

F.No.12040/19/2017-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 22.05.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Road Maintenance (B)” to be held in Japan from 30.08.2017 to 07.10.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline –20.06.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Road Maintenance (B)” to be held in Japan from 30.08.2017 to 07.10.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to contribute to the improvement of the road management and maintenance system to ensure comfortable and safe urban road service in the participants’ countries. The participants are highly expected to actively participate in the course to propose improvement plans of the road management and maintenance system in their governments.

3. The applying organizations are expected to nominate engineer in charge of planning, design, construction or maintenance and management of urban road in central or local government with more than 5 years of experience. The officer should be university graduate or equivalent; have competent command over spoken and written English; be in good health (both physically and mentally). More details of the program may be seen in the brochure.

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


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

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses

for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded to this Department in JICA's prescribed format (**in two copies**) duly authenticated by the HOD of the concerned Ministry/Department/State Government/UT in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT **not later than 20.06.2017**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.



(P.K. Pattnaik)

Under Secretary to the Government of India
Tele: 26165682

Copy to:

- a) Secretary, Ministry of Road Transport & Highways, 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, 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 brochure and application format on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

ROAD MAINTENANCE (B)
課題別研修「道路維持管理 (B)」
JFY 2017

NO. J17-04067 / ID. 1784539

Course Period in Japan: From August 30th, 2017 to October 7th 2017

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

‘JICA Knowledge Co-Creation (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

There is no doubt that the improvement of roads is essential for national economic development. Although developing countries have been rapidly proceeding with the improvement of urban roads, using large national budgets and receiving development assistance from foreign countries, inappropriate management and maintenance due to financial difficulties and lack of technology has continuously caused early damage, which in turn has caused excessive traffic congestion and accidents. To manage and maintain roads appropriately, it is essential to regard roads as national assets, grasp and assess the conditions of road structures, predict the financial condition, and consider what measures to carry out and when and where to carry them out. Moreover, it is necessary to manage roads efficiently according to plan within a limited budget (asset management). Appropriate asset management leads to efficient, effective, and appropriate distribution of taxes collected from the people and provision of better public services. In addition, it becomes possible to use foreign countries' assistance most effectively.

Sapporo City experienced rapid urbanization. To solve the problem of managing and maintaining roads, it introduced not only the corrective-type method of "repairing damaged parts" but also the preventive method of "starting repair when damage is small and using roads as long as possible." Sapporo City has been proceeding with measures based on asset management to reduce costs. Referring to the example of Sapporo City, this training course is provided so that the participants can learn how to perceive the design/construction and preventive maintenance of roads with consideration for the management and maintenance system and lifecycle cost. This will enable them to contribute to the improvement of the management and maintenance system to ensure smooth and safe traffic flows in developing countries.

For what?

This program aims to contribute to the improvement of the road management and maintenance system to ensure comfortable and safe urban road service in the participants' countries. The participants are highly expected to actively participate in the course to propose improvement plans of the road management and maintenance system in their governments.

For whom?

This program is designed for the central and local government officials in charge of road management and maintenance.

How?

Participants shall have opportunities in Japan to learn essential knowledge and techniques for road management and maintenance systems through lectures, observations, exercises and discussions by learning the case of Sapporo City. Each participant are required to propose an Action Plan describing what he / she is expected to do after going back to his / her home country, making the best use of the knowledge and ideas acquired and discussed in the program.

II. Description

1. Title (J-No.): Road Maintenance (B) (J17-04067)

2. Course Period in Japan

Core Phase in Japan: August 30, 2017 to October 7, 2017

3. Target Regions or Countries

Afghanistan, Cambodia, India, Jordan, Mongolia, Pakistan, Sri-Lanka, Thailand, Vietnam

4. Eligible / Target Organization

This program is designed for the central and local government officials in charge of road management and maintenance.

5. Course Capacity (Upper limit of Participants):

17 participants

6. Language to be used in this program: English

7. Program Objective:

Analyzing the challenges in terms of road maintenance system, necessary and sound countermeasures are proposed with utilizing the outcomes of the training in Japan.

8. Overall Goal:

Based on the Action Plan proposed by the participants, necessary measures are taken for establishing or improving/strengthening operation and maintenance system for road maintenance and management.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (July to August 2017)	
Modules	Activities
Analyze current situation and problems on road maintenance and management system in respective country/organization	Preparation and submission of Job Report

(2) Core Phase in Japan (August 30 to October 7, 2017)		
Module	Subjects/Agenda	Methodology
Analyze current situation and problems on road maintenance and management system in respective country/organization	(1) Presentation on Job Report (2) Situation and problems analysis based on Job Report (3) Group discussion on the M&M system of road in respective country/organization	Presentation Workshop Discussion
Understand necessary knowledge and basic techniques for road maintenance and management system through the experience of Japan and local government (including road asset management system).	<ul style="list-style-type: none"> · The concept of "road M/M cycle (Inspection, evaluation, planning implementation and monitoring etc.)" · Road M/M plan, implementation system in Japan and local areas. · Preventive and effective road M/M planning · Road M/M works (Inspection, evaluation etc.) in Japan and local areas. 	Lecture Observation Discussion
Examine the appropriate and sustainable O&M system and M/M planning of road be reference to the experiences of Japan and the other countries	<ul style="list-style-type: none"> · Implementation of road M/M works and countermeasure works against disaster, etc. · Road construction plan to archive the effective road maintenance and management after operation 	Lecture Site-visit Discussion

Examine necessary measures for improving road maintenance and management as an Action Plan	· Preparation and presentation of the action plan	Presentation Discussion
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Finalization Phase in a participant's home country (October 2017 to April 2017)
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Expected Module Output	Activities
- Implementation of the Action Plan -	-Sharing and finalizing the "Action Plan" in the participant's organization.

10. Follow-up Cooperation by JICA

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications

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

Essential Qualifications

1) Current Duties:

- Engineer in charge of planning, design, construction or maintenance and management of urban road in central or local government.
- Person who is able to implement his/her Action Plan after the training course in Japan.

2) Experience in the relevant field: have more than five (5) years' practical experience including the field of road management and maintenance.

3) Educational Background: be university graduates or persons who have equivalent technical qualifications in this field.

4) Language: ideally have a competent command of spoken and written English which is equivalent to TOEFL CBT 200 or more (This program includes active participation in discussions, action plan development, thus requires good 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.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA Office or the Embassy of Japan.

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

*Photocopy should include the followings:

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

(3) Nominee's English Score Sheet: to be submitted with the application form. If

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

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **July 7, 2017**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Hokkaido(Sapporo).. Selection shall be made by the JICA Hokkaido(Sapporo) in consultation with the organizations concerned 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 shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 21, 2017.**

5. Document to be submitted by selected participants:

Job Report (VI.ANNEX) --to be submitted by August 3, 2017

Before coming to Japan, only selected participants are required to prepare Job Report. The Report should be sent to JICA Hokkaido (Sapporo) by August 3, 2017, preferably by e-mail to Kimura.Eri@jica.go.jp. If the data is more than 2 MB, please access the URL as below and store the data. The title of the data should be '(Country) (Name)'.

【 URL】

<http://jica.gigapod.jp/g94a68dc2d596f1157f34ab462088b8c7ca06cbcd>

【 ID】 road

【 Password】 nVNAs5hQ

6. Conditions for Attendance:

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

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Hokkaido(Sapporo)

(2) **Contact:** Kimura.Eri@jica.go.jp (Taniguchi-Asako@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Hokkaido Development Engineering Center

URL: http://www.decnet.or.jp/pdf/dec_english.pdf

Sapporo City

URL: <http://www.city.sapporo.jp/city/english/index.html>

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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Hokkaido(Sapporo) 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

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

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

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.

5. Recreation

(1) Participants can use an indoor swimming pool and gymnasium located next to JICA Hokkaido. The charges are paid by JICA.

(2) JICA encourages international friendship exchanges between participants and local communities. Therefore, it would be helpful for participants to bring national costumes and materials such as slides, videos, and music cassettes which explain cultures in their countries.

6. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

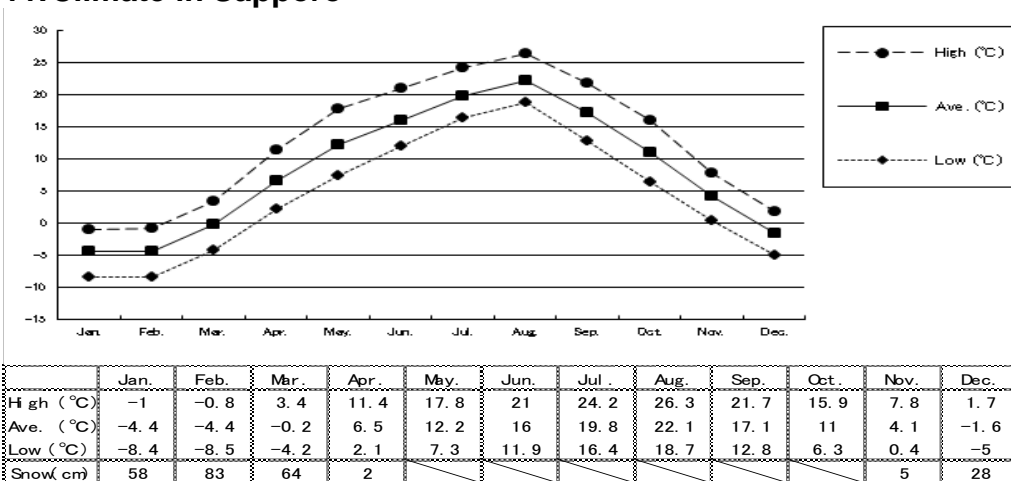
7. Pre-departure Orientation:

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

8. Japanese language program will be offered to the participants in JICA Hokkaido (Sapporo), to facilitate their daily life.
9. Participants who have successfully completed the program in Japan will be awarded a certificate by JICA.
10. At the end of the course, participants are required to prepare an "Action Plan" and make a presentation on it, which is an activity plan to be implemented after going back to home country with utilizing skills and knowledge obtained in Japan. For the convenience, JICA recommends each participant bring relevant data and reference documents which would be useful in making a well-grounded action plan.

11. Climate in Sapporo



※Typical Seasonal Wear (September- October): Long-Sleeves, Thick Jacket, Sweater, Coat, Gloves.

VI. ANNEX

Job Report

Participants are requested to prepare a job report on the following issues and submit it to JICA Hokkaido(Sapporo) by **August 3, 2017**.

The report should be prepared in **English** and in the format of **Microsoft Power Point**, since all the participants are expected to make a presentation on it after they arrive in Japan. In addition, since all the reports will be translated into Japanese in advance, your prompt submission of the report will be highly appreciated. Expected contents of the report are given below:

1. Purpose

To introduce, and share information about your situation and issues of road management with lecturers and participants.

2. INSTRUCTIONS:

- 1) Should be written in **English** by using such as Microsoft PowerPoint” etc. Hand writing is unacceptable.
- 2) Should cover **ALL** “Items” below
- 3) Based on the Job Report, **every participant** will have around 10 minutes to give an oral presentation at the beginning of the course.

NOTE: It is highly recommendable for participants to send PHOTOS (especially those which clearly show the problems in road conditions). Please be advised to include the detailed “PHOTOS” which clearly show the road condition or relevant materials, which will be highly useful to know the situation of road maintenance in respective country.

1. Personal information

- 1-1 Name
- 1-2 Nationality
- 1-3 Name of Organization
- 1-4 Present post (title, ToR, relevance to the training course)

2. Country Basic Information of Road Maintenance

- 2-1. Matters related to road administration
 - Legal on the road (major legal requirements)
 - Standards of the road (road width, base course, etc.)
 - Road budget (percentage of the cost of new construction projects and maintenance costs)
 - Each ToR of Road maintenance department in Ministry and branch office
 - Exist of the plan for road construction and road maintenance and management
- 2-2. Matters related to road statistics
 - Road extension and percentage of paving (by road type)
 - Volume of major highways and traffic (by vehicle type)

2-3. On the domestic construction industry matters
-Procurement of construction materials such as asphalt and concrete
-The level of domestic construction enterprises (concerning construction contracts, the percentage of construction companies in the country including design work / construction and maintenance done by its own domestic construction companies or not such as big construction supported by aid donor)

3. Individual focus

3-1. Issues facing in your organization (Technical or Administrative aspect)

3-2. Expectation to the training program for solving the issues/problems

3-3. Theme which you would like to propose as Action Plan

Note: Please see 'What is Action Plan' below.

※ What is Action Plan

(1) Purpose of Action Plan:

- ① To analyze and describe problems to be solved.
- ② To identify and elaborate practical and comprehensive activities or what can be done by the participating organizations to solve the problems.

(2) Contents of Action Plan:

① Introduction:

Please describe the reasons for choosing the subject, and also to tell us which specific information from the training you think is useful for the activities in your AP.

② Purpose:

Please describe the purpose of your AP.

③ Target Group:

Please describe a group of people or organizations to whom your AP is targeted in order to solve the identified problems.

④ Expected Output:

Please describe specifically the output, which is expected to be seen after your AP is fulfilled.

⑤ Essential Activities:

Please describe activities that are necessary in order to achieve the expected output mentioned in paragraph 4.

⑥ Division of Responsibilities:

Please describe the name of organization or department expected to be in charge of the activities mentioned in 5. If many people or organizations are involved, please don't forget to indicate their relationship.

⑦ Financial Resources:

Please identify the budget source for each activity with an estimated figure in US\$ or EUR.

⑧ Anticipated Inhibitors:

Please describe potential hurdles that are likely to arise when you carry out the activities of your AP.

⑨ Schedule:

Please attach a timetable for the activities mentioned in paragraph 5.

(3) Presentation of Action Plan

Towards the end of the training program in Japan, participants have opportunity to present the Action Plan in sharing session. 15-20 minutes are allocated for each participant. This presentation are divided by two parts: the first 10-15 minutes for the presentation and the following 5 minutes for discussion among the participants. As a medium for presentation, **power-point** is recommended.

Appendix

<https://www.jica.go.jp/sapporo/english/office/index.html>

Please check our website written by English!

The screenshot shows the JICA website's page for the Hokkaido International Center in Sapporo. At the top left is the JICA logo and the text "Japan International Cooperation Agency". To the right are navigation links for "Site Map", "FAQ", and "Contact Us", along with a search bar and social media icons. A main navigation bar includes "Home", "About JICA", "News & Features", "Countries & Regions", "Our Work", "Publications", and "Investor Relations". The breadcrumb trail reads "Home > About JICA > Organization > Domestic Offices > Hokkaido International Center (Sapporo)". The left sidebar lists "About JICA" (Mission Statement, President's Desk), "Organization" (JICA Headquarters, Overseas Offices), "Domestic Offices" (Library, ODA and JICA, History), and "Office Information". The main content area features a photograph of the center building and two text blocks: one describing the center's establishment in 1996 and location in Sapporo, and another listing training programs in agriculture, forestry, fisheries, environment, and tourism.

jica Japan International Cooperation Agency

> Site Map > FAQ > Contact Us

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Home > About JICA > Organization > Domestic Offices > Hokkaido International Center (Sapporo)

About JICA

- Mission Statement
- President's Desk
- Organization**
 - > JICA Headquarters
 - > Overseas Offices
- Domestic Offices**
 - > Library
 - ODA and JICA
 - History

Hokkaido International Center (Sapporo)

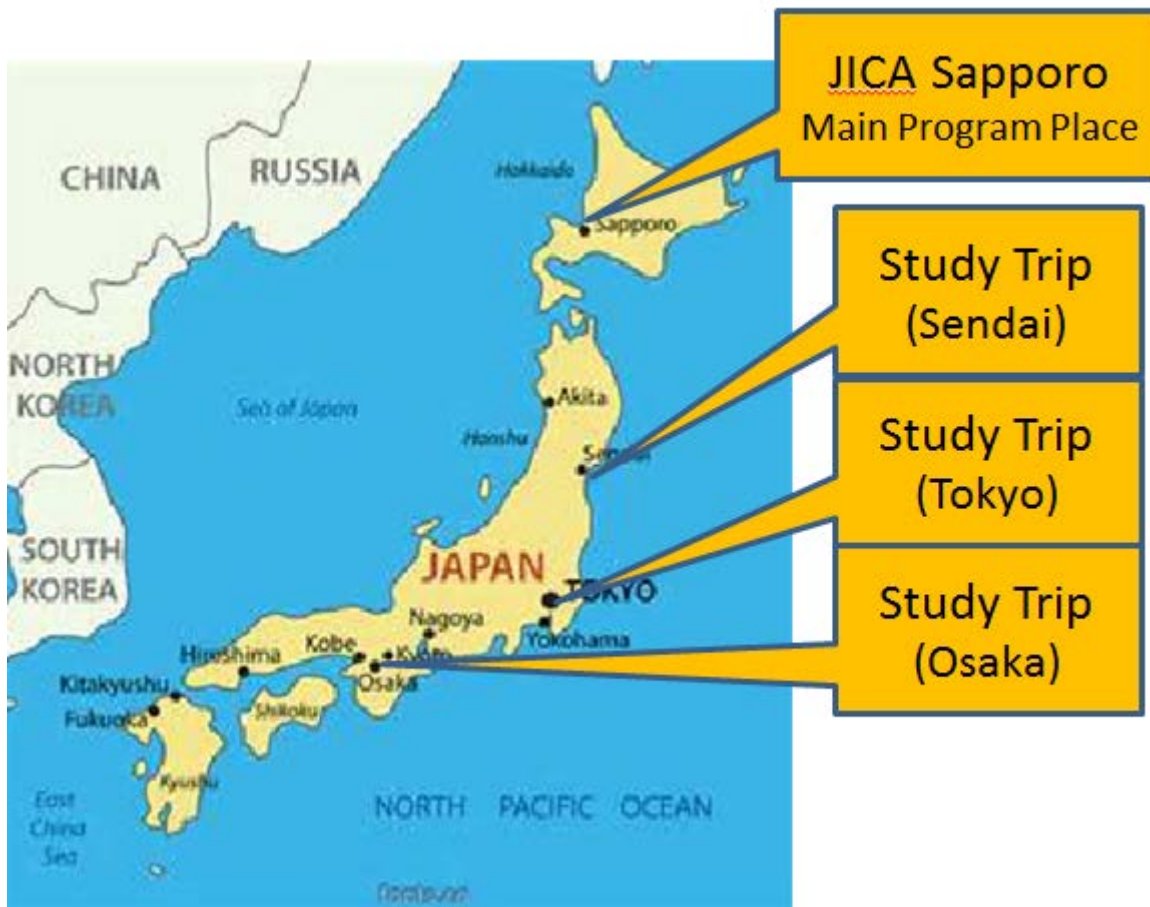
Office Information

Hokkaido International Center (Sapporo)
Address
4-25, Minami, Hondori 16-chome, Shiroishi-ku, Sapporo City, Hokkaido 003-0026

> More

JICA Hokkaido International Center (Sapporo) was established in 1996, located in Sapporo City, the largest city in Hokkaido Prefecture. Hokkaido is famous for beautiful nature, fresh foods, snowy winter and indigenous Ainu culture, attracting both domestic and international tourists.

JICA Hokkaido has a wide variety of training programs such as agriculture, forestry, fisheries, environment, and tourism, receiving approximately 900 participants from developing countries around the world annually.



For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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

developmental objectives.



CORRESPONDENCE

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

JICA 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

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)

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

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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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:	

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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



Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

[Empty box for Title]

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

J 0 - [] [] [] [] [] [] [] [] [] []

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

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

1) Name of Nominee (as in the passport)

Family Name

[] []

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

[Empty box for Outline of duties]



9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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: