

No.12040/07/2018-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 “Energy Policy” to be held in Japan from 27.06.2018 to 28.07.2018 under Technical Cooperation Program of the Government of Japan (**Submission Deadline – 06.04.2018**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Energy Policy” to be held in Japan from 27.06.2018 to 28.07.2018 under Technical Cooperation Program of the Government of Japan.

2. The program aims to contribute to solving aforementioned issues by providing the participating countries with knowledge on energy situation and its policy transition in Japan and in the world to support the formulation of future activities for their energy policy making based on energy supply-demand forecasting as well as energy balance.
3. The applying organizations are expected to nominate officers at managerial level in a policy planning division of the governmental organization with more than five (5) years of experience in the relevant field. 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); must not be serving any form of military service; should have basic computer knowledge; be between age of 30 to 45 years. 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 **06.04.2018**. 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>.



Under Secretary to the Government of India
Tele no: 011-26165682

To,

- a) Secretary, Ministry of Power, Shram Shakti Bhawan, New Delhi.
- b) Secretary, Ministry of New and Renewable Energy, CGO Complex, New Delhi.
- c) Secretary, Ministry of Petroleum and Natural Gas, Shastri Bhawan, New Delhi.
- d) Secretary, Ministry of Coal, Shastri Bhawan, New Delhi.
- e) Secretary, Department of Atomic Energy, Anushakti Bhavan, Chatrapathi Shivaji Maharaj Marg, Mumbai – 400001.
- f) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- g) Senior Representative, Japan International Cooperation Agency, New Delhi -110001.
- h) 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

Energy Policy(B)
課題別研修「エネルギー政策 (B) 」
JFY 2018

NOJ1804091/ ID. 1884585

Course Period in Japan: From June 27, 2018 to July 28, 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

With rapid economic development in recent years, global energy demand is expected to increase further particularly in developing countries. In this context, if a stable supply energy is not ensured and proper consideration is not given to environment, concerns over constraints on energy supply and demand, skyrocketing energy prices and increase in carbon dioxide emissions will possibly become more serious, which leads to a substantial negative impact on sustainable development in developing countries as well as global economy and environment including Japan. Currently, developing countries are also requested to pursue the perspective of ensuring national energy security and efficient utilization of domestic resources in order to establish comprehensive energy policy and supply-demand forecasting.

For what?

This program aims to contribute to solving aforementioned issues by providing the participating countries with knowledge on energy situation and its policy transition in Japan and in the world to support the formulation of future activities for their energy policy making based on energy supply-demand forecasting as well as energy balance.

For whom?

This program is offered to an executive energy policy formulation officer of Ministry of Energy or equivalent. of governmental agencies.

How?

Participants shall have opportunities to identify approaches and strategies to ensure program effectiveness, enhance knowledge of energy policy, and improve policy planning viability. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.): Energy Policy (B) (J1804091)

2. Course Period in JAPAN

June 27, 2018 to July 28, 2018

3. Target Regions or Countries

AFGHANISTAN, INDIA, INDONESIA, UKRAINE, UZBEKISTAN, SRI LANKA, TAJIKISTAN, TURKMENISTAN, NEPAL, PAKISTAN, PAPUA NEW GUINEA, PHILIPPINES, VIET NAM, MYANMAR, MONGOLIA.

4. Eligible / Target Organization

This program is offered to governmental agencies such as Ministry of Energy which are engaged in energy policy formulation.

5. Course Capacity (Upper limit of Participants)

15 participants

6. Language to be used in this program: English

7. Course Objective:

A draft policy plan contributing to the formulation of comprehensive energy policy at national level based on each country's characteristics and issues will be formulated in the participating organization.

8. Overall Goal

A comprehensive energy policy at national level with a medium to long term perspective will be drawn up and implemented.

9. Expected Module Output and Contents:

Module deals with various energy policies (Oil & Gas / Coal / Electricity / Energy Conservation / New and Renewable Energy and current situation in Japan). This program consists of the following components. Details on each component are given below:

Expected Module Output	Subjects/Agendas	Methodology
(1) Energy situation and issues in each country are shared among the participants and priority issues are examined.	Country Report Presentation (20 minutes for each participant including questions and answers)	Presentation and Discussion

(2) Challenges in energy policy in each country are clarified through understanding and comparing changes and current status of energy situation/energy policies in Japan and the rest of the world.	Energy Demand Forecasting in the World/Asia, Energy Policy in Japan (Oil & Gas / Coal / Electricity / Energy Conservation / New and Renewable Energy), Approach to Global Environmental Issues / Energy Balance Table / Observation: Thermal Power Plant, Renewable Energy, etc.	Lecture, Discussion and Observation
(3) Concepts and methods of energy supply-demand forecasting, energy balance and energy best mix are understood and their applicability in each country is examined.	Survey Technique for Energy Statistics Data, Energy Data Base Construction, Energy Balance Table, Energy Demand Forecasting Exercise, Scenario Analysis for Energy, etc.	Lecture, Discussion and Practice
(4) A draft Action Plan of specific countermeasures which contribute to solving challenges in each country is formulated.	Draft Action Plan Presentation	Consultation and Presentation

<Reference for Schedule in 2017 >

DATE		TIME	CONTENTS	VENUE
31-May	Wed		Arrival	-
1-June	Thu		JICA Briefing & Program Orientation	JICA Tokyo
2-June	Fri		General Orientation	JICA Tokyo
3-June	Sat	-	Off	
4-June	Sun	-	Off	
5-June	Mon	AM	Welcome Address and Orientation by IEEJ Lecture (L): International Energy Situation	IEEJ
		PM	Country Report Presentation	
6-June	Tue	AM	Country Report Presentation	IEEJ
		PM	L: Energy Policy in Japan (Oil & Gas) L: Energy Policy in Japan (Coal)	
7-June	Wed	AM	L: Energy Policy in Japan (Renewable Energy)	IEEJ
		PM	L: Energy Policy in Japan (Electricity & Nuclear Power) L: Energy Policy in Japan (Energy Conservation)	
8-June	Thu	AM	Transfer to Koriyama, Fukushima Pref. Observation (O): Woody Biomass Power Generation	Fukushima Pref.
		PM	O: Fukushima Renewable Energy Institute Transfer to Tokyo	
9-June	Fri		L: Energy Data Collection and Energy Balance Table	IEEJ
10-June	Sat		Off	-

11-June	Sun		Transfer to Beppu, Oita Pref.	Oita Pref.-
12-June	Mon	AM	O: Geothermal Binary Power Generation O: Power from Sewage Sludge Gas	Oita Pref.
		PM	O: Micro Hydro Power Generation Transfer to Kitakyushu, Fukuoka Pref.	Fukuoka Pref.
13-June	Tue	AM	O: Next Generation Energy Park O: Wind Power Generation O: Petroleum Stockpiling Base	Fukuoka Pref.
		PM	O: LNG Receiving Terminal Transfer to Hiroshima Pref. O: Hiroshima Peace Memorial	Hiroshima Pref.
14-June	Wed	AM	Transfer to Osaki Observation: Thermal Power Generation (Oxygen-blown IGCC)	Hiroshima Pref.
		PM	Transfer to Kyoto Pref.	Kyoto Pref.
15-June	Thu	AM	O: Kyoto Morning Tour	Kyoto Pref.
		PM	Transfer to Tokyo	Tokyo
16-June	Fri	AM	L: Energy Demand Forecasting in the World/Asia	IEEJ
		PM	Interim Review	
17-June	Sat		Off	-
18-June	Sun		Off	-
19-June	Mon		Exercise: Energy Demand Forecasting	IEEJ
20-June	Tue		Exercise: Energy Demand Forecasting	IEEJ
21-June	Wed		Exercise: Energy Demand Forecasting	IEEJ
22-June	Thu	AM	O: Thermal Power Generation (LNG)	Kanagawa Pref.
		PM	O: Thermal Power Generation (Coal)	
23-June	Fri	AM	O: Waste Power Generation	Tokyo
		PM	Discussion with Lecturers	IEEJ
24-June	Sat		Off	-
25-June	Sun		Off	-
26-June	Mon	AM	Exercise: Scenario Analysis	JICA Tokyo
27-June	Tue	AM	Preparation of Action Plan	JICA Tokyo
		PM	Group Discussion for Action Plan	
28-June	Wed		Action Plan Presentation	IEEJ
29-June	Thu	AM	JICA Evaluation Meeting Closing Ceremony	JICA Tokyo
30-June	Fri		Departure	-

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 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.

- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) **Current Duties:** be a managerial level official in a policy planning division belonging to Ministry of Energy, or equivalent of governmental agencies.
- 2) **Experience in the relevant field:** more than 5(five) years of experience in the fields
- 3) **Educational Background:** University graduate or its equivalent
- 4) Have an ability to operate spreadsheet software “**Microsoft Excel**” and “**Microsoft Power Point**”.

Note: This course requires PC operation regarding exercise of energy demand forecasting.

- 5) **Language:** have a competent command of spoken and written English which is equal to TOEFL IBT 79-80 (CBT 213, PBT 550) or more (This course includes active participation in discussions and intensive policy proposal writing, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc.)
- 6) **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.
- 7) Must not be serving any form of military service

(2) Recommendable Qualification

Age: between the ages of thirty (30) and forty-five (45) years.

3. Required Documents for Application

(1) Application Form:

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

(2) Questionnaire

Please fill the questionnaire attached to ANNEX and submit it with Application Form to the JICA office(or the Embassy of Japan.).

(3) 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) 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. Procedures for Application and Selection :

(1) Submission of ① Application Form and ② Questionnaire for PC skill:

Closing date for application to the JICA Center in JAPAN: **April 23, 2018**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(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 the 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 shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 25, 2018.**

5. Document(s) to be submitted by accepted candidates:

Only accepted candidates are required to make a Country Report and to submit it by due date. Detail information will be noticed along with Notice of Acceptance.

6. 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 Tokyo International Center (JICA TOKYO)

(2) Address : 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

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

(3) URL : <http://www.jica.go.jp/english/contact/domestic/>

(4) Contact : **Akiko Abe (Ms.)**

Industrial Development and Public Policy Division

JICA Tokyo International Center

EM: tictip@jica.go.jp

2. Implementing Partner:

(1)Name: The Institute of Energy Economics, Japan (IEEJ)

(2)Address: Inui Bldg., Kachidoki (10F, 11F), 1-13-1, Kachidoki, Chuo-ku, Tokyo

104-0054, Japan TEL: 81-3-5547-0221 FAX: 81-3-5547-0225

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

(3) URL: <http://eneken.ieej.or.jp/en/>

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:

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051 FAX: 81-3-3485-7904
(where “81” is the country code for Japan, and “3” is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

5. Expenses:

The following expenses will be provided for 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 “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. 1 Due to the limited availability of the personal computers in JICA, participants are advised to **bring your own personal computer** if possible, in order to prepare presentation and develop a tourism marketing and promotion plan throughout the program.
2. If you have a check on medical history of your application form, please write on detail about your condition and submit a certificate which your own doctor writes clearly you have no any obstacles to participate in.
3. Field trip is scheduled in the program. Participants are advised to bring the following

things:

- 1) Shoes for the field trip
- 2) Raincoat/ Umbrella
- 3) Backpack for day trip

ANNEX :

Submission Due date: April 23, 2018

Questionnaire for PC skill

Date:

Country: _____

Name (Print) : _____

Signature : _____

Please tick one among three categories below for PC skill level of Microsoft Excel.

- Category 1** : I have never used “Microsoft Excel” or “Microsoft Power Point”.
- Category 2**: I am a beginner of “Microsoft Excel” or “Microsoft Power Point”.
- Category 3**: I am intermediate or upper level of “Microsoft Excel” by using functions.

End

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 Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

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.



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		-					
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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)

[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

[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: