

No.12040/06/2018-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: 20.02.2018

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Rural Development through creating Agricultural Value Chain (value addition to Agricultural Livestock Products)” to be held in Japan from 12.06.2018 to 18.08.2018 under Technical Cooperation Program of the Government of Japan (**Submission Deadline – 20.03.2018**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Rural Development through creating Agricultural Value Chain (value addition to Agricultural Livestock Products)” to be held in Japan from 12.06.2018 to 18.08.2018 under Technical Cooperation Program of the Government of Japan.

2. The program aims to nurture abilities to plan, to build, and to manage mainly live stock products value-chains. For this purpose, it is crucial to find human and natural resources, to organize them, and to create opportunities and incentives for them, in addition to sufficient knowledge about production, processing, and marketing live stock products. This training course provides series of lectures covering various aspects of livestock products value-chains and field trips to visit farmers, processors, retailers, cooperatives, and educational/research organizations involved in the value-chains. The course also provides training sessions for identifying and solving problems, and writing a report and presenting it.

3. The applying organizations are expected to nominate officers at senior staff level or higher in administrative organizations, research institutes, and non-profitable organizations like dairy cooperative, and lecturers or higher in universities related to livestock promotion, with more than three (3) years of experience in research and development, and policy making in livestock sector. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally). More information may be seen in the general information 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**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.
7. The applications should reach this Department through the Administrative Ministry/Department not later than **20.03.2018**. 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 email at bapalahema.id@jica.go.jp or ShekarD.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: 011-26165682

To,

- a) Secretary, Department of Agriculture & Cooperation, Krishi Bhawan, New Delhi.
- b) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
- c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- d) Senior Representative, Japan International Cooperation Agency, New Delhi -110001.
- e) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Rural Development through creating Agricultural Value Chain
(Value addition to Agricultural and Livestock Products)

課題別研修「バリューチェーンの整備を通じた農村振興
(農畜産物の付加価値向上)」
JFY 2018

NO. J1804359 / ID.1884841

Course Period in Japan : From June 12, 2018 to August 18, 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

Many developing countries are facing problems associated with rapid population growth and urbanization, such as decreasing food self-sufficiency, growing urban poor, and declining agricultural-based rural societies. These problems can be worsened by unstable global food market, affected by both human factors (e.g., market speculation and regional conflict) and natural factors (e.g., drought and flood), especially in countries heavily relying on imported food. To alleviate these problems, it is necessary to strengthen not only urban industrial infrastructure but also rural agricultural infrastructure. Moreover, by connecting rural and urban societies and by creating flow of goods and services between them, it is possible to improve livelihood of people in both rural and urban areas. Such a value-chain will improve the productivity, increase the value of agricultural products, create jobs, and contribute economical development of rural societies.

For what? (Objective)

This course aims to nurture abilities to plan, to build, and to manage mainly livestock products value-chains. For this purpose, it is crucial to find human and natural resources, to organize them, and to create opportunities and incentives for them, in addition to sufficient knowledge about production, processing, and marketing livestock products. This training course provides series of lectures covering various aspects of livestock products value-chains and field trips to visit farmers, processors, retailers, cooperatives, and educational/ research organizations involved in the value-chains. The course also provides training sessions for identifying and solving problems, and writing a report and presenting it.

For whom?

This training course is suitable for persons who are currently involved in local/regional livestock products development programs. Persons who are to participate such programs in the future are also welcome. We would like to stress that the course is not for providing technical training, but for cultivating abilities to identify problems and to solve them comprehensively through creating functional livestock products value-chains. The applicants should have a general knowledge in animal agriculture/regional development as well as certain working experience in these subjects. Open-minded and challenging persons who have a strong will to improve rural livelihood are most welcome.

How?

At the initial phase of the course, the participants are given opportunities to summarize current situations and issues in their countries/regions through a series of lectures and problems solving workshops. In the main body of the course, the participants are provided lectures, practices, workshops, and field trips aiming to understand structures, functions, and potentials of livestock products value chains. The participants are urged

to contentiously update/upgrade the inception reports with knowledge/ideas obtained through this period. At the final phase, the participants produce action plans to create/improve livestock products value chains for improving rural livelihood in the respective countries/regions. These action plans can be used as foundation of future development plans.

II. Description

- 1. Title (J-No.): Rural Development through creating Agricultural Value Chain (Value addition to Agricultural and Livestock Products) (J-1804359)**
- 2. Course Period in JAPAN:**
June 12 to August 18, 2018
- 3. Target Countries:**
Sri Lanka, Vietnam, Mongolia, India, Uganda, Zambia, Madagascar, Indonesia
- 4. Eligible / Target Organizations:**
This program is designed for administrative organizations, research/educational institutes and non-profitable organizations such as dairy cooperatives or farmers' cooperatives related to livestock sector.
- 5. Course Capacity (Upper limit of Participants):**
12 participants
- 6. Language to be used in this program:** English
- 7. Program Objective:**
Sustainable rural development through organizing/improving livestock products value-chains is planned and prepared by organizations that promote livestock products.
- 8. Overall Goal:**
Livelihood of rural societies is improved through building/improving livestock products value-chains.

9. Expected Module Output and Contents:

The course consists of five main parts:

- (1) Grasp the international situation and current situation in the participants' countries, identify and analyze the problems by using Analysis method, and finding the solutions.

In the first part, we look through problems and opportunities in rural livestock products societies in participants' own countries. For this purpose the participants are requested to prepare inception reports, in which present status and problems in each country are summarized. At the beginning of the course, the participants present their reports to get familiarize each other's problems. Throughout the course, the participants are urged to revise their inception reports continuously by adding new ideas and information obtained from the course activities. This becomes a foundation of the action plan. In this course, we also go through global issues that are likely to affect livelihood of people in the countries. In addition, the participants

are given a series of training for problem solving. The aim of this part is to identify problems and find out their causes in the respective countries.

- (2) Understand structures and functions of agricultural value-chain through studying dairy farming and related agro-industries.

Milk-chain is the most complicated and organized livestock products value-chain, consisting of farmers, cooperatives, processors, retailers, consumers, and various supporting staffs such as vets, extension officers, and AI technicians. This makes it suitable as a subject for case study to understand livestock products value-chain. Dairying is also one of the fastest growing livestock sectors in many developing countries as a means of poverty alleviation and a source of precious animal protein to ever growing population. Despite of this, overall productivity in dairy industry is disappointingly low in many developing countries mainly due to poor infrastructure for milk-chain. In this part, we will look through various aspects of milk-chain, visit various types of dairy farmers, processors, retailers, and associated people, and discuss opportunities and possibilities in dairy and associated industries in participants' countries.

- (3) Improving rural livelihood by appropriate utilization, processing, distribution, and promotion of livestock products/by-products: Recognizing potencies and opportunities of livestock products value-chains.

In this part we look through various value-chains in crop farming and associated activities. Here, focus is mainly given to interactions among producers, processors, and consumers, and integration between crop and animal agriculture. One such example is the Food Valley Tokachi project: Inspired by Dutch Food Valley, and promoted by Obihiro City and other towns/villages in the region, the project aims to increase value of livestock products through integrating crop/animal agricultures, food industries, and research/educational organizations in the region. We also look at an attempt to promote local consumption of locally produced food. Some local bakeries nowadays utilize only locally produced wheat for their breads rather than much cheaper imported wheat. Such an attempt increases the value of local agricultural products, stimulates local economy, and contributes to improve livelihood of people. In this part, participants are given opportunities to rethink the potentials of their regions/nations and ways to improve them.

- (4) Efficient and practical recycling and utilization of various agro-bioresources, and trials to connect producers and consumers are learned through study tours.

In this course, a four-days study trip in and around Sapporo, the prefectural capital

of Hokkaido with a population of nearly two million, is arranged. In this trip we visit museums, educational farms, and a feed processing plant. The main objectives of the trip are to understand, 1) the history of Hokkaido and its agricultural development, 2) functions and potencies of educational farms for promoting agriculture to urban consumers, and 3) the potencies of urban waste/resource recycling for feed/fertilizer/energy production.

- (5) The direction towards building / Improving functional livestock products value-chains for sustainable rural development will be presented.

In the final phase of the course, the participants prepare the action plan and present it. Here, the participants are requested to demonstrate their achievements by drafting a plan to alleviate problems in their respective regions/countries through improving/creating livestock products value-chains.

※ **Finalization Phase in respective countries**

1. Experience in Japan will be shared within the organization of participants.
2. Challenges and prospects in the field of animal agriculture for sustainable rural development will be discussed within the organization of participants.
3. Participants are requested to submit a report on their activities by answering "Questionnaire on the progress of the JICA ex-participants' activity" to JICA Hokkaido International Center(Obihiro) by e-mail(jicaobic@jica.go.jp) six months after returning to their countries.

III. Conditions and Procedures for Application

1. Expectations for 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 project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- ① Current duties: Officers at senior staff level or higher in administrative organizations, research institutes, and non-profitable organizations like dairy cooperative, and lecturers or higher in universities related to livestock promotion,
- ② Experience in the relevant fields: More than three (3) years of experience in research and development, and policy making in livestock sector,
- ③ Participants should be in positions which are able to plan livestock promotion policies or make suggestions for them,
- ④ Participants should be nominated by their governments in accordance with the due procedures,
- ⑤ Educational background: a university graduates or equivalent,
- ⑥ Language: competent command of spoken and written English, which is equal to TOEFL iBT* 72 (CBT** 200/PBT*** 533) or more (The program is conducted wholly in the medium of English, therefore participants are requested to have sufficient English ability),
*iBT: Internet-Based Testing/ **CBT: Computer-Based Testing/
***PBT: Paper-Based Testing,
- ⑦ Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

3. Required Documents for Application:

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

(2) 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.

(3) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) Inception Report: to be submitted with Application Form. Detailed information is provided in (ANNEX:Attachment)

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to 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 6, 2018**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA Office (or the Embassy of Japan) will conduct screenings, and then forward the documents to JICA Center in Japan. Selection will be made by the JICA center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. 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 will be made by the JICA Office (or the Embassy of Japan) **not later than May 7, 2018**.

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.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Hokkaido International Center (Obihiro)

(2) **Contact:** Mr.Tadasu Kondo(jicaobic@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Obihiro University of Agriculture and Veterinary Medicine

(2) **URL:** <http://www.obihiro.ac.jp/english/>

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:

Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-2001 FAX: +81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at the center, JICA will arrange alternative accommodations for the participants.

5. Expenses:

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

(1) Allowances for accommodation, 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 "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

6. Pre-departure Orientation:

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

V. Other Information

1. Participants who have successfully completed the training program will be awarded a certificate by JICA.

2. School visit & Home visit

For the purpose of the promotion of international cultural exchange, this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

- (1) musical instruments, and/or popular music CDs,
- (2) crafts,
- (3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

3. Courtesy call to Obihiro city & Ceremony

The program includes courtesy call to Obihiro city and some ceremonies, for which it is recommended to bring appropriate clothes.

4. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

5. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

Obihiro

Unit: Temperature(°C), Precipitation(mm)

		Winter /			Spring /			Summer /			Autumn / W		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.3	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity (%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

(Average from 1981 to 2010)

6. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the training period;

- 1) rain jackets & trousers
- 2) work jackets & trousers
- 3) rubber boots
- 4) warm jackets

*Therefore, participants don't need to take own items above.

7. Currency Exchange

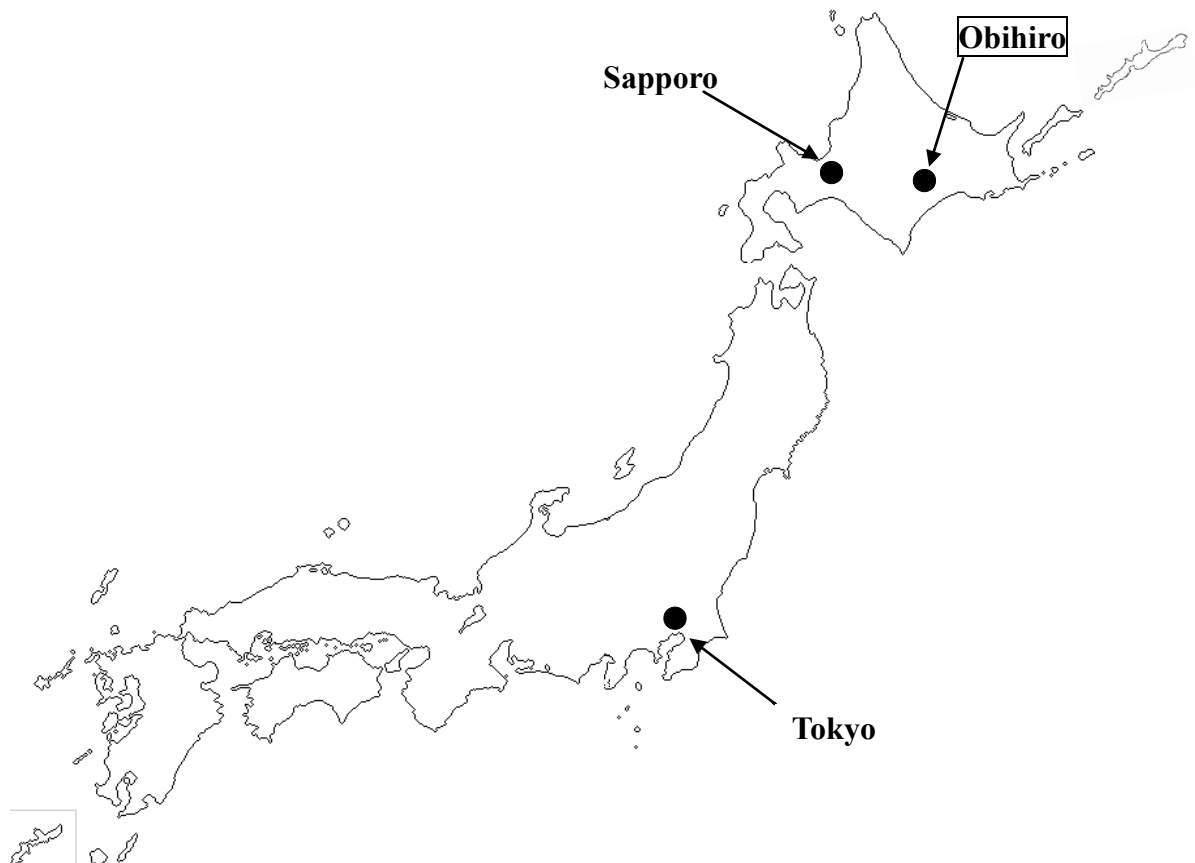
Participants are advised to exchange local currency to Japanese currency on your arrival in Narita (Haneda) airport if it is needed, since there is not enough time for currency exchange during training program.

8. Study Trip

As a supplemental program, there is a residential study trip during your stay.

Visit to Sapporo...Duration: About 4 days

Note: The schedule is subject to change due to the coordination of curriculum.



VI. ANNEX

Inception Report

Participants are requested to prepare an Inception Report on the following issues and submit it to the respective country's JICA Office with Application Form .

a. Purposes

- (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 program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

b. Contents

Part 1: Basic Information

- (1) Name of applicant
- (2) Name of organization
- (3) Organization chart
- (4) Roles of the organization and the department to which the applicant belongs
- (5) Introduction of the work of which the applicant has been in charge for the last one year
- (6) Country Information (Outline of Agricultural Industry)

Subject	Contents
Country	
Capital City	
Population	
GDP proportion of agricultural Industry to the national total (%)	
Principal livestock (kinds of animals and rough number raised)	
Situation of the Dairy Farming	<ol style="list-style-type: none">1) Number of livestock raised for Dairy Farming(milk cows and others)2) Average consumption amount of milk per capita in the country (ex. liters in a year)3) Main products made from milk in the country

- (7) Typical farming system in rural areas

Part 2: Issues and Problems

(1)

Subject	Issues and problems	Current approaches for solutions
Marketing of livestock products		
Processing of livestock products		
Farmers' group related to livestock sector		
Quality control of livestock products		
Research and extension of livestock		
Utilization of local resources as feed or fertilizer		
Utilization of animal by-products		
Genetic improvement		
Health and hygiene management		
Cattle management		

(2) Livestock product that participant could expect high value addition through creating Value Chain, and participant's Idea for realizing that.

c. Layout

Typewritten in English, 3-4 pages (12-point font, double spaced, A4 size paper)

d. Presentation

The Inception Report is to be presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids for your presentation.

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 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 Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: www.jica.go.jp/english/

E-mail: jicaobic@jica.go.jp

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)

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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)**

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

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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

First Name

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

**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: