

F.No.12040/22/2017-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 “Local Industry Development in Agricultural Regions by Strengthening Capacity of Management and Marketing (A)” to be held in Japan from 11.09.2017 to 14.10.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline –27.06.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Local Industry Development in Agricultural Regions by Strengthening Capacity of Management and Marketing (A)” to be held in Japan from 11.09.2017 to 14.10.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to make a practical implementation plan under the theoretical management and marketing strategy in order to promote local industries in an agricultural and food sector.

3. The applying organizations are expected to nominate middle-level executive official/manager in administration, planning and implementation of central and 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; have basic computer skill; be in good health (both physically and mentally). Recommendable age of the applicants is between 27 to 50 years. More details of the program may be seen in the brochure.

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

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

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **27.06.2017**. 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, Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi.
- b) Secretary, Department of Commerce, Udyog Bhawan, New Delhi.
- c) Secretary, Ministry of Micro, Small & Medium Enterprises, Udyog Bhawan, New Delhi.
- d) Secretary, Department of Agriculture & Cooperation, Krishi Bhawan, New Delhi.
- e) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
- f) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- g) Senior Representative, JICA India Office, 2<sup>nd</sup> Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- h) 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

**Local Industry Development in Agricultural Regions by  
Strengthening Capacity of Management and Marketing (A)**

**課題別研修「農業地域における経営力、  
マーケティング強化による地場産業振興 (A) 」  
JFY 2017**

**NO. J17-04094 / ID. 1784714**

**Course Period in Japan: From September 11<sup>th</sup>, 2017 to October 14<sup>th</sup>, 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**

Due to the economic growth, the inequality of incomes between the rural and urban areas is widely spreading in developing countries. To increase the income in rural areas, you should concern about “the needs” in urban areas and produce products which meet the needs.

To promote rural communities, “One Village, One Product” projects have been implemented in many countries. Through these projects, various products have been found out in several rural areas. Most of them, unfortunately, have not been sold well. One of the main reasons is a lack of strategies of regional industries and marketing knowledge and skills. Even some products sold well, have not led to income increase due to the insufficiency of management knowledge and skills.

This program aims to ensure the capacity development of central and local governments and personnel who pertain to rural development from aspects of its management and marketing skills in agricultural regions.

## **For what?**

This program aims to make a practical implementation plan under the theoretical management and marketing strategy in order to promote local industries in an agricultural and food sector.

## **For whom?**

This program is offered to personal concerned of central and local government, non-governmental organizations (NGOs), chambers of commerce and agricultural cooperatives who are pertaining to rural development and promotion of small scale industries and managers of agriculture or food related companies.

## **How?**

The course participants shall have opportunities in Japan to identify approaches and methods to ensure marketing skills, enhance management of small and medium size companies (SME's). In addition to that, you have opportunities to learn how to design industrial clusters utilizing regional strengths. Participants will formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

## II. Description

1. **Title (J-No.): Local Industry Development in Agricultural Regions by Strengthening Capacity of Management and Marketing (A) (J1704094)**

2. **Course Period in JAPAN**

September 11th, 2017 to October 14th, 2017

3. **Target Regions or Countries**

Bangladesh, Cote d'Ivoire, Democratic Republic of the Congo, El Salvador, Ghana, Honduras, India, Micronesia, Mozambique, Malawi, Nepal, Nicaragua, Nigeria, Rwanda, Seychelles, Sri Lanka, Swaziland, Tanzania, Timor-Leste, Zambia

4. **Eligible / Target Organization**

This program is designed for Central and local government administrations dealing with rural development or small and medium-sized enterprise promotion, the staff of Chambers of Commerce, non-governmental organizations (NGOs), leaders of agricultural cooperatives and managers of food related companies.

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

20 participants

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

7. **Course Objective:**

Practical local industry promotion strategy to increase revenue is set up in the countries of the course participants.

8. **Overall Goal**

Creation of job opportunities and development of the local economy in agricultural regions using utilization of local resources and support of local industries are commenced.

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

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

<b>(1) Preliminary Phase in a participant's home country</b> (August 2017 to September 2017) <i>Participating organizations are required to prepare the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of Inception Report

<b>(2) Core Phase in Japan</b> (September 11th, 2017 to October 14th, 2017) <i>Participants are dispatched by the organizations to attend the Program implemented in Japan.</i>
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Expected Module Output	Subjects/Agendas	Methodology
To understand policies for rural development by promoting/assisting small and medium-sized enterprises.	(1) Obihiro city rural development policy, "Food Valley" Initiative.	Lecture and Exercise
	(2) SMEs support policies and programs (National level & regional level)	Lecture and Exercise
	(3) Project of Obihiro University of Agriculture & Veterinary Medicine Human resources development	Lecture Observation and Exercise
	(4) Competitive strategies of nations and regions	Lecture Observation and Exercise
To understand the concept of management for small and medium size enterprises (SME's)	(1) Corporate and business strategies	Lecture Observation and Exercise
	(2) Managerial accounting and financial accounting basics.	Lecture Observation and Exercise
	(3) Operation and organization management (5S, Kaizen).	Lecture Observation and Exercise
To understand marketing strategies to promote agricultural products and processed foods.	(1) Understand marketing basics	Lecture
	(2) Analysis of marketing opportunities	Lecture and Exercise
	(3) Product development (OVOP, local resource utilization)	Lecture and Exercise
To understand the teaching method of management and marketing	Participant-centered learning (Organizational learning), Case method learning	Lecture and Exercise
Action plan (Final report) on promotion for rural industries.	(1) Project Management (2) Best practices of participant's countries (3) Action Plan guidance (4) Presentation of Action Plan	Workshop Consultation Presentation

**\* To learn effectively and practically, we advise you to write a reflective diary (called "Lesson Memo.") and do a daily assignment in the program in Japan. We welcome highly motivated participants to learn in Japan and implement what you learned in your countries.**

## <Structure of the program>

1. Preliminary phase (activities in your home country):  
Preparation of the inception report.  
Collect data and pictures for the Best Practice Exchange.\*  
\*detail is written on page 14
2. Core Phase (activities in Japan):

Topic outline (preliminary and subject to change)

### 1<sup>st</sup> week

- (1) Inception report presentation from participating countries
- (2) Case Method Learning (Organizational learning)
- (3) Outline of Agriculture in Japan and Hokkaido Prefecture

### 2<sup>nd</sup> week

Lectures, exercises and site visits in Obihiro-city, Japan.

- (1) Workshop (Business Game) Management Basic (The concept of management)
- (2) Lecture & Exercise-Marketing basic 1 (Marketing basics)
- (3) Lecture & Exercise-Marketing basic 2 (Applied Marketing)
- (4) Workshop-Marketing 3 (Product development)
- (4) Lecture & Exercise-Business strategy 1 (Corporate strategy-Vision, Mission, Value)
- (5) Lecture & Exercise-Business strategy 2 (Strategic Analysis – Strategist toolkit)
- (6) Lecture & Exercise-Business strategy 3 (Competitive strategies of nation & regions)
- (7) Lecture & Exercise-Accounting1 (Bookkeeping & Managerial Accounting)
- (8) Lecture & Exercise-Accounting 2 (Financial accounting basics)
- (9) Obihiro University of Agriculture & Medicine (Human resource development for SMEs in a rural area.)

### 3<sup>rd</sup> week

- (1) Lecture & Exercise-Operation Management (5S and Kaizen)
- (2) Visit & Discussion I-Operation management case, an agricultural machinery company (Toyo agricultural machinery company)
- (3) Visit & Discussion II-Finance case, an Agri-café (K's farm)
- (4) Visit & Discussion III-Marketing case, local bakery chain (Masuya)
- (5) Visit & Discussion IV –OVOP case
- (6) Making Business Plan – Lecture and discussion of ideas of business plan

### 4<sup>th</sup> week

- (1) Best Practice Exchange (Presentation & Discussion: Best regional promotional practices of participant's countries)
- (2) Lecture & Workshop- Project Management
- (3) Obihiro city's policies for rural development ("Food Valley," the agricultural cluster.)

### 5<sup>th</sup> week

- (1) Presentation of interim report (Each participant makes the action plan (interim report) and gives presentation)
- (2) Preparation of interim report

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

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

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

#### **2. Nominee Qualifications:**

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

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

- 1) Current Duties: be an middle-level executive official/manager in administration, planning and implementation of central and local government, non-governmental organizations (NGOs), chambers of commerce and agricultural cooperatives who are pertaining to rural development through promotion of small and medium enterprises (SMEs) and managers of private companies in agriculture or food related industries.
- 2) Experience in the relevant field: have more than 5 years' working experience in the field of rural development, preferably such as the promotion of "small and medium size enterprises" in agriculture area and "one village one product," as a middle-level executive official/manager  
Have more than 3 years working experience in the present organization.
- 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, IELTS 7.0 or more (This workshop includes active participation in discussions, which requires high competence of English ability, especially in speaking. Please attach an official certificate for English ability such as TOEFL, IELTS, etc., if possible)

Please follow the level of language proficiency below when you fill in the



application form.

[Excellent] You can use English with ease and fluency. You are able to discuss in a wide range of topics related to the course subject with lecturers and other participants, and facilitate a group discussion.

[Good] You can express the detail of your duties and your ideas in English, and take an active part in discussions.

[Fair] You can communicate and understand English in a range of course subjects, and able to participate in the discussions.

[Poor] You can communicate and understand English in a range of everyday situation.

5) Computer literacy: basic computer skill is essential to make report and presentation. (Word, PowerPoint, and Excel)

6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

## **(2) Recommendable Qualifications**

Age: between the ages of twenty-seven (27) and fifty (50) years

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

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

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

\*Photocopy should include the followings:

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

**(3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

**(4) Inception Report:** to be submitted with the Application Form. Detailed information is provided in "*VI. ANNEX*".

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

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

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in Japan by July 14<sup>th</sup>, 2017**)

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

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

### **(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 10<sup>th</sup>, 2017**.

## **5. Conditions for Attendance:**

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

## IV. Administrative Arrangements

### 1. Organizer:

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

(2) **Contact:** Ms. YAMAZAKI Mitsumi (jicaobic@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Insight-Management company Limited and Obihiro University of Agriculture and Veterinary Medicine.

(2) **Contact:** Mr. Shinichi Tsuboi

(3) **URL:** <http://www.insight-m.com>

(4) **Remark:** Insight Management is a management consulting and education company. It has a strong presence in rural development in Hokkaido, Japan. Insight Management also has experience in international business development for small and medium size enterprises (SME's). It works with various governmental organizations, JICA, Ministry of Economy and Industry, and local governments.

Entrusted by JICA, Insight Management has trained various countries participants, such as Asia, East Europe, Middle East, and Africa in management fields.

### 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 International Center (Obihiro)

Address: 1-2, Minami 6-choume, Nishi 20-jo, Obihiro City 080-2470, Japan

TEL: 81-155-35-2001 FAX: 81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA (Obihiro), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of OBIC at its URL, <http://www.jica.go.jp/english/contact/pdf/obic.pdf>

### 5. 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 “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

**6. Pre-departure Orientation:**

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

## ***V. Other Information***

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

**2. Courtesy call to Obihiro city & Ceremony**

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

**3. School visit**

For the purpose of the promotion of international cultural exchange, this training program includes a school visit to Japanese local elementary or junior high schools. 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. Notes for belongings**

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

**5. Medical history**

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

**6. Items to be lent to participants by JICA**

**JICA provides participants with the following necessary items during the training period;**

**1) rain jackets & trousers    2) work jackets & trousers**

**3) rubber boots                      4) warm jackets**

**\*Therefore, participants don't need to take own items above.**

## 7. Climate

### *Obihiro*

		Winter		Spring			Summer		Autumn		Winter		
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temperature(°C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.3	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity(%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

## 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 the program.

## **VI. ANNEX:**

### **Local Industry Development in Agricultural Regions by Strengthening Capacity of Management and Marketing (JFY 2017)**

#### *Inception Report*

Participants are requested to prepare the Inception Report on the following issues and submit it to the respective country's JICA Office with Application. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at a maximum of 5 pages.

#### NOTE:

(1) **Presentation:** Participants in this course are requested to present their inception report for 10 minutes per person at the beginning of the course program.

a) The purpose of presentation:

The purpose of presentations is to identify "the regional or national business opportunities." Please explain the strengths and opportunities of SMEs or farmers organizations in your region or country

b) SWOT Analysis

Please fill out the following table and attach to your inception report from 4 viewpoints in the charts on the current your regional situation.

c) Proposal the possible strategies

From the above SWOT analysis, please propose some possible strategies to enhance your regional or national industries.

(2) Agenda of presentation

#### **1. Background information**

A. Country and Region overview:		
	(1)	Basic information about agriculture and food industry in your country with photographs
	(2)	Basic information about agriculture and food industry in the region where you are in charge.
B. Problem Analysis		
	(1)	Identify the strengths of agriculture and food industry in your country
	(2)	Identify the strengths of agriculture and food industry in the region where you are in charge
	(3)	If you are from a project of international cooperation, please explain the activities of the project.

**2. Topics for discussion: (please prepare your report on all of the following four topics)**

Analysis of current situation:

SWOT Analysis of your region of agriculture and food industry

S (internal strengths) of your region	W (internal weaknesses) of your region
O (external opportunities) for your region	T (external threats) of your region

Notes;

“External opportunity” in the above means that favorable factors in your region or country in relations with outer circumstances, such as the growth of population, easy access to a market and so on.

**3. Proposal for the possible strategies**

Please indicate the possible strategies which currently your organization will be able to implement to your regional problems.

**4. Best practices to promote local industries**

Please list up best practices or effective programs or projects to promote local

industries which have done in your region or country.

Please just write down the names of programs or projects.

In detail, you will deliver a presentation in the middle of our course at the “Best practice exchange” session.

## ***Best Practice Exchange***

In the middle of the course, there is an opportunity to exchange the best practices of all participants countries.

“Best Practice” means the best promotion policy or program for SMEs or farmers organizations in your country.

This is one of the highlights of this course.

Every time, we have around 20 participants all over the world (Africa, Middle East, Eastern Europe, Asia and South America.). We have realized that almost all countries have similar problems however they have different approaches and different solutions, therefore, exchanging the effective policies and program is a beneficial activity for all participants.

To implement your presentation smoothly, please bring information about the best policy or program to support SMEs and farmers. The information should include statistical data, result and pictures or photographs.

## ***Interim Report (Action Plan)***

At the end of the program in Japan, you will make your action plan utilizing your experience and knowledge of the course. Also, you should make a presentation about your action plan.

**The purpose of the action plan:** Through this training course, you will obtain various information, knowledge, and experiences. Utilizing all of them, you should demonstrate your understanding and formulate a project to improve your regional industries. This action plan should be an effective and feasible project to improve the situation of SMEs and farmers in your responsible region. To make your action plan, you should bring all related information about the situation of SMEs and farmers and policies of your country, your region, and your organization.

To make good reports and presentations, we recommend you to bring statistical data related reports, photographs, and other related materials.



## *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 socio-economic 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 inquiries 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.



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

## OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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



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

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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





**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

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

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

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

**Family Name**

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**First Name**

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

**Middle Name**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

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

**9) Contact Information**

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

**10) Others (if necessary)**

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

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

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

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

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

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

**5. Language Proficiency (required)**

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

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

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

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

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

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

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: