

No.12040/19/2016-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**

28

Subject: Knowledge Co-Creation Programme on “Tourism Destination Marketing under the cooperation between the public and private sectors (A)” to be held in Japan from 09.09.2016 to 10.10.2016 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 “Tourism Destination Marketing under the cooperation between the public and private sectors (A)” to be held in Japan from 09.09.2016 to 10.10.2016 under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to recognize the importance of public –private cooperation in regional tourism marketing/promotion and prepare action plan which is implemented by the participant’s own home country with feasibility.

3. The applying organizations are expected to nominate officers in charge of “tourism destination (regional tourism) marketing in cooperation with public and private sectors” or staff of public organization or travel industry group, travel and tourism association which are related to tourism destination marketing with at least 3 years practical experience in the relevant field of tourism development. 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) and be between the ages of 30 to 50 years.

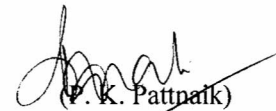
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- 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 **05.07.2016**. 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>



Under Secretary to the Government of India

Tele no: 011-26109049

To,

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



# Knowledge Co-creation Program

GENERAL INFORMATION ON  
TOURISM DESTINATION MARKETING  
UNDER THE COOPERATION BETWEEN  
THE PUBLIC AND PRIVATE SECTORS(A)  
課題別研修「官民連携による地域観光マーケティング (A)」  
JFY 2016

NO. J16-04402 / ID. 1684661

Course Period in Japan: From September 3<sup>rd</sup>, 2016 to October 8<sup>th</sup>, 2016

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

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

In the Development Cooperation Charter which is 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**

Generally, the external capitals such as tourism developers, travel agencies and/or hotel business have been leading the tourism development in most tourism destinations; that is, “heteronomous tourism development.” In such cases, the local people/communities of such tourism destinations were likely to be pushed outside of the tourism beneficiary circle. What is then expected is that the people/communities themselves take initiatives in promoting tourism using their own resources in a sustainable manner; that is, “autonomous tourism development.” Issues in tourism development, quite often, are that much of tourism resource such as unique culture is not yet clearly identified, natural asset is not well utilized, tourism products and/or souvenirs are not yet developed, and/or information dissemination does not take place by the local people/communities. This course aims at the realization of sustainable tourism development through cooperation between public sectors and private sectors. This cooperation should be one of the keys to solve the issues mentioned above; which eventually would increase local people’s income by providing job opportunities, ensure stability and harmonization in the society and reduce poverty as well.

## **For what?**

The participants will recognize the importance of public-private cooperation in regional tourism marketing/promotion and prepare Action Plan which is implemented by their own home country with feasibility. The plan should be shared among the concerned of the participants’ work place and be examined for implementation.

## **For whom?**

National or local governmental officials in charge of “tourism destination (regional tourism) marketing in cooperation with public and private sectors” or staff of public organization or travel industry group, travel and tourism association which are related to tourism destination marketing.

## **How?**

Participants shall have opportunities to identify approaches and strategies to develop the tourism destination marketing. The course includes field visit as MICE (Meeting, Incentive tour, Conference and Exhibition), tourism promotion and so on.

Participants will also formulate an Action Plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## II. Description

**1. Title (J-No.): Tourism Destination Marketing under the Cooperation between the Public and Private Sectors(A) (J1604402)**

**2. Course Period in JAPAN**

September 3rd, 2016 to October 8th, 2016

**3. Target Regions or Countries**

Albania, India, Egypt, Kosovo, Georgia, Bhutan, Vietnam, Former Yugoslav Republic of Macedonia, Jordan

**4. Eligible / Target Organization**

This program is designed for governmental or public organizations which related to tourism destination marketing, or travel industry group/ travel and tourism association

**5. Course Capacity (Upper limit of Participants)**

12 participants

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

**7. Course Objective:**

The participants will recognize the importance of private-public cooperation for tourism destination marketing and promotion activities would be understood. Furthermore the realistic and concrete action plan would be proposed.

**8. Overall Goal**

The participants and their organizations will achieve the capacity building on regional tourism marketing through public-private cooperation, and will implement tourism policy which is enforced by such capacity.

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

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

Expected Module Output	Subjects/Agendas	Methodology
To understand the outlook of tourism in Japan and the World	<ul style="list-style-type: none"><li>-Travel industry in Japan</li><li>-Other country's tourism promotion</li><li>-Efforts of private-public cooperation to promote tourism in Hokkaido</li><li>-Platform for tourism-based community in Hokkaido</li><li>-Importance of public policy for tourism</li><li>-MICE</li></ul>	Lecture, Field visit and Exercise

To understand the basic knowledge of tourism marketing	<ul style="list-style-type: none"> <li>- Tourism Marketing: include basic idea of Marketing</li> <li>- Tourism Marketing and Tourism Development, and Merchandizing</li> <li>- Tourism Promotion and Tourism Marketing</li> <li>- Research (Survey) and Analysis</li> <li>- Survey and analysis methodology for tourism destination marketing, etc.</li> </ul>	Lecture,
To understand advance knowledge of tourism marketing	<ul style="list-style-type: none"> <li>(1) Case Studies:</li> <li>(2) Promotion Tools and its application <ul style="list-style-type: none"> <li>- Inbound promotion activities</li> <li>- Tourism promotion based on Inter-Municipal cooperation</li> <li>- Tourism destination marketing by private-public cooperation</li> <li>- Case study of tourism destination marketing, etc.</li> </ul> </li> <li>- Commercialization and promotion tools for tourism destination marketing (Observation and discussion)</li> <li>- Commercialization and marketing strategy of regional tourism resource (Tourism promotion by content strategy)</li> <li>- Regional brand strategy/ Effective promotion tool, etc.</li> </ul>	Field visit and Lectures
To understand cooperation between public and private sectors	<ul style="list-style-type: none"> <li>(1) Role of sectors:</li> <li>(2) How to Collaboration</li> <li>(3) Better Relationship between Public and Private Sectors: Interactive Cooperation</li> <li>(4) Case Studies <ul style="list-style-type: none"> <li>-Discussion of Tourism destination marketing by private-public cooperation</li> </ul> </li> </ul>	Discussion, Fields Visit, Lectures
Presentation and presentation of Action Plan, etc	Propose an action plan to tackle any challenges in your job.	Presentation, Discussion

### ***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.

- (3) Top managements or decision makers of participant/s of the course have strong intentions to support his/her the ideas that may be proposed after the completion of this course.

## **2. Nominee Qualifications:**

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

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

- 1) National/Local government officials in charge of “tourism destination (regional tourism) marketing in cooperation with public and private sectors” or staff of public organization or travel industry group, travel and tourism association which are related to tourism destination marketing
- 2) Experience in the relevant field: have at least 3 years’ experience in the field of tourism development
- 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 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

### **(2) Recommendable Qualifications**

- 1) Age: between the ages of thirty (30) and fifty (50) years is desirable.

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

**(1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan).**

**(2) Inception Report:** to be submitted with the application form. Fill in the form (ANNEX) of this General Information, and submit it along with the Application Form.

**(3) 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

**(4) Nominee’s English Score Sheet:** to be submitted with the application form. If

you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

#### **4. Procedures for Application and Selection :**

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

Closing date for applications: **July 20<sup>th</sup>, 2016.** 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 **July 25<sup>th</sup>, 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 29<sup>th</sup>, 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 Hokkaido (Sapporo)

(2) **Contact:** Hanai-Nana@jica.go.jp

### 2. Implementing Partner:

(1) **Name:** Hokkaido International Exchange and Cooperation Center

(2) **URL:** [http://www.hiecc.or.jp/english/GeneralInformation\\_eng.pdf](http://www.hiecc.or.jp/english/GeneralInformation_eng.pdf)

### 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 Hokkaido International Center (JICA Hokkaido)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido 003-8668, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where "81" is the country code for Japan, and "11" is the local area code)

If there is no vacancy at JICA Hokkaido (Sapporo), JICA will arrange alternative accommodations for the participants.

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

### 6. Pre-departure Orientation:

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

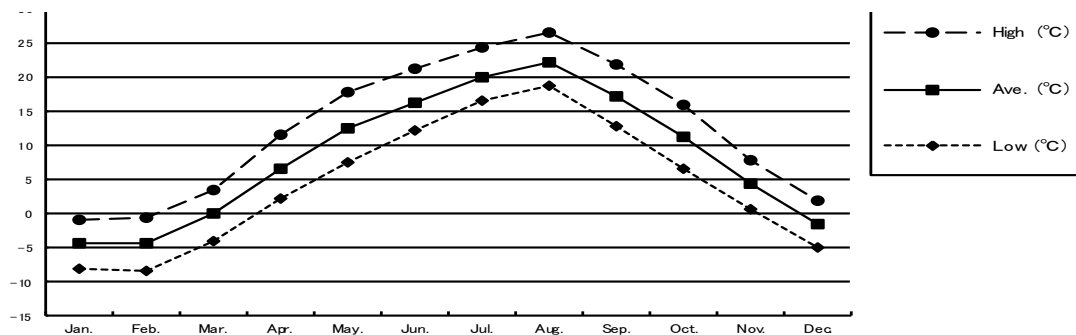
## V. Other Information

1. Japanese language program will be offered to participants in JICA Hokkaido (Sapporo), to facilitate their daily life.

### 2. Certificate

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

### 3. Climate in Sapporo



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow (cm)	58	83	64	2							5	28

Typical Seasonal Wear: (October- November) Long-sleeves and warm jacket

### 4. Recreation

Participants can use an indoor swimming pool, gymnasium, and tennis courts located next to JICA Sapporo. The charges are paid by JICA.

### 5. Equipment in JICA Hokkaido (Sapporo)

JICA Hokkaido (Sapporo) has the following equipment for the participants.

<Private Room> Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN, NHK(BS), DVD/VHS Video Player)

\***ATTENTION:** There are no slippers or towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk.

<Audio-Visual equipment for training>

Video recorder, Overhead projector, Slide Projector, Multimedia Projector (available to use Microsoft Power Point)

## **6. School Visit**

JICA encourages participants to interact with the local community, and in this context, JICA will arrange a visit to a local school during their stay in Japan. If the participant wishes to bring items to show to Japanese pupils, here are some suggestions:

Textbooks (primary school), traditional toys and games, national costumes, musical instruments, typical crafts using local materials, traditional cooking/eating utensils, pictures showing daily life, small national flag, local newspaper (Bringing these items is not a requirement).

\*ATTENTION: There are no slippers and towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk. Participants can borrow winter coats.

<Audio-visual equipment for training>

Video recorder, OHP, Slide Projector, Multimedia Projector (available to use Microsoft Power Point 2010).

## **VI. ANNEX:**

### **INCEPTION REPORT**

#### 1. Purpose

Please be reminded that this report is significant from selection process to the end of training course, because the objective of this training course is not just to acquire knowledge and techniques in Japan, but to find solutions for the issue that you/your organization face in tourism destination marketing. In other words, for the issue you mention in this report, you might propose solution to tackle the problem as “ Action Plan”, making the best use of training in Japan.

#### 2. INSTRUCTIONS:

- 1) Should be written in **English** and summarized in approximately **5 (five) pages**.
- 2) Should cover **ALL** “Items” below
- 3) Based on the Inception report, **every participant** will have 5 minutes to give an oral presentation at the beginning of the course.  
※it is advisable to prepare audio visual aids such as Microsoft Power Point, for the presentation, before arrival.

#### 3. ITEMS OF INCEPTION REPORT

Please describe **current your ideas** on marketing challengeies for inbound or outbound tourism promotion in your country with objective data or referece materials. It is recommeded to use anaytical tools such as SWOT, problem analysis diagram, fishbone chart and so on.

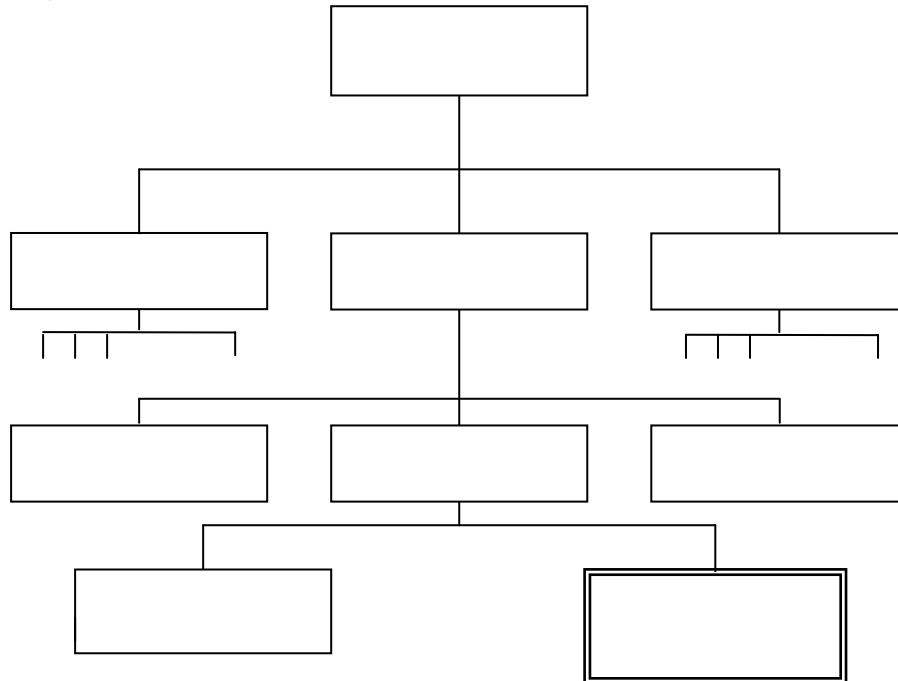
If you have any ideas to solve such challengies, please include them into the inception report. Let us remind you that budget deficit should be regarded as a precondition to propose your ideas..

The following items should be attached for refernce of the inception report.

##### 1) Organization Chart

Referring to the example below, draw the chart of the organization and indicate your department/division/section with a double line.

<Example>



2) Applicant's interests in this training

a. Topics to learn

(Describe the topics what topics applicant would like to study most and the reasons)

b. Facilities to visit

(Describe what facilities applicants would like to observe and the reasons)

c. Topics you would like to tackle after this program

3) Tourism Policies

a. Outline policies for tourism development in your country. Please include following issues:

- Policy targets and priorities for tourism;
- Plans and programs for tourism development by the government and/or foreign assistance agencies;
- Public aid, incentives, or regulations to the tourism industry (including foreign investors);
- Policies for human resource development in tourism

b. List names of organizations in other (private, public or parastatal if any) sector which do/may cooperate with your office.

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the

disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

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

**JICA Hokkaido International Center (JICA Hokkaido, Sapporo)  
Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo,  
Hokkaido 003-8668, Japan**

TEL: +81-11-866-8393 FAX: +81-11-866-8382



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

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

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

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

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

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

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

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

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

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

The Application Form consists of three parts as follows;

##### Official Application

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

### **4. Copyright policy**

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

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

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



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

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

Article 2. Details of use of works used for training

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



## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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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)**

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

**1) Name of Nominee (as in the passport)**

**Family Name**

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

**First Name**

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

**Middle Name**

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

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

**8) Outline of duties: Describe your current duties**

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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.)**

**9) Contact Information**

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

**10) Others (if necessary)**

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

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

**2) Educational Record (Higher Education)(required)**

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



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

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

**5. Language Proficiency (required)**

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

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

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

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

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



**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

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

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

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

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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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: