

F.No.12040/15/2017-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: 01.05.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Infectious Diseases Control through Strengthening of Community Health System” to be held in Japan from 26.07.2017 to 16.09.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline – 10.05.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Infectious Diseases Control through Strengthening of Community Health System” to be held in Japan from 26.07.2017 to 16.09.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to provide participants with knowledge, skills, and keys to solve the issues on infectious diseases control in developing countries.

3. The applying organizations are expected to nominate officers who are in nursing position or its supervisor in charge of planning, implementing, evaluating and managing of infectious diseases control in public health with more than 7 years of experience in the relevant field. The officer should be university graduate or equivalent; be licensed in clinical nursing and/or public health professional; have competent command over spoken and written English; be in good health (both physically and mentally) and be between the ages of 35 and 49 years. More details of the program may be seen in the brochure.

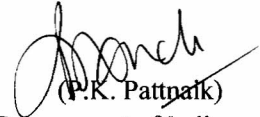
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- (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)** to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Government/UT in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **10.05.2017**. 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 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>.



Deputy Secretary to the Government of India
Tele: 26165682

Copy to:

- a) Secretary, D/o Health and Family Welfare, Nirman Bhawan, New Delhi.
- b) Secretary, M/o AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi.
- c) Secretary, D/o Health Research, Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi.
- d) Secretary, Ministry of Railways (Indian Railways Medical Services), Rail Bhawan, 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, 2nd 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

INFECTIOUS DISEASES CONTROL THROUGH STRENGTHENING OF COMMUNITY HEALTH SYSTEM(A) 課題別研修「地域保健システム強化による感染症対策 (A)」 JFY 2017

NO. J17-04421 / ID. 1784412

Course Period in Japan: From July 26th to September 16th, 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

Sustainable Development Goals (SDGs) were adopted by the United Nations in September 2015. Built on the Millennium Development Goals (MDGs), which ended in 2015, the SDGs are specific targets to be reached by 2030. Three of the eight goals in MDGs, 'reduction of child mortality', 'improvement of maternal health,' and 'combating HIV/AIDS, malaria and other diseases' were not achieved despite global efforts. These goals were extended as part of the SDGs. In all, the SDGs include thirteen health associated targets. Goal 3 is to "Ensure healthy lives and promote well-being for all at all ages." To achieve the targets, global efforts are required in both developing countries and developed countries.

Many developing countries still face difficulties providing infectious diseases control services in all regions. There are many reasons for this, including lack of human resources, budget, equipment, and facilities. Regional disparity in infrastructure, patient transportation, and inadequate health administration are particular problems that need to be addressed. Improving health systems in developing countries is essential to achieving global health goals. Using case studies from Okinawa and Japan, this program is designed to assist those responsible for nursing management to propose improvement plans that will impact infectious diseases control.

Okinawa Prefecture, which is the southernmost regional government in Japan, is made up of around 160 islands, many quite remote. This regional government has long focused on addressing infectious diseases issues. Much of this emphasis stems from post-World War II reconstruction when Okinawans suffered in extremely poor health conditions with inadequate medical staff and facilities. By implementing initiatives to improve its health systems, Okinawa succeeded in achieving Universal Health Coverage.

This program aims to leverage the success of the experience in Okinawa Prefecture and provide the knowledge, skill, and structure for participants to solve infectious diseases control issues through public health activities in their home countries.

For what?

This program, based on the success in Okinawa Prefecture, aims to provide participants with knowledge, skills, and keys to solve the issues on infectious diseases control in developing countries.

For whom?

This program is designed for those who in a nursing position* or its supervising position to be responsible for planning, implementation, evaluation and management of infectious diseases control in public health sections of central or local governments

which address to improve public health.

***Nursing position: In this document, nursing position implies a midwife and a public health nurse.**

How?

This program is designed to provide the opportunity to the participants,
1) to analyze the obstacles on infectious diseases control in their countries in comparison with those of Okinawa and Japan,
2) to obtain the clues to improve their current situation through learning the experience of measures taken in Okinawa Prefecture, which is one of the local government located southernmost in Japan, on its health administration especially just after the WW II.

Okinawa has good practices of the control of tuberculosis, parasitic diseases such as malaria and filariasis, but do NOT have a lot of experiences of HIV/AIDS, so this program does not put much focus on HIV/AIDS control.

II. Description

- 1. Title (J-No.):**
Infectious Diseases Control through Strengthening of Community Health System (A) (J1704421)
- 2. Course Period in JAPAN**
July 26 to September 16, 2017
- 3. Target Regions or Countries**
Afghanistan, Egypt, India, Pakistan, Papua New Guinea, Solomon Islands, Timor-Leste
- 4. Eligible / Target Organization**
This program is designed for planning, implementing and managing department/section of central or local governments in infectious diseases control.
- 5. Course Capacity (Upper limit of Participants)**
12 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**
New action for infectious diseases control will be introduced by health officials of central or local governments with utilization of acquired knowledge in Okinawa, Japan.
- 8. Overall Goal**
Appropriate care for infectious diseases and prevention service will be provided to citizens by efficient functioning of health administration of both national and local levels in respective countries.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below. The contents may be subject to modify::

1. Preliminary Phase in a participant's home country <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Output	Activities	
Job Report	(1) Analysis on the current issues on infectious diseases control in working organization or in applicant's work responsibility (2) Be sure to use the attached format when making Job Report (3) Be sure to have the personnel in higher rank before submission	
2. Core Phase in Japan <i>Participants dispatched by the organizations attend the Program in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. To sort and report the issues to be addressed on infectious diseases control in participant's country in order to share them with the program partners	(1) Sorting the issues on infectious diseases control in participant's county (2) Making short and concise presentation	Discussion and Presentation
2. To understand the public health administration in Japan and Okinawa (from post-World War II to present), medical care system, cooperation between medically related organizations, based on the measures of infectious diseases control	(1) Overview of public health administration in Japan (2) Overview of public health, medical and welfare administration in Okinawa (3) Overview of public health and medical care activities in remote islands of Okinawa (4) Infectious diseases control care services in medical facilities (5) Overview of nursing education (6) Roles of nursing specialist association and related organizations	Lecture, Field visit and Exercise

<p>3. To acquire the specific idea about the application possibility of infectious diseases control measures through learning the history of public health activities in Japan and Okinawa, practice (methods and techniques), health system, human resources development</p>	<p>(1) Overview of public health nurse personnel stationing system in communities (2) Overview of nursing administrations and human resources development in Okinawa (3) Theory and practice of public health nursing activities (4) Roles of nurses in school health</p>	<p>Lecture, Field visit and Exercise</p>
<p>4. To make “Learning report in Okinawa” in order to present in participant’s country, and feasible action plan to improve infectious diseases control after returning to home country</p>	<p>(1) Making weekly reports (2) Making and presentation of “Learning report in Okinawa” (3) Making and presentation of “Study Report”</p>	<p>Lecture, Field visit, Exercise and Presentation</p>
<p>3. Finalization Phase in a participant’s home country <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>		
<p>Expected Output</p>	<p>Activities</p>	
<p>1. To share the learning from the program in Japan with colleagues at work</p>	<p>(1) Presenting the outline of this program in a report meeting such as a workshop for the beneficiaries including co-workers (2) Discussion on how the learning from the program can be applied to the home country</p>	

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 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 participants to come up with concrete plan to bring a change in their organization. Participating organizations are expected to make due preparation with the participants before dispatching them to Japan by carrying out the activities of the Preliminary Phase described in section II-9
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties:
Be in a nursing position or its supervisor in charge of planning, implementing, evaluating and managing of infectious diseases control in public health at health department of central or local governments
- 2) Experience in the relevant field:
Have at least 7 years of working experience in the field of public health
- 3) Educational Background:
Be a university graduate or equivalent
- 4) Be licensed in clinical nursing and / or public health professional
- 5) Language:
Have a competent command of spoken and written English to make an oral presentation and write a report
- 6) Health:
Must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

***Nursing position: In this document, nursing position implies a nurse, a midwife and a public health nurse.**

(2) Recommendable Qualifications

- 1) Expectations for the Participants:
Those who have relation with JICA health projects will be preferable.
- 2) Age:
Between the ages of thirty-five (35) and forty-nine (49) years

Remarks: In case there are two or more nominees, please nominate at least one in nursing position.

3. Required Documents for Application

- (1) Application Form:** The Application Form is available at **the 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 with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)
- (4) Job Report: to be submitted together with Application Form.** Formulate the report in accordance with 'ANNEX' of this document.

***Remarks: The Application Form and Job Report (ANNEX) must be computer-printed, NOT handwritten.**

There are some cases which applicants are rejected since the application form is not readable.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**.

After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by May 26th, 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 Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than June 26th, 2016.**

5. 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 program 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 Okinawa International Center (JICA Okinawa)

(2) Contact: Ms. Naoko Nakama (oicctp@jica.go.jp)

2. Implementing Partner:

(1) Name: Okinawa Nursing Association

(2) URL:

<http://www.oki-kango.or.jp/detail.jsp?id=67159&menuid=13655&funcid=1>

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 Okinawa International Center

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(Where "81" is the country code for Japan, and "98" is the local area code)

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

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:

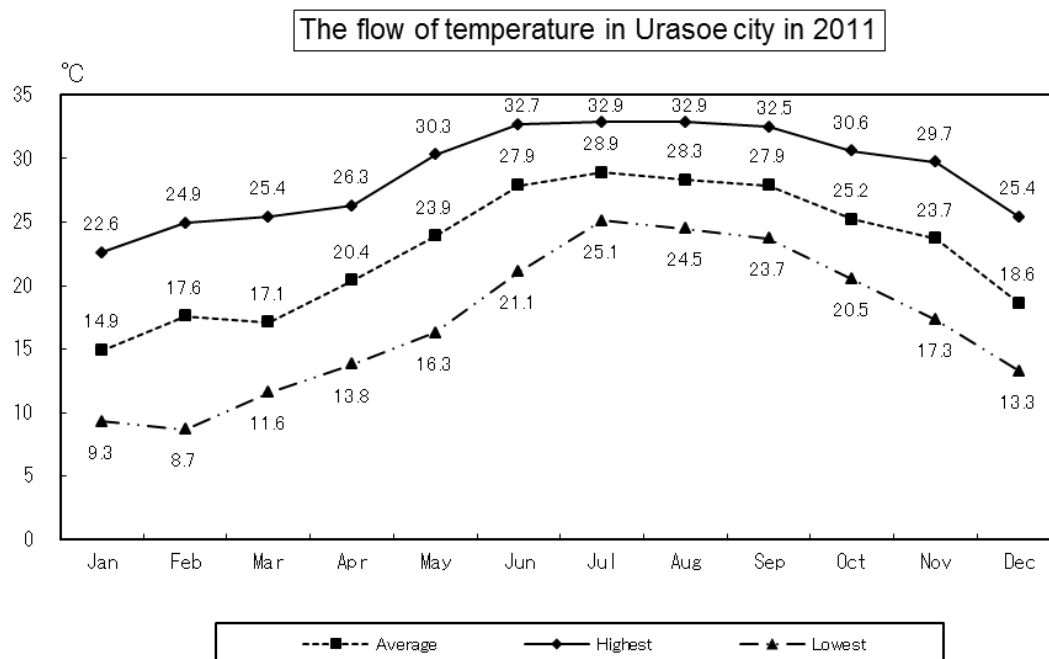
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below4.)

The following graph is the flow of temperature in Urasoe city where JICA Okinawa International Center (JICA Okinawa, or OIC) is located (Data source: homepage of Urasoe City).



2. Main facilities in JICA Okinawa

OIC is equipped with a variety of facilities for program and welfare activities such as seminar rooms, library, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, a swimming pool (available from May to October), Japanese-style room for tea ceremony and recreation rooms.

At OIC dining hall, “HALAL” meals for the Muslim and vegetarian meals are available.

Internet connection available (either by cable or WiFi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

JICA Okinawa accommodation building has 96 single rooms. Every room is

furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

JICA Okinawa accommodation building has tea lounge, smoking room and laundry room on each floor. Also there is an exercise room, open from 6 am to 10pm.

Iron, musical instruments, sports gears, variety of DVD selections, personal computers are available for rent. Towels and toiletries are provided upon check-in.

Please note that cooking at JICA Okinawa accommodation is strictly prohibited.

4. What to bring

(1) Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa(*refer 1. Climate of Okinawa). If your program includes plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or at visiting site upon arrival. Also, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during winter time.

(2) National Costume

There are a few occasions like opening and closing ceremonies when program participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during program hours of most of the program.

It is strongly recommended to bring your national or traditional costumes for opening & closing ceremonies and for other activities that participants may have opportunities to join.

(3) Handicrafts and Folk crafts

Any handicrafts and folk crafts items which could be used to exhibit your culture are welcomed. JICA Okinawa has display area to introduce world culture to the local visitors.

(4) Photos and Movies

During your stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview you. Please bring photos and videos of your country, your daily life, your office, etc. Please note that photos and videos must be copyright cleared or taken by yourself.

5. Environmental conservation activities in JICA Okinawa

JICA Okinawa emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to cooperate to these activities during their stay at JICA Okinawa. Details will be given on arrival to JICA Okinawa.

6. For your Information

Information of Okinawa is available at following URLs.

- (1) Homepage of Urasoe city (where JICA Okinawa is located)
Urasoecity: <http://www.city.urasoe.lg.jp/>
Basic information of Urasoe city is covered in English.
- (2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>
Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.
- (3) HP of Okinawa Convention & Visitors Bureau: <http://www.ocvb.or.jp/foreign/en/>
- (4) The YouTube channel of JICA Okinawa: <https://www.youtube.com/user/jicaokinawa>
- (5) More information is available at the reception of JICA Okinawa.

VI. ANNEX:

Guidelines for Job Report

As written in the GI (General Information), all participants of the program are required to submit the Job Report before coming to Japan. This report is very important information for program organizers in Japan to understand your needs and your working environment. They would arrange the program to suit the participants' needs as much as possible. Therefore, please make sure that your job report is precise and informative.

I. Job Report Presentation

You are scheduled to give a job report presentation.

- Purpose: To introduce your country/your responsible area and the situation regarding infectious diseases
- Schedule: The 2nd week of the program in Japan
- Participant: Program organizers and lecturers
- Time: 10 minutes for each participant
- Software: Microsoft Power Point (PPT)

II. Preparation and submission of Job Report

<Preparation>

- Please see attached Job Report Presentation Format and make your own presentation.
- **Because of the time limitation, number of slides is limited up to 13.**
- It is recommended to use photos in your presentation, such as your daily activities, health facilities, and people's life in your area.
※Please bring additional photos related to health issues aside from photos in your Job Report. You may need these photos when completing your Job Report in Japan.

<Submission>

Your job report will be translated into Japanese to distribute the handouts to the Japanese audience. For this reason, you cannot revise your report after the submission. And for making translation report, please submit report in PPT format. (Handwritten or PDF report is not acceptable.)

- For further questions, please contact following e-mail address, 'oictp@jica.go.jp'.

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 Okinawa International Center (JICA OKINAWA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

Job Report Presentation

Participant Name:

Job Title:

Organization:

✕ Include the name of the department, or the section you belong to

Country:

Name of JICA Project:

✕ IF you are involved in, please give the name.

Contents

1. Location
2. Responsible Area
 - 2-1. Map of responsible area & Health-related facilities
 - 2-2. Living situation of the responsible area
3. Responsibilities
 - 3-1. Job title and organogram
 - 3-2. Job description
4. Current Situation of Infectious Diseases
 - 4-1. to 4-3. Indicators
 - 4-4. Current situation of infectious diseases in the country
 - 4-5. Challenges in infectious diseases control and characteristic efforts
5. Expectations to This Training and Reasons

1. Location

✂Please replace the map below with the map of your country.



You will be coming to Okinawa!!

2. Responsible Area

My responsible area is National Regional

※Check the applicable one.

2-1. Map of responsible area & Health-related facilities

※Place the map of your responsible area, or covering area of your organization and indicate the locations of hospitals and health facilities on the map.

Number of hospitals () Number of health facilities ()

2-2. Living situation of the responsible area

1) Characteristics

Temperature, Language, Main industries, etc.

2) Living situation

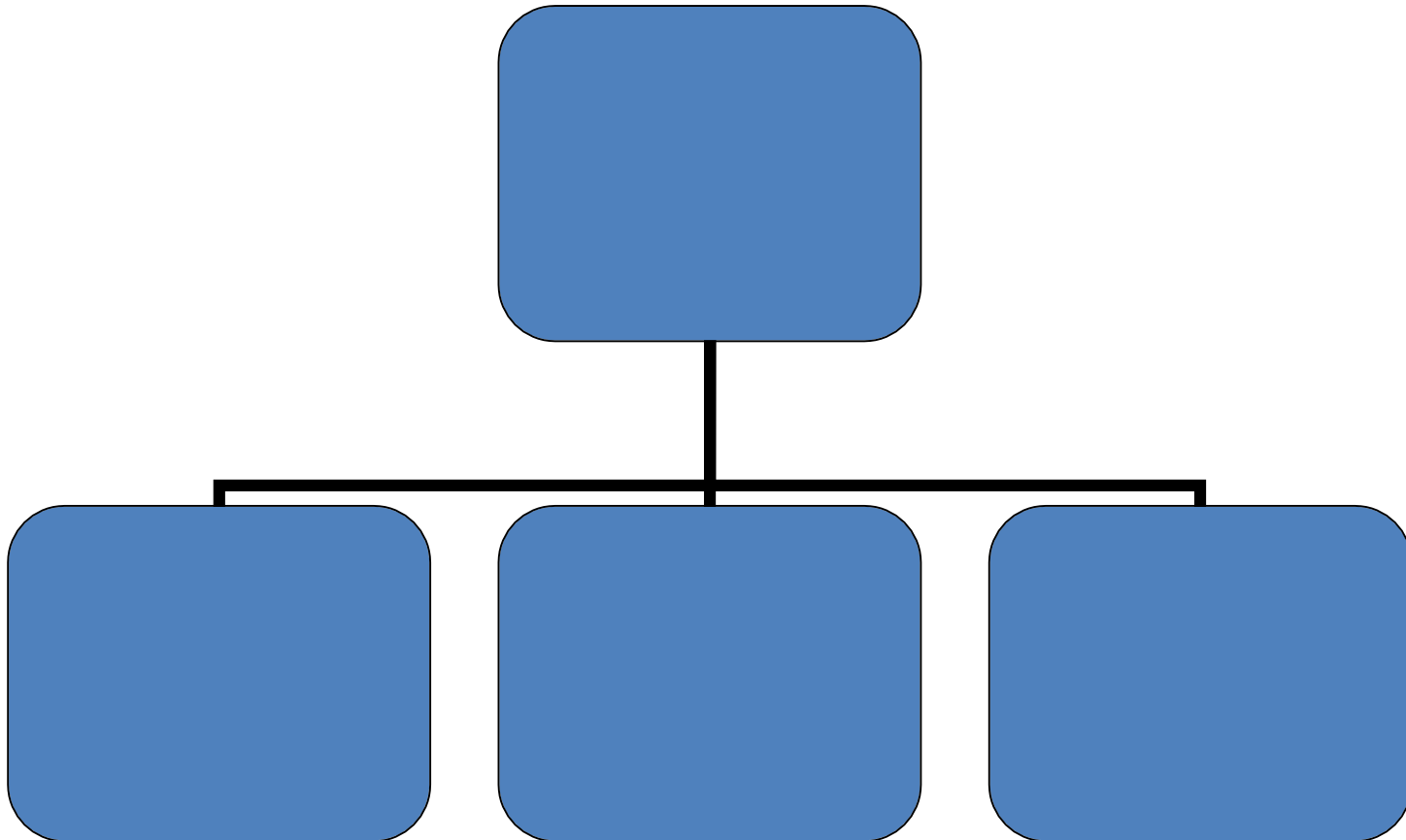
Housing, Water supply, Disposal of human waste, Roads, Transportation, Information network, etc.

✂ Place the photos to visualize the living situation

3. Responsibilities

3-1. Job title and organogram

Number of staff () Number of your staff ()



Describe the organogram of your work place, and highlight your position.

3-2. Job description

✕ List your main responsibilities.

4. Current Situation of Infections Dieases

4-1. Indicators

Indicators	Country	Responsible area*	Source
Area (km ²)			
Total population			
Literacy rate			
Life Expectancy			
Crude mortality rate	/1,000 people	/1,000 people	
Major causes of death	1) 2) 3) 4) 5)	1) 2) 3) 4) 5)	

*If your responsible area is “nation”, you can leave “Responsible area” blank.

4-2. Indicators

Indicators	Country	Responsible area	Source
Birth Rate	/1000 people	/10000 people	
Total fertility rate			
Mortality rate of children under 1 year old	/ 1,000 live births	/ 1,000 live births	
Major causes of death of children under 1 year old	1) 2) 3) 4) 5)	1) 2) 3) 4) 5)	
Mortality rate of children of 1year old - under 5 years old	/ 1,000 live births	/ 1,000 live births	
Major causes of death of children of 1year old - under 5 years old	1) 2) 3) 4) 5)	1) 2) 3) 4) 5)	
Maternal mortality ratio	/ 100,000 live births	/ 100,000 live births	
Major causes of maternal mortality	1) 2) 3) 4) 5)	1) 2) 3) 4) 5)	

4-3. Indicators

Indicators		Country	Source
Tuberculosis	Morbidity	/100,000 people	
	Number of newly registered patients in a year		
Malaria	Morbidity	/100,000 people	
	Number of newly registered patients in a year		
Leprosy	Morbidity	/100,000 people	
	Number of newly registered patients in a year		
HIV infection	Number of newly registered infection cases in a year	/100,000 people	
	Number of newly reported AIDS patients		

*Prevalence rate is described by the new infection to 100,000 population in one year.

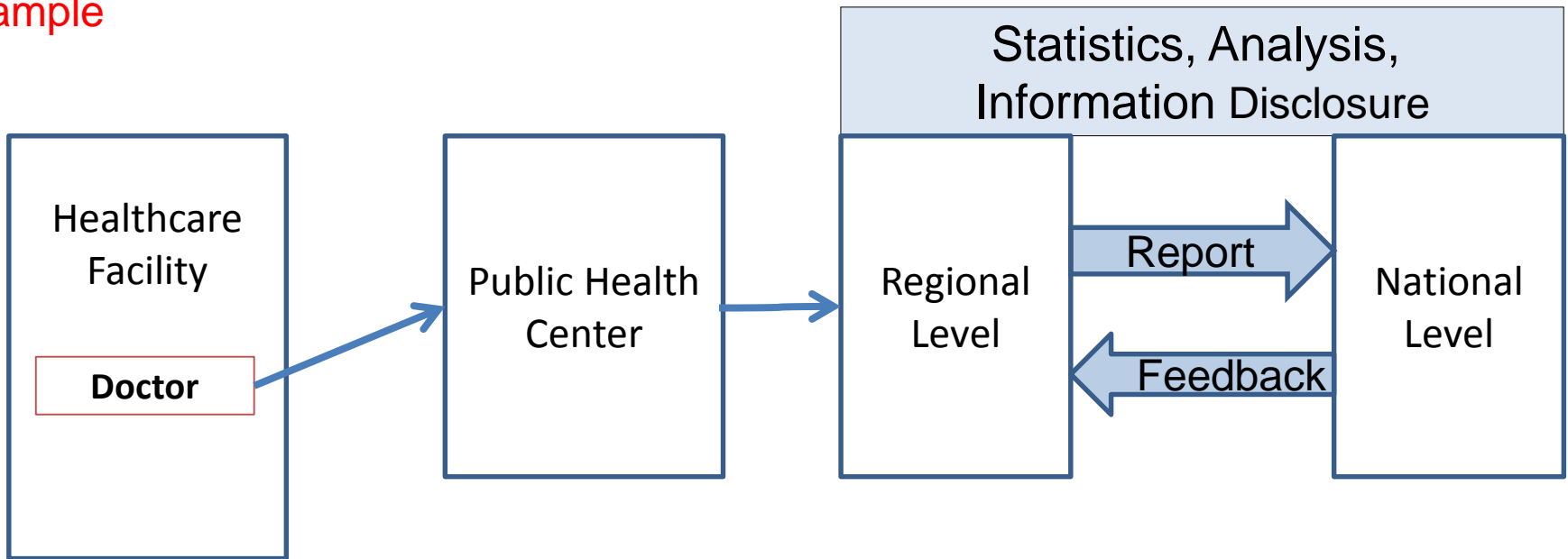
4-4. Current situation of infectious diseases in the country

1) Infectious diseases surveillance system

YES, there is. NO, there isn't. ✘ Check the applicable one.

✘ Draw the diagram to explain the referral and transfer system.

Example



2) Critical infectious diseases in my country

✘ List the names.

-
-
-

3) Community health volunteer workers for infectious diseases control

Yes → Paid Not paid

No

4-5. Challenges in infectious diseases control and characteristic efforts

Challenges in infectious diseases control	Characteristic efforts made by my organization

5. Expectation to This Program and Reasons

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.



Training Programs under Technical Cooperation with the Government of Japan

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.

**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?

--

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: