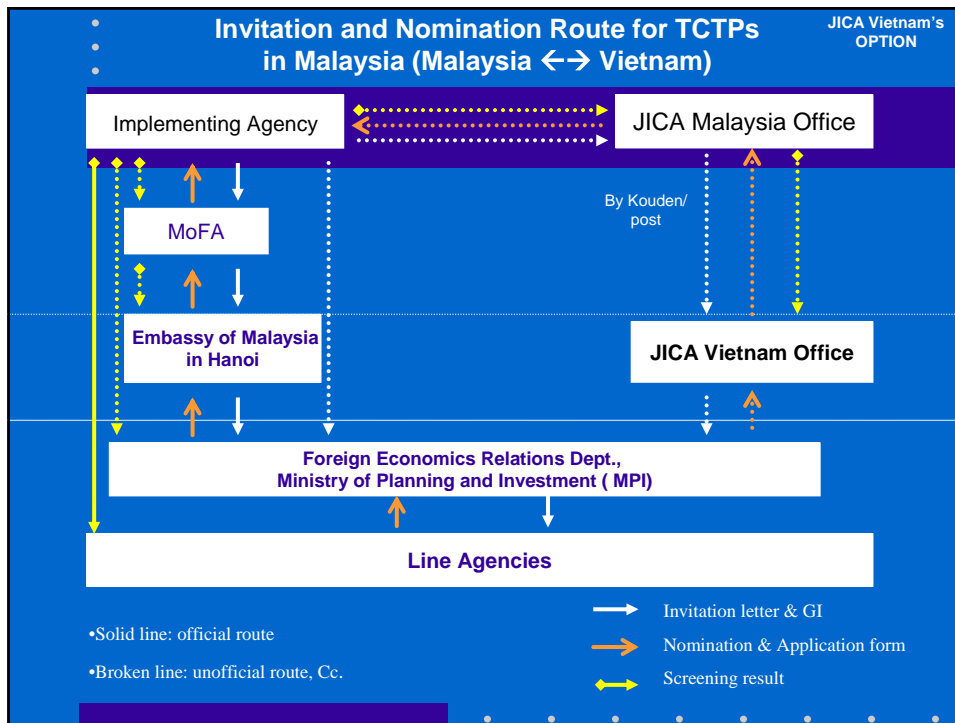
## Conditions

- EPU will request MS MOFA ( Embassy of Malaysia in Laos) to send the invitation to the only Government focal point in Laos: DIC
- The request will be written clearly on the invitation letter to beneficiary country for Embassy of Malaysia’s easy reference.



## Conditions

- EPU will request MS MOFA ( Embassy of Malaysia in Myanmar) to send the invitation to only MOFA Myanmar .
- The request will be written clearly on each invitation letter for Embassy of Malaysia’s easy reference.



## Pre-conditions

- EPU works with MS MOFA to make sure that the invitation will be sent to the only Government focal point in Vietnam: MPI (this is very crucial for the feasibility of the proposal)
- In cases where time is limited, MPI uses MS implementing agency's invitation letter for early nomination process (official channel is through MS Embassy. However, the invitation letter from MS Embassy is just for formality)
- In cases where time is limited, MPI sends advanced copy of the application form to JICA system (JICA Vietnam → JICA Malaysia) for early and unofficial screening (JICA Vietnam plays an supporting and facilitating role).

