

No.12040/10/2015-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<sup>th</sup> March, 2015

**TRAINING CIRCULAR**

31<sup>st</sup>

Sub: Group Training Course in “**Flood Disaster Mitigation**” to be held in Japan from October 01, 2015 to September 15, 2016 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from October 01, 2015 to September 15, 2016 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to develop the participant’s capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries which suffer from them consistently.
3. The program is designed for technical officials, engineers or researchers who are expected to be core human resources in the organization.
4. The applying organizations are expected to select those technical officers, engineers or researchers who have at least three (3) years of experience in the field of river management or flood disasters in governmental organizations. The applicant for this course should be a graduate of university (preferably in civil engineering, water resource management or disaster mitigation or related department); be proficient in basic computer skills; have competent command of spoken and written English; be in good health (both physically and mentally); be between the ages of twenty five (25) to forty (40) years as of October 01, 2015; must not be part of any type of military service.
5. In addition to above, 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/detail 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.
6. The course covers the cost of round-trip air tickets 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).

7. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (in duplicate) in JICA's prescribed form to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **May 12, 2015**. Nominations received after the prescribed date will not be considered. The details of the program may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



(P.K. Pattnaik)

Under Secretary to the Government of India  
Tele: 011-26109049

To,

- a) The Secretary, Ministry of Home Affairs, North Block, New Delhi,
- b) The Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi,
- c) The Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-03,
- d) The Chairman, National Disaster Management Authority, NDMA Bhawan, A-1, Sufdarjang Enclave, New Delhi-110029,
- e) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



# **GROUP AND REGION-FOCUSED TRAINING**

**GENERAL INFORMATION ON**

**FLOOD DISASTER MITIGATION**

**課題別研修「洪水防災」**

***JFY 2015***

**NO. J15-04098 / ID. 1584478**

**Course Period in Japan: From October 1, 2015 to September 15, 2016**

This information pertains to one of the Group and Region-Focused Training 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.

# ***I. Concept***

## **Background**

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

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

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

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

## **For what?**

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

## **For whom?**

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

**Remark:**

*The curriculum of this program is approved as a master's degree program by **the National Graduate Institute for Policy Studies (GRIPS)** and **the Public Works Research Institute (PWRI)**. Achieving required credits during the training, the participants will be awarded a **Master's degree, "Master of Disaster Management" by GRIPS and PWRI.***

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

## ***II. Description***

**1. Title (J-No.):**

Flood Disaster Mitigation (J15-04098)

**2. Course Period in JAPAN**

October 1, 2015 to September 15, 2016

**3. Target Regions or Countries**

Republic of Albania, People's Republic of Bangladesh, Federative Republic of Brazil, Republic of Colombia, Republic of Fiji, India, Former Yugoslav Republic of Macedonia, Republic of Maldives, Republic of Mozambique, Republic of the Union of Myanmar, Federal Democratic Republic of Nepal, Islamic Republic of Pakistan, Republic of Peru, Republic of the Philippines, Democratic Socialist Republic of Sri Lanka, United Republic of Tanzania, The Democratic Republic of Timor-Leste, Socialist Republic of Viet Nam, Republic of Zimbabwe.

**4. Eligible / Target Organization**

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

**5. Course Capacity (Upper limit of Participants)**

21 participants

**6. Language to be used in this program:**

English

**7. Course Objective:**

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

**8. Overall Goal**

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

## 9. Expected Module Output and Contents:

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

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

<b>(2) Phase in Japan;</b>		
<i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Outputs	Subjects/Agendas (Tentative)	Methodology
To be able to explain basic concept and theory on generation process of flood disasters, hazard risk evaluation, disaster risk management policy and technologies	<b>Basic concepts of IFRM: Integrated Flood Risk Management:</b> - Outline of integrated flood risk management - Disaster management cycle - Basic concepts of IFRM	Lecture
	<b>Urban Flood Management and Flood Hazard Mapping:</b> - Outline of disaster prevention countermeasures - Local disaster emergency plan - Non- structural countermeasures in Japan (Early warning system, Flood Hazard Map)	Lecture, Exercise
	<b>Disaster Management Policies A: from Regional and Infrastructure Aspect:</b> - Social System against Disasters - Education on Basic Knowledge for Disasters - Policy for Infrastructure - Policy Making Process for Disaster	Lecture
	<b>Disaster Management Policies B: from Urban and Community Aspect:</b> - International activities for disaster mitigation - Community based disaster risk management - Practical risk assessment	Lecture
	<b>Site Visit of Water-related Disaster Management Practice in Japan</b>	Field trip
To be able to explain basic concept and theory on flood	<b>Hydrology:</b> - Climate System and Water Cycle - Hydrological Processes, In-situ Observation	Lecture

countermeasures including landslide and debris flow	and Modeling - Remote Sensing of Hydrology Water Resources Planning and Management	
	<b>Hydraulics:</b> - Fundamentals - Advection and Diffusion - General transport equations	Lecture, Exercise
	<b>Flood Hydraulics and River Channel Design:</b> - Outline of rivers in Japan - Fundamental mechanics of flood flows - Steady quasi-two dimensional analysis of Flood flow	Lecture
	<b>Mechanics of sediment transportation and river changes:</b> - Mechanics of sediment transportation - River morphology	Lecture
	<b>Sustainable reservoir development &amp; management:</b> - Outline of Dam Engineering - Flood Control Plan by dam - Flood Control Operation by dam	Lecture, Exercise
	<b>Control measures for landslide &amp; debris flow:</b> - Introduction to Sabo projects - Countermeasures for sediment-related disasters - Hazard mapping for sediment-related disasters	Lecture, Exercise
	<b>Computer Programming:</b> - Programming Language - Numerical Computation	Lecture, Exercise
	<b>Basic Practice on Flood Forecasting &amp; Inundation Analysis</b> - Geographic Information System (GIS) - Rainfall-Runoff-Inundation modeling - Runoff Analysis with IFAS - Large-scale Runoff Analysis with BTOP	Lecture, Exercise
	<b>Advanced Practice on Flood Forecasting &amp; Inundation Analysis</b> - Advanced Geographic Information System (GIS) - Advanced Remote Sensing - Advanced Hydrological Model	Lecture, Exercise



	<b>River Ecohydraulics</b> - Ecosystem - Environmental Impacts of Dams - Sediment Management in Reservoirs	Lecture
To formulate the countermeasures to solve the problems and issues concerning flood disasters in their countries for applying techniques and knowledge acquired through the program	<b>Individual study:</b> - Formulation of the Master thesis ➤ Participants will make a Master thesis based on the knowledge and techniques acquired through Lectures, discussions, Exercises and Field Trips in the program. - Formulation of the Action Plan ➤ Participants will make an Action Plan for solving problem in the field of water-related disaster in their countries by using knowledge and techniques acquired through the program.	Discussion, Presentation

<Structure of the program>

(1) Preliminary Phase:

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

(2) Core Phase in Japan:

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

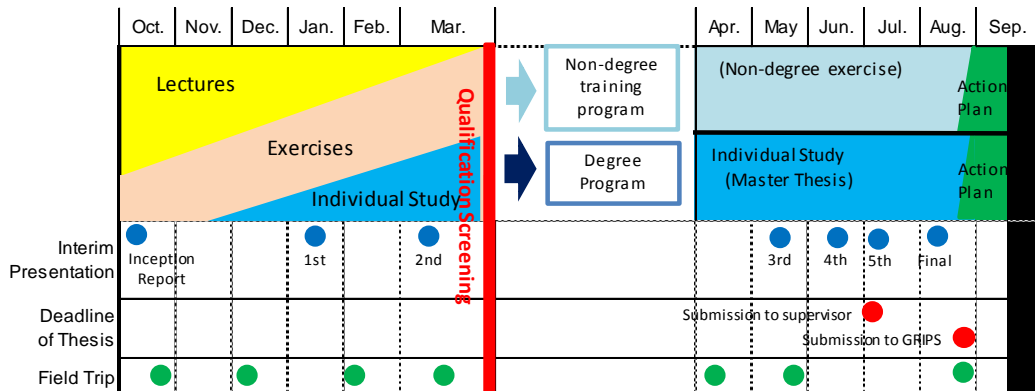


Fig. 1: Course schedule in Japan

### ***III. Conditions and Procedures for Application***

#### **1. Expectations from the Participating Organizations:**

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

#### **2. Nominee Qualifications:**

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

- (1) be nominated by their governments in accordance with the procedures described in III-4.
- (2) be technical officials, engineers or researchers who have three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) be proficient in English ---with a minimum TOEFL score of Internet-Based Test (iBT) 79 (Paper-Based Test 550), IELTS 6.0 or its equivalent.
- (6) be in good health, both physically and mentally, to participate in the program in Japan.
- (7) be over twenty-five (25) and under forty (40) years of age as of October 1, 2015.
- (8) not be serving any form of military service.

#### **3. Required Documents for Application**

##### **(1) Application Form:**

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

\*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

1. letter of the participant's consent to bear economic and physical risks
2. letter of consent from the participant's supervisor
3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

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

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

- Application form for GRIPS/PWRI Master's Program
- Certificate of health
- 2 letters of recommendation
- Certificate of employment
- Official transcripts and degree certificates
- Evidence of English ability
- Statement of purpose

\*GRIPS -National Graduate Institute for Policy Studies

\*\*PWRI – Public Works Research Institute

**(3) Inception Report (See *ANNEX II*):**

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

**4. 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 May 22nd, 2015**.

**(2) Selection:**

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) will conduct screenings, and send the documents to JICA Tsukuba, which organizes this project.
- 2) JICA Tsukuba will carry out the screening jointly with PWRI and decide the passed applicants out of those who fulfill the set qualifications described above in III.2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
  1. The Cost of transportation to the respective country's JICA office for receiving an interview will be paid by Applicants.

- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the Application materials such as Official Transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by a faculty council of GRIPS finally by **the end of July, 2015** (This schedule cannot be delayed).

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

### **(3) Notice of Acceptance**

Notification of results shall be delivered to the respective Government through the respective countries' JICA office (or Embassy of Japan) by **no later than August 5, 2015.**

(\*Acceptance Agreement from GRIPS will be sent together with the notice of acceptance.)

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

Accepted participants are required to prepare and submit the following documents to JICA Tsukuba by **September 18, 2015.**

- Inception Report Presentation Material (PowerPoint file)
- Assignment Material

## **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.

## **7. Certificate and Master's Degree:**

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

## *IV. Administrative Arrangements*

### **1. Organizer:**

- (1) **Name:** JICA TSUKUBA
- (2) **Contact:** (tbictpp@jica.go.jp)

### **2. Implementing Partner:**

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

- 1) URL: <http://www.icharm.pwri.go.jp>
- 2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan
- 3) TEL: +81-29-879-6809
- 4) FAX: +81-29-879-6709
- 5) E-mail: [training.icharm@pwri.go.jp](mailto:training.icharm@pwri.go.jp)
- 6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 80 years since its establishment.

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

- 1) URL: <http://www.grips.ac.jp/en>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) FAX: +81-3-6439-6050
- 5) E-mail: [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)
- 6) Remark: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute. GRIPS was established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in the policy arena, for the advancement of policy research, and for the systematic collection and dissemination of policy-related information.

### **3. Travel to Japan:**

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

#### 4. Accommodation in Japan:

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

JICA Tsukuba International Center (JICA TSUKUBA)  
Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan  
TEL: +81-29-838-1111, FAX: +81-29-838-1776  
(where “81” is the country code for Japan, and “29” is the local area code)

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

<http://www.jica.go.jp/english/contact/domestic/information.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.

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

#### 6. Pre-departure Orientation:

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

## ***V. Other Information***

### **1. Computer:**

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

### **2. Relevant Data for flood disasters in participants' country:**

The participants are strongly recommended to bring the relevant data for flood disasters in your country on your laptop/notebook computers for preparing the action plan, presentation slides etc.

### **3. Introduction of participants' country:**

The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, cloths, instruments or ornaments.

END

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

***ANNEX-II: Instruction for Inception Report***

***ANNEX-III: Course Schedule (tentative)***



## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

Further, address correspondence to:

**JICA Tsukuba International Center (JICA TSUKUBA)**  
**Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan**  
TEL: +81-29-838-1111 FAX: +81-29-838-1790

## **Application Materials for GRIPS/PWRI Master's Program**

### **1. Instructions**

Please read this information carefully before completing application materials for the GRIPS/PWRI program.

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

**Please note that any false or misleading statement or incomplete or inaccurate information you provide in your application may be the basis for denying you admission or, if you have been admitted, dismissal from GRIPS.**

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

All materials submitted by an applicant become the property of GRIPS and will not be returned.

### **2. Supporting Documents**

Applicants are requested to submit the following documents (**preferably in one complete set so as to avoid delays in further evaluation**):

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

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

Apart from the items listed below, do not attach any additional documents.

Please check  whether you have submitted all the necessary documents

**Application form for GRIPS/PWRI Master's Program** (use designated form)

**Certificate of health** (use designated form)

**1 clear photograph of your face** (30 x 40 mm)  
Please paste the photograph onto the application form.

**2 letters of recommendation** (use designated form)  
Each of your letters must contain both of the two A4 pages provided. They must be submitted in sealed, unopened envelopes signed across the flap by each recommender.

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor.

Letters submitted that do not use our designated forms will not be accepted.

**Certificate of employment** (use designated form)  
You are required to submit this if you are currently employed and will be given study leave from your employer upon getting admitted to GRIPS.

The certificate must state your present job title, job duties, and the name of your employer. Please include information on civil servant qualification (e.g., BCS, IAS, IRS, CSS) if applicable. The certificate of employment must bear the official stamp or seal and signature of the employer. If the official stamp or seal is in your local language and an English version is not available, you must ask your employer to write its English translation in the margin of the form.

**Official transcripts and degree certificates (where applicable)**  
You must submit all your official transcripts and degree certificates from all undergraduate and graduate institutions attended in sealed, unopened envelopes signed or stamped across the flap by the school authorities.

Official transcripts are transcripts issued by the university and bear the seal or signature of the registrar. The transcript should contain the following information: the name of the degree awarded, the date of award, the names of all courses taken with grades received, and the grading scale. It is helpful to have the student's rank in class included in the information. You should request and receive your transcripts from your university. If you are currently attending a university, please submit the latest transcript.

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

If your transcript does not state the name of your degree, you must send us an official degree certificate OR a certified copy of your diploma. An official degree certificate is a certificate issued by the university and bears the official seal of the university. It should state the name of your degree and the date the degree was awarded. You should request and receive your official degree certificate OR a certified copy of your diploma from your university. If you are currently attending a university, please submit an authorized statement of expected graduation certifying the specific date and title of the expected degree upon completion of the program. Do not send your original diploma as documents will not be returned.

**Evidence of English ability**

One of the following test scores is required:

1. IELTS: 6.0 or higher
2. TOEFL (paper-based): 550 or higher
3. TOEFL iBT: 79 or higher

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

Applicants who have completed an undergraduate or graduate degree at an institution located and accredited in the USA, the UK, Canada, Australia, New Zealand, and Ireland will be automatically exempted from submitting an English test score.

**Statement of purpose** (use designated form)

For details on required content, please see the explanation on the designated form.

### **3. After You Apply**

#### **Notify JICA of any changes**

You must notify JICA by email as soon as possible of any changes in your application that may occur after you have completed your application. In case of any changes in your employment information (e.g., promotion, transfer), you must re-submit the Certificate of Employment that certifies your new status within 30 days.

#### **INQUIRIES**

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

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

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

## Disaster Management Policy Program by GRIPS and PWRI/ICHARM

Photograph

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

**APPLICATION FORM**  
**FOR GRIPS/PWRI MASTER'S PROGRAM 2015**  
(Type, print or write in block letters. Do not use "ALL CAPITAL LETTERS.")

**PERSONAL DATA**

1. Full name: \_\_\_\_\_  
As written in your passport.

2. Date of birth: \_\_\_\_\_ 3. Age (as of October 1st, 2015): \_\_\_\_\_  
Month/Day/Year

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

6. Citizenship: \_\_\_\_\_  
As written in your passport

7. Present employer (Name of organization): \_\_\_\_\_  
Does your organization belong to a central or regional authority?  Central  Regional  Neither

8. Present position: \_\_\_\_\_

9. Work address: \_\_\_\_\_

Zip code (Postal code): \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_  
Country code - complete number Country code - complete number

10. Home address: \_\_\_\_\_

Zip code (Postal code): \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_  
Country code - complete number Country code - complete number

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

Address: \_\_\_\_\_

Zip code (Postal code): \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_  
Country code - complete number Country code - complete number

12. E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_



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

16. List current and all previous employment **in reverse chronological order** starting with your most recent position.

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

---

**CERTIFICATION**

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

\_\_\_\_\_

Signature of the applicant

\_\_\_\_\_

Month/Day/Year

---

**Please submit this application form along with other supporting documents specified on section 2.**

## Disaster Management Policy Program by GRIPS and PWRI/ICHARM

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### **STATEMENT OF PURPOSE 2015**

---

Please state your purpose for participating in this program, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities (applicants, who are still studying but will have graduated by October, should describe their future career plans). Please describe any other factors that you would like to have the admissions committee consider in evaluating your application (e.g. personal background, leadership role) if you have. (300-500 words)



Disaster Management Policy Program  
by GRIPS and PWRI/ICHARM

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**CERTIFICATE OF EMPLOYMENT 2015**

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**EMPLOYER DETAILS**

Name of organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code (Postal code): \_\_\_\_\_  
Tel: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Country code - complete number Country code - complete number

---

**EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
Full name of the applicant  
has been employed by this organization from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year  
Present position, rank, responsibilities: \_\_\_\_\_  
Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: \_\_\_\_\_  
This applies to applicants from Bangladesh, India and Pakistan.

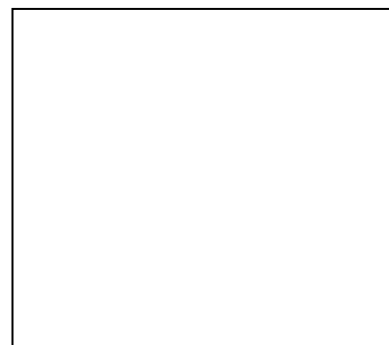
---

**LEAVE OF ABSENCE APPROVAL SECTION**

I will approve **one-year** leave of absence for the above employee to participate in the Disaster Management Policy Program, if he/she is admitted to GRIPS and PWRI.

---

Details authorized person completing the form:  
Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Month/Day/Year



\*Please put an Official Stamp or Seal in this space.  
\*If the official stamp or seal is in your local language and an English version is not available, you must ask your employer to write its English translation in the margin of this form.

## Disaster Management Policy Program by GRIPS and PWRI/ICHARM

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### LETTER OF RECOMMENDATION 2015

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

Your name \_\_\_\_\_  
As written in your passport

Recommender's name \_\_\_\_\_

---

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

---

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

2. In what capacity have you known the applicant?

\_\_\_\_\_

3. How often have you interacted with the applicant?

Daily             Weekly             Monthly             Rarely

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

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

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

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

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

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

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

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

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

---

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

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

---

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---

10. Additional comments, if any.

---

---

---

11. How would you evaluate the applicant's overall suitability as a candidate for admission to the graduate program of GRIPS and PWRI ?

Outstanding       Good       Average       Poor

---

Name of person completing this form: \_\_\_\_\_

Position/title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Country code - complete number      Country code - complete number

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Month/Day/Year

## Disaster Management Policy Program by GRIPS and PWRI/ICHARM

---

### LETTER OF RECOMMENDATION 2015

---

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

Your name \_\_\_\_\_  
As written in your passport

Recommender's name \_\_\_\_\_

---

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

---

1. How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months
2. In what capacity have you known the applicant?  
\_\_\_\_\_
3. How often have you interacted with the applicant?  
 Daily       Weekly       Monthly       Rarely
4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?  
 Outstanding (top 5%)  
 Excellent (top 10%)  
 Good (top 20%)  
 Average (top 50%)  
 Below average (lower 50%)  
 Unable to comment
5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?  
 Outstanding (top 5%)  
 Excellent (top 10%)  
 Good (top 20%)  
 Average (top 50%)  
 Below average (lower 50%)  
 Unable to comment
6. Please evaluate the applicant in the areas below as *excellent, average, poor, or unable to comment*.

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

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

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

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

---

---

---

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

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

---

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---

10. Additional comments, if any.

---

---

---

11. How would you evaluate the applicant's overall suitability as a candidate for admission to the graduate program of GRIPS and PWRI ?

Outstanding       Good       Average       Poor

---

Name of person completing this form: \_\_\_\_\_

Position/title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Country code - complete number      Country code - complete number

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Month/Day/Year

健康診断書

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

日本語又は英語により明瞭に記載すること。

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

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

1. 身体検査 Physical Examinations

(1) 身長 Height \_\_\_\_\_ cm 体重 Weight \_\_\_\_\_ kg

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

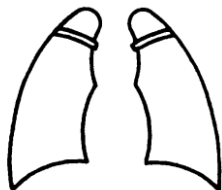
A B O	RH	+
		-

脈拍数 Pulse Rate \_\_\_\_\_/min 整 regular 不整 irregular

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

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

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



肺 lung: 正常 normal 異常 impaired

Date \_\_\_\_\_

心臓 Cardiomegaly: 正常 normal 異常 impaired

Film No. \_\_\_\_\_

Describe the condition of applicant's lung.

心電図 Electrocardiograph 正常 normal 異常 impaired

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

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

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

5. ワクチン接種歴 Vaccination history

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

6. 検査 Laboratory tests

検尿 Urinalysis: glucose ( ), protein ( ), occult blood ( ) • 検便 Feces: Parasite(egg of parasite)(+, -)  
 赤沈 ESR: \_\_\_\_\_ mm/Hr, WBC count: \_\_\_\_\_ x10<sup>3</sup>/μl, Hemoglobin: \_\_\_\_\_ g/dl, ALT: \_\_\_\_\_ u/l

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

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

日付 Date: \_\_\_\_\_ 署名 Signature: \_\_\_\_\_  
 医師氏名 Physician's Name in Print: \_\_\_\_\_  
 検査施設名 Office/Institution: \_\_\_\_\_  
 所在地 Address: \_\_\_\_\_

**ANNEX-II: Instruction for Inception Report**

*(To be submitted with the Application Form)*

**Inception Report**

***for the Group and Region-Focused training course on “Flood Disaster Mitigation”  
(JFY 2015)***

**Note:**

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

**1. Please fill your following information.**

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

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

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

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

Please attach your organization chart.

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

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

- (1) Period:
- (2) Organization;

**ANNEX-II: Instruction for Inception Report**

- (3) Position;
- (4) Outline of duties;

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

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

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

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

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

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

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

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

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

END



**ANNEX-III: Course Schedule (tentative)**

Course Schedule (tentative)			
Year	Date		Program
2015	October	1	Arrival to Japan
		2	Briefing at JICA Tsukuba
		5	Entrance Guidance and Orientation at GRIPS
		6	Opening Ceremony
		7	Start of Lecture at ICHARM
		Mid	Presentation on Inception Report
		Late	Field Trip (1)
	November		
	December	Early	Field Trip (2)
		29	
2016	January	↓	Winter Vacation
		3	
	Mid	1st Interim Presentation on Master's thesis	
	February	Early	Field Trip (3)
	March	Mid	2nd Interim Presentation on Master's thesis
		Mid	Field Trip (4)
	April		
		Mid	Field Trip (5)
	May	Early	3rd Interim Presentation on Master's thesis
		Late	Field Trip (6)
	June	Early	4th Interim Presentation on Master's thesis
	July	Early	Submit the draft of Master's thesis
		Early	5th Interim Presentation on Master's thesis
	August	Early	Final Presentation on Master's thesis
Late		Submit Master's thesis to the GRIPS	
Late		Field Trip (7)	
September	13	Closing Ceremony	
	14	Graduation Ceremony at GRIPS	
	15	Return to home country	

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### **1. Parts of Application Form to be completed**

#### **1) Which part of the form should be submitted?**

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

##### **>Application for Group and Region Focused Training Program**

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

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

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

### **2. How to complete the Application Form**

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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#### **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		-					
---	---	--	---	--	--	--	--	--

**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 - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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**

[ ] [ ]

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

**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)**

--

**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

<sup>1</sup> 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.

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

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

<sup>1</sup> 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 &amp; 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 &amp; 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: