

No.12040/25/2016-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 28.06.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on “Strengthening of Business Development Services (BDS) for industrial promotion (B)” to be held in Japan from 09.11.2016 to 09.12.2016 under Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Strengthening of Business Development Services (BDS) for industrial promotion (B)” to be held in Japan from 09.11.2016 to 09.12.2016 under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to increase the capacity of participants to strengthen BDS provision in their respective countries through learning about the efforts and approaches of BDS for SMEs in Japan.

3. The applying organizations are expected to nominate officers who are engaged in BDS facilitation and have functions of BDS provision and /or BDS Policy or measures making/planning, or the promotion of SMEs, as committed officers with minimum 5 years of experience in this field. The applicant should be a university graduate or equivalent qualification; have competent command over spoken and written English; must be in good health (both physically and mentally); be between 25 to 50 years old. More details 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) in JICA’s prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **26.08.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/index.aspx>



(P. K. Pattnaik)

Under Secretary to the Government of India
Tele no: 011-26165682

Copy to:

- a) Secretary, MSME, Udyog Bhawan, New Delhi.
- b) Secretary, D/o Commerce, Udyog Bhawan, New Delhi.
- c) Secretary, D/o Industrial Policy & Promotion, Udyog Bhawan, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- e) Senior Representative, JICA India Office, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Strengthening of Business Development Services
(BDS) for industrial promotion (B)**
課題別研修「産業振興のためのビジネス開発サービス(BDS)強化(B)」

JFY 2016

NO. J1604104 / ID. 1684628

Course Period in Japan: From 9th November 2016 to 9th December 2016

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

'JICA Knowledge Co-Creation (KCC) Program' 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

Executive Summary

Business Development Services are generally provided for the capacity building of Micro, Small and Medium sized enterprises (SMEs) on their business activity and competitiveness. This program aims to capacitate BDS providers or facilitators by observing the Japanese cases of BDS structure and function of stakeholders, the capacitation of BDS providers, and appropriate BDS provision based on needs of SMEs.

*BDS is a general term of SME's capacity building inputs, except financial support itself, to support SME's business operation.

*The examples of BDS: capacity building training, consulting and business advisory services, market access assistance, information collection and dissemination, product and quality development, technology development and transfer, business linkage promotion, etc.

Background

Under the national poverty reduction strategies, the private sector is often emphasized as an engine of growth. Especially, the promotion of small and medium-sized enterprises (SMEs) and micro enterprises is seen as tools for local revitalization and employment creation. However, many developing countries possess an industrial structure with the "missing middle", that is, the size distribution of enterprises are skewed toward large as well as small/micro enterprises, whereas there only a small portion of medium-sized enterprises exists. In order to meet the expectations mentioned above, there is a compelling need to strengthen Business Development Services (BDS) for SMEs in order to improve their market entry, growth, productivity, and competitiveness.

Business Development Services (BDS) are generally defined as:

"... services that improve the performance of the enterprise, its access to markets, and its ability to compete. The definition of 'business development service'... includes an array of business services (such as training, consultancy, marketing, information, technology development and transfer, business linkage promotion, etc.), both strategic (medium to long term issues that improve performance) and operational (day-to-day issues). BDS are designed to serve individual businesses, as opposed to the larger business community."(BDS How-to Guide, UNDP, 2004)

For what?

This program aims to increase the capacity of participants to strengthen BDS provision in their respective countries through learning about the efforts and approaches of BDS for SMEs in JAPAN.

For whom?

This program is designed for personnel who have engaged in BDS facilitation, who may also have functions of BDS provision and/or BDS policy or measures making/planning, for the promotion of SMEs.

The nominee can be officers of the government, chambers of commerce and industry, and other private sector business organizations/associations.

*The nominated personnel must be assigned by a clear mission from their organization as a representative and be in the position to utilize the new knowledge in real practice.

*The first-hand and rich experiences of direct and frequent support to SMEs will be highly valued.

How?

Participants will have opportunities to visit enterprises, government offices, chambers of commerce and industry to learn about the effort and approach of BDS. Participants will also formulate a Training Report to summarize and confirm what he/she learnt and to illustrate issues and proposal for their solution by reanalyzing their BDS new knowledge obtained.

Feedback from previous participants

“I can understand and learn step by step with well-organized procedure of the course. First, I am provided with general information about SMEs in Japan, BDS models, specific lectures, and site visits to visualize and realize the reality.”(Laos, 2014)

“This training course is very much useful in my job. After completion of the program, I have now better understanding about the role of a BDS facilitator.” (Bangladesh, 2015)

“The course has shown me how variety of services should be provided to the development of SMEs. Government and private sector have to work collaboratively in order to make such services effective. BDS provider works closely with local SMEs to provide services and assistance. Moreover, well-linked structure of SME support and BDS models of Japan were shown very clearly so that I can compare and try to adapt some useful ideas to my country’s context.” (Cambodia, 2015)

II. Description

1. **Title (J-No.):** Strengthening of Business Development Services (BDS) for industrial promotion (B) (J1604104)

2. **Course Period in JAPAN**

9th November 2016 to 9th December 2016

3. **Target Regions or Countries**

ARGENTINA, IRAQ, INDIA, INDONESIA, UZBEKISTAN, ETHIOPIA, CAMEROON, CAMBODIA, KENYA, CoTE D'IVOIRE, DEMOCRATIC REPUBLIC OF THE CONGO, NIGERIA, BOLIVIA, JORDAN, TIMOR-LESTE

4. **Eligible / Target Organization**

This program is designed for personnel who have engaged in BDS facilitation, who may also have functions of BDS provision and/or BDS policy or measures making/planning, for the promotion of SMEs,

The nominee can be officers of the government, governmental agencies, chambers of commerce and industry, and other private sector business organizations/associations, creating/providing BDS.

- The nominated personnel must be organizationally assigned to a clear mission and tasked with formulating, planning, providing or promoting the relevant measures of BDS, and must be in the position to put the new knowledge in real practice.
- The first-hand and rich experiences of direct and frequent support to SMEs will be highly valued.

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

15 participants

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

7. **Course Objective:**

To increase the capacity of participants engaging in SMEs promotion for the effective BDS facilitation/provision by learning the efforts and approaches of BDS for in Japan.

8. **Overall Goal**

To enhance BDS and the competitiveness of enterprises in the participant's country.

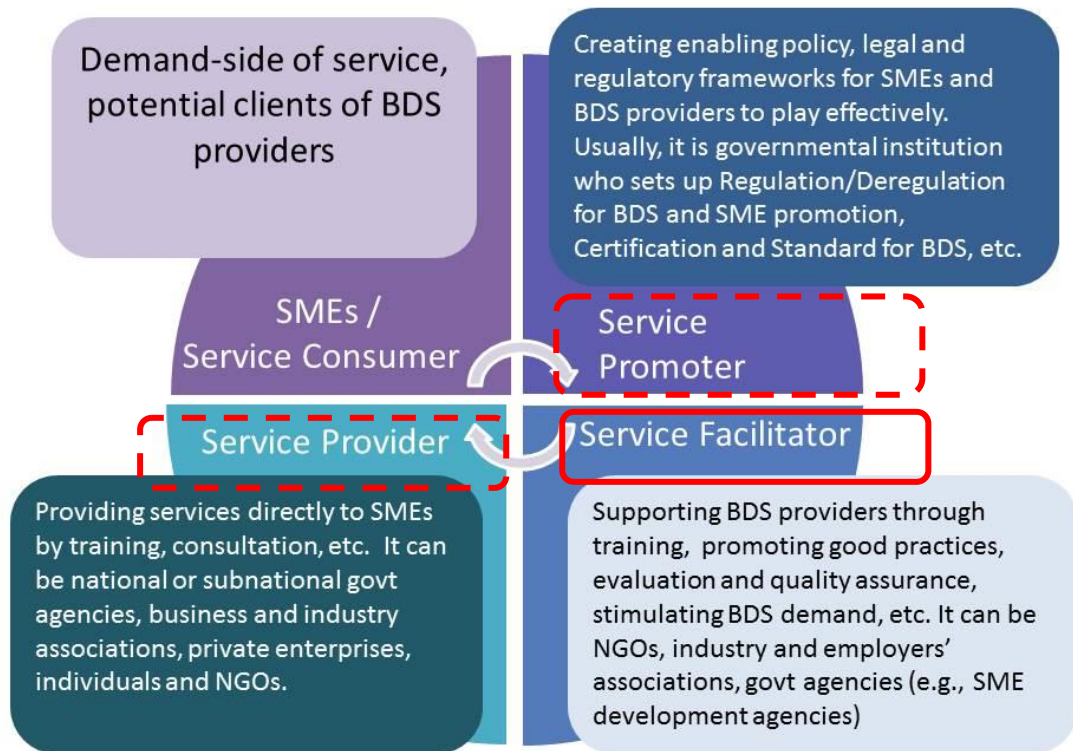
9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below: **Agendas are subject to change.*

(1) Preliminary Phase in a participant's home country <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
1: To analyze the current situations and problems/strengths of participants' BDS and organization.	Formulation of Inception Report, by analyzing current situation of BDS

(2) Core Phase in Japan (9th November 2016 to 9th December 2016) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>	
Expected Module Output	Subjects/Agendas
1: To analyze the current situations and problems/strengths of participants' BDS and organization.	Presentation of Inception report
2: To analyze the structure of BDS as a whole, and functions of BDS actors (Governments, BDS Facilitators, BDS Providers) for effective BDS provision.	SME promotion and BDS Theories BDS market and the approach in Japan The function, roles and activities of Government, BDS Facilitators and Providers, SMEs BDS system/facilitation (Market development, Registered Management Consultant system)
3: To acquire the perspective and methodology to illustrate the demands/needs of SMEs into BDS.	BDS quality management (Standardization and quality enhancement of BDS, Service provider, etc) Capacity building of BDS providers (Technical BDS example: Japanese Quality & Productivity Management "KAIZEN")
4. To make an analytical summary of participants' BDS and presentation material to be shared and proposed.	Summary making and the presentation by participants

< General Framework of BDS stakeholders >



Source: UN-ESCAP, 2012, Chapter VI. Business development services, Policy Guidebook for SME Development in Asia and the Pacific”,
<http://www.unescap.org/resources/policy-guidebook-sme-development-asia-and-pacific>

The main target of this program is those who have the functions of BDS facilitator, who may also have the functions of BDS provider and/or SME support policy maker as Government.

Images of program

Lecture



Presentation by Participants



Group-work among participants



Factory Visit



Company Visit



Rural Field visit



Japanese Cultural program



Closing Ceremony



III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

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

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications and illustrate the fact and reasons for the nomination in application form:

(1) Essential Qualifications

- 1) Current Duties: Personnel who have engaged in BDS facilitation, who may also have functions of BDS provision and/or BDS policy or measures making/planning, for the promotion of SMEs, as committed officers of the government, governmental agencies, chambers of commerce and industry, and other private sector business organizations/associations.

*Must be organizationally assigned to a clear mission and tasked with formulating, planning, providing or promoting the relevant measures of BDS, and must be in the position to utilize the new knowledge in real practice.

- 2) Experience in the relevant field: Have at least 5 years of professional experience in the BDS field.

*The first-hand and rich experiences of direct and frequent support to SMEs will be highly valued.

- 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 (Active participation in discussions and workshops require high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

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

(2) Recommendable Qualifications

1) Expectations for the Participants:

- Excellent communication skills with fluency in oral and written English,
- Excellent analytical skills
- A good team player with strong interpersonal skills demonstrated by the ability to learn in a multicultural, multi-ethnic environment with sensitivity and respect for diversity

2) Age: between the ages of twenty-five (25) 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: Please submit together with the Application Form to be used for screening applicants. Please refer to AnnexVI: Guidelines for Inception Report on Page 12-13.

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 **September 7th 2016**)

(2) Selection:

After receiving the documents through proper channels from your government,

the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than October 12th, 2016**.

5. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Chubu

(2) Contact: Ms. TSURUTA Azusa (mail to: cbictp1@jica.go.jp)

※Please insert “training course number & the title” in the subject when emailing.

For instance, “J1604104, Strengthening of Business Development Services (BDS) for industrial promotion (B)”

2. Implementing Partner:

Under planning

3. Travel to Japan:

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

(2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

JICA Chubu International Center (JICA Chubu)

Address: 60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: +81-52-533-0220 FAX: +81-52-564-3751

(where “81” is the country code for Japan, and “52” is the local area code)

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

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

V. Other Information

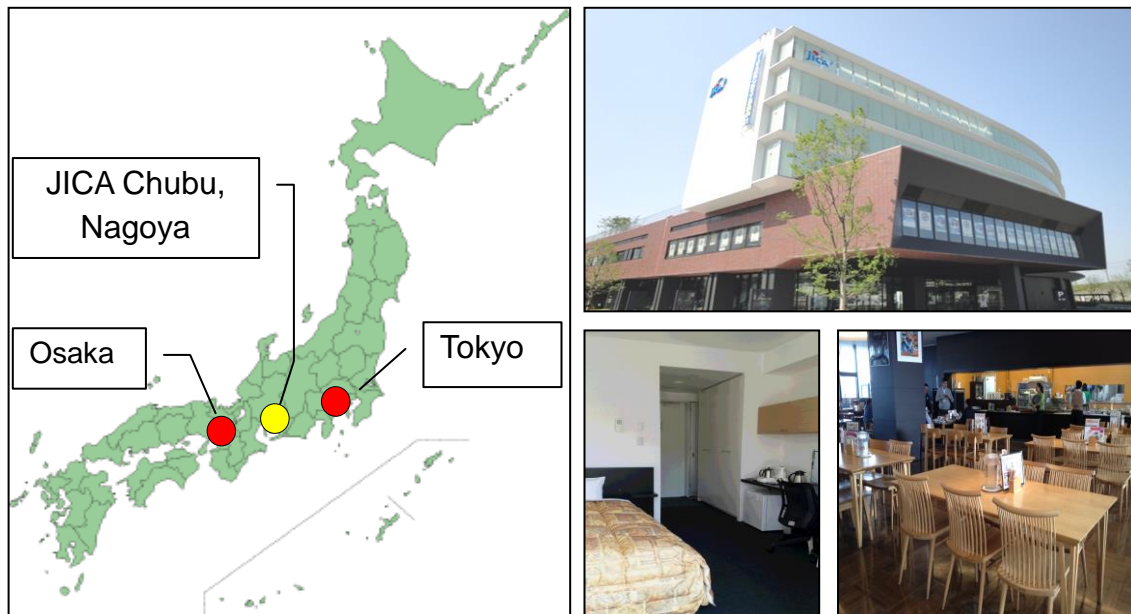
About JICA Chubu International Center:

<Location>

- It is located at the center of *Nagoya*-city. The Nagoya main station, the regional hub of various transports, is 15mins walk from JICA Chubu Center.
- *Nagoya* is Japan's fourth most populated city, and the capital of Aichi Prefecture.
- The GDP of *Aichi* Prefecture ranks the 3rd out of 47 prefectures, after Tokyo and Osaka. The major industries are the ceramics, the automobile manufacturing, the woolen textile and the agriculture industry, and so on.

<Facilities/Equipment>

- Cafe/Restaurant: International Foods, including vegetarian and halal meals, are available.
- Private Room: Single size Bed, Private Bathroom, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV, Internet connection (LAN)



<Climate>

Season	Winter		Spring			Summer			Autumn			Winter
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Daytime Temp.	9C	10C	13C	19C	24C	27C	30C	32C	28C	22C	17 C	11C
Nighttime Temp	0.8C	1C/	4C/	9C	14C	19C	23C	24C	20C	14C	8C	3C

VI. ANNEX:

GUIDELINES FOR INCEPTION REPORT

Each applicant must prepare an Inception report in English, be written by applicant him/herself (Q1-4) and by his/her superior (Q5). No more than 10 pages long

1. Organization & Position

- Name of Participant, Organization, Department/Section
- Type of Organization (Government/Private/Others)
- Present Post and Assigned Tasks related to BDS
- Years of experience at your present post
- Organization chart (& highlight your position in the chart)

2. Present situation of BDS /SMEs support in your field or organization

- Current situation of SMEs
- Some challenges faced by BDS
- Needs for BDS

3. Tick/indicate what kind of BDS activities your organization and your section/post are mainly responsible for. Multiple and duplicate answer is acceptable.

	BDS Activities	Organi zation	Secti on	Duty
BDS Provider	(1) Training			
	(2)Consultancy			
	(3)Business Linkage			
	(4)Technology development/extension			
	(5)Networking			
	(6)Information provisions			
	(7)Entrepreneurship			
BDS Facilitator	(1) Provision of services, such as training, advices, to BDS providers			
	(2) Coordination and collaborative activities among Government, SMEs and BDS Providers			
	(3) Provide financial support/loan to SMEs or BDS providers			
	(4) Marketing and promotion of BDS to SMEs			
BDS Promoter	Establishment of Certification and Standard for BDS, i.e. Quality Control of BDS, specific products, etc			
	Setting Regulation for BDS and SME promotion			

4. Describe your BDS more specifically (If you are taking various BDS roles, such as provider and facilitator, either you explain both of the roles or the main role only.)

<p>If you are taking the role of BDS provider, please explain the details about;</p> <ul style="list-style-type: none"> ◆ What kind of (1) training, (2) Consultancy, (3) Business Linkage, (4) Technical Development, (5) Networking, (6) Information Provision, (7) Entrepreneurship services are offered? ◆ To whom are these services offered? (Client company's sector, number, size, location) ◆ By whom are these offered? (Number, Their background knowledge) ◆ How are the SME's needs for BDS identified? ◆ Describe the outcome & challenges you faced by providing BDS
<p>If you are taking the role of BDS facilitator, please explain the details about;</p> <ul style="list-style-type: none"> ◆ What kind of (1)training, advices to BDS providers, (2) Coordination and collaborative activities among Government, SMEs and BDS providers, (3) Financial Support/loan to SMEs or BDS providers including cost sharing mechanism, (4) Marketing and promotion of BDS to SMEs? ◆ To whom and how are these services offered? ◆ Describe the outcome & challenges you faced while facilitating BDS.
<p>If you are taking the role of BDS promoter, please explain the details about;</p> <ul style="list-style-type: none"> ◆ What kind of Certification and Standard for BDS i.e. Quality Control of BDS or specific products /people/organization are established by your organization? ◆ What kind of Regulation/Deregulation for BDS and SME promotion are made? ◆ Describe the outcome & challenges you faced while promoting BDS.

Additional explanation [Option]:

Only If you are engaged in specific BDS program/projects

- Description of project/program
- Progress
- Any challenges so far

5. Your Intention of participating in and expectation from the program

- (1) Intention: What you want to learn in this course
- (2) Expectation: How you will utilize the knowledge

6. Organizational Expectation

*To be written by the applicant's organization, not by the applicant him/herself

- (1) Name* and the position, and the relation to the applicant

*This can be a different person from Part A of Application form.

- (2) Describe the organizational purpose to participate the program
- (3) Describe organizational expectation to the applicant
- (4) Describe organizational plan to support the applicant after the program

REFERENCES 1:

Progress Report

After completing this training, the participants or belonging organization will be required to submit the progress report for the feedback.

Expected Submission Date: One month after training

COUNTRY : _____

NAME : _____

Usefulness of the Training Course	(If you think the training course is useful on your job, please explain specifically how it is.)
	(If you think the training course <u>is NOT useful</u> on your job, please explain why it isn't)
Current Status	Describe how you proposed your dissemination or improvement plan after you went back to your country.
Difficulty/Problems	Tell us what kind of difficulties or problems you confronted while you are implementing your action plan.
Next Step	Please describe your next step

REFERENCE 2: Small & Medium Enterprises (SMEs) in Japan

(1) Definition of SMEs

(a) Definition of Small & Medium Enterprises

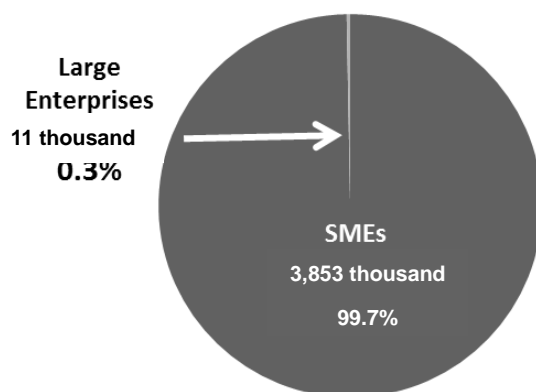
Type of Industry	Capital Size (million yen)	No. of employees
Manufacturing & others	300 or less	300 or less
Wholesale	100 or less	100 or less
Retail	50 or less	50 or less
Services		100 or less

(b) Definition of Micro Enterprises

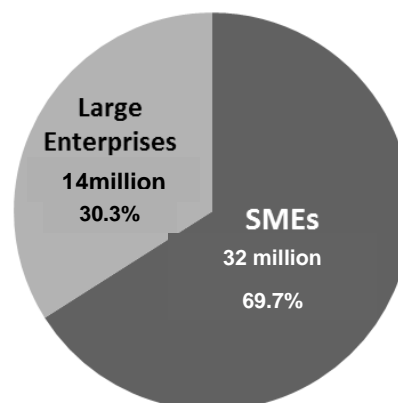
Type of Industry	No. of employees
Manufacturing & others	Not more than 20 employees
Commerce, service	Not more than 5 employees

(2) Share of SMEs in the Japanese Economy

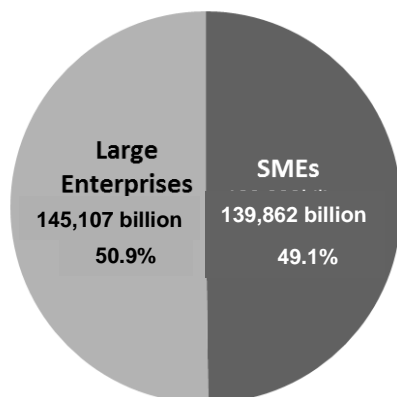
Number of Enterprises



Number of Employees



Value of Shipment in Manufacturing



Source: Small and Medium Enterprise Agency, METI, 2015
[http://www.chusho.meti.go.jp/sme_english/index.html /](http://www.chusho.meti.go.jp/sme_english/index.html/)

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 Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: 81-52-533-0220 FAX: 81-52-564-3751

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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



Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

[Empty box for Title]

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

J 0 - [Empty boxes for number]

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

[Empty box for Family Name]

First Name

[Empty box for First Name]

Middle Name

[Empty box for Middle Name]

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

[Empty box for Outline of duties]

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: