

No.12040/16/2016-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: 20.05.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on “Agricultural Extension Planning and Management” to be held in Japan from 28.08.2016 to 29.10.2016 under 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 Knowledge Co-Creation Programme on “Agricultural Extension Planning and Management” to be held in Japan from 28.08.2016 to 29.10.2016 under Technical Cooperation Programme of the Government of Japan.

2. The program aims to equip participants with practical ideas and skills concerning improvement of agricultural extension planning, management and education of extension officials and field workers, and to foster local entrepreneurs by understanding the background, history, concept and theory behind extension service system in Japan.

3. The applying organizations are expected to nominate officers who are presently involved in managerial position for planning, management and administration of agricultural extension services or providing guidance and consultation for operation and management for an agricultural extension centre or operation and management of capacity development of extension workers and officers at a training agency/institute. The officers should have more than 5 years of professional experience in the relevant field. The applicant should be a graduate of university; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service and be under 45 years old.

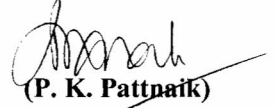
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- 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 department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **18.06.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/Index.aspx>.



(P. K. Pattnaik)

Under Secretary to the Government of India
Tele no: 011-26109049

To,

- a) Secretary, Department of Agriculture & Co-operation, Krishi Bhavan, New Delhi.
- b) Secretary, Department of Rural Development, Krishi Bhavan, New Delhi.
- c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- d) Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- e) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

AGRICULTURAL EXTENSION PLANNING AND MANAGEMENT
課題別研修「農業普及企画管理者」
JFY 2016

NO. J16-04063 / ID. 1684684

Course Period in Japan: From August 28th 2016 to October 29th 2016

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

The rural areas of developing countries depend largely on agriculture, and the agricultural extension system plays a very important role in agricultural development. Thus, the role of agricultural extension service is significant. In developing countries, however, the agricultural extension service is not well organized. There are only a limited number of extension advisors, and they do not receive adequate trainings to obtain appropriate knowledge and skills to provide services to farmers.

In Japan, technical knowledge level of extension officers are effectively maintained by trainings. Extension activities are adjusted to suit the needs of the areas, and extension activities are planned, managed and evaluated by extension advisors, which uplifts the knowledge level of farmers.

This training program provides participants ideas for the solution for their problems by learning about the techniques for planning, management, and evaluation of agricultural extension services and activities as well as staff training system of extension officers in Japan, so that participants can implement programs to improve such services.

For what?

This program aims to equip participants with practical ideas and skills concerning improvement of agricultural extension planning, management and education of extension officials and field workers, and to foster local entrepreneurs by understanding the background, history, concept and theory behind extension service system in Japan.

For whom?

This program is designed for professionals involved in agricultural extension planning and management in national/local government or NGO working in the field of agricultural extension services.

How?

Participants shall have opportunities in Japan to identify approaches and strategies to improve effectiveness of agricultural extension program and reinforce organizational capacity. Participants will prepare a Job Improvement Plan as a model for extension program planning, and are expected to formulate formal plans to provide improved extension systems in respective countries.

II. Description

1. Title (J-No.)

Agricultural Extension Planning and Management (J1604063)

2. Course Period in Japan

August 28 2016 to October 29 2016

3. Target Regions or Countries

Egypt, India, Viet Nam, Cambodia, Kenya, Timor-Leste, Bangladesh, and Burkina Faso

4. Eligible / Target Organization

This program is designed for professionals involved in agricultural extension planning and management in central and local government or NGO working in the field of agricultural extension services.

5. Course Capacity (Upper limit of Participants)

15 participants

6. Language to be used in this program

English

7. Course Objective

The capacity of the participant to promote the effective agricultural extension plan based on planning, management and evaluation suited for the farmers situation will be developed.

8. Overall Goal

Agricultural extension system will be enhanced with effective problem solving guidance and methodology, and beneficial and practical extension services will be provided through capacity development of core extension workers who can appropriately analyze problems and offer solutions.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in participants' countries (From late July 2016 to August 27 2016) <i>Participating organizations prepare for the Core Phase in respective countries.</i>		
Expected Module Output	Activities	Methodology
To analyze the situations and identify problems in participants' responsible areas	Participants and participating organizations prepare Inception Report and presentation	Report writing (Inception Report)

2) Core Phase in Japan (From August 28, 2016 to October 29, 2016) <i>Participants dispatched by their organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) To understand the outline and principles of extension services	<ul style="list-style-type: none"> ■ State of agricultural extension systems in Japan ■ Background and change of agricultural extension system ■ Outline and principles of agricultural extension service ■ Case Study of prefectural government in Japan 	Lecture Observation Discussion
2) To learn the methods of agricultural extension service planning, management and evaluation	<ul style="list-style-type: none"> ■ Planning and management of extension services ■ Management, monitoring and evaluation of extension services ■ Collaborative approach with research institutes and business enterprises ■ Problem analysis and considering its solutions ■ Preparation of Job Improvement Plan (JIP), using the methods acquired, for resolving problems identified in Inception Report 	Lecture Observation Discussion Report writing (Job Improvement Plan)
3) To learn the methods of agricultural extension activity planning and ideas	<ul style="list-style-type: none"> ■ Planning and management of extension activities ■ Methods of extension activities ■ Life Improvement activities 	Lecture Observation Discussion
4) To learn the methods of capacity building for extension staff	<ul style="list-style-type: none"> ■ Management and capacity building of extension staff ■ Training program for extension workers ■ Making Training curriculum for extension workers 	Lecture Observation Discussion

(3) Finalization Phase in a participant's home country (From October 30 2016 to late November 2016) <i>Participating organizations utilize the knowledge, techniques and experience which participants acquired in Japan. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
Participants share the knowledge and ideas in their respective organizations	Those knowledge and ideas gained in Japan are disseminated within participants' organizations through workshops or seminars on their own initiatives. Participants are expected to utilize such knowledge and ideas for planning, managing and evaluating projects to enhance the capacity of extension workers, for the purpose of providing beneficial and practical extension services.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: involved in one or more of the following at national/ local government or NGO:
 - a) Managerial position for planning, management and administration of agricultural extension services
 - b) Providing guidance and consultation for operation and management for an agricultural extension center
 - c) Operation and management of capacity development of extension workers and officers at a training agency/ institute
- 2) Experience in the relevant field above: with more than five (5) years of professional experience
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 80 in principal. This program includes active participation in discussions, which requires high competence of English ability. Attach an official certificate for English ability such as TOEFL, TOEIC or IELTS, 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.
- 6) Applicants from organizations that have a clear vision to employ this training opportunity for improving their organizational operations will be highly valued in the selection.

(2) Recommendable Qualifications

- 1) Computer skill: be able to operate personal computers and basic software

(e.g. Microsoft Word, Excel, PowerPoint, etc.)

- 2) Age: Not more than 45 years old
- 3) It is advisable that the nominee is involved in projects of JICA

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 the nominee possesses his/her passport which he/she will carry when entering Japan for this program. If not, he/she is requested to submit its photocopy as soon as he/she obtains 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. (e.g., TOEFL, TOEIC, IELTS). If the nominee does not have such score he/she should submit a letter to explain the level of his/her English proficiency, such as a certificate of completion of English courses.

(4) Inception Report: to be submitted with the Application form. As this report will serve as starting point for discussions on common and particular problems, the report should include agricultural extension related problems the nominee is addressing. The report will also be used for screening the nominees and described the present situation of their work and issues in their own countries. Using the format in ANNEX, the nominee should prepare a report typewritten in English, not more than 6 pages (A-4 size paper)

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 **June 28, 2016**)

(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 July 28, 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 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 Tsukuba International Center (JICA Tsukuba)

(2) **Contact:** Ms. KURABAYASHI Miwa (tbictp@jica.go.jp)

2. Implementing Partner: To be announced

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 Tsukuba International Center (JICA TSUKUBA/ TBIC)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074, Japan

TEL: 81-29-838-1744 FAX: 81-29-838-1776

(where “81” is the country code for Japan, and “29” is the local area code)

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

http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba_facility.pdf

5. Expenses:

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

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.)

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

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

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)** Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2)** For the promotion of mutual friendship, JICA Tsukuba encourages international exchange between JICA participants and local farmers and research institutes. Participants are expected to contribute to this effort by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.
- (3)** It is strongly recommended that participants bring laptop computers. During the program, participants are required to work on the computers, including preparation of Job Improvement Plan, etc.
- (4)** Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's checks in order to cover necessary expenses for the first 2 to 5 days after your arrival.
- (5)** It is very important that your currency must be exchanged to Japanese Yen at any transit airport or International Airport in Japan at the time of your arrival. It is quite difficult to exchange money after this, as there is strictly limited facility around JICA Tsukuba and time for exchanging currency during the training program.

VI. ANNEX: Inception Report

Guidelines for Inception Report for Knowledge Co-Creation Program on “Agricultural Extension Planning and Management”

For nominees

- Inception Report is a part of your application documents. Submission is required in order for you to apply for this course.
- Please note that **those applicants whose reports are not following the instructions below may be asked to revise them during the selection process.**
- The report should be typewritten in English, not more than 6 pages (11-point font, single-spaced, A-4 size paper).

For accepted candidates

- Participants are expected to make oral presentation (for 10 minutes) of Inception Report at the beginning of the program in Japan. Accepted candidates are thus required to prepare Microsoft **PowerPoint** presentation slides (no more than 10 pages) of Inception Report. Please pass the electric data of presentation slides to coordinator in charge when you arrive at JICA Tsukuba International Center.

Instructions:

Please read the following carefully and thoroughly before writing your Inception Report.

2. Agricultural extension in your country

(2) Type of extension system

- Please choose institutions that are responsible for operation and management of extension services, among “government,” “private sector,” or “both government and private.” Discuss any additional information.

(3) Roles and functions of organizations for agricultural extension services, activities, resources, and so on

- If there are different institutions or organizations that are involved in provision of agricultural extension services, explain their roles and functions.

3. Agricultural development

(1) Discuss the overall plan of the government of your country for development of the agricultural sector.

- Discuss a fundamental plan or program for agriculture in your country. It could be a development plan or master plan for the period of 5 to 20 years, or the annual plan formulated by the government. It may be a basis for agricultural policies.
- Example: Basic Plan for Food, Agriculture and Rural Areas (2015) of Ministry of

Agriculture, Forestry, and Fisheries

- When you discuss major issues, do not provide all descriptions. Write in a list, and summarize the contents.
- Example: Key points are as follows:
 - Food self-sufficiency ratio should be improved from 39% to 45% by 2025 in calorie supply basis.
 - Securing stable food supply
 - Sustainable agricultural development
 - Development of rural areas
 - Reorganization and restructuring of agricultural cooperatives and committees
- Please explain how this national plan promotes agricultural extension services and activities in your country. If the government formulates a separate plan, policy, or guidelines for agricultural extension services please briefly explain their contents.

(2) Does your organization formulate its own strategies and plans for agricultural extension services, based on (1)?

- Your organization may have a separate plan for promoting agricultural extension services which is based on the national plan discussed in (1). Please provide summary of such plan or strategy.
- While the plan or strategy of your organization is consistent with the national plan, it may focus on particular problems in your working areas that require more attentions than others. If so, please describe such areas of priority.
- In Japan, for example, the Ministry of Agriculture, Forestry and Fisheries (MAFF) has “Basic Plan for Food, Agriculture and Rural Areas,” and based on this the Ministry also formulates “Guidelines on the Management of Cooperative Agricultural Extension Services” to point out general issues concerning extension services in Japan. In turn, Prefectural governments have their own implementation policies based on the operational guidelines set forth by the central government, in order to address particular issues in respective prefectures. Extension centers throughout in Japan are working with Prefectural governments and formulate extension advising plans to tackle particular issues in each region.

(3) Has there been any project for development and improvement of the agricultural sector, or resolving problems concerning agricultural extension services?

- It could be a technical cooperation project implemented by your organization with JICA or other external agencies. You can also discuss any efforts made by the government of your country.
- Example: “Bohol Integrated Agriculture Promotion Project (BIAPP) in the Republic of the Philippines” was conducted for the following purpose: “Agricultural productivity is increased by improving management of farming activities in the

project sub-site.”

- Example: “Smallholder Horticulture Empowerment Project (SHEP)” was implemented in Kenya for achieving “developed capacity of the smallholder horticulture farmer groups supported by the project.”

4. Problems with agricultural extension services

(1) Analyze problems with the current extension systems/services and reasons for them in target areas where your organization operates.

- When discussing problems, you should avoid writing “there is no...” or the problem is “lack of...” For example, it is easy to say that the key problem is lack of fund allocated by the government to your organization. However, the actual problem may be mismanagement of the fund, not lack of fund. Moreover, lack of sufficient budget is one of the *reasons* for a problem, not the problem itself. Your problem is the *outcome* of insufficient fund.
- Example: the problem is “extension services are ineffective” and the reasons are as follows: (a) the fund for extension activities is limited and released late; (b) the government does not have clear plan for provision of extension services; (c) there is limited access to information technology for extension workers to obtain and disseminate latest knowledge and techniques; and (d) extension workers’ morale is generally low.

(2) What can you do to overcome these problems?

- Suggest possible solutions for resolving the problems discussed.

(3) What are the strengths of the extension systems/ services or your organization which can be utilized to resolve these problems?

- Think of some characteristics of your organization, extension services, associated laws and regulations, and others which can contribute to overcoming the problems, and explain why they are useful.
- Example: the strength is that extension services are well structured, and this is useful to overcome problems because there are extension workers placed at state, regional, and village levels to provide services that are practical and appropriate for each area.

5. Future plan

- You are expected to act on this future plan after you return to your country. As such, you should have clear and specific ideas about what you are planning to acquire from this course for improving extension services in your responsible area, based on the problems and strengths you have identified.

Inception Report for Knowledge Co-Creation Program on “Agricultural Extension Planning and Management”

- Please read instructions in ANNEX of GI, before writing your report -
- Your Inception Report should be NOT more than 6 pages -

1. Basic information

Name	Mr./ Ms.
Organization	
Position	

*Attach an **organization chart** and point out your position on the chart.

2. Agricultural extension in your country

(1) Existence of agricultural extension system	(Yes / No)
(2) Type of extension system	
Operation/Management by: (government/ private sector / both government and private)	
(3) Roles and functions of organizations for agricultural extension services, activities, resources, and so on	
Central level:	
Regional level:	
Local/ community level:	

*Attach a structure **diagram** of agricultural extension systems and point out where you are in charge.

3. Agricultural development

(1) Discuss the overall plan of the government for development of the agricultural sector.
Name of the plan:
What are the major issues, challenges, or targets that are discussed in the plan for the agricultural sector? Write in a list:
<ul style="list-style-type: none"> • •

<ul style="list-style-type: none"> • How does this plan promote agricultural extension services?
(2) Does your organization formulate its own strategies and plans for agricultural extension services, based on (1)?
(Yes / No) If yes, describe it here:
(3) Has there been any project for development and improvement of the agricultural sector or resolving problems concerning agricultural extension services?
(Yes / No) If yes, briefly explain:

4. Problems with agricultural extension services

(1) Analyze problems with the current extension systems/services and reasons for them in target areas where your organization operates.	
Problem 1:	Reasons
Problem 2:	Reasons
Problem 3:	Reasons
(2) What can you do to overcome these problems?	
Problem 1:	
Problem 2:	

Problem 3:	
(3) What are the strengths of the extension systems/ services or your organization which can be utilized to resolve these problems?	
Strength 1:	Reasons:
Strength 2:	Reasons:
Strength 3:	Reasons:

5. Future plan:

Explain your future plan on how you would like to utilize this Knowledge Co-Creation Program for improving the extension services in your responsible region. Discuss specifically what you plan to acquire from the program in order to solve the problems above. Explain the subjects that are related to the future plan of you and your organization. (Please fill this part in consultation with your superior and colleagues)

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 Tsukuba International Center (JICA TSUKUBA)
Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074, Japan
TEL: 81-29-838-1744 FAX: 81-29-838-1776

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)

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)**

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

J	0	-																		
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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

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First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: