



KEMENTERIAN PEKERJAAN UMUM
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA

Jl. Pattimura No. 20, Kebayoran Baru - Jakarta Selatan, 12110, Tlp./Fax (021) 27515702

Nomor : *SM 04-Ms/667*
Sifat : *Segera*
Lampiran : *1 (satu) berkas*
Hal : *Penawaran Program Pelatihan ASEAN Smart City Professional Program*

Jakarta, *23* Mei 2025

- Yth. 1. Kepala Biro Kepegawaian, Organisasi dan Tata Laksana;
2. Sekretaris Inspektorat Jenderal;
3. Sekretaris Direktorat Jenderal Sumber Daya Air;
4. Sekretaris Direktorat Jenderal Bina Marga;
5. Sekretaris Direktorat Jenderal Cipta Karya;
6. Sekretaris Direktorat Jenderal Prasarana Strategis;
7. Sekretaris Direktorat Jenderal Bina Konstruksi;
8. Sekretaris Direktorat Jenderal Pembiayaan Infrastruktur PU dan Perumahan;
9. Sekretaris Badan Pengembangan Infrastruktur Wilayah;
10. Kepala Bagian Kepegawaian dan Umum, BPSDM.

Di tempat

Sehubungan dengan penawaran pelatihan *ASEAN Smart City Professional Program*, dengan hormat kami sampaikan penawaran program sebagai berikut :

1. Pelatihan *ASEAN Smart City Professional Program (ASCP)* adalah program beasiswa yang diselenggarakan oleh ASEAN Korea Cooperation Fund (AKCF). Program ini bertujuan untuk melatih para profesional di bidang *smart city*, khususnya dalam pengelolaan dan pengembangan kota cerdas.
2. Pelatihan diselenggarakan pada tanggal 22 Agustus – 6 September 2025.
3. Kriteria Peserta :
 - a) Memiliki pengalaman dalam bidang *Smart City* minimal 3 tahun;
 - b) Dimungkinkan untuk dapat memberikan usulan proyek *data-driven smart city* pada level institusi yang berpotensi untuk dikerjasamakan pada kerja sama ASEAN-Korea;
 - c) Bukan merupakan penerima beasiswa Pelatihan Jangka Pendek maupun beasiswa program gelar Master dari ASPP.
4. Informasi dan keterangan lebih lanjut terkait program pelatihan ini sebagaimana terlampir.
5. Calon peserta yang memenuhi syarat dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja sama dan Komunikasi Publik **selambat-lambatnya, Senin tanggal 16 Juni 2025.**

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

**Plt. Sekretaris Badan Pengembangan
Sumber Daya Manusia**

Drs. Rudy Ridwan Effendi, M.T.
NIP. 196801081998031002



Tembusan :

1. Kepala Badan Pengembangan Sumber Daya Manusia;
2. Kepala Biro Perencanaan Anggaran dan Kerjasama Luar Negeri.

ASEAN SMART CITY PROFESSIONAL PROGRAM SHORT-TERM TRAINING SCHOLARSHIP

August 22~September 6, 2025

Qualifications

- A minimum of 3 years of demonstrated experience related to smart city.
- Nationality Requirements: Nationals of ASEAN Member States.
- Ability to propose an institutional-level data-driven smart city project for the country or city they represent, and which have the potential for ASEAN-Korea cooperation.
- Applicants are not eligible if they are already beneficiaries of both the Short-Term Training and Master's Degree Course scholarships from ASPP.

Details of Funding

- Per-diem and accommodation expenses.
- A round-trip airfare **economy class** airfare. ☒ Up to USD 1000
- Travel insurance. ☒ Up to USD 100
- This program is supported by the **ASEAN-Korea Cooperation Fund (AKCF)**. The ASEAN Smart City Professional Program (ASPP) is implemented with financial support from the AKCF to promote regional cooperation and sustainable smart city development in ASEAN member states.

Timetables for Admissions

Item	Dates
Application via e-mail	by 17:00 PM (KST) on June 20th (Fri), 2025
Final admissions decision	After 17:00 PM (KST) on June 26 th (Thur), 2025
Training Periods	Aug 22nd (Fri) ~ Sept 6 th (Sat), 2025

Application Procedures

Applicants for ASPP should submit the application documents by e-mail during the application period (e-mail submission: grc@snu.ac.kr copying connectivity@asean.org).

Required Documents

※ All documents must be submitted in English. ※ All submission documents must be submitted by e-mail

	Required Documents
1	[Form 1] Application for Admission
2	[Form 2] Personal Statement
3	[Form 3] Recommendation Letter
4	[Form 4] Data Driven Smart City project proposal related to ASEAN and Korea
5	CV

※ Additional points will be given to those who submit a letter of recommendation from ASCN.

Contact Information

Seoul National University, Global R&DB Center
Tel: +82-2-880-9140~1 / Fax: +82-2-873-7229
Email: grc@snu.ac.kr (connectivity@asean.org).
Website: <http://grc.snu.ac.kr>

ASPP 2023 Short Term Training Activities



ASPP 2023 Short Term Training Activities



ASPP 2024 Short Term Training Activities



ASPP 2024 Short Term Training Activities





Seoul National University [Reference]

Form 1. Application for Admissions (Short-Term Training)

- Please type or print in English or Korean.
- Inquiry : grc@snu.ac.kr

Have you received an ASPP scholarship before (short-term training or master's course)? ☐ Yes ☐ No

Personal Information

English Name: _____
Family / Last First Middle (if any)

Gender: ☐ Male ☐ Female

Passport Number: _____ / _____

Nationality: _____

Date of Birth (DD/MM/YY): _____

Mailing Address: _____ E-mail: _____

Telephone : _____ Cell Phone: _____

Workplace Information

◆ Current Affiliation

Institution Name: _____ Position: _____

The job you are carrying out: _____

◆ Work Experience (Period, Company Name, Position, Responsibility) :

◆ Total number of years of experience: (What year and month)

Recommendation (If any)

Name of Recommendation Institution: _____

Date: _____ Applicant's Name: _____ (Sign)



Seoul National University [Reference]

Form 2. Personal Statement

< 자기소개 >

Please type in English or Korean.

Inquiry : grc@snu.ac.kr

Please feel free to attach additional sheets if necessary.

Academics

Current or most recent institution attended : _____

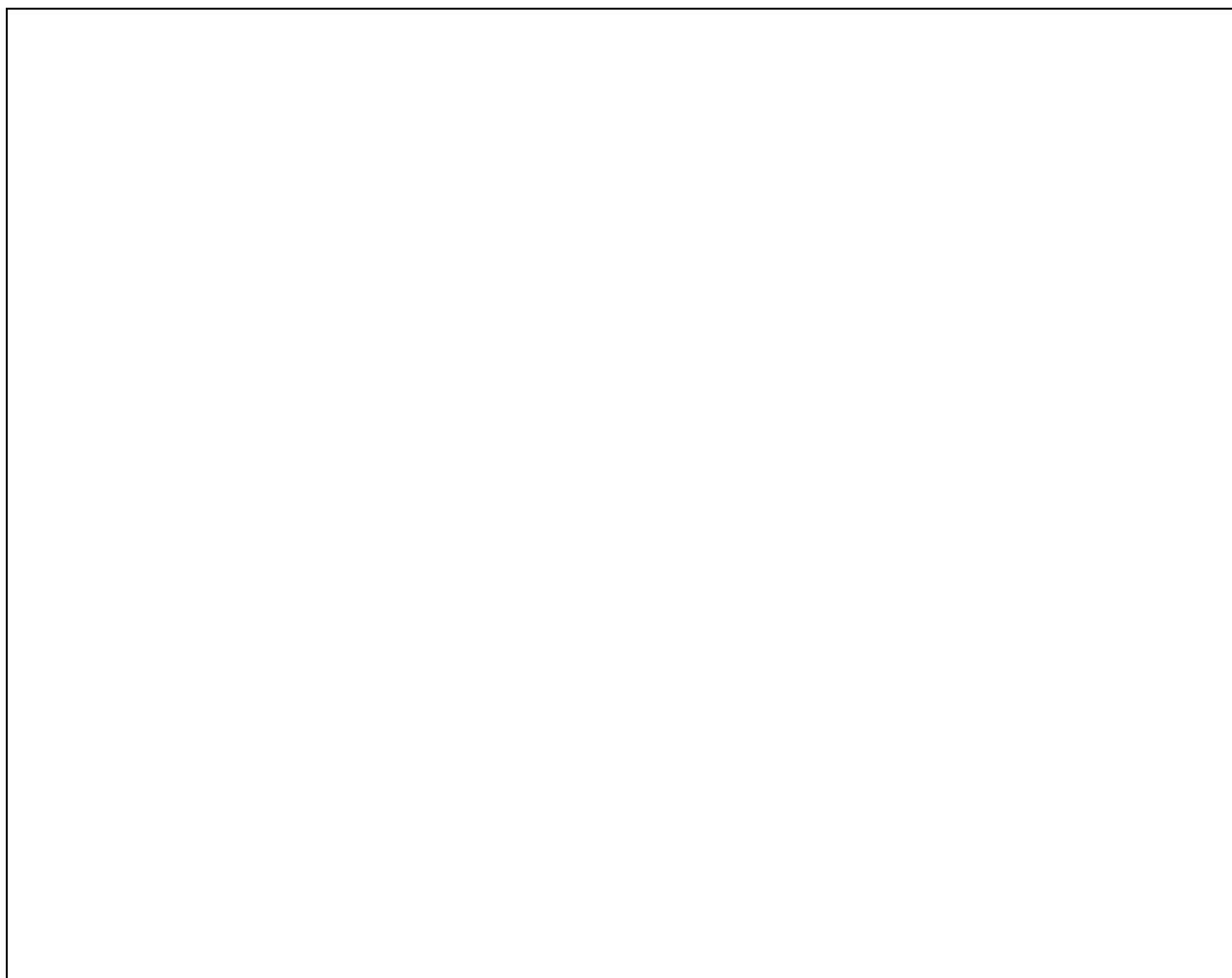
Applicant's Name : (First, Middle, Last) _____

Personal statement (자기 소개)

Short Answer

1. Please describe any unique characteristics of your institutions or distinctive qualities to your job. Give a brief mention your current interests.

2. In relation to the Smart City field, please describe your aptitude and motivation for the program of your choice, including your work experience, your achievement and commitment.





Seoul National University [Reference]

Form 3. Recommendation

- Please type or print in English or Korean. This form is two pages in length.
- Inquiry : grc@snu.ac.kr

To be completed by the applicant

- Complete this section and give this form with a stamped and addressed envelope to a recommender who knows you well.

Applicant's Name: _____

Applicant's Current Institution: _____

Applicant's E-mail: _____

1. This recommendation will be treated confidentially by the officers or faculty members.	<input type="checkbox"/> Agree	Date
2. After the submission period, any right to this recommendation belongs to SNU.	<input type="checkbox"/> Agree	
3. The recommender only contained true information, and take full responsibility for any falsity in the submitted materials.	<input type="checkbox"/> Agree	DD/MM/YY

To be completed by the recommender

- We appreciate your candid evaluation of the named applicant and his or her capacity. Your recommendation plays an important role in the admissions process. We will not evaluate a candidate's application until your recommendation is received.

Name: _____ (Signature) _____ E-mail: _____

Title, Position and Institution: _____

Address: _____

_____ Telephone: _____

How long have you known the applicant and in what context? _____

- Please rate the applicant by checking the appropriate box. Relative to other students you have known, how do you rate this applicant in terms of:

	Below average	Average	Good	Excellent	Top few ever encountered	No basis for judgment
Leadership / Influence						
Concern for others						
Emotional maturity						
Written expression						
Oral expression						
Creativity/Originality						
Respect for differences						

-
1. **Work / intellectual evaluation:** Please comment on the nature and quality of the applicant's work performance and potential. We are especially interested in your evaluation of the applicant's work achievement, motivation, originality of thought, creativity, intellectual depth or breath, and professional commitment.

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2. **Personal / interpersonal evaluation:** What are your impressions of the applicant as a person? How does the applicant interact with others? What are the applicant's major strengths and weaknesses?

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3. **Additional comments:** Is there anything else we should know about this applicant?
Please feel free to attach additional sheets if necessary.



Seoul National University

Form4. Data Driven Smart City project proposal related to ASEAN and Korea

< 데이터 기반 한-아세안 스마트시티 정책제안서 >

Please type or print in English or Korean.

Inquiry : grc@snu.ac.kr

Applicant's Current Institution : _____

Applicant's Current Position : _____

Applicant's Name : _____

Data Driven Smart City project proposal related to ASEAN and Korea

Please type a proposal for the data-based Korea-ASEAN smart city policy here.

Please feel free to attach additional sheets if necessary.