

F.No.12040/10/2017-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: 12.04.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Policy Planning and Project Management on Livestock Development for Livestock Officials” (for senior and middle level officials) to be held in Japan under the Technical Cooperation Program of the Government of Japan (**Submission Deadline –16.04.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Policy Planning and Project Management on Livestock Development for Livestock Officials” (for senior and middle level officials) to be held in Japan under the Technical Cooperation Program of the Government of Japan. The program for senior officials is scheduled from 25.05.2017 to 10.06.2017 whereas for middle level officials it is scheduled from 25.05.2017 to 12.08.2017.

2. The program aims participants learn about policy implementation as well as the roles of and cooperation among administrative and other related organizations involved in the process of developing the livestock industry in Japan. The program is designed to develop human resources that have a global perspective and to contribute to the development of the livestock industries in developing countries by enhancing the management capabilities of livestock officials with regard to policy planning, implementation and management.

3. It is recommended for the joint participations of both senior officials and middle level officials from each organization. The eligibility criteria required in respect of each program and other details of the program 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:-

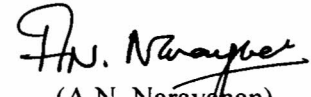
- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.



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 **16.04.2017**. 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>**.


(A.N. Narayanan)

Deputy Secretary to the Government of India
Tele: 26107960

Copy to:

- a) Secretary, D/o Animal Husbandry, Dairying & Fisheries, Krishi Bhawan, New Delhi.
- b) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- c) Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- d) 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 and Region Focus)

GENERAL INFORMATION ON

Policy Planning and Project Management on Livestock Development for Livestock Officials (for Senior and Middle Level Officials)

課題別研修

「畜産開発計画行政官の政策立案実施管理能力向上
(幹部及び中堅行政官)」 JFY 2017

NO. J1704239 ID. 1784689

Course Period in Japan:

May 25 to June 10 (Senior Officials),

May 25 to August 12 (Middle Level Officials), 2017

This information pertains to one of JICA Knowledge Co-Creation Program (Group and 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

In many developing countries, the demand for livestock products has been rapidly increased with income growth and urbanization. Although the national plans, goals, and other such measures of these countries have been formulated to promote the agricultural and livestock sectors, sufficient progress has not yet been made, as the administrative (policy planning and projects management) support, organization and infrastructure, and human resources have not been sufficiently developed for this goal to be achieved.

For what?

In the program, participants learn about policy implementation as well as the roles of and cooperation among administrative and other related organizations involved in the process of developing the livestock industry in Japan. The program is designed to develop human resources that have a global perspective and to contribute to the development of the livestock industries in developing countries by enhancing the management capabilities of livestock officials with regard to policy planning, implementation and management.

For whom?

The program targets to administrative official (senior officials*1 and/or middle level officials*1) of central government agencies, local government agencies or related institutes who are engaged in the planning, implementation and management, dissemination of policies concerning the development of the livestock industry.

* 1 Qualifications of senior officials and middle level officials are described in III-2

How?

With fact-finding and analysis, group discussions, lectures, field observations, and practical workshops including policy dialogues with Japanese related governmental institutes for senior officials as its main components, the program enables participants to acquire practical knowledge and skills that they can apply in their works.

In addition, the intended outcome of the program in Japan is for participants to prepare action plans for proposals concerning the administrative support and technologies needed to further develop their countries' livestock industries, and to then make presentations on these action plans at their organizations after their returns to the respective home countries. They are expected to contribute to the development of their countries' livestock industries by disseminating and utilizing the knowledge and skills they acquire in Japan.

II. Description

Title (J-No.): **Policy Planning and Project Management on Livestock Development for Livestock Officials (for Senior and Middle Level Officials)**

1. J 1704239

2. Course Period in JAPAN

(1) Senior Officials*2 ; May 25 – June 10, 2017

(2) Middle Level Official*2 ; May 25 - August 12, 2017

(Important notice) Joint participations of both Senior Officials and Middle Level Officials from each country would be recommended.

*2 Qualifications of Senior Officials and Middle Level Officials are described in III-2

3. Target Regions or Countries

India, Indonesia, Nigeria, Pakistan, Fiji, Vietnam, Madagascar, Mali, Myanmar,

4. Eligible / Target Organization

The program is designed for policy planning and project management unit of central and local governmental departments and related organizations which are responsible to facilitate livestock and rural development.

5. Course Capacity (Upper limit of Participants)

20 participants

6. Language to be used in this program: English

7. Course Objective:

To establish concrete measures for addressing problems in livestock industry development through sharing and utilization throughout the whole of the participants' organizations of knowledge and experience acquired in the programs.

8. Overall Goal:

To improve living standards of rural areas in the participants' home countries through efficient and effective implementation of initiatives for designing, formulating and extending the policies and systems needed to develop the livestock industries in these countries.

9. Expected outcomes and outline of the program

9-1. Structure of the program

1. Preliminary phase (in the participants' home countries) by May 12, 2017	
Expected outcomes	Analyzing the current situation and identify the prioritized topics of challenges in livestock development in the countries to which solutions will be discussed and formulated as Action Plan and other related scheme in Core phase described below



2. Core Phase (in Japan) (1) Senior Officials ; May 29 – June 9, 2017, 11 days (2) Middle Level Official Division; May 29 – August 10, 2017, 74 days	
Expected outcomes/ modules	Contents
Unit 1	Challenges of livestock development plans are explained and shared by Japanese related institutions
Unit 2	Essential points so as to formulate, implement/ manage national plans are understood
Unit 3	Institutional approach necessary to formulate, implement/ manage national plans, and facilitations for effective policy extension, gender and development are understood
Unit 4	Action plan for livestock promotion, including measures to improve existing plan, are presented



(3) Final phase (in the countries) August, 2017 – March, 2018	
Expected outcomes	Action plan is reviewed and revised based on the results of discussions and evaluations by the related institutions, and some of the components of action plan implemented accordingly

9-2. Outline of the program in the core phase (provisional)

Unit	Field of topics	Credit (day) *3				D *4	
		L	P/S	O	T	S	M
1	(1) Current situation and challenges of agriculture/livestock in Japan / Organization, activities and policy of Ministry of Agriculture, Forestry and Fisheries (MAFF) (Introduction, livestock promotion animal health and food safety)	1.5	0.5		2.0	○	○
	(2) Current situation and challenges of technical cooperation veterinary and livestock development / Organization, activities and policy of JICA	0.5			0.5	○	○
	(3) Current situation and challenges of antibiotics treatment control	1.0	0.5		1.5	○	○
	(4) Presentation of report on policy challenges in livestock development (Inception report presentation)		0.5			○	○
	(5) Presentation of final report by senior officials participants (including an Action Plan)		0.5			○	○
Sub total		2.5	2.5		5.0		
2	(6) Organization and activities of local government/ Cooperation between central and local government	1.5		0.5	2.0		○
	(7) Organization and activities of central government administrative institutes (Animal Quarantine Service and Food and Agriculture Material Inspection Center)	0.5		0.5	1.0		○
	(8) Organization and activities of central government research and development institutes (Livestock Production, Pasture and forage, Animal Health and International collaborative research)	1.0		1.0	2.0		○
	(9) Organization and activities of central government administrative execution agency (National Livestock Breeding Center (NLBC))	1.0			1.0		○
Sub Total		4.0		2.0	6.0		
3	(10) Organization and activities of agriculture cooperative / livestock industry NGO and collaboration with public sector	3.5		0.5	4.0		○
	(11) Education and training of livestock engineer and farm successor	1.0		1.0	2.0		○
	(12) History of livestock development in Japan	1.0			1.0		○
	(13) Foreign agriculture and livestock policy/ International trade of agriculture and livestock products	1.0			1.0		○
	(14) Livestock trade/ Processing, distribution and marketing of livestock products	2.5		2.5	5.0		○

	(15) Livestock production, animal health and forage production	5.5		2.5	8.0		○
	(16) Theory and practical aspect of rural development	5.0			5.0		○
	(17) Intensive technical practice on rural development modeling through small ruminant (goat) farming in small scale subsistence farmers in developing countries	1.5	2.5	0.5	4.5		○
	(18) Challenges in global climate changes (global warming) and livestock	1.0			1.0		○
Sub Total		23.0	2.5	7.0	32.0		
4	(19) Practice on Action Plan (AP) formulation (Project cycle management (PCM) method)	1.0	6.0		7.0		○
	(20) Official presentation of AP		1.0		1.0		○
Sub total		1.0	7.0		8.0		
Others	(21) Opening / Closing ceremony		0.5				○ ○
	(22) Orientation of the program / daily life in NLBC		0.5				○ ○
	(22) Mid-term / Final evaluation meeting		1.0				○ ○
	(23) Studying Japan						○
Sub total			2.0		2.0		
Grand total		31.0	13.5	9.0	53.5		

Note: *3 Credit L: lecture, P/S: practice/seminar, O: observation, T: Total

*4 D: Division of S (Senior Officials) and of M (Middle Level Officials)

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) 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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Senior Officials

- a. Current Duties: be a division director or higher ranking official in charge of livestock development in the ministry/department headquarter of the central government or equivalent institutes
- b. Experience: have 15 years or more of experience in livestock development and five (5) years in management and supervising

2) Middle Level Officials

- a. Current Duties: be working for a central government, a local government or equivalent institutes involved in administrative affairs related to the livestock development
- b. Experience: have three (3) years or more of experience in the livestock industry

3) Common of both Senior Officials and Middle Level Officials

- c. Education Background: be university graduates or have an equivalent academic background;
- d. Language: have a competent command of spoken and written English and/or French which is equal to TOEFL iBT 100 or more (Please attach an official certificate for English ability such as TOEFL, TOEIC etc.)
- e. 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.

(2) Recommendable Qualifications

- 1) Expected to continue to be involved in administrative affairs related to the livestock development even after completion of this program

- 2) Expected age
 - a. Senior Officials: be over 40 years of age
 - b. Middle Level Officials: be under 45 years of age
- 3) Other expectation

Would have an experience in “gender and development” due to its importance in the program

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country’s JICA Office or the Embassy of Japan.
- (2) **Photocopy of passport:** to be submitted with the Application Form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:
Name, Date of birth, Nationality, Sex, Passport number and Expire date.
- (3) **Nominee’s English Score Sheet:** to be submitted any official documentations of English ability (e.g., TOEFL, TOEIC, IELTS) with the Application Form.
- (4) **Questionnaire:** to be submitted with the application form. Fill in Attached 2 in ANNEX.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

- 1) Closing date for applications: **Please inquire to the JICA Office (or the Embassy of Japan).**
- 2) **Participation in which the nominee would like to join Senior Officials or Middle Level Official shall be identified and informed to the JICA Office (or the Embassy of Japan).**
- 3) After receiving applications, the JICA Office (or the Embassy of Japan) will send them to **the JICA Tohoku in JAPAN by April 16, 2017**

(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 Tohoku in Japan. Selection will be made by the JICA Tohoku in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of the*

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

(3) Notice of Acceptance

Notification of results will be made by the JICA Office (or the Embassy of Japan) **not later than April 28, 2017**

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

(1) Inception Report -- to be submitted by **May 10, 2017**:

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX 1 "Inception Report".) The Inception Report should be sent to JICA Tohoku through JICA regional Office by **May 10, 2017** preferably by e-mail to thictad@jica.go.jp

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.
- (9) to comply with law and regulation to prevent animal disease infection instructed in Attachment 3 in ANNEX .

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tohoku Branch (JICA Tohoku)

(2) **Contact:** Mr. HATAKEYAMA Takashi (thictad@jica.go.jp)

Address : Sendai Dai-ichiseimei Tower Bill 20F

4-6-1, Ichiban-cho, Aoba-ku, Sendai city, Miyagi-ken, 980-0811,
Japan

Tel: 81(*)-22(**) -223-5151

Fax: 81(*)-22(**) -227-3090

(*): country code for Japan (**): area code for Sendai

2. Implementing Partner:

(1) **Name:** National Livestock Breeding Center(NLBC) Head office

(2) **Address :** 1,Odakurahara, Odakura, Nishigo-mura, Nishi-shirakawa,
Fukushima-ken , 961-8511, Japan

(3) **E-mail :** kaigai@nlbc.go.jp

(4) **Tel/Fax :** NLBC, Office of Technical Cooperation:

Tel: 81(*) - 248(**) -25 – 6163 Fax: 81 (*) -248 (**) - 25 – 6755

Dormitory:

Tel: 81(*) - 248(**) -25 - 2340 Fax: 81 (*) -248 (**) - 25 – 2340

(*): country code for Japan (**): area code for Nishishirakawa

(5) **URL:** <http://www.nlbc.go.jp/english/index.html>

3. Travel to Japan:

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

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

4. Accommodation in Japan:

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

JICA Tokyo International Center (JICA TOKYO)

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

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

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

If there is no vacancy at JICA TOKYO, JICA will arrange alternative

accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/pdf/tic.pdf>

National Livestock Breeding Center (NLBC) Dormitory for Overseas Trainees
Address: 1 Odakurahara, Odakura, Nishigo-mura, Nishishirakawa-gun, Fukushima 961-8061, Japan
TEL: 81-248-25-2340

5. Expenses:

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

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

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

6. Pre-departure Orientation:

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

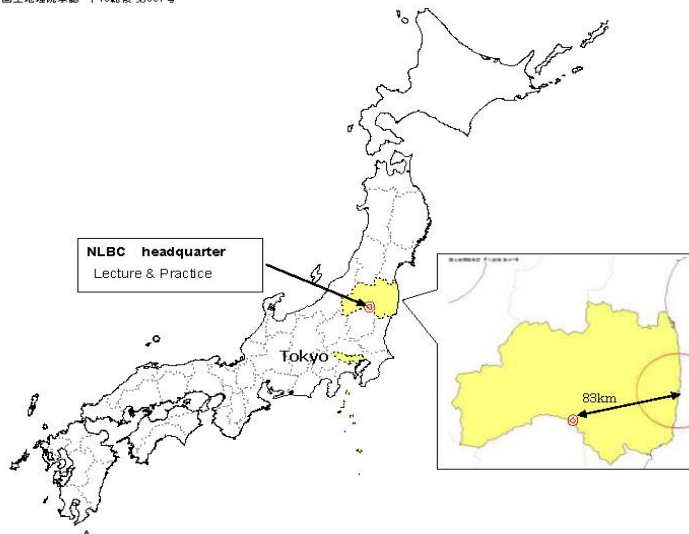
V. Other Information

1. Training site

Main training site is National Livestock Breeding Center (NLBC) Head Office, located in Fukushima Prefecture.

- (1) NLBC is long away (around 83 km) from the Fukushima Nuclear Power Plant,
- (2) URL of Reading of environmental radio activity level (English version) : <http://www.mext.go.jp/english/>

Training Site
国土地理院承認 平13建規 第367号



2. Accommodation facilities

During the training course at NLBC, you will stay in the NLBC Dormitory. This dormitory is located on NLBC premises.

-No meals service is provided, but a kitchen is available for use (participants may cook their own food-or dine out).

-Free internet access (Wi-Fi) is available, a shared computer is provided in the communal space, and bicycles can be rented.

-Single rooms (4 have a bath and toilet, 17 do not) are available and there are 5 communal shower rooms.

3. Climate

Information on the climate of the Shirakawa area is provided below. The training period runs from the end of spring to summer with rainy season (mid June to late July). It is strongly recommended that you bring not only summer clothes, but also clothes.

Shirakawa

Temperature (°C)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Maximum (Ave)	6.0	7.4	11.3	17.1	22.3	24.3	26.7	29.1	24.8	19.7	11.8	9.5
Average	1.3	2.3	5.9	11.5	16.7	19.6	22.2	24.1	20.9	14.5	7.0	4.5
Minimum (Ave)	-2.8	-2.0	1.1	6.2	11.2	15.5	18.8	20.6	17.9	9.8	2.7	-0.1
Precipitation(mm)	40.5	24.5	11.5	33.5	28.5	36.5	11.0	100.5	46.5	26.5	33.0	33.0

VI. ANNEX:

Attachment-1

Inception Report

The candidates informed to be accepted shall prepare and submit an inception report. The inception report should contain the following details.

This report must be submitted to the JICA Office in the participant's country by May 10, 2017.

- **Purpose**

- To share information with all of the other participants and with Japanese staff such as lecturers and NLBC staff.
- To clarify the issues and challenges that participants are currently facing in their work.
- To provide in advance information on issues and challenges that the participants and their organizations feel require action to deliver improvements.

- **Content**

<u>Part 1</u> Basic Information Brief description (1–2 pages)	1	Your name and position
	2	Name of organization
	3	Organizational chart
	4	Role of organization
<u>Part 2</u> Main part of the inception report	5	Explanation of participant's work responsibilities
	6	Current situation and challenges in your country's livestock industry as titled below and in your charge a. General view b. Rural development c. Animal production and breeding d. Pasture and forage e. Animal health f. Government policy g. Legistrative and instituotinal h. Others
	7	Critical and priority issues and challenges to be addressed in the regions that you are responsible for and in your organization
	8	Particular topics you hope to learn and specific post activities including policy and project planning you are interested in order to address the challenges described above and others

- **Layout** The report must be typed in English using Microsoft Word.
3–5 pages of A4 paper (21 cm x 29.5 cm).
12-point font, single spaced.

- **Presentation**
In the first week of the training program, participants will be asked to make a presentation (15 minutes for one participant, including question and answer).
Please prepare your presentation materials using Microsoft PowerPoint. The content should be the same as that described above.
* It is advisable that you include some reference materials—such as maps, photos, and statistical information—to help illustrate your country’s current situation.

Questionnaire 1 should be submitted together with the Application form.

Questionnaire I

Your name	
Country	

1. Outline of your work

Please mark with an "X" up to three fields that are most closely related to your current work.

Outline of your work	X
Policy planning and/or project management for a central government agency	
Policy planning and/or project management for a local government agency	
Livestock/livestock products marketing	
Dissemination	
Import, export, or quarantining of livestock/livestock products	
Veterinary services	
Research work at an testing laboratory or R&D institution	
Teaching position at an educational institute (University)	
Other (please describe your work)	

2. Areas of particular interest

Please mark with an "X" three areas that you are particularly interested in learning about during the training program in Japan.

Area of Interest	X
Government policy planning	
Establishment of laws, regulations and systems	
Project management	
Experiment and research work in the livestock field	
Promotion of technologies in the livestock field	
Disease control and hygiene management	
Livestock registration and statistical data management	
Safe food production (Traceability, HACCEP, GAP)	
Livestock/livestock-product marketing	
Improvements to livestock breeding in Japan	
Breeding management system in Japan	
Feed supply system in Japan	

Instruction for animal disease prevention

To prevent pathogens that could cause livestock diseases from being brought into Japan, participants must comply with the following regulations.

1. Prior to departure for Japan

- (1) The trainees must not come into contact with poultry or other livestock (e.g. cows, pigs, or chickens) on the day before or on the day of their departure. They must not enter facilities related to animal husbandry^(*), including slaughterhouses or disease diagnostic facilities, on the day before or on the day of their departure.
- (2) The trainees must either take a bath or a full body shower to thoroughly wash themselves (including their hair) using shampoo and soap on the day before or on the day of their departure.
- (3) All of the clothes that the trainees bring with them to Japan must meet all of the following requirements.
 - 1) The clothes must not have been used when working in animal rearing areas^(**) or other facilities related to animal husbandry in their home country.
 - 2) The clothes must not have been used since they were last washed.
 - 3) The clothes will be subjected to heat sterilization, so they must be suitable for ironing.
- (4) The shoes that the trainees are wearing on their arrival must not have been used when working in animal rearing areas or other facilities related to animal husbandry in their home country (the shoes must be free from soil from animal rearing areas as well as blood, etc., from slaughterhouses) or they must not have been worn since purchase. If the trainees have brought shoes other than the ones they are wearing, these shoes must also meet these standards.
- (5) The trainees must not bring into Japan any livestock or livestock products that are prohibited under Japan's quarantine law, or any goods that have been used when working in animal rearing areas or other facilities related to animal husbandry in their home country.

2. Upon arrival in Japan

When the trainees arrive in Japan, they must go to the animal quarantine counter located in the arrivals area at the airport. The trainees must take all measures necessary to comply with instructions given by animal quarantine officers, such as having the soles of their shoes disinfected.

In addition to the above regulations, the trainees must, upon their arrival, be informed of the following matters regarding the prevention of infectious diseases in livestock.

- (1) The trainees are not permitted to enter animal rearing areas for one week after their arrival.
- (2) All of the clothes that the trainees were wearing on their arrival in Japan must be washed and, if they are suitable for ironing, ironed immediately to heat sterilize them. In principle, any article other than clothing that the trainees bring with them from their home country must not be brought into animal rearing areas in Japan.
- (3) In addition to the above regulations, the trainees must follow all epidemic prevention regulations in the animal rearing areas that they visit during the training.

(*1) Facilities related to animal husbandry: Any places that might contain manure, blood, bodily fluids or pathogenic microbes from poultry or other livestock, or any places with soil that might contain such matter (e.g. slaughterhouses, artificial insemination facilities, livestock hygiene centers, and livestock markets)

(*2) Animal rearing areas: Any sites on farms where poultry or other livestock are being reared (e.g. livestock barns, pasture, offices, and fodder storage sites)

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 Tohoku Branch (JICA TOHOKU)

**Address: 20^h Floor, Sendai Dai-ichi Seimei Tower Bldg. 4-6-1 Ichiban-cho
Aoba-ku, Sendai-shi, Miyagi-ken, 980-0811 Japan**

TEL: +81-22-223-5775 FAX: +81-22-227-3090

E-mail: Hatakeyama.Takashi@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 text box for Title]

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

J 0 - [Empty boxes for number]

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

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

1) Name of Nominee (as in the passport)

Family Name

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for Middle Name]

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

[Empty text box for Outline of duties]

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: