No.34/63/2007-EO(F)
Government of India
Ministry of Personnel, P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi - 110001
Dated the 31 October 2007

TRAINING CIRCULAR

Subject :A Group Training Course in Utilization and Preservation Techniques for Animal Products to be held in Japan from 17.02.2008 to 22.05.2008.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Utilization and Preservation Techniques for Animal Products to be held in Japan from 17.02.2008 to 22.05.2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Course is meant for Technologist who is engaged in animal products processing industry or in food science institute (animal products) with at least one-year experience in the field. The candidate should be able to eat and deal with pork and beef (as practice includes making and tasting pork and beef products); be between twenty-three and thirty-five years of age and not be pregnant; be a university graduate or its equivalent; have sufficient command of written and spoken English; not be serving in the military and be in good health, both physically and mentally to undergo the training.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 23rd October 2007. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through proper channel not later than 6th December 2007. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in

(Aparna Sharma)
Under Secretary to the Govt. of India

Ministry of Food Processing Industries, Panchsheel Bhavan, August Kranti Marg, New Delhi.

Department of Animal Husbandry & Dairying, Krishi Bhavan, New Delhi.

[With the request to circulate it amongst the related organizations under them]

All State Governments/ Union Territories.

Director (Technical), NIC with the request to post the circular along with the FSSAI's circular and the enclosed application Proformas on the Department's website

Form A2A3

Technical Cooperation by The Government of Japan

Training Award of Japan International Cooperation Agency (JICA)

Application by the Government of

.....

for a training course in the field of

.....

Please provide one original and three copies.
Please print or type.

(FOR JAPANESE OFFICIAL USE)

☐ Ordinary Group Course(集団コース) Course No. .....

☐ Special Group Course(一般特設) Course No. .....

☐ Country-focused Group Course(国別特設) Course No. .....

☐ Counterpart(カウンターパート) 研修業名 .....

プロジェクト名 .....

☐ Ordinary Individual Course(個別一般)

☐ Others(C.S. 特別案件等)

Recent photo

PART A To be completed by the nominee.

1 FULL NAME (as in Passport, underline Family Name) (Family) (First) (Middle)				
2 ADDRESS FOR CORRESPONDENCE Telephone : E-mail :	**4 DATE OF BIRTH**			**5 AGE**
	Month	Date	Year	
	6 SEX ☐MALE ☐FEMALE			
3 NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY Relationship to you: Telephone:	**7 MARITAL STATUS** ☐SINGLE ☐MARRIED			
	8 NATIONALITY			
	9 RELIGION			

10 EDUCATIONAL RECORD

Institution	City/Country	Years Attended		Qualification Obtained	Subject
		From	To		

11 TRAINING OR STUDY IN FOREIGN COUNTRIES (in relation to professional interests.)

Institution	City/Country	Period		Certificate/ Degree Awarded	Field of Study
		From	To		

12 EMPLOYMENT RECORD

1) Present Place of Employment

Name Address Telephone: Telex/Fax:	Title of Present Job Date of Taking Up Post Type of Organization ☐ Governmental/Public ☐ Private ☐ International ☐ Others

2) Previous Job

Name and Address of Organization Previous Title/Post and Dates(from/to)	Description of Your Previous Job

3) Describe briefly the work of your organization and the service it provides.

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4) Describe your own job.

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5) Explain how the proposed training will be of benefit to you in the work you will be doing on your return.

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13 LANGUAGE PROFICIENCY

1. English				
Listening	☐ excellent	☐ good	☐ fair	☐ poor
Speaking	☐ excellent	☐ good	☐ fair	☐ poor
Writing/Reading	☐ excellent	☐ good	☐ fair	☐ poor
2. Mother Tongue				
3. Other Language				
	☐ excellent	☐ good	☐ fair	☐ poor

14 NOMINEE'S DECLARATION To be signed by the nominee.

I certify that the statements made by me in this form are true and correct to the best of my knowledge.

If accepted for a training award, I agree:

(a) not to bring any member of my family.
(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of this course of training.
(c) to follow the course of study or training, and abide by the rules of the institution or establishments with which I undertake to study or train.
(d) to refrain from engaging in political activities, or any form of employment for profit or gain.
(e) to submit any progress report or evaluation questionnaires which may be prescribed.
(f) to return to my home country at the end of my course of study or training.

I also fully understand that if granted a training award it may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause including physical conditions determined by the Government of Japan.

Date: ..... Signature: .....

PART B To be completed by nominee's Director or Head of Department.

OBSERVATIONS OF NOMINATING ORGANIZATION

1 Describe what work the nominee will be expected to do on his return.

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.....

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2 Explain how the proposed training will be of benefit to the work of your organization.

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.....

3 (For Non-Group Training only)

Describe:

1) Subject area of the training required.

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2) Special subjects which are particularly important and should be included in the training program (continue on an additional sheet if necessary).

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3) Period of training required (from/to).

.....

4) Notice required before nominee can be released from present post.

.....

PART C To be completed and signed by a responsible government official.

OFFICIAL NOMINATION

I certify that:

I have examined the documents in this form and I am satisfied that they are authentic and relate to the nominee.

I accordingly nominate this person on behalf of the Government of .....

Date: ..... Signature: .....

Position: ..... Name: .....

Official stamp

Organization: .....

MEDICAL HISTORY AND EXAMINATION FOR JICA TRAINING AWARD

MEDICAL HISTORY TO BE COMPLETED BY NOMINEE			
1 NAME OF NOMINEE(last name, first name, middle name)			
2 DATE OF BIRTH (mo/day/yr)	3 NATIONALITY	4 SEX _____ male _____ female	5 ADDRESS FOR CONTACT
6 NAME OF TRAINING COURSE/SEMINAR			
7 LENGTH OF TRAINING COURSE/SEMINAR (weeks, months)			

8 IMPORTANT NOTICE

Before you complete the Medical History Questionnaire, you are hereby notified that:

A medical condition resulting from an undisclosed pre-existing condition may not be financially compensated for by JICA and may result in termination of your training program.

I understand and accept the terms of this notice. _____ Yes _____ No

9 NOMINEE WILL CHECK "YES" OR "NO" AND EXPLAIN

	YES	NO		EXPLANATION
a.			Have you had any significant or serious illness or injury? (If hospitalized, give place & dates.)	
b.			Have you had any operations or advice by a physician to have an operation? (Give place & dates.)	
c.			Do you currently use any drugs for treatment of a medial condition? (Give name & dose.)	
d.			Have you ever been a patient in a mental hospital or sanitarium or treated by a Psychiatrist? (Give place & dates.)	

10 NOMINEE WILL INDICATE "YES" OR "NO" TO EACH ITEM

DO YOU NOW HAVE OR HAVE YOU EVER HAD THE CONDITIONS LISTED BELOW?

(Check each item, if yes, enclose the relevant condition with a circle.)

	YES	NO	CONDITION
a.			Asthma, emphysema, or other lung conditions
b.			Tuberculosis or live with anyone who has tuberculosis
c.			High blood pressure, heart disease
d.			Stomach, liver (hepatitis), gall bladder disease
e.			Kidney or bladder disease, stone or blood in urine
f.			Diabetes (sugar in the urine)
g.			Depression, excess worry, attempted suicide, or other psychological symptoms
h.			Acquired Immune Deficiency Syndrome (AIDS)
i.			Tumor, abnormal growth, cyst, or cancer
j.			Bleeding disorder, blood disease (sickle cell anemia)

I CERTIFY THAT I HAVE READ THE ABOVE INSTRUCTIONS AND ANSWERED ALL QUESTIONS TRULY AND COMPLETELY TO THE BEST OF MY KNOWLEDGE.

11 PRINTED NAME OF NOMINEE	12 DATE	13 SIGNATURE OF NOMINEE

INFORMATION ON GROUP TRAINING COURSE

UTILIZATION AND PRESERVATION TECHNIQUES FOR ANIMAL PRODUCTS

JFY 2007

集団：畜産物の利用と保蔵技術

COURSE NO.: J-07-00787
（Project No: 0780218）

February 17, 2008 ~ May 22, 2008

JAPAN
Official Development Assistance

THE GOVERNMENT OF JAPAN
JAPAN INTERNATIONAL COOPERATION AGENCY

JICA

Preface

The Japanese Government extends official development assistance (ODA) to developing countries to support self-help efforts that will lead to economic progress and a better life for the citizens of those countries.

Since its foundation in 1974, the Japan International Cooperation Agency (JICA) has implemented Japan's technical cooperation under the ODA program.

Currently, JICA conducts such activities as training, dispatch of experts, provision of equipment, project-type technical cooperation, development study, dispatch of cooperation volunteers (JOCV), survey and administration of capital grant aid programs.

The training program for overseas participants is one of JICA's fundamental technical cooperation activities for developing countries. Participants come from overseas in order to obtain knowledge and technology in a wide variety of fields.

The objectives of the JICA training program are:

(1) to contribute to the development of human resources who will promote the advancement of developing countries, and

(2) to contribute to the promotion of mutual understanding and friendship.

Course Outline

This course, targeting food processing technologists of animal products and researchers of animal products, and research institutions in developing countries, aims to foster human resources in order to increase the added value of the food by maintaining quality of animal products and improving the food safety. To achieve the aim, this course is planed for participants:

(1) to acquire a series of processing and preservation techniques, ranging from scientific concepts of animal products to hygienic food handling and

(2) to understand the traceability of animal products for meat safety.

I. ESSENTIAL FACTS

COURSE TITLE	Utilization and Preservation Techniques for Animal Products (J07-00787)
DURATION	February 17, 2008 ~ May 22, 2008
DEADLINE FOR APPLICATION	December 17, 2007 *for acceptance in the Embassy of Japan (or the JICA office)
NUMBER OF PARTICIPANTS	8
LANGUAGE	English
TARGET GROUP	Technologist of animal products
COURSE OBJECT	Through this training program, participants are expected to: (1) understand livestock fattening and slaughtering techniques and acquire advanced theories about meat science and food hygiene; (2) acquire processing and preservation techniques through the hygienic handling of animal products; and (3) acquire knowledge about sanitary control systems and the traceability of animal products, so that appropriate measures can be taken in improving their own sanitary control systems after returning to their respective countries.
TRAINING INSTITUTION	・ Obihiro University of Agriculture and Veterinary Medicine ・ Contact: Obihiro International Center, (JICA Obihiro), JICA Address: Nishi 20-jo, Minami 6-chome 1-2, Obihiro, Hokkaido Tel.:81(*)-155(**)-35-1210 Fax.:81(*)-155(**)-35-1250 URL:http://www.jica.go.jp/worldmap/english.html
ACCOMMODATIONS	Obihiro International Center, (JICA Obihiro), JICA Address: Nishi 20-jo, Minami 6-chome 1-2, Obihiro, Hokkaido 080-2470, Japan Tel.: 81(*)-155(**)-35-2001 Fax.: 81(*)-155(**)-35-2213 URL: http://www.jica.go.jp/worldmap/english.html * If no room is available at JICA Obihiro, JICA will arrange accommodations for participants at other appropriate places.
EXPENSES	The Government of Japan provides the following allowances and covers the following expenses through JICA in accordance with relevant laws and regulations. Details : Round-trip air ticket between an international airport designated by JICA and Japan, accommodation allowance, living allowance, outfit allowance, shipping allowance, expenses for study tours, free medical care for participants who become ill after arrival in Japan(costs related to preexisting illness, pregnancy and dental treatment are not included), etc

(*) country code of Japan (**) area code

II. CURRICULUM

Unit: Day

Objective	Program	Program Details	L	P	O
1. understand livestock fattening and slaughtering techniques and acquire advanced theories about meat science and food hygiene	1) Fattening techniques	1) Physiology of meat and fattening techniques, production and preparation of feed, meat production and processing on private companies.	5	2	4
	2) Slaughter and carcass dressing techniques	2) Slaughter and dressing of large and medium-size animal, grading of dressed carcasses, diseases of animal and meat inspection	2	2	2
	3) Meat Science	3) Postmortem changes on muscle, meat structures and chemical composition, meat maturity and decomposition, intramuscular micro-component and meat quality inspection · analysis of meat substance	5		
	4) Food hygiene	4) Hygienic handling of meat, meat treatment applied HACCP.	2		1
2. acquire processing and preservation techniques through the hygienic handling of livestock products	1) Processing techniques	1) Basics of meat processing (characteristics and principles of processing machinery). processed products, safety handling of processed food products	3	2	
	2) Production and processing of animal products	2) Production and storage, utilization of animal by-products, preservation methods and deterioration, preservation methods and qualitative changes, analysis of special ingredients, effects of minor constituents on quality of animal products.	3	2	
	3) Properties of milk, outline of milk products	3) Production and hygiene of milk and milk products, properties and utilization of milk, Processing: market milk, butter, cheese, ice cream.	2.5		2.5
	4) Food packaging, materials and etc.	4) HACCP and packaging materials, packaging materials and food quality assurance, food additives (principles of use), safety of processed meat products, role of packaging materials in food distribution net work system.	2		2
		subtotal	24.5	8.0	11.5

L: lecture **P**: practice **O**: observation (The curriculum is subject to change)

Unit: Day

Objective	Program	Program Details	L	P	O
3. acquire knowledge about sanitary control systems and the traceability of animal products, so that appropriate measures can be taken in improving their own sanitary control systems after returning to their respective countries	1)traceability of animal products, food distribution net work system	1) Outline and system of traceability of beef in Japan, food distribution network system	1		1.5
	2) Action plan	2) Each participant is assigned the subject related with the course and required to make presentation on the subject at the end of the course.		2	
4.Others	1) Project Cycle Management	1) Method of PCM is a tool for managing the entire cycle of a development project.	1	1	
	2) Study Tour	2) Hokkaido and mainland Japan	3		3
	3) Job Report Presentation	3) Participants make presentation about their jobs, problems to cope with, and subjects they are interested in and the reasons at the beginning of the course.		1	
	4) Japanese Language Course	4) Japanese language course is conducted for two days prior to the training.	2		
	5) Support of development and education	5) Exchange program with local elementary and junior high school is arranged once or twice during your stay in Obihiro. (Please refer to V. Other Matters 3)			1
		subtotal	7	4	5.5
		total	31.5	12.0	17.0

L: lecture **P**: practice **O**: observation (The curriculum is subject to change)

III. REQUIREMENT FOR APPLICATION

This training course is designed for participants who should:
(1) be a technologist who is engaged in animal products processing industry or in food science institute(animal products) with at least one year experience in the field,
(2) **be able to eat and deal with pork and beef (as practice includes making and tasting pork and beef products),**
(3) be between twenty-three(23) and thirty-five(35) years of age and not be pregnant and
(4) be university graduates or its equivalent.

Applicants should:
(1) be nominated by their government in accordance with the procedures mentioned in IV. below,
(2) be in good health, both physically and mentally
(3) have a sufficient command of spoken and written English, and
(4) not be serving in the military.

ATTENTION

Participants are required:
(1) not to change course subjects or extend the course period,
(2) not to bring any members of their family,
(3) to return to their home country at the end of their course according to the international travel schedule designated by JICA,
(4) to refrain from engaging in political activities or any form of employment for profit or gain, and
(5) to observe the rules and regulations of their place of accommodation and not to change accommodations designated by JICA.

IV. PROCEDURE FOR APPLICATION

1. A government desiring to nominate applicants for the course should fill in and forward one (1) original and three (3) copies of the Nomination Form (Form A2A3) for each applicant, to the Embassy of Japan (or the JICA office) **by December 17, 2007**.

2. The Embassy of Japan (or the JICA office) will inform the applying government whether or not the nominee's application has been accepted **no later than January17, 2008**.

3. **JOB REPORT**
With the Nomination Form (Form A2A3), applicants should submit a Job Report on their current job. **This report will be used for the screening of successful applicants, as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Job Reports to the Nomination Forms will not be duly considered.**

a. Purpose
(1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training.
(2) To provide advanced information regarding issues and problems faced by participants to instructors and organizations concerned with the course as a point of reference in finding solutions.

b. Contents

(1) Name of training course
(2) Name of applicant
(3) Name of organization
(4) Organization chart (starting from the section at the lowest level) for every agency, in their countries, which is responsible for their positions
(5) A brief introduction of work they have been in charge of for the last one year
(6) Present condition in this field and applicants' opinions regarding its problems and future tasks in their countries.
(7) The subject in which they are particularly interested in this course and the reasons.

* To take measures to cope with the matters mentioned in the Job Report, **Action Plan** including applicable knowledge and skills learnt during the course is requested to be presented by each participant at the end of the course.

c. Layout

Typewritten in English, less than 5 pages(12-point font, double spaced, A4 size paper)

d. Presentation

(1) The time allocation for each presentation of the Job Report will be about 10 minutes.
(2) It is advisable to use audio visual aids such as Microsoft Power Point, overhead projectors, or pictures presenting the Job Report.

4. ANNEX Ⅰ and Ⅱ

With the Nomination Form (Form A2A3), applicants should submit ANNEX Ⅰ (Confirmation about handling of pork and beef) and ANNEX Ⅱ (Questionnaire about computer class).

V. OTHER MATTERS

1. Pre-departure orientation is held at JICA overseas offices to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video, "TRAINING IN JAPAN", and will receive a textbook and cassette tape "SIMPLE CONVERSATION IN JAPANESE". A brochure, "KENSHU-IN GUIDE BOOK " will be handed to each selected candidate before (or in the time of) the orientation.

2. Participants who have successfully completed the course will be awarded a certificate by JICA.

3. In order to promote a cross-cultural understanding with Japanese children, it would be highly appreciated if a participant would carry a few local picture books, written in whatever language with them. Those books (fairy tales or children's stories) with colorful pictures and happy-ending story are preferable because they are used for showing and reading to four-to-eight-year old children.
   Furthermore as we have opportunities to exchange with not only school children but also local citizens, it is also appreciated for participants to carry music tapes/CDs to introduce their original music or folk music.

4. Support for Development Education
JICA has emphasized the support for "development education." For that purpose, this training program includes exchange program with Japanese local elementary and junior high schools as well as communities. All the participants are requested to take part in this exchange program. It is advisable for participants to bring some materials introducing home country.

5. Further information on JICA Obihiro International Center is available at URL, http://www.jica.go.jp/worldmap/english.html Particularly participants prior to departure are advised to visit the web site. Email address to contact for questions: jicaobic@jica.go.jp

6. It is kindly requested for participants to bring some materials as mentioned-below on coming to Japan in order to keep their information at JICA Library and share them as participant's country report.

・Statistical Yearbook; national statistical data, if possible, data in their field
・Brochure of their organizations

CONFIRMATION

I fully understand the objects of this course and
certify that I am able to eat and deal with pork and beef.

Date _____

Printed name of nominee _____

Signature of nominee _____

QUESTIONNAIRE

This course includes “Beginner’s Computer Class” for those who want to attend as follows, So if you want to attend it, please mark ☐YES , otherwise ☐NO and send it with A2A3 forms.

☐YES ☐NO

Beginner’s Computer Class
(5 times complete, 10 hours total)

The purpose of this class is to provide the least knowledge and information about the computer. However, a level can be adjusted to the level of your group. You can get a certificate, if you attend every lesson. The schedule is as follows.

The First day : Windows XP, Basic operation of **Word**
The Second day : Basic operation of **Word**
The Third day : Basic operation of **Internet**
The Forth day : Basic operation of **Power point**
The Fifth day : Basic operation of **Power point**

NOTE: 1. Those who answer “YES” should attend 5-day classes.
2. Those who answer “NO” can not apply for the attendance after you come to Japan.

CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan.
Further, address correspondence to:

Program Team, Obihiro International Centre,(JICA Obihiro)
Japan International Cooperation Agency (JICA)

Address: Nishi 20-jo, Minami 6-chome 1-2, Obihiro, Hokkaido080-2470, Japan
URL : http://www.jica.go.jp/worldmap/english.html
jicaobic@jica.go.jp
Tel. : 81 (*) -155(**) -35-1210 Fax. : 81 (*) -155 (**) -35-1250
(*): country code for Japan (**): area code for Obihiro