

F.No.12040/03/2017-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 20.02.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Flood Disaster Risk Reduction” to be held in Japan from 01.10.2017 to 15.09.2018 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline –18.04.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Flood Disaster Risk Reduction” to be held in Japan from 01.10.2017 to 15.09.2018 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to develop the participant’s capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

3. The applying organizations are expected to nominate officers in accordance with the procedures described in III-4 of the general information brochure. The applicant should be technical officials, engineers or researchers who are university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department with more than 3 years’ working experience in the relevant field. The officer should have good knowledge of computer; have competent command over spoken and written English; be in good health (both physically and mentally) and be between the age of 25 to 40 years as on 1st October, 2017. The more details may be seen in the brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-


- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from 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 (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies) in JICA’s prescribed format** to this Department **duly authenticated by the HOD of the concerned Ministry/Department/Government** in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **18.04.2017**. Nominations received after the

prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or via email at bapalahema.id@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.



(P.K. Pattnaik)

Under Secretary to the Government of India
Tele no: 26165682

Copy to:

- a) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- b) Chairman, National Disaster Management Authority, NDMA Bhawan, New Delhi.
- c) Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi.
- d) Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, New Delhi.
- e) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110 001.
- f) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- g) Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- h) NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

FLOOD DISASTER RISK REDUCTION

課題別研修「洪水防災」

JFY 2017

NO. J17-04006 / ID. 1784478

Course Period in Japan: From October 1, 2017 to September 15, 2018

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

‘JICA Knowledge Co-Creation Program (KCCP)’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

I. Concept

Background

A natural hazard becomes a disaster when the affected country or region lacks the coping capacity. In recent years, flood disasters have been increasing in numbers as well as in scale. This is particularly so in developing countries due to lack of leadership with vision, political will, coping capacity and resources. The resulting social and economic damages in such cases are likely to worsen with climate change.

In order to address this problem, and to plan sustainable development in developing countries, there is an urgent need to nurture leaders and experts on flood disaster mitigation, who can plan and implement management measures such as preparedness, response, recovery and rehabilitation.

Japan has a wealth of experience in coping with and managing many kinds of natural disasters including floods, and therefore is in a position to assist and transfer knowledge and expertise which can contribute to the development process of needy countries.

This program aims to train experts with the hope that they in turn will transfer the knowledge gained to the next level of professionals thereby upgrading the human resources capacities of developing countries.

For what?

This program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

For whom?

This program is provided to technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advanced technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

How?

Participants shall have opportunities in Japan to acquire knowledge and techniques of Flood Disaster Risk Reduction through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a Master Thesis and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remark:

The curriculum of this program is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and the Public Works Research Institute (PWRI).

Completing all graduation requirements during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and PWRI.

Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

II. Description

1. Title (J-No.):

Flood Disaster Risk Reduction (J17-04006)

2. Course Period in JAPAN

October 1, 2017 to September 15, 2018

3. Target Regions or Countries

Albania, Bangladesh, Bhutan, Brazil, Fiji, Former Yugoslav Republic of Macedonia, India, Indonesia, Kenya, Mozambique, Myanmar, Nepal, Pakistan, Papua New Guinea, Philippines, Sri Lanka, Tanzania, Viet Nam

4. Eligible / Target Organization

This program is designed for governmental organizations concerning river management or flood disasters.

5. Course Capacity (Upper limit of Participants)

20 participants

6. Language to be used in this program:

English

7. Course Objective:

The participant's capacity to practically manage and mitigate damages of flood disasters in developing countries which suffer from them consistently is enhanced.

8. Overall Goal

The damage of flood disasters is reduced by planning and implementing the countermeasures of flood disasters in their countries.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country;	
<i>Participants make required preparation for the Program in the respective countries.</i>	
	Activities
	Submission of Assignments
	Formulation and submission of Inception Report Presentation Material

(2) Phase in Japan;		
<i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Outputs	Subjects/Agendas (Tentative)	Methodology
To be able to explain basic concept and theory on generation process of flood disasters, hazard risk evaluation, disaster risk management policy and technologies	Basic Concepts of Integrated Flood Risk Management (IFRM): <ul style="list-style-type: none"> - Outline of integrated flood risk management - Disaster management cycle - Basic concepts of IFRM 	Lecture
	Urban Flood Management and Flood Hazard Mapping: <ul style="list-style-type: none"> - Outline of disaster prevention countermeasures - Local disaster emergency plan - Non- structural countermeasures in Japan (Early warning system, Flood Hazard Map) 	Lecture, Exercise
	Disaster Management Policies A: from Regional and Infrastructure Aspect: <ul style="list-style-type: none"> - Social System against Disasters - Education on Basic Knowledge for Disasters - Policy for Infrastructure - Policy Making Process for Disaster 	Lecture, Presentation, Discussion
	Disaster Management Policies B: from Urban and Community Aspect: <ul style="list-style-type: none"> - - Basic issues of disaster management policies - Urban disaster management policies in Japan - Lessons from past large disasters in the world - Policies and regulations to secure building safety 	Lecture, Presentation, Discussion
	Site Visit of Water-related Disaster Management Practice in Japan	Field trip

To be able to explain basic concept and theory on flood countermeasures including landslide and debris flow	Hydrology: <ul style="list-style-type: none"> - Climate System and Water Cycle - Hydrological Processes, In-situ Observation and Modeling - Remote Sensing of Hydrology - Water Resources Planning and Management 	Lecture
	Hydraulics: <ul style="list-style-type: none"> - Fundamentals - Advection and Diffusion - General transport equations 	Lecture, Exercise
	Flood Hydraulics and River Channel Design: <ul style="list-style-type: none"> - Outline of rivers in Japan - Fundamental mechanics of flood flows - Steady quasi-two dimensional analysis of Flood flow 	Lecture
	Mechanics of Sediment Transportation and Channel Changes: <ul style="list-style-type: none"> - Mechanics of sediment transportation - River morphology 	Lecture
	Control Measures for Landslide & Debris Flow: <ul style="list-style-type: none"> - Introduction to Sabo projects - Countermeasures for sediment-related disasters - Hazard mapping for sediment-related disasters 	Lecture, Exercise
	Computer Programming: <ul style="list-style-type: none"> - Programming Language - Numerical Computation 	Lecture, Exercise
	Practice on GIS and Remote Sensing Technique: <ul style="list-style-type: none"> - Geographic Information System (GIS) - Advanced Remote Sensing 	Lecture, Exercise
	Practice on Flood Forecasting and Inundation Analysis: <ul style="list-style-type: none"> - Rainfall-Runoff-Inundation modeling - Runoff Analysis with IFAS - Large-scale Runoff Analysis with BTOP - Advanced Hydrological Model 	Lecture, Exercise
	Socio-economic and Environmental Aspects of Sustainability-oriented Flood Management: <ul style="list-style-type: none"> - Outline of Socio-economic and environmental aspects - Methodology of risk assessment 	Lecture

	- Socio-economic impacts of disasters	
To formulate the countermeasures to solve the problems and issues concerning flood disasters in their countries for applying techniques and knowledge acquired through the program	Individual Study: - Formulation of the Master thesis ➤ Participants will make a Master thesis based on the knowledge and techniques acquired through Lectures, Discussions, Exercises and Field Trips in the program.	Discussion, Presentation

<Structure of the program>

(1) Preliminary Phase:

After receiving the “Notice of Acceptance”, each participant has to make and submit an “Inception Report Presentation Material” and assignment materials to review fundamental subjects (e.g., math, hydrology) necessary for the master’s level course work.

(2) Core Phase in Japan:

This program consists of “Lecture”, “Exercise”, “Presentation”, “Field trip” and “Individual study”. This course schedule is shown in Fig 1.

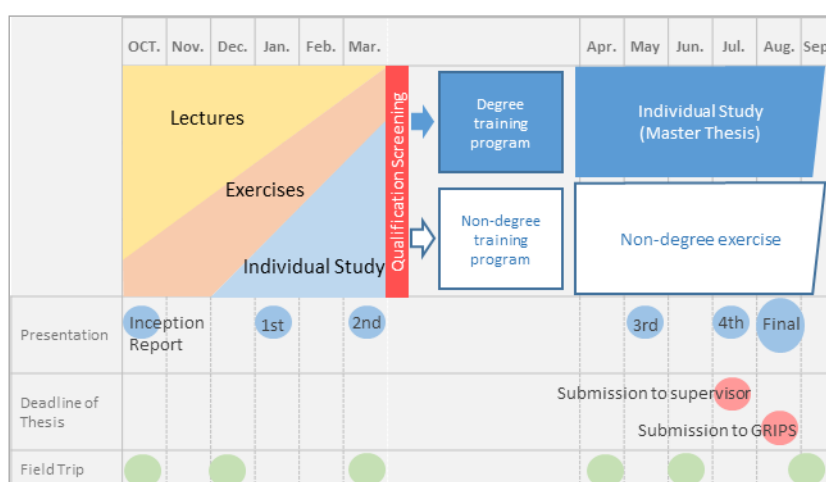


Fig. 1: Course schedule in Japan

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section **III-2** below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

Applying organizations are expected to select nominees who meet the following qualifications.

- (1) be nominated by their governments in accordance with the procedures described in **III-4**.
- (2) be technical officials, engineers or researchers who have three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) have a competent command of spoken and written English ---with a minimum test score of TOEFL PBT 500, TOEFL iBT 79, IELTS Academic 6.0 or its equivalent. (This program includes active participation in discussions and development of the action plan and Master thesis, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate of English ability such as TOEFL or IETLS.)
- (6) be judged medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- (7) Generally, be over twenty-five (25) and under forty (40) years of age as of October 1, 2017.

3. Required Documents for Application

(1) Application Form:

The Application form is available at **the JICA office (or the Embassy of Japan)**.

(2) Application Materials for GRIPS*/PWRI Master's Program:**

The entire curriculum of this program is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master's Program as written in **ANNEX I**

- Application form for GRIPS/PWRI Master's Program
- 1 clear photograph of your face (30 x 40 mm)
- 2 letters of recommendation
- Certificate of employment
- Official transcripts of academic record and graduation/degree certificates
- Official evidence of English ability
- Statement of purpose
- Certificate of health

*GRIPS -National Graduate Institute for Policy Studies

**PWRI – Publics Works Research Institute

Please note that an applicant will NOT be registered as an applicant until we have received all of the above materials. Please carefully review the information in ANNEX I.

(3) Inception Report:

Each applicant must prepare an “Inception Report” on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see **ANNEX II**). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

(4) Photocopy of Passport:

to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, date of birth, nationality, sex, passport number and expire date

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire at the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by April 28th, 2017.**

(2) Selection:

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese

Embassy) will conduct screenings, and send the documents to JICA Tsukuba, which organizes this project.

- 2) JICA Tsukuba will carry out the screening jointly with PWRI and decide the passed applicants out of those who fulfill the set qualifications described above in **III-2**.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
 1. The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the application materials such as official transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by a faculty council of GRIPS finally by **the end of July, 2017.**

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be delivered to the respective Government through the respective countries' JICA office (or Embassy of Japan) by **no later than July 31st, 2017.**

(*Acceptance Agreement will be sent from GRIPS together with the official admission letter soon after this notice of acceptance.)

5. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure

depending on the severity of said violation.

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

6. Certificate and Master's Degree:

- Participants who have successfully completed the program will be awarded a certificate by JICA.
- Participants who have successfully completed all graduation requirements will be awarded a Master's Degree, 'Master of Disaster Management' by GRIPS and PWRI.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. Hiroyuki YAMAGUCHI (tbicttp@jica.go.jp)

2. Implementing Partner:

(1) International Centre for Water Hazard and Risk Management (ICHARM), Publics Works Research Institute (PWRI)

1) URL: <http://www.icharm.pwri.go.jp>

2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan

3) TEL: +81-29-879-6809

4) FAX: +81-29-879-6709

5) E-mail: training.icharm@pwri.go.jp

6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 80 years since its establishment.

(where “81” is the country code for Japan, and “29” is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

1) URL: <http://www.grips.ac.jp/en>

2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan

3) TEL: +81-3-6439-6046

4) FAX: +81-3-6439-6050

5) E-mail: admissions@grips.ac.jp

6) Remark: GRIPS is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy arena, advancement of policy research, and collection and dissemination of policy-related information.

(where “81” is the country code for Japan, and “3” is the local area code)

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan basically:

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1776

(where “81” is the country code for Japan, and “29” is the local area code)

Please refer to facility information of JICA Tsukuba at its URL:

<https://www.jica.go.jp/tsukuba/english/office/index.html>

5. Expenses:

The following expenses will be provided to the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given before departure for Japan.

The curriculum of this program is approved as a master’s degree program by GRIPS and PWRI. The application fee, admission fee and tuition for the Master’s Degree Program will be provided by PWRI.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country’s JICA office (or at Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the presentation slides and to communicate by e-mail.

2. Relevant Data for Flood Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data for flood disasters in their countries on their laptop/notebook computers for preparing the presentation slides etc.

3. For the Promotion of Mutual Friendship:

JICA Tsukuba encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

4. Bring Some Cash:

Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days after your arrival.

5. Exchange to Japanese Currency (YEN) :

It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

END

- ANNEX-I:** ***Check List / Application Materials for GRIPS/PWRI Master's Program***
ANNEX-II: ***Instruction for Inception Report***
ANNEX-III: ***Course Schedule (tentative)***

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1790

Application Materials for GRIPS/PWRI Master's Program

1. Instructions

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received all of your supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadlines. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrar. In such cases, please enclose a memo with your application explaining the circumstances.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please be sure to keep one copy of your application for your records.

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

◆ Please check whether you have submitted all the necessary documents

1.	<u>Application form for GRIPS/PWRI Master's Program</u> (use the designated form)	<input type="checkbox"/>
2.	<u>1 clear photograph of your face</u> (30 x 40 mm) Please paste the photograph onto the application form.	<input type="checkbox"/>

ANNEX I Check List

<p>3.</p>	<p><u>2 letters of recommendation</u> (use the designated form)</p> <p>Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor.</p> <p>Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by each recommender.</p> <p>For details, please see the explanation on the designated form.</p>	<input type="checkbox"/>
<p>4.</p>	<p><u>Certificate of employment</u> (use the designated form)</p> <p>You are required to submit this certificate (including a leave of absence approval, if applicable) if you are currently employed.</p> <p>For details on required contents, please see the explanation on the designated form.</p>	<input type="checkbox"/>
<p>5.</p>	<p><u>Official transcripts of academic record and graduation/degree certificates</u></p> <p>You must submit by post official transcripts and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.</p> <ul style="list-style-type: none"> ● Official transcripts of academic record Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript. ● Official graduation/degree certificates Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and title of the expected degree upon completion of the program. <u>Do not send your original diploma, as documents will not be returned.</u> <p><u>Important notes</u></p> <ul style="list-style-type: none"> ➤ Transcripts/certificates that have been opened are not acceptable. ➤ Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable. ➤ If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies <u>verified by the university</u>. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. ➤ If a university cannot issue an official English transcript/certificate, you are required to submit both an <u>official</u> transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English translation of the document, prepared by an accredited translator. ➤ If official transcripts do not include the grading scale, you are required to request the university to issue an official letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts. ➤ Provisional or temporary graduation/degree certificates are not acceptable. 	<input type="checkbox"/>

ANNEX I Check List

6.	<p><u>Official evidence of English ability</u></p> <p>One of the following test scores is required:</p> <ol style="list-style-type: none"> 1. TOEFL PBT: 550 or higher 2. TOEFL iBT: 79 or higher 3. IELTS Academic: 6.0 or higher <p>Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the date of admission. A TOEFL ITP score is not acceptable.</p> <p><u>How to apply for a waiver of the English language proficiency requirement</u> (Please note that there are two categories in our English test exemption policy.)</p> <p>Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an <u>accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland</u> will be automatically exempted from submitting an English test score.</p> <p>Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. This document must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.</p> <p>Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend you to take a TOEFL or IELTS test prior to your application.</p>	<input type="checkbox"/>
7.	<p><u>Statement of purpose</u> (use the designated form)</p> <p>For details on required content, please see the explanation on the designated form.</p>	<input type="checkbox"/>
8.	<p><u>Certificate of health</u> (use the designated form)</p>	<input type="checkbox"/>

3. After You Apply

Notify the JICA office (or the Embassy of Japan) of any changes

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your application that may occur after you have submitted the supporting documents. In case of any changes in your employment information (e.g., promotion, transfer), you must submit a certificate of employment that certifies your new status within 30 days, using the designated form, by post.

Details regarding the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp/en/>

<http://www.pwri.go.jp/eindex.html>

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

APPLICATION FORM **for GRIPS/PWRI MASTER'S PROGRAM 2017-2018**

(Type or print, and do NOT use "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Photograph

Please write your name on the back of the photo (30 x 40 mm)

PERSONAL DATA

1. Full name: _____
As written in your passport (English alphabet only)

2. Date of birth: _____ 3. Age (as of October 1st, 2017): _____
Month/Day/Year

4. Gender: Male Female 5. Marital status: Single Married

6. Nationality: _____
As written in your passport

7. Present employer (name of organization): _____
(Does your organization belong to a central or regional authority? Central Regional Neither)
(Upon admission to GRIPS, I will be given study leave by my employer. I will quit my job.)

8. Present position, department/section: _____

9. Work address: _____

Postal code: _____ Country: _____

TEL: _____ - _____ FAX: _____ - _____
Country code - complete number Country code - complete number

10. Residential address: _____

Postal code: _____ Country: _____

TEL: _____ - _____ FAX: _____ - _____
Country code - complete number Country code - complete number

11. Preferred mailing address: Work Residence Other, namely (Fill in the following fields.)

Address: _____

Postal code: _____ Country: _____

TEL: _____ - _____ FAX: _____ - _____
Country code - complete number Country code - complete number

12. E-mail 1: _____

E-mail 2: _____

ANNEX I Application Materials for GRIPS/PWRI Master's Program

APPLICATION INFORMATION

13. List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending. Enter the names of the degrees you received and the dates of enrollment at each institution. If your official transcript or certificate of graduation/completion states your GPA, honors, class, or rank, enter this information as it is shown in your transcript. If there is insufficient space for entering all the institutions you have attended, you may add new rows as needed.

From primary to secondary education (before tertiary education)	Period of attendance (from-to) Month Year	Duration of schooling
		years months

Tertiary education	Full name of institution & city	Period of attendance (from-to) Month Year	Duration of schooling	Name of degree	GPA (if available)	Honors/class/rank/division (if available)
Undergraduate level (Bachelor's)			years months			
			years months			
Graduate level (Master's/ Doctoral)			years months			
			years months			

Total number of years of schooling (from elementary education to undergraduate/graduate education inclusive)	years months
--	-----------------

14. English proficiency:

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, **tests must have been taken within two years of the date of admission.**

- TOEFL PBT: _____ The minimum acceptable test score is 550.
 Score Month/Day/Year
- TOEFL iBT: _____ The minimum acceptable test score is 79.
 Score Month/Day/Year
- IELTS Academic: _____ The minimum acceptable test score is 6.0.
 Score Month/Day/Year

- Other information: Undergraduate education instructed in English
 Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

- The USA, the UK, Canada, Australia, New Zealand, or Ireland
 Other country

15. List below two persons familiar with your past academic or professional activity, from whom you have requested letters of recommendation.

1. _____
 Name Position and affiliation

2. _____
 Name Position and affiliation

ANNEX I Application Materials for GRIPS/PWRI Master’s Program

16. List current and all previous employment (up to five positions) **in reverse chronological order**, starting with your most recent position.

Organization, type, & city	Dates (from-to) Month Year	Job title and description (maximum 20 words)

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of the applicant

Month/Day/Year

Please submit this application form along with other supporting documents by courier or registered mail.

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

LETTER OF RECOMMENDATION 2017-2018

TO THE APPLICANT: Please complete the section below and give this letter to two people who know you well. Have the recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name: _____
As written in your passport

Recommender's name: _____

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you interacted with the applicant?

Daily Weekly Monthly Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX I Application Materials for GRIPS/PWRI Master's Program

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding Good Average Poor

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

Signature: _____

Date: _____

Month/Day/Year

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

CERTIFICATE OF EMPLOYMENT 2017-2018

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____
Full name of applicant

has been employed by this organization from _____ to _____
Month/Day/Year Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: _____

Responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing the form:

Name: _____

Position/title: _____

Name of organization: _____

Signature: _____

Date: _____
Month/Day/Year

Please put an official stamp or seal in this space.
If the official stamp or seal is in your local language and an English version is not available, please write its **English translation in the margin of the form.**

Disaster Management Policy Program by GRIPS and PWRI
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

STATEMENT OF PURPOSE 2017-2018

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

健康診断書

CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。

Please fill out (PRINT/TYPE) in Japanese or English. Do not leave any items blank.

氏名 Name: _____
 Family name, First name Middle name
男 Male 女 Female
 生年月日 Date of Birth: _____ 年齢 Age: _____

1. 身体検査 Physical Examinations

(1) 身長 Height _____ cm 体重 Weight _____ kg

(2) 血圧 Blood pressure _____ mm/Hg~ _____ mm/Hg 血液型 Blood Type

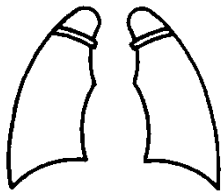
A B O	RH	+
		-

脈拍数 Pulse Rate _____/min 整 regular 不整 irregular

(3) 視力 Eyesight: (R) _____ (L) _____
 裸眼 without glasses 矯正 with glasses or contact lenses

(4) 聴力 Hearing: 正常 normal 低下 impaired 言語 speech: 正常 normal 異常 impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること (6ヶ月以上前の検査は無効。)
 Please describe the results of physical and X-ray examinations of applicant's chest x-ray (X-ray taken more than 6 months prior to the certification is NOT valid).



肺 lung: 正常 normal 異常 impaired Date _____
 Film No. _____

心臓 Cardiomegaly: 正常 normal 異常 impaired

Describe the condition of applicant's lung.

心電図 Electrocardiograph 正常 normal 異常 impaired

3. 現在治療中の病気 Disease & Treatment at Present Yes (Disease: _____ Medicine: _____) No

4. 既往症 Past history: Please indicate with + or - and fill in the date of recovery.

Tuberculosis..... (. . .) Malaria..... (. . .) Measles..... (. . .)
 Epilepsy..... (. . .) Kidney disease..... (. . .) Heart diseases..... (. . .)
 Diabetes..... (. . .) Drug allergy..... (. . .) Psychosis..... (. . .)
 Functional disorder in extremities..... (. . .) Others..... (. . .)
 Rheumatic fever..... (. . .) Hepatitis (Type: A, B, C, D, E) (. . .)

5. ワクチン接種歴 Vaccination history

MMRV (Measles, Mumps, Rubella, Zoster)..... Time(s) () Mumps..... Time(s) () Hepatitis B..... Time(s) ()
 MMR (Measles, Mumps, Rubella)..... Time(s) () Chicken pox..... Time(s) () Meningitis..... Time(s) ()
 MR (Measles, Rubella)..... Time(s) () Polio..... Time(s) ()
 M (Measles)..... Time(s) () Diphtheria Pertussis Tetanus combined..... Time(s) ()

6. 検査 Laboratory tests

検尿 Urinalysis: glucose (), protein (), occult blood () ・ 検便 Feces: Parasite(egg of parasite)(+,-)
 赤沈 ESR: _____ mm/Hr, WBC count: _____ x10³/μl, Hemoglobin: _____ g/dl, ALT: _____ u/l
 Pregnancy test () if you are female

7. 診断医の印象を述べて下さい。 Please describe your impression.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか?
 In view of the applicant's history and the above findings, is your observation his/her health status is adequate to pursue studies in Japan? yes no

日付 Date: _____ 署名 Signature: _____

医師氏名 Physician's Name in Print: _____

検査施設名 Office/Institution: _____

所在地 Address: _____

Inception Report

*for the Knowledge Co-Creation Program(Group & Region Focus)
on “Flood Disaster Risk Reduction”
(JFY 2017)*

Note:

- (1) This report must be submitted with the Application Form for the JICA Training and Dialogue Program. Applicants without this report will be out of the selection.
- (2) This report must be prepared by the applicant himself/herself with the cooperation of the participating organizations.
- (3) This report must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the following format.

1. Please fill your following information.

- (1) Name:
- (2) Organization:
- (3) Present Post:
- (4) Country:
- (5) E-mail:

2. Please fill the following items about your organization and department.

- (1) Mission, Objective, and Role:
What are the Missions/Objectives/Roles of your organization?
- (2) Activities:
What are the activities of your organization to achieve those missions?

3. Please show your organization chart and indicate your position.

Please attach your organization chart.

4. Please explain your job experience related to flood control and water resources in the last 10 years.

** Please add the item according to your situation.*

- (1) Period:
- (2) Organization:
- (3) Position:
- (4) Outline of duties:

5. Please explain issues which you have to solve or any difficulties on your work.

Please describe the issues, difficulties and reasons (technical and organizational/institutional) in detail.

** Please add the item according to your situation.*

- (1) Technical Aspects: Issues, Difficulties, and Reason
- (2) Organizational/Institutional Aspects: Issues, Difficulties, and Reason

6. In the fields of flood-related disaster mitigation, what topics are you interested in?

Please describe the topics, subjects and the reason why you are interested in those topics

** Please add the item according to your situation.*

7. Please explain your future plans to apply expected results of the program in order to tackle flood-related disaster mitigation projects after returning to your country.

8. If you have any request, please write down.

END

ANNEX-III: Course Schedule (tentative)

Course Schedule (tentative)			
Year	Date	Program	
2017	October	1 (Sun) 2 (Mon) 3 (Tue) 4 (Wed) 5 (Thu) Mid Late	Arrival to Japan Briefing at JICA Tsukuba Opening Ceremony Entrance Guidance and Orientation at GRIPS Start of Lecture at ICHARM Presentation on Inception Report Field Trip (1)
	November		
	December	Mid 29 (Fri)	Field Trip (2)
2018	January	3 (Wed) ↓ Late	Winter Vacation 1st Interim Presentation on Master's thesis
	February		
	March	Early Late	Field Trip (3) 2nd Interim Presentation on Master's thesis
	April	Late	Field Trip (4)
	May	Mid Late	3rd Interim Presentation on Master's thesis Field Trip (5)
	June		
	July	Early Early	Submit the draft of Master's thesis 4th Interim Presentation on Master's thesis
	August	Early Late	Final Presentation on Master's thesis Submit Master's thesis to the GRIPS
	September	13 (Thu) 14 (Fri) 15 (Sat)	Closing Ceremony Graduation Ceremony at GRIPS Return to home country

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or ~~☐~~ to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

2. Number: (Please write down as shown in the General Information)

J	0		-					
---	---	--	---	--	--	--	--	--

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) (required)

[Empty text box for Title]

2. Number: (Please write down as shown in the General Information) (required)

J 0 - [Empty boxes for number]

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for Middle Name]

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

[Large empty text box for Outline of duties]

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: