

F.No.12040/11/2017-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated: 12.04.2017

**TRAINING CIRCULAR**

Sub: Knowledge Co-Creation Program on “Disaster Prevention of Buildings (against Earthquake, Tsunami, Typhoon, Fire, etc)” to be held in Japan from 21.06.2017 to 05.08.2017 under the Technical Cooperation Program of the Government of Japan **(Submission Deadline –20.04.2017)**.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Disaster Prevention of Buildings (against Earthquake, Tsunami, Typhoon, Fire, etc)” to be held in Japan from 21.06.2017 to 05.08.2017 under the Technical Cooperation Program of the Government of Japan.

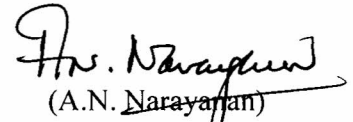
2. The program aims to improve building codes, building regulatory systems, construction practice and disaster prevention policies in the field of buildings based on the Japanese experiences.
3. The applying organizations are expected to nominate in charge of establishment of building codes, improvement, application of regulatory systems and disaster prevention policies in the field of buildings, and also expected to assume a leading position in those organizations with at least 5 years experience in the relevant field. The officer should be university graduate or equivalent; have competent command over spoken and written English; be in good health (both physically and mentally) and be between the ages of 25 to 50 years. More 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 **20.04.2017**. 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, Ministry of Home Affairs, North Block, New Delhi.
- b) Chairman, National Disaster Management Authority, NDMA Bhawan, A-1, Sufdarjang Enclave, New Delhi-29.
- c) Director General, Directorate General of Defence Estates, Raksha Sampada Bhavan, Ulaanbaatar Marg, Delhi Cantt-110010.
- d) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- e) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- f) Senior Representative, JICA India Office, 2<sup>nd</sup> Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- g) NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

*Disaster Prevention of Buildings*  
(against Earthquake, Tsunami, Typhoon, Fire, etc.)  
**課題別研修「建築防災(地震、津波、台風、火災等に対して)」**  
**JFY 2017**  
NO. J1704291 / ID 1784776  
Course Period in Japan: From June 21, 2017 to August 5, 2017

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# **I. Concept**

## **Background**

Extremely large disasters such as earthquakes and tsunamis happened in the world, causing a lot of casualties (death and missing). Large disasters and casualties from the year of 2000 are as follows:

- India: Bhuj Earthquake (Gujarat) in 2001	20,023	people;
- Indian Ocean Earthquake and Tsunami in 2004	226,408	people;
- Pakistan: Kashmir Earthquake in 2005	73,328	people;
- China: Sichuan (Wenchuan) Earthquake in 2008	69,195	people;
- Haiti Earthquake in 2010	222,576	people;
- Japan: Great East Japan Earthquake in 2011	19,295	people and
- Nepal: Gorkha Earthquake in 2015	8,964	people

On the other hand, after large buildings became popular in the world, there were large fire incidents (conflagrations) in these buildings, also causing a lot of casualties. Typhoon Yolanda (Haiyan) reminded us typhoons or other similar disasters also cause heavy damage to people.

In case where an earthquake, tsunami, typhoons or fire happens, safer buildings protect people, while disorderly constructed buildings kill people. Such unsafe buildings may result from a lack of systems, such as:

- Appropriate building codes;
- Efficient regulatory systems, such as permission/inspection systems:
- Adequate building construction system by architects, engineers and contractors; and
- Disaster mitigation policies.

Safer buildings can be constructed through these appropriate systems. And they will contribute a lot to disaster mitigation.

## **For what?**

This program aims to improve building codes, building regulatory systems, construction practice and disaster prevention policies in the field of buildings based on the Japanese experiences.

## **For whom?**

This program is offered to staff of governments or governmental organizations responsible for improvement of building codes and regulatory systems, and disaster prevention policies in the field of buildings.

### How?

This course introduces experiences on improvement of building codes and regulatory systems, and disaster prevention policies in the field of buildings in Japan through lectures, visits, discussions. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others. These activities give participants tips of solution of the issues in their home countries.

## ***II. Description***

1. **Title (J-No.):** Disaster Prevention of Buildings (against Earthquake, Tsunami, Typhoon, Fire, etc.) (J1704291)
2. **Course Period in JAPAN**  
June 21, 2017 to August 5, 2017
3. **Target Regions or Countries:**  
Philippines, India, Myanmar, Nepal, Turkmenistan, Turkey, Ecuador, Palau, Mauritius, Fiji, Afghanistan, Egypt, Uzbekistan
4. **Eligible / Target Organization:**  
Government or related governmental organizations that is responsible for improvement of building codes and regulatory systems, and disaster prevention policies in the field of buildings.
5. **Course Capacity (Upper limit of Participants):**  
16
6. **Language to be used in this program:**  
English
7. **Course Objective:**  
Practical knowledge to improve building codes and regulatory systems is obtained and action plans are developed in the participants' country.

## 8. Overall Goal:

Building codes and regulatory systems are formulated from the standpoint of disaster prevention, and disaster-proof buildings are improved in the developing countries.

## 9. Expected Output and Contents:

- (1) To understand the outline of Japanese building codes and regulatory systems especially in the field of earthquake and typhoon resistance and fire disaster prevention, and to understand the Japanese disaster prevention policies of buildings.
- (2) To identify the problems to be solved in the participants' country and to examine the applicability of Japanese system to each country.
- (3) To make proposals to improve the building codes and regulatory systems necessary to expand the disaster-proof buildings in the participants' country.

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

<b>1) Preliminary Phase in a Participant's Home Country (May 2017 to June 2017)</b> <b><u>Formulation of Inception Report and Submission to JICA Tokyo.</u></b> The content of Inception Reports is mentioned in Section V.			
<b>Expected Output</b>	<b>Module</b>	<b>Subjects/Agendas</b>	<b>Methodology</b>
Inception Report		Formulation and Submission of Inception Report.	Report and Preparation for Presentation (10-minute per each participant)

**2) Core Phase in Japan  
(June 21, 2017 to August 5, 2017)**

<b>Expected Module Output</b>	<b>Subjects/Agendas</b> * There may be minor changes in some subjects.
To understand Building Regulation	- Building Regulation in Japan
To understand the Disasters and Disaster Mitigation Policies	- Disaster Mitigation Strategy - Mechanism of Earthquake and Tsunami - Strong Motion and its Occurrence Mechanism - Rapid Screening and Seismic Evaluation Method for Damaged Buildings - Past Earthquakes and Restoration - Earthquake Disaster Countermeasures - Urban Development for Disaster Prevention - Earthquake/Tsunami Disasters and Tools in the World
To understand Structural Safety	- Reinforced Concrete Buildings - Steel Structure Building - Wooded Houses - Building Construction (RC, S) - Structural Stability of Buildings - Seismic Isolation System - Seismic Retrofitting Technology - Technical Visit to a Large Scale Experimental Facility
To understand Fire Safety	- Testing Methodologies for Building Fire Safety - Building Standards on Fire Safety - Fire Protection
To understand Safety against Typhoons	- Basic Knowledge on Wind Engineering - Codes for Safety against Strong Winds - Lessons from Recent Typhoons
To understand Operation on Building Control	- Administration of Local Governments - Building Permission, Inspection and Evaluation by Private Sector
To understand International Cooperation	- Safer Non-Engineered Houses for Earthquake Disaster Reduction - Measures Taken to Reduce Building Damages in the Developing Countries

All participants are required to elaborate an Action Plan at the end of Core Phase in Japan on Improvement of the building codes and regulatory systems necessary to expand the disaster-proof buildings in the participants' country.

Disaster Prevention of Buildings (Earthquake, Tsunami, Fire, Typhoon, etc.) 2017  
 [Curriculum diagram by category]

Lecture / Observation

BUILDING

Building Administration

- (L) Building Regulations in Japan
- (L) Seismic Evaluation Method and Rapid Screening for Buildings
- (L) Activities of "Designated Administrative Agency" (Kobe City)
- (L) Activities of "Designated Building Confirmation and Inspection Bodies" and "Designated Evaluation Bodies" (BCJ)

Fire Safety -Evacuation-Fire Protection

- (L) Fire Safety of Buildings (Fire Protection)
- (L) Overview of Building Standards on Fire Safety in Japan
- (L) Overview of study and measures for Fire Safety in Cities

Research-Testing-Development

- (L&O) Research and Development by the Government (Introduction of the Building Research Institute, BRI and observation of its facilities)
- (L&O) E-Defense
- (O) Wind Tunnel Test Equipment
- (L&O) Material Testing

Structures  
 (Includes specifics related to earthquakes, Tsunamis and Typhoons)

- (L) Structural Stability of Buildings (Structural standards in Japan and other countries)
- (L) Earthquake Resistance Testing
- (E&D) Group Work (Seismic Evaluation, calculation on design seismic load)
- (L) Seismic Isolation System
- (L) Masonry structures
- (L) Design and Construction of Steel Building Structures
- (L&O) Seismic Retrofitting
- (L) Wind Resistant Design of Buildings
- (O) Building Construction: RC structure (Construction management, On-Site inspection)
- (O) Building Construction: S structure

Buildings in Japan

- (O) Preservation, Repair and Seismic Reinforcement of Cultural Heritage structures (Nikko Toshogu Shrine and Rinnoji Temple, Tomioka Silk Mill)
- (O) Production of Wooden Housing
- (L&O) Tokyo Skytree

DISASTER MEASURES

Disaster Risk Reduction

- (L) Disaster Administration and City Planning (Provisional)
- (L) Disaster Mitigation in Japan
- (L) Mechanism of Earthquakes and Tsunamis
- (L) Strong motion and its occurrence mechanism
- (L) Earthquake Disaster Mitigation Measures for Tokyo
- (L) Urban Development of Disaster Prevention in Tokyo
- (O) Hyogo Prefectural Emergency Management and Training Center

Disaster cases

- (L) Reconstruction after the Great East Japan Earthquake
- (L) Characteristics of building damage due to the Great East Japan Earthquake
- (L&O) Front Line Training Tour in Tohoku Stricken Area (Ofunato City, UR)
- (L) Disaster Mitigation Lessons learned from the Great Hanshin-Awaji Earthquake in 1995 (Hyogo Prefecture, DRJ)

INTERNATIONAL RELATIONS

- (L) Earthquake/Tsunami Disasters and Tools from around the World
- (O) Building Regulation in trainee's country
- (L) Measures Taken to Reduce Building Damage in Developing Countries
- (L) Safer Non-engineered Housing for Earthquake Disaster Reduction

Reports and Presentations

- Presentation of Inception report
- Consultation of Draft Action Plan
- Presentation of Draft Action Plan and Discussion



< Program in 2016 (last year) >

Date		Time	Contents
6/21	Tue		Arrival
6/22	Wed	9:30-10:30	Briefing
		14:00-15:00	Program Orientation
6/23	Thu	9:30-12:30	Fire Safety of Buildings (Fire Protection)
		13:30-16:00	Disaster Mitigation in Japan
6/24	Fri	9:30-12:00	Building Regulation in Japan, No.1
		13:30-15:00	Building Regulation in Japan, No.2
		15:00-16:00	Building Regulation in Participants' Countries
6/25	Sat		Free
6/26	Sun		Free
6/27	Mon	9:30-12:00	Earthquake/Tsunami Disasters and Tools in the World
		14:00-16:30	Urban Development for Disaster Prevention at Tokyo
6/28	Tue	9:00-16:15	General Orientation about Economy, Society, Culture of Japan by JICA
6/29	Wed	9:30-12:00	Characteristics on Building's Damage due to the Great East Japan Earthquake
		13:30-16:00	Seismic Isolation System
6/30	Thu	9:30-12:00	Presentation of Inception Report and Discussion
		13:30-16:30	
7/1	Fri	9:30-11:00	Presentation of Inception Report and Discussion
		11:00-12:00	Discussion about each Country's Problems -from Inception Report Presentation
		13:30-16:00	Reconstruction from the Great East Japan Earthquake
7/2	Sat		Free
7/3	Sun	13:00-16:00	Study Tour to Tohoku Region
7/4	Mon	9:00-17:00	Study Tour to Tohoku Region (Areas affected by East Japan Earthquake and Tsunami) by Sanriku Railway Company <ul style="list-style-type: none"> <li>Iwaizumiomoto →Miyako City Taro district → Jyodogahama</li> </ul>

7/5	Tue	8:00-17:00	<ul style="list-style-type: none"> <li>Yamada Town → Otsuchi Town → Kamaishi City → Rikuzentakata City</li> </ul> 13:00-14:00 Lecture and Observation about Reconstruction from the Great East Japan Earthquake 14:40-15:40 Observation of Rikuzentakata City
7/6	Wed	9:30-12:00	Design and Construction of Steel Building Structure
		14:00-16:00	Building Construction:
7/7	Thu	9:30	Study Tour to Tomioka and Nikko
		13:00-17:00	Tomioka Silk Mill (World Heritage Site)
		19:10	Arrival at the Hotel
7/8	Fri	9:00-12:30	Nikko Toshogu Shrine and Rinnoji Temple
		17:30	Arrival at TIC
7/9	Sat		Free
7/10	Sun		Free
7/11	Mon	9:30-12:00	Wind Resistant Design of Buildings
		13:00-15:30	Wind Tunnel Test Equipment
7/12	Tue	9:30-12:00	Seismic Retrofitting Technology
		14:00-16:00	Examples of Seismic Retrofitting
7/13	Thu	10:00-12:00	Research and Development in the Government
		13:30-15:00	Mechanism of Earthquake and Tsunami
		15:15-16:45	Strong Motion and its Occurrence Mechanism
7/14	Fri	9:30-12:00	Rapid Screening and Seismic Evaluation Method for Buildings
		13:30-15:00	Overview of Building Standards on Fire Safety in Japan
		15:15-16:45	Overview of Study and Measures for Fire Safety in City
		10:00-12:00	Production of Wooden Housing
		PM	Self-Study
7/16	Sat		Free
7/17	Sun		Free
7/18	Mon	9:30-12:00	Structural Stability of Buildings, No.1 (Outline)
		13:30-16:00	Structural Stability of Buildings, No.2 (Structural Standard in Japan)
7/19	Tue	9:30-12:00	Structural Stability of Buildings, No.3 (Structural Standard in Europe and USA)
		13:30-16:00	Structural Stability of Buildings, No.4
7/20	Wed	9:30-12:00	Methods of Earthquake Resistance Testing
		13:30-16:00	

7/21	Thu	9:30-12:00	Discussion and Work in Groups (orientation)
		13:30-16:00	Discussion and Work in Groups ①Primary Diagnosis ②Comparison of Seismic Resistance Standards by Countries
7/22	Fri	9:30-12:00	Discussion and Work in Groups
		13:30-16:00	①Primary Diagnosis ②Comparison of Seismic Resistance Standards by Countries
7/23	Sat		Free
7/24	Sun	9:30	Study Tour to Kobe City, Hyogo Prefecture
		13:30-18:00	Excursion to Kyoto
7/25	Mon	9:30-12:00	"Designated Administrative Agency" in case of Kobe Municipality
		14:00-16:30	Disaster Mitigation Lessons from the Great Hanshin-Awaji Earthquake in 1995
		17:00	Arrival at the Hotel
7/26	Tue	10:00-11:30	E-Defense
		13:30-16:00	Lessons from the Great Hanshin-Awaji Earthquake in 1995
		20:50	Arrival at TIC
7/27	Wed	9:30-12:00	Measures Taken to Reduce Building Damages in the Developing Countries (provisional)
		13:30-16:30	Safer Non-engineered Houses for Earthquake Disaster Reduction: Videoconference
7/28	Thu	9:30-12:00	Discussion for Draft Action Plan
		13:30-16:00	
7/29	Fri	10:30-16:00	Material Testing
		18:00	Arrival at TIC
7/30	Sat		Free
7/31	Sun		Free
8/1	Mon	AM	Submission of Draft Action Plan
		10:00-12:30	Building Construction: RC
		14:00-16:30	Activities of "Designated Building Confirmation and Inspection Bodies" and "Designated Evaluation Bodies" in case of BCJ
8/2	Tue	9:30-12:00	Earthquake Disaster Mitigation Measures in Tokyo
		14:00-17:00	Buildings in Japan: Tokyo "Skytree"

8/3	Wed	9:30-12:00	Presentation of Draft Action Plan & Discussion
		13:30-16:00	
8/4	Thu	09:30-12:00	Presentation of Draft Action Plan & Discussion
		PM	Completion of Action Plan and Submission (Individual Activity)
8/5	Fri	9:30-10:30	Evaluation Meeting
		10:45-11:15	Closing Ceremony
8/6	Sat		Return to your countries



**Lecture (2016)**



**Study Tour(2016)**

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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II, 9 1).
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan.

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

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

##### **(1)Essential Qualifications**

###### **1) Current Duties:**

be officials in the government office or related governmental organizations currently in charge of establishment of building codes, improvement, application of regulatory systems and disaster prevention policies in the field of buildings, and also expected to assume a leading position in those organizations.

###### **2) Experience in the relevant field:**

more than **five (5) years** and with the general knowledge in the field of buildings or architecture such as building administration, architectural design and structural engineering

###### **3) Educational Background:**

be university graduates or equivalents

4) Language:

have a high level of English ability which is equal to TOEFL CBT 250 or more. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible)

5) 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) Expectations for the Participants: The priority level of the selection might be lower to the person who participated in the JICA training course in the past.
- 2) Age between the ages of twenty-five (25) and fifty (50) years

**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) Inception Report : Please refer to “V. Guidance for Reports and Presentation 1.Inception report”.
- (3) Questionnaire: Please refer to “V. Guidance for Reports and Presentation 2.Questionnaire”.
- (4) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

**4. Procedure for Application and Selection :**

**(1) Submitting the Application Documents:**

Please submit the necessary documents as below;

- 1) Application Form
- 2) Inception Report
- 3) Questionnaire
- 4) Nominee's English Score Sheet

As for the closing date for applications, please inquire to the JICA office (or the Embassy of Japan).

(Just for reference, after receiving the documents, our JICA office is supposed to send it to the JICA Tokyo by April 21<sup>st</sup>, 2017).

**(2) Selection:**

After receiving the documents through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Tokyo International Center.

Selection shall be made by the JICA Tokyo International Center in consultation with the implementing partner based on submitted documents. The organization with intention to utilize the opportunity of this program will be highly valued in the selection.

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

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 22<sup>nd</sup> (Monday), 2017.**

**5. <For accepted applicants only>**

**Preparation for a presentation:**

During the course, all participants are required to do a 10-minute presentation on the Inception Report of their respective countries.

The PPT presentation should be saved on a USB and submitted to the person in charge on **June 23<sup>rd</sup> (Friday), 2017** after the program orientation.

Accepted applicants will receive the format to follow for the presentation with the notification of acceptance to the workshop.

## **6. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.



## **IV. Administrative Arrangements**

**1. Organizer:** JICA Tokyo International Center (JICA TOKYO)

**2. Implementing Partner:**

Housing Bureau, Ministry of Land, Infrastructure, Transport and Tourism, Japan (MLIT)

**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.

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

**4. Accommodation in Japan:**

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

JICA Tokyo International Center (JICA TOKYO)

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

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

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

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL:

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

**5. Expenses:**

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

- (1)** Allowances for accommodation, 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 countries’ JICA offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## V. Guidance for Reports and Presentation

All applicants are required to submit both “Inception Report” as well as “the questionnaire”. Both documents are used for the selection of the candidate. In addition, these documents will be shared with other participants and lecturers.

### 1. Inception Report:

<Guideline>:

The Inception Report should respect the following:

- (1) Use the designated format below.
- (2) Written in Microsoft Word.
- (3) Number of pages should not exceed 5.
- (4) Font: Arial or Times New Roman, size 12.
- (5) Add some charts, graphs and/or pictures to better illustrate your country's situation .

<Format>:

Name of the Participant:
Country:
Organization:
Position:
Responsibility:

1. Outline of the buildings in the country.
  - (1) Popular construction methods for houses of low-income and middle-income people
  - (2) Popular construction methods for buildings in the 4-6 story range
  - (3) Popular construction methods for buildings of 20 stories and over
  - (4) Other characteristics
2. Outline of risks of disaster (earthquake, tsunami, etc.).
  - (1) Possible risks and prioritization among them
  - (2) The heaviest damage and recent damages in your country
  - (3) Future risks

\* Please attach hazard map if available.
3. Outline of current building control situation and/or disaster mitigation measures.

**2. Questionnaire:**

<Guideline>:

The Questionnaire should respect the following:

- (1) Use the designated format below.
- (2) Written in Microsoft Word.
- (3) Font: Arial or Times New Roman, size 12.

<Format>

## Questionnaire

Name of the Participant:
Country:

Q1 When someone intends to construct a building in your country, does he/she have to go through official procedures, such as building permission?

Please put Yes or No into the boxes in the table below.

	Location	Urban areas	Rural areas
Size			
Buildings			
Ordinary small houses			

\*If all answers are No, skip to Q6.

Q2 Please write the name of the Act, which provides official procedures above.

[ \_\_\_\_\_ ]

The act is available at

[ website([http://www.\\_\\_\\_\\_\\_](http://www._____)), bookshops, government offices, others(\_\_\_\_\_ ) ]

English documents are welcome if available.

Q3 What fields does the mandatory technical requirements, which are applied to buildings, cover?

\* Two or more checks are acceptable.

Fields			Y (Yes) or N (No)
Building Codes	Structural stability	dead loads and live loads	
		earthquakes	
		heavy winds	
	Fire safety	Fire resistance	
		Escape	
		Firefighting equipment	
	Barrier free / universal design		
Elevators / escalators			
Zoning Codes	Building use		
	Building height		
	Floor area ratio		
	Building coverage ratio		
	Setback from the street boundary		

Q4 What organization mainly issues the **building codes**?

- Central Government
- Local authorities, such as municipalities
- Others \* Please explain below about the authorities that issue

\*

The codes are available at  
[ website(<http://www.>\_\_\_\_\_ ),  
bookshops, government offices, others( \_\_\_\_\_ ) ]

Q5 Please answer the following questions regarding a **building regulatory system (administration system)** in the region in which your office is located.

Q5-1 Which authorities are in charge of permission/approval/inspection of each building?

\* Two or more checks are acceptable.

- Central Government, including its branch offices
- Local authorities, such as municipalities
- Organizations which are authorized by Central Government or by local authorities
- Others \* Please explain below about the authorities that issue permission/approval.

\*

Q5-2 Is it required to receive inspection by the public authority during **construction**?

- No, inspection by the public authority is not required during construction.
- Yes, inspection by the public authority is required during construction.

\*Please explain below about the buildings to which it is applied.

\*

Q5-3 Is it required to receive inspection by the public authority **after construction work**?

- ( ) No, inspection by the public authority is not required after construction work. \* If the answer is No, skip to Q6.
- ( ) Yes, inspection by the public authority is required after construction work.

\* Please explain below about the buildings to which it is required.

\*

Q5-4 Is it prohibited to use the building before receiving a certificate of final inspection mentioned in Q5-3?

- ( ) No, it is allowed to use the building before receiving a certificate.
- ( ) Yes, it is prohibited.

\* Please explain below about the buildings, which cannot be used before issue of a certificate of final inspection.

\*

Q6 Please answer the following questions regarding **licensing system for architects or building engineers**.

Q6-1 Does your country have licensing system for **architects** and **building engineers**?

- ( ) Both licensing systems for **architects** and **building engineers**
- ( ) Licensing system for **architects** only
- ( ) Licensing system for **building engineers** only
- ( ) No license system for **architects** nor **building engineers** (No need to answer Q6-2.)
- ( ) Others \* Please explain below about the licensing system.

\*

Q6-2 Is it required for buildings **to be designed or checked** by a qualified architect and/or a building engineer? And by whom must the design or check be done?

- ( ) No, it is not required for buildings to be designed or checked by a qualified architect and/or building engineer.
- ( ) Yes. it is required for buildings to be designed or checked by both a qualified architect and building engineer.
- ( ) Yes. it is required for buildings to be designed or checked by a qualified architect only.
- ( ) Yes. it is required for buildings to be designed or checked by a qualified building engineer only.
- ( ) Others \* Please explain below about the system.

*
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## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

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



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

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

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

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

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

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

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

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

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

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

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

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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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**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Title:** (Please write down as shown in the General Information)

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

J	0		-					
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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

-----  
**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			



**Part A: Information on the Applying Organization**

(to be confirmed by the head of the department / division)

**1. Profile of Organization**

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**



**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

**1. Title:** (Please write down as shown in the General Information) (required)

[Empty 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**

[Empty box for Family Name]

**First Name**

[Empty box for First Name]

**Middle Name**

[Empty box for 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)**

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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

<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?**

--

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: