

No.12040/12/2014-TRG(FTC/IR)  
Government of India  
Ministry of Personnel, Personnel Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated – March 25, 2014

**TRAINING CIRCULAR**

**Subject: Group Training Course in “Various Forests Conservation with Community Participation” to be held in Japan from August 12 to November 14, 2014 under the Technical Cooperation Programme of the Government of Japan.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training programme to be held in Japan from August 12 to November 14, 2014 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to develop the participants' capacity to carry out forest conservation through a variety of activities based on community participation. This programme is offered to government officers engaged in the field of forest management.

3. The expected nominees should be a an Extension Officer on forest conservation having a good knowledge about forestry science and related basic knowledge of forest management with more than 3 years of experience in this field; should have good command over spoken and written English; be in good health, both physically and mentally; not be a part of military service.

Note:- Participants who are preganant will have difficulties because the participants are required to undergo exhausting field practices which give participants burden works in slouchy position and walk for longer time on paths in steep woodlands.

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

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

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).

.....2/-

6. It is therefore requested that the nomination of suitable candidates may please be forwarded **(in duplicate)** in JICA's prescribed form (available in **persmin.nic.in→DOPT→Training Wing→Circular→JICA**) to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/State Government not later than **June 6, 2014**. Nominations received after the prescribed date will not be considered. The details of the programme may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (**persmin.nic.in**).



**(N.K. Wadhwa)**

Under Secretary to the Government of India

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**Copy to:**

- a) The Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi, 110003
- b) Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- c) NIC with request to post the circular along with the JICA's circular on this Department's website.



# GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

**“Various Forest Conservation with Community Participation”**

**課題別研修「地域住民の参加による多様な森林保全」  
JFY 2014**

**No. J14-04249/ ID. 1480919**

**Course Period in Japan: From August 12 to November 14, 2014**

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

# ***I. Concept***

## **Background**

There is a growing global awareness of the importance of forest conservation; however, there are still many issues to be solved in practical terms. It is important to promote forest conservation correlating with human activities, with the emphasis on coexistence between human beings and forests. In Japan, we have had a long and close relationship with forests, which brings us various benefits like various forest products, preventing natural disasters, conserving watershed, and so forth.

In recent years, a wide variety of efforts have been made in various regions like introducing volunteer activities for forest conservation with the aim of collaboration between forest areas in upper streams and those in lower reaches. In addition, scientific knowledge on the roles played by forests to improve global warming, attributable to human activities and water shortage, has been accumulated sufficiently.

## **For what?**

This program is designed to develop capacity to carry out forest conservation through a variety of activities based on community participation.

## **For whom?**

This program is offered to government officers engaged in the field of forest management.

## **How?**

The program consists of lectures and field visits at organizations and institutes in Hokkaido prefecture, lectures at central administrative agencies and at the central research institutes, and on-site inspection tours outside Hokkaido.

## ***II. Description***

**1. Title (J-No.): Various Forest Conservation with Community Participation (J14-04249)**

**2. Course Period in Japan:** August 12 to November 14, 2014

**3. Target Regions or Countries:** India, Kenya, Burkina Faso, Ethiopia, Malawi, Tanzania, Laos, Nepal, Papua New Guinea, Thailand, Cambodia, Myanmar, Timor-Leste

**4. Eligible / Target Organizations:**

Administrative bodies and other organizations involved in forest conservation

**5. Course Capacity (Upper limit of Participants):** 13 participants

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

**7. Course Objective:**

The methods of dissemination and teaching necessary to carry out forest conservation projects with community participation will be shared with related departments in the target organization.

**8. Overall Goal:**

Forest conservation activities involving community participation will be initiated.

**9. Expected Module Output and Contents:**

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

Expected Modules Output	Subjects/Agenda	Methodology
<b>i) To be able to explain techniques to generate effective results from various forest conservation with community participation</b>	Current status and challenges related to forests and forestry in Japan, systems concerning forests and forestry in Japan, local administration and forests, Japan's cooperation in forests and forestry abroad, forest conservation and initiatives by community, participatory approach, etc. and human activities.	Lectures, Field visits and Exercise

<b>ii) To be able to practice approaches to ascertain the effectiveness of forest resources and forests.</b>	Current status and challenges related to forests and forestry in Japan, systems concerning forests and forestry in Japan, local administration and forests, Japan's cooperation in forests and forestry abroad, forest conservation and initiatives by community.	Lectures, Field visits and Exercise
<b>iii) To be able to explain the roles of forests in biodiversity conservation.</b>	Knowledge regarding the ecology and biodiversity of forests, state of conservation of the ecology and biodiversity of forests, etc.	Lectures and Field visits
<b>iv) To be able to practice activities with knowledge and skills acquired in the area of forests and forestry.</b>	Lectures on dissemination systems and methods related to forests and forestry in Japan, the Project Cycle Management method and the formulation of action plan, and acquisition of knowledge and skills for their practical use, etc. so that trainees can apply the knowledge and skills after returning home.	Exercise and lectures

The schedule is subject to change due to the coordination of curriculum

※ **Finalization Phase in respective countries**

1. **Knowledge and techniques acquired in Japan is shared in participant's supervisor, colleague and personnel concerned.**
2. **Action plan will be discussed within the organization of the participant, then modified and implemented.**
3. **Progress on the implementation of the action plan will be reported to JICA Hokkaido International Center (Obihiro) by e-mail ([jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)) by the end of March, 2015 as a final report.**

## ***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 operations. 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:**

The applying organizations are expected to select nominees who meet the following qualifications:

- (1) Extension officer on forest conservation.
- (2) Current duties: have general knowledge about forestry science and related basic knowledge about forest management, with more than 3 years of experience in related area.
- (3) Health: must be in good health, both physically and mentally, to participate in the program in Japan.
- (4) Language: have a competent command of spoken and written English, which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).

\*iBT: Internet-Based Testing/ \*\*CBT: Computer-Based Testing/

\*\*\*PBT: Paper-Based Testing,

- (5) Must not be serving any form of military service.

\*Remarks on Pregnancy

Participants who are pregnant will have difficulties because the participants are required to:

- a) undergo exhausting field practices which give participants burden works in slouchy position and
- b) walk for longer time on paths in steep woodlands.

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

**(1) Application Form:** the Application Form is available at the JICA Office (or the Embassies of Japan).

\*Pregnancy

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

- 1 letter of the participant's consent to bear economic and physical risks.
  - 2 letter of consent from the participants' supervisor.
  - 3 doctor's letter with permission of her training participation.
- Please ask JICA staff for the details.

**(2) Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

**(3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

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

##### **(1) Submission of the Application Documents :**

The closing date for application to JICA Hokkaido International Center (Obihiro), the organizer of this program, in Japan: **June 20, 2014**

**Note: Please confirm closing date (submission date) set by the respective countries' JICA Office or the Embassy of Japan of your country to meet the final date in Japan.**

##### **(2) Selection:**

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Hokkaido International Center (Obihiro) in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*

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

Notification of results will be made by the JICA office (or the Embassy of Japan) **by not later than July 10, 2014.**

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

Inception Report -- to be submitted **by July 31, 2014:**

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report".) The Inception Report should be sent to JICA, preferably by e-mail to [jicaobic@jica.go.jp](mailto:jicaobic@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.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name** JICA Hokkaido International Center (Obihiro)

(2) **Contact**

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

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

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

(Email) [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp) (Website) [www.jica.go.jp/english/](http://www.jica.go.jp/english/)

### 2. Implementing Partners:

(1) **Name** Japan Overseas Forestry Consultants Association (JOFCA)

(2) **Contact**

(Address) Hongo-Yumicho Bldg., 2-38-4, Bunkyo-ku, Tokyo, 113-0033, Japan

(Tel) 81(\*)-3(\*\*)-5689-3435 (Fax) 81(\*)-3(\*\*)-5689-3439

Note; \*: country code for Japan, \*\*: area code for Tokyo

(Email) [hq-jofca@jofca.or.jp](mailto:hq-jofca@jofca.or.jp)

### 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 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 Hokkaido International Center (Obihiro)

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

Tel.:81(\*)-155(\*\*)-35-1210

Fax.:81(\*)-155(\*\*)-35-1250

If no room is available at the Center, JICA will arrange alternative accommodations for the participants.

### 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 countries' JICA Office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of training, and other matters.

## V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.

### 2. School visit

For the purpose of the promotion of "international education", this program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music CDs,

(2) crafts,

(3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

### 3. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

### 4. Climate

#### Obihiro

Unit: Temperature(°C), Precipitation(mm)

		Winter		Spring			Summer			Autumn		Winter	
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.3	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity (%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

(Average from 1981 to 2010)

#### Tokyo

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	13.9	17.0	20.4	25.8	29.0	29.1	34.5	35.3	32.3	25.2	22.3	19.9
	Low	0.8	-0.1	2.8	6.5	9.2	13.4	18.6	19.6	15.4	11.5	5.5	1.8
Prec.		18	57	120	240	255	226	48	388	159	205	74	71

Source: Japan Meteorological Agency (2008)

## Ishigaki Islands

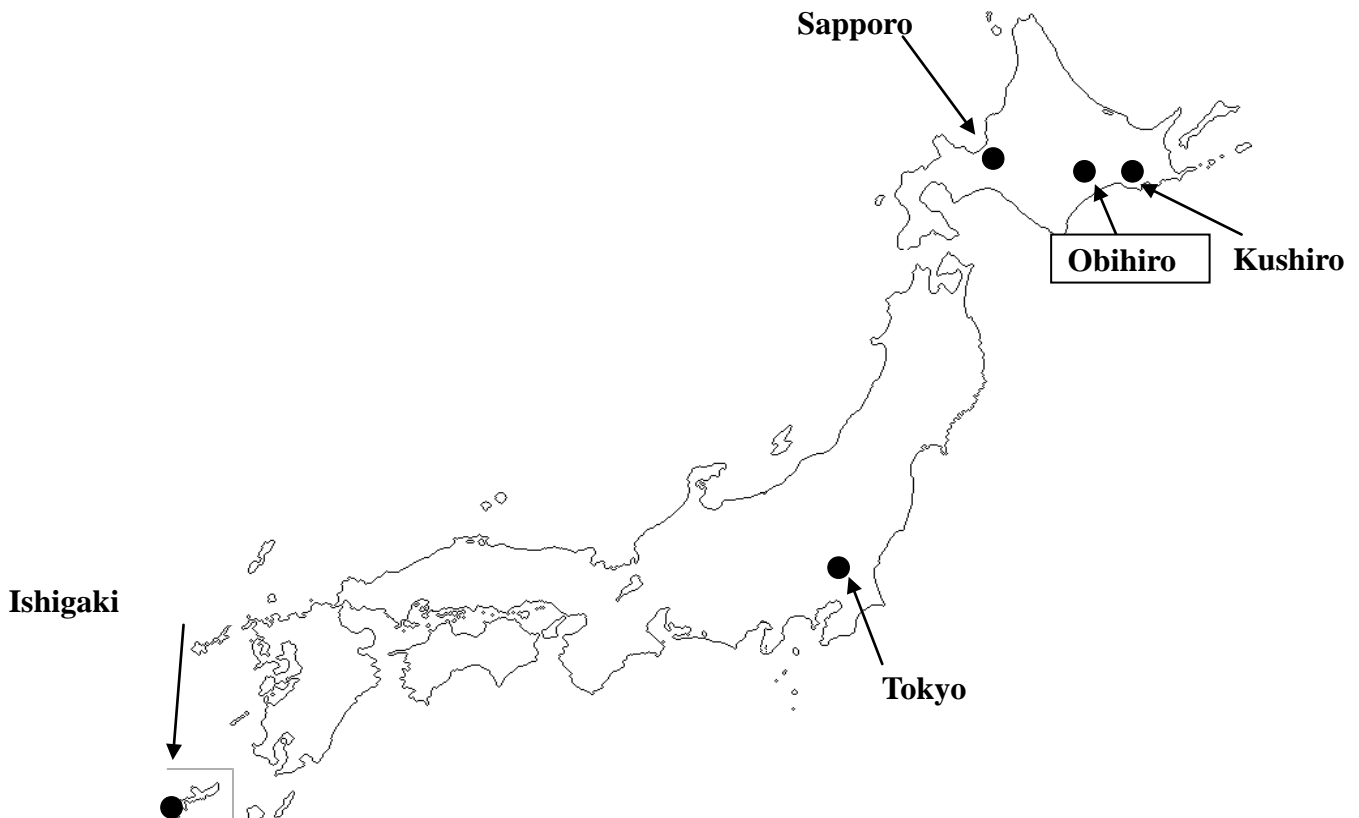
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	25.9	24.7	25.9	28.3	30.7	32.9	33.8	33.6	32.7	31.4	30.8	24.9
	Low	12.9	10.7	10.7	15.0	16.9	23.6	24.8	24.6	23.5	18.7	14.4	13.4
Prec.		70	123	246	69	119	153	83	140	268	215	119	20

Source: Japan Meteorological Agency (2008)

### 5. Study trips

As a supplemental program, there is a study trips during your stay.

1. Kushiro...Duration: Several days  
Main visits : Pilot Forest and Forest of Maedaippoen Foundation
2. Sapporo...Duration: About 2 weeks  
Main visits : Furano Tokyo University Forest and National Forest in Jozankei
3. Tokyo...Duration: About 9 days  
Main visits : National Forest in Japan and Ministry of Agriculture, Forestry and Fishery
4. Ishigaki Islands...Duration: About 7 days  
Main visits : National Forest in Okinawa and Iriomote Tropical Tree Breeding Center



## **VI. ANNEX:**

### **Attachment-1**

#### **Inception Report**

Accepted participants should submit the Inception Report on their current job **by July 31, 2014** to the respective countries' JICA Overseas Offices (or Embassies of Japan) or JICA Hokkaido International Center (Obihiro).

##### **a. Purpose**

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

##### **b. Contents**

- (1) Name of training program
- (2) Name of participants
- (3) Name of organization
- (4) Organization chart
- (5) Roles of the organization and the department to which the participants belong to
- (6) Introduction of your area and work that the participant has been in charge of for the last one year
- (7) Problems with which the participant is facing in their present job
- (8) Subjects in which the participant is particularly interested on this program and the reasons

\* (6) to (8) are the main part of the Inception report, (1) to (5) are briefly.

##### **c. Layout**

Typewritten in English, 3-4 pages (12-point font, double spaced, A4 size paper)

##### **d. Presentation**

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's situation.

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Hokkaido International Center (Obihiro)**

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

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E-mail: [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)

Website: [www.jica.go.jp/english/](http://www.jica.go.jp/english/)