

F.No.12040/09/2017-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 30.03.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Adaptive Watershed Management to Climate Changes: Flood Control and Ecosystem Conservation” to be held in Japan from 26.06.2017 to 26.08.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline –18.04.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Adaptive Watershed Management to Climate Changes: Flood Control and Ecosystem Conservation” to be held in Japan from 26.06.2017 to 26.08.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program is designed for mid-level working and senior administrative officers of organizations operating watershed management projects, and aims to share adaptive watershed management methods among them.

3. The applying organizations are expected to nominate level working officers in charge of flood control, forest management, erosion control, watershed management or ecosystem conservation projects within organizations with at least 5 years experience in the relevant field. The officer should be university graduates or equivalent; have competent command over spoken and written English; be in good health (both physically and mentally) and should have computer literacy. More details may be seen in the brochure.

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

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

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **18.04.2017**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or via email at **bapalahema.id@jica.go.jp**. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link **<http://persmin.gov.in/otraining/index.aspx>**.



(P.K. Pattnaik)

Under Secretary to the Government of India

Tele no: 26165682

Copy to:

- a) Secretary, M/o Water Resources, Sharam Shakti Bhawan, New Delhi.
- b) Secretary, M/o Environment and Forests, Paryavaran 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, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- e) NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION

**Adaptive Watershed Management to Climate Changes:
Flood Control and Ecosystem Conservation**
課題別研修「気候変動に対する順応的流域管理（適応策）
「洪水対策と生態系保全」」
JFY 2017

NO. J-1704086 / ID. 1784748
From June 26 to August 26, 2017

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

Global warming, which is generally considered to stem from increased emissions of greenhouse gases (e.g. carbon dioxide), has caused climate change on a global scale, including significant variations in rainfall amounts. Developing countries in particular experience frequent cyclones/hurricanes and resultant heavy rain that has developed to unexpected levels, causing a corresponding increase in damage to human life and property. Meanwhile, conventional flood countermeasures such as dams and levees are often found to have adverse effects on the ecosystem in watershed areas.

For these reasons, an adaptive watershed management approach that integrates flood countermeasures and ecosystem conservation rather than viewing them as incompatible is being stressed on an international level; the dissemination of such an approach and the advancement of human resources in developing countries represent effective support measures enabling these regions to deal with climate change.

Motivation

This group training program is designed for mid-level working and senior administrative officers of organizations operating watershed management projects, and aims to share adaptive watershed management methods among them.

Methodology

Participants will have opportunities to have mainly lectures including field studies and discussions. Participants will also formulate final report including an action plan describing what the organization will do after the participants go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

What is “Adaptive Management of Drainage Basin”?

It aims an adaptation to global climatic changes from viewpoints of drainage basin management. Under global climatic changes, we will have more risk in river management: the fluvial regime changes quickly and also discharge at rainy season easily exceeds the former level. We cannot decrease the disaster caused by future climatic changes by a further hard works such as a big dam and/or embankment construction, since it will be impossible to construct these structures infinitively. It will be better to reduce the disaster by alternative countermeasures such as construction of retention pools and an appropriate control of flooded water. Also a reduction of runoff and soil erosion in the watershed by a plantation and sustainable forest management will be more effective than the construction of hard structures. This is closely related to another important issue; biodiversity conservation. Especially a suitable management of riparian zone which is always rich in biodiversity, but in many places its ecosystem has

been lost by hard river works and urbanization will be also effective for the soil conservation in the watershed. Our new training course aims to reduce the vulnerability of our society by using an adaptation management in drainage basin. It proposes a new drainage- basin management system which adjusts to present and future natural conditions by reducing the vulnerability, and by increasing the resilience to global climatic changes.

II. Description

1. Title (J-No.): Adaptive Watershed Management to Climate Changes: Flood Control and Ecosystem Conservation (J- 1704086)

2. Period of Program:

Preliminary Phase: (In a participant's home country)	May to July, 2017
Core Phase in Japan:	June 26 to August 26, 2017

3. Target Countries:

India, Indonesia, Tunisia, Myanmar, Former Yugoslav Republic of Macedonia, Argentina, Uruguay, Malawi

4. Eligible / Target Organizations:

Project implementation organizations engaging in flood control or ecosystem conservation in watershed areas.

5. Course Capacity (Upper limit of Participants) : 10 participants

6. Working Language: English

7. Program Objective:

Adaptive watershed management draft plan for countermeasures of climate change will be formulated among mid-level working and senior administrative officers who belong to the implementing organizations concerning both flood control and ecosystem conservation for watershed management. The program objective will be achieved by whole program duration.

8. Overall Goal:

Watershed management methods will be systematically internalized among organizations engaging in flood countermeasures and those involved in ecosystem conservation as an adaptive measure for climate change. These organizations will work together to mitigate flood risk and conserve ecosystems effectively.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (May, 2017) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
To formulate the Inception Report	Formulation and submission of Inception Report to the respective country's JICA office. Please refer to Attachment-1 in section VI.

(2) Core Phase in Japan (June 26 to August 26, 2017) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects / Agendas	Methodology
1. Participants will be able to deepen the understanding of climate change on global scale, its effects, and necessity of adaptive watershed management with its methods.	*Global environmental changes *Approaches of disaster prevention and adaptation to climate changes *International efforts (including JICA) on adaptation to global warming and sea-level rise and ecosystem conservation *Post-Kyoto protocol: adaptation and mitigation	Lecture Observation Discussion

<p>2. Participants will be able to explain analysis method on current flood risks and the conditions/patterns of ecosystem destruction in the watersheds of their respective drainage basin.</p>	<ul style="list-style-type: none"> *Basic landscape ecology *Basic use of GIS *Basic remote sensing *Watershed analysis *River law, river monitoring *Basin management (flood control and environment) and nature restoration *Plantation and sustainable forest management to reduce run-off and soil erosion in the watershed *Sabo Dam and reduction of debris transport *Practice on flood control: flood observation technique *Flood control by diversion channel *Flood control by retention pool *Dam influence on flood plain *Traditional knowledge and technics for flood control *Task solving on conservation of biodiversity *Maintenance mechanism of biodiversity on flat plain rivers *River management and maintenance mechanism of biodiversity *Citizen participation and Biodiversity conservation on public works *Water quality and environmental I conservation of drainage basin 	<p>Lecture Observation Discussion</p>
<p>3. Participants will be able to formulate specifically adaptive watershed management plan in their respective areas for mitigating to risk of flood and reducing impact of ecosystem.</p>	<ul style="list-style-type: none"> *Capacity development on water resources *Task analysis workshop *Review session *Interim report guidance 	<p>Lecture Discussion</p>

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 utilize the program 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 program 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:

Participants who should;

- (1) Be nominated by their government,
- (2) Current duties:
Mid-level working officers in charge of flood control, forest management, erosion control, watershed management or ecosystem conservation projects within organizations
- (3) Experience in the relevant fields: Individuals with at least five(5) years experience,
- (4) Educational background: be university graduates or equivalent,
- (5) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- (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) Preferable to have computer literacy because this program contains subjects on GIS (Geographical Information System.)

3. Required Documents for Application:

(1) Application Form: The Application Form is available at the respective country's JICA office or 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), please attach it (or a copy) to the application form.

(4) Inception Report: to be submitted with the Application Form. Refer to Attachment-1 for Inception Report in section VI, and submit it along with the Application Form **by April 28, 2017.**

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in Japan: **April 28, 2017**

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 26, 2017**

5. Conditions for Attendance:

(1) to observe the schedule of the program.

- (2) not to change the program subjects or extend the period of stay in Japan.
- (3) not to be accompanied by family members during the program.
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA.
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain.
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (8) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-3.

IV. Administrative Arrangements

1. Organizer:

Name: JICA Hokkaido International Center (Obihiro)

Contact: jicaobic@jica.go.jp

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

(Tel) 81(*)-155(**)-35-1210 (Fax) 81(*)-155(**)-35-1250

Note: *: country code for Japan, **: area code for Obihiro

(Email) jicaobic@jica.go.jp (Website) www.jica.go.jp/english

2. 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: Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

3. Accommodation in Japan:

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

JICA Hokkaido International Center (Obihiro)

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

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

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

If there is no vacancy at Hokkaido International Center (Obihiro), JICA will arrange alternative accommodations for the participants.

4. 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 p. 8-16 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

5. 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. 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.

3. Climate

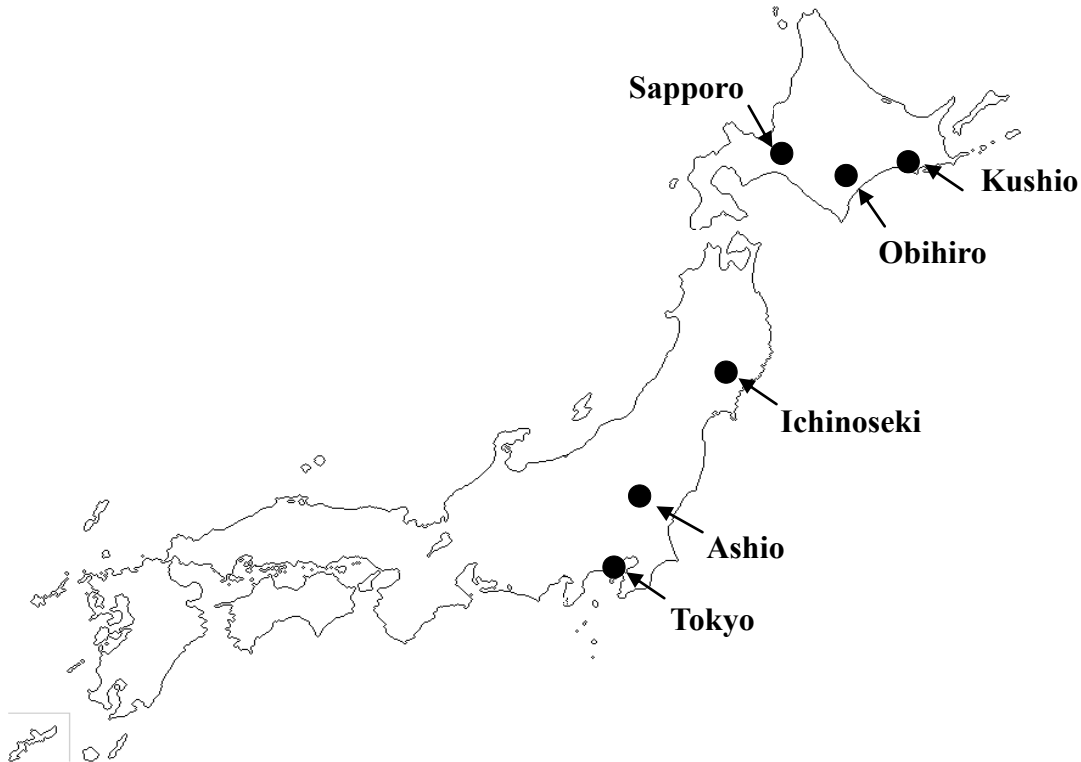
The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes. (Japan Meteorological Agency 1981-2010 in average)

		Obihiro city				Tokyo			
		May	Jun	Jul	Aug	May	Jun	Jul	Aug
Temperature (°C)	Maximum	17.6	20.8	23.5	25.2	22.9	25.5	29.2	30.8
	Average	11.1	14.8	18.3	20.2	18.2	21.4	25.0	26.4
	Minimum	5.7	10.3	14.5	16.4	14.0	18.0	21.8	23.0
Humidity (%)		69	79	83	82	69	75	77	73
Precipitation (mm)		80.0	75.5	106.4	139.1	137.8	167.7	153.5	168.2

4. Study Trip

As a supplemental program, study trips are planned during your stay. However, the place might be changed or added.

1. Sapporo (Capital city of Hokkaido)
2. Kushiro (Eastern part of Hokkaido)
3. Ichinoseki (main Island)
4. Ashio mountain (main land)
5. Tokyo (main Island)



6. Items prepared for participants by JICA

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

- 1) rain jacket & trousers
- 2) work jacket & trousers
- 3) rubber boots
- 4) binoculars

Therefore, participants don't need to bring their own items above.

7. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival in Narita or Haneda international airport if it is needed, since there is not enough time for currency exchange during the course.

8. Wi-Fi facilities

Wi-Fi systems are accessible only in designated areas in JICA facilities. Participants are advised to bring necessary items if you want to use Wi-Fi systems in your private room.

Inception Report

Participants are requested to prepare an Inception Report with application form on the following issues, and submit it to the respective country's JICA Office or JICA Hokkaido (Obihiro) by **April 28, 2017**, preferably by e-mail to jicaobic@jica.go.jp

a. Purposes

- (1) To clarify current situation, issues or problems that applicant is facing when he/she conducts.
- (2) To provide advance information to lecturers after succeeding achievements of the participant(s) previous year.

b. Contents

- (1) Name of applicants
- (2) Name of organization
- (3) Map of land use and vegetation
- (4) Population
- (5) Basic climatic condition
 - 1) Mean annual temperature
 - 2) Monthly air temperature
 - 3) Monthly precipitation data
- (6) River data
 - 1) River length and surface of drainage basin
 - 2) Water qualities, if available, indicate BOD, COD level or any bio-index etc.
- (7) Please name specifically the endangered species of plants, animals and insects which should be conserved from the viewpoint of biodiversity in your designated drainage basin.
- (8) Please indicate past flood data in the target drainage basin.

Name of the river:

unit: m³/s

Date / Period	Precipitation	Normal discharge	Peak discharge (hourly)		

- (9) Subjects on which you would like to focus on this program

c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

d. Presentation

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

(1) The time allocation for each presentation of the Inception Report will be about 10 minutes.

(2) It is advisable to bring some materials such as pictures or other visual aids to show your target drainage basin, condition of flood and ecosystem conservation.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Hokkaido International Center (Obihiro) (JICA 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.

**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)**

[Empty 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 box for Family Name]

First Name

[Empty box for First Name]

Middle Name

[Empty box 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 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: