

F.No.12040/21/2017-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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

**TRAINING CIRCULAR**

Sub: Knowledge Co-Creation Program on “Sustainable Forestry Management with Community Participation” to be held in Japan from 22.08.2017 to 18.11.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline –08.06.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Sustainable Forestry Management with Community Participation” to be held in Japan from 22.08.2017 to 18.11.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program is designed to develop capacity to carry out forest management through a variety of activities based on community participation.

3. The applying organizations are expected to nominate extension officer on forest conservation having general knowledge about forestry science and related basic knowledge about forest management with more than 3 years of experience in related area. 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:-

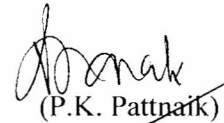
- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **08.06.2017**. 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](mailto: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, M/o Environment and Forests, Paryavaran Bhawan, Jor Bagh, 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, 2<sup>nd</sup> 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

### Sustainable Forestry Management with Community Participation

課題別研修「地域住民の参加による持続的な森林管理」

JFY 2017

No. J17-04107/ ID. 1784738

Course Period in Japan: From August 22 to November 18, 2017

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

#### ‘JICA Knowledge Co-Creation Program (KCCP)’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

# ***I. Concept***

## **Background**

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

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

## **For what?**

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

## **For whom?**

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

## **How?**

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

## II. Description

**1. Title (J-No.): Sustainable Forestry Management with Community Participation (J17-04107)**

**2. Course Period in Japan:** August 22 to November 18, 2017

**3. Target Regions or Countries:** Timor-Leste, Viet Nam, Myanmar, India, Fiji, Solomon Islands, Turkey, Sudan, Ethiopia, Kenya, Malawi, Papua New Guinea, Somalia, Venezuela, Democratic Republic of the Congo

**4. Eligible / Target Organizations:**

Administrative bodies and other organizations involved in forest management

**5. Course Capacity (Upper limit of Participants):** 19 participants

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

**7. Course Objective:**

The necessary knowledge and techniques as well as methods and actual cases involving community participation to carry out sustainable forestry management projects will be shared with related departments in the target organization.

\*In broad sense, community people means forest owner, forest user, beneficiary of multilateral function forest.

**8. Overall Goal:**

Forest management activities involving community participation will be initiated.

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

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

Expected Modules Output	Subjects/Agenda	Methodology
(1) To understand the actual plans, organizations, systems and management practices (community participation) involved in sustainable forest management by the national and local (Hokkaido) governments of Japan.	i) Forests and forestry in Japan as well as forest plans, organizations, systems, technologies, and model activities conducted by the Japanese Government (Forest Agency). ii) Forest plans, organizations, systems, and model activities conducted by the prefectural governments, e.g. Hokkaido Prefectural Government. iii) Research on forests and forest	Lectures, field visits, discussion and practice

	productions by the National and Hokkaido Prefectural Governments as well as research and educational activities by the universities in Japan	
(2) To understand model forestry activities and timber utilizations with community participation and their technologies conducted by municipal governments, private citizens, corporate organizations, and forest cooperatives in Japan.	<ul style="list-style-type: none"> <li>i) Model forestry activities and their technologies by local communities: breeding, cutting, seedling nursing, tending, etc.</li> <li>ii) Model timber utilizations and timber processing technologies by local communities: plywood, utilization of biomass e.g. pellets, charcoal, mushroom production, etc.</li> </ul>	Lectures, field visits, discussion and practices
(3) To understand the systems and model activities for nature conservation and sanctuary management with the participation of local communities in Japan:	Forest conservation, biodiversity conservation, sanctuary management, forest parks	Lectures, field visits and discussion
(4) To understand international discussions, methods and activities concerning the significance of the consideration on livelihood necessities and participation of local communities towards sustainable forest management.	<ul style="list-style-type: none"> <li>i) International forest certification systems for sustainable forest management</li> <li>ii) Livelihood necessities and forest resource management: community participation, regulations and incentives <ul style="list-style-type: none"> <li>a) The importance of the participation of local communities, methods for promoting participation and points to consider</li> <li>b) The importance of social safeguards and providing incentives for local communities: specific activities and challenges: REDD+ Safeguard, PES, collaboration management, value chain improvement, micro</li> </ul> </li> </ul>	Lectures, group discussion and exercise

	<p>financing</p> <p>c) Model projects with the emphasis on the livelihood necessities and participation of local communities.</p> <p>iii) Sustainable forest management activities of other countries.</p> <p>a) JICA's policies in the field of forest and natural environment.</p>	
<p>(5) To recognize and reorganize the current situation of participants' countries and to formulate Final Report (including Action Plan) for the solution of the situation.</p>	<p>i)Project management: PCM (Project Cycle Management), presentation skills</p> <p>ii)Sharing the experiences with other participants: challenges and model solutions for forest management with community participation</p> <p>iii) Discussions to deepen the understanding of what you have learned in this training program.</p>	<p>Lectures, discussions and excise</p>

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

# **III. Conditions and Procedures for Application**

## **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

## **2. Nominee Qualifications:**

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

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

- 1) Extension officer on forest conservation.
- 2) Current duties: have general knowledge about forestry science and related basic knowledge about forest management, with more than 3 years of experience in related area.
- 3) Educational Background: be a graduate of university
- 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.

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

**(1) Application Form:** the Application Form is available at the JICA Office (or the Embassies 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) Questionnaire:** to be submitted with the application form. Fill in the ANNEX Attachment-1 of this General Information.

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

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

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by June 22, 2017**)

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

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

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) **by not later than July 21, 2017.**

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

Inception Report -- to be submitted **by August 4, 2017:**

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX Attachment-2 "Inception Report".) The Inception Report should be sent to JICA, preferably by e-mail to [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)

#### **6. Conditions for Attendance:**

**(1)** to strictly adhere to the program schedule.

**(2)** not to change the program topics.

**(3)** not to extend the period of stay in Japan.

**(4)** not to be accompanied by family members during the program.

**(5)** to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

**(6)** to refrain from engaging in any political activities, or any form of employment for profit or gain.

- (7)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

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

(2) **Contact**

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

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

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

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

### 2. Implementing Partners:

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

(2) **Contact**

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

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

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

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

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival to departure in Japan.

\*Thus traveling time outside Japan will not be covered.

### 4. Accommodation in Japan:

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

JICA Hokkaido International Center (Obihiro)

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

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

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

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants

titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

**6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective countries’ JICA Office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of training, and other matters.

## V. Other Information

### 1. Certificate

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

### 2. Notes for belongings

The program requires that **participants bring a personal computer for use in lecture and USB memory**

### 3. School visit

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

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

(2) crafts,

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

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

### 4. Courtesy call to Obihiro city & Ceremony

The program includes courtesy call to Obihiro city and some ceremonies, for which it is recommended to bring appropriate clothes.

### 5. Medical history

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

### 6. Climate

The climate condition in Obihiro, Tokyo and Ishigaki Islands are given below. Participants are advised to prepare appropriate clothes.

		Obihiro				Tokyo		Ishigaki Islands	
		Aug	Sep	Oct	Nov	Oct	Nov	Oct	Nov
Temperature (°C)	Maximum	25.2	21.5	15.6	8.0	21.5	16.3	28.7	25.8
	Average	20.2	16.3	10.0	3.2	17.5	12.1	25.9	23.2
	Minimum	16.4	12.1	4.8	-1.5	14.2	8.3	23.7	21.1
Humidity (%)		82	79	73	68	68	65	73	72
Precipitation (mm)		139.1	138.1	75.0	57.6	197.8	92.5	204.5	156.5

(Average from 1981 to 2010)

### 7. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the training

period;

- 1) rain jacket & trousers
- 2) work jacket & trousers
- 3) rubber boots
- 4) warm jacket
- 5) sneaker

Therefore, Participants don't need to take own items above.

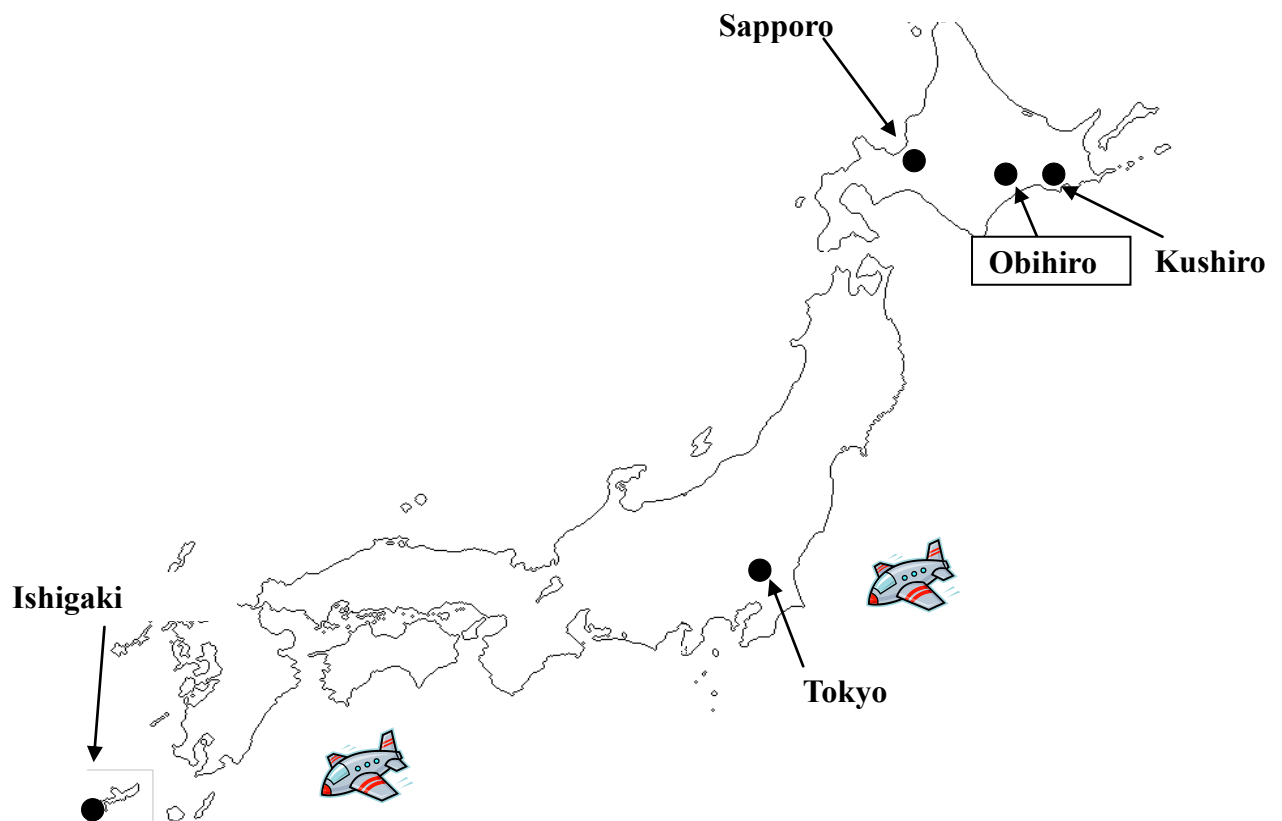
## 8. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival in Narita (Haneda) airport if it is needed, since there is not enough time for currency exchange during training program.

## 9. Study trips

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

1. Kushiro...Duration: Several days
2. Sapporo...Duration: About 2 weeks
3. Tokyo...Duration: About 2 weeks,
4. Ishigaki Islands...Duration: About 1 week



## VI. ANNEX:

Attachment-1

For all applicants

### Questionnaire

For the training course on Sustainable Forestry Management with Community Participation(J1704107)

NOTE: Please submit this report together with the Application Form. It is used for screening applicants.

#### 1. Basic information

Country	
Name	
Organization	

2. Describe the issues/problems of participatory forest management with community in your country referring to the example.

<Example>

Name of forest	ABC forest
Ownership and property rights of the forest	Government and community association
Requirement for participation	Participation fee, Labor service (patrol, management of forest, etc.)
Benefit of participants(resident)	Firewood, Fodder, NTFP
Problem	(1) Conflict among participants (2) Incentives of participation
Cause of the problem	(1) There are some participants who collect firewood even though they don't pay participation fee. (2) There are no right to sell the timber by participants (residents).

Name of forest	
Ownership and property rights of the forest	
Requirement for participation	
Benefit of participants(resident)	
Problem	
Cause of the problem	

3. Describe good practice about participatory forest management with community participation in your target area or country.



## **Inception Report**

Accepted participants should submit the Inception Report on their current job **by August 4, 2017** to the respective countries' JICA Overseas Offices (or Embassies of Japan) or JICA Hokkaido International Center (Obihiro).

### **a. Purpose**

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

### **b. Contents**

- (1) Name, Organization, Position
  - (2) Roles of your organization
  - (3) Introduction of your area and work that the participant has been in charge of for the last one year
  - (4) Issues/Problems with which you are facing in your present job and approaches which you will tackle these issues/problems
  - (5) Subjects in which the participant is particularly interested on this program and the reasons
- \* (3),(4) are the main part of the Inception report and (2)(5) are brief introduction.**

### **c. Layout**

Typewritten in English, 3-4 pages (12-point font, double spaced, A4 size paper)  
\* or you could utilize MS Power Point as well. As mentioned below, you need to present your Inception Report using MS Power Point. Then it is more efficient to formulate Inception Report utilizing MS Power Point.

### **d. Presentation**

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

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

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



## ***CORRESPONDENCE***

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

### **JICA Hokkaido International Center (Obihiro)**

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

TEL: +81-155-35-1210    FAX: +81-155-35-1250

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

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

## 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.



Training Programs under Technical Cooperation with the Government of Japan

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

J	0		-					
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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

-----  
**Confirmation by the organization in charge (if necessary)**

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

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



**Part A: Information on the Applying Organization**

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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





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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

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

**Family Name**

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

**First Name**

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

**Middle Name**

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

<b>2) Nationality (as shown in the passport)</b>		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<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**

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ( )		

**8) Outline of duties: Describe your current 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

<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 ( _____ )
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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(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 ( _____ )
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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(c) High blood pressure

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