

F.No.12040/25/2018-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 Delhi-110067
Dated: 11.07.2018

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Education Administration for Reducing Disparities in Basic Education” to be held in Japan from 31.10.2018 to 01.12.2018 under Technical Cooperation Program of the Government of Japan (**Submission Deadline-24.08.2018**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Education Administration for Reducing Disparities in Basic Education” to be held in Japan from 31.10.2018 to 01.12.2018 under Technical Cooperation Program of the Government of Japan.

2. The program aims to ensure the capacity development of administrative officials in basic education in order to be able to propose an action plan for improvement on domestic disparities situation in education in their countries.

3. The applying organizations are expected to nominate officers who are responsible for basic education with more than 5 years of experience in the relevant field. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally), be between the ages of 30 to 50 years. More information may be seen in the general information 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 in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **24.08.2018**. 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 or ShekarD.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>.



Under Secretary to the Government of India

Tele no: 26165682

To

- a) Secretary, D/o Higher Education, Shastri Bhawan, New Delhi.
- b) Secretary, D/o School Education & Literacy, Shastri Bhawan, New Delhi.
- c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- d) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- e) 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

Education Administration for Reducing Disparities in Basic Education (B)

課題別研修「基礎教育における格差対策のための教育行政強化(B)」
JFY 2018

NO. J18-04273 / ID. 1884378

Course Period in Japan: From October 31st, 2018 to December 1st, 2018

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 2016, 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

Many developing countries are still facing difficulties in providing equal level of basic education within its country for many reasons such as lacking of human resource, budget, equipment and facilities. Especially, regional disparities between urban and rural/remote area are serious because of low accessibility to schools, inadequate deployment of teachers, etc. These issues are required to be addressed immediately.

It is considered that basis of building sustainable measures to alleviate these disparities shall be established by appropriate administrative education policies. This program is designed to assist administrative officials in proposing appropriate administrative education policies of improvement on educational disparities.

Okinawa Prefecture, which is the southernmost regional government in Japan, consists of numerous remote islands. This local government implemented various measures for improvement on education problems in its remote area. In addition, Okinawa has an experience of reconstruction after the World War II, where used to be suffering from poor conditions with insufficient number of teachers, teaching materials and facilities. By taking various measures to improve education systems, Okinawa succeeded in reconstruction of education.

This program aims to introduce the successful experience in Japan and Okinawa Prefecture, and provide participants with knowledge, skill and key to solve issues and problems on disparities in basic education.

For what?

This program aims to ensure the capacity development of administrative officials in basic education in order to be able to propose an action plan for improvement on domestic disparities situation in education in their countries.

For whom?

This program is offered for those who are responsible for planning and management of basic education in central and local governments which address to reducing domestic disparities for rural areas and the socially vulnerable.

How?

This course is designed to provide the opportunity to the participants,

- 1) to analyze the obstacles on disparities in basic education in their countries in comparison with those of Japan and other participating countries,
- 2) to obtain the clues to improve their current situation through learning the experience of promotion for equality of educational opportunity including remote area and the challenged in Okinawa Prefecture on educational administration.

II. Description

1. Title (J-No.):

Education Administration for Reducing Disparities in Basic Education (B) (J18-04273)

2. Course Period in JAPAN

October 31st, 2018 to December 1st, 2018

3. Target Regions or Countries

Belize, Cambodia, Egypt, India, Iraq, Kiribati, Lebanon, Morocco, Myanmar, Nepal, Niue, Papua New Guinea, Solomon Islands

4. Eligible / Target Organization

The program is designed for departments in charge of basic/primary education such as Ministry of Education (central / local government)

5. Course Capacity (Upper limit of Participants)

13 participants

6. Language to be used in this program: English

7. Course Objective:

The objective of the course is that participants understand issues and problems and abstract counter measures on reducing educational disparities in basic education in their respective countries by referring to successful experiences of Japan and Okinawa Prefecture, and formulate an action plan for reducing disparities in basic education.

8. Overall Goal

Educational disparities in participant's countries will be reduced by utilizing the acquired knowledge.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country <i>Participants and the their organizations make required preparation in the respective countries before the training in Japan</i>	
Expected Module Output	Activities
Job Report	<ul style="list-style-type: none"> ▪ Analysis of current issues on regional disparities in education in your jurisdictional area and your organization ▪ Formulation and submission of Job Report in accordance with ANNEX 1&2.

(2) Core Phase in Japan		
<i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
(1) To describe issues in the country and the region	<ul style="list-style-type: none"> - Job report presentation - Educational information exchange workshop 	Exercise, Discussion
(2) To understand the educational administration of Japan and Okinawa Prefecture	<ul style="list-style-type: none"> - Japanese education system (administrative system, laws, regulations and finance) - Role of central and local government - Education of Okinawa Prefecture - Post-Conflict Reconstruction of Education - Approach for scholastic attainments improvement - Role of Okinawa Prefectural Education Center 	Lecture, Observation, Discussion
(3) To learn the approach of reducing disparities	<ul style="list-style-type: none"> - Administration on the education in remote area including posting teachers and human resources development - Visit to small-scale schools in remote area - Teaching method for a combined class of more than one grade - Economic disparities and poverty counter-measure programs - Special support school 	Lecture, Observation Discussion
(4) To learn the importance of education for humanity	<ul style="list-style-type: none"> - 'Peace education' in Okinawa - Education harmonized with culture and history in Okinawa after the World War II 	Lecture, Observation Discussion
(5) To formulate an action plan	<ul style="list-style-type: none"> - Review of the training - Compilation of learning in Okinawa - Analysis on the adoption and adaptation of the acquired knowledge to each country - Presentation 	Exercise, Discussion

(3)Finalization Phase in a participant's home country	
Expected Module Output	Activities
The learning of the program will be disseminated in your home country.	<ul style="list-style-type: none"> - Participants will disseminate what they learned in Japan, in a meeting/workshop to stakeholders including their own organization and related organizations, and how to adopt and adapt will be discussed among all the stakeholders

<Structure of the program>

1. Preliminary phase (activities in your home country):

Preparation and submission of the Job Report.

2. Core Phase (activities in Japan):

Topic outline is as follows (subject to changes),

<Pre-Training held by JICA OIC>

Briefing and Orientation (2 days)

<Technical Training mainly held by the Implementing Partner Organization>

1st week: Opening Ceremony, Program Orientation

Overview of Education in Okinawa and Japan, including history of reconstruction of education after WW II

2nd week: Administration of Education, including personnel and budget system

Visit to middle and large-scale schools in mainland Okinawa

3rd week: Community participation to school management,

Visit to small-scale schools in remote islands

4th week: Wrap-up , Reporting, and Final Report Presentation

※ Schedule of the past-training course is shown in Annex 3 for your reference.

3. Finalization Phase (activities in home country):

Participants are expected to implement dissemination meeting/workshop in home country and report on its result to JICA within one (1) months after the training in Japan.

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 the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be engaged as a central / local educational administrative officials responsible for basic education.
- 2) Experience in the relevant field: have at least 5 years of working experience in the field of education
- 3) Educational Background: be a university graduate or equivalent
- 4) Language: have a competent command of spoken and written English, since this training includes active participation in discussions among participants. Please attach an official certificate for English ability such as TOEFL, TOEIC, 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) Persons related with JICA education programs are preferable
- 2) Age : between the ages of thirty (30) 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) **Job Report:** to be submitted with Application Form. Formulate the report in accordance with 'ANNEX 1' of this General Information.

(5) **Basic education information table:** to be submitted with Application Form. Formulate the report in accordance with 'ANNEX 2' of this General Information.

***Remarks: The Application Form and ANNEX1&2 must be computer-printed, not handwritten.** (There are many applicants disqualified from the selection because of the illegible handwriting in the Application Form.)

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 10th, 2018**.

(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 1st, 2018**.

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

Job Report Presentation Material-- to be submitted by **October 29th, 2018**:

Before coming to Japan, only accepted candidates are required to prepare for a Job Report presentation held in Japan. Detailed information will be provided to the accepted candidates.

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
- (9) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations are expected to carry out the actions described in section II -9 after receiving notice of acceptance for their nominees.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Okinawa International Center (JICA Okinawa)

(2) **Contact:** Mr. YASUMOTO Takafumi (oicctp@jica.go.jp)

2. Implementing Partner:

(1) **Name:** NPO Lequiowings

(2) **E-mail:** info@lequiowings.org

(3) **URL:** <http://lequiowings.org/>

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 Okinawa International Center

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(Where "81" is the country code for Japan, and "98" is the local area code)

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

Please refer to facility guide of JICA Okinawa at its URL,

<http://www.jica.go.jp/english/about/organization/domestic/index.html>

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

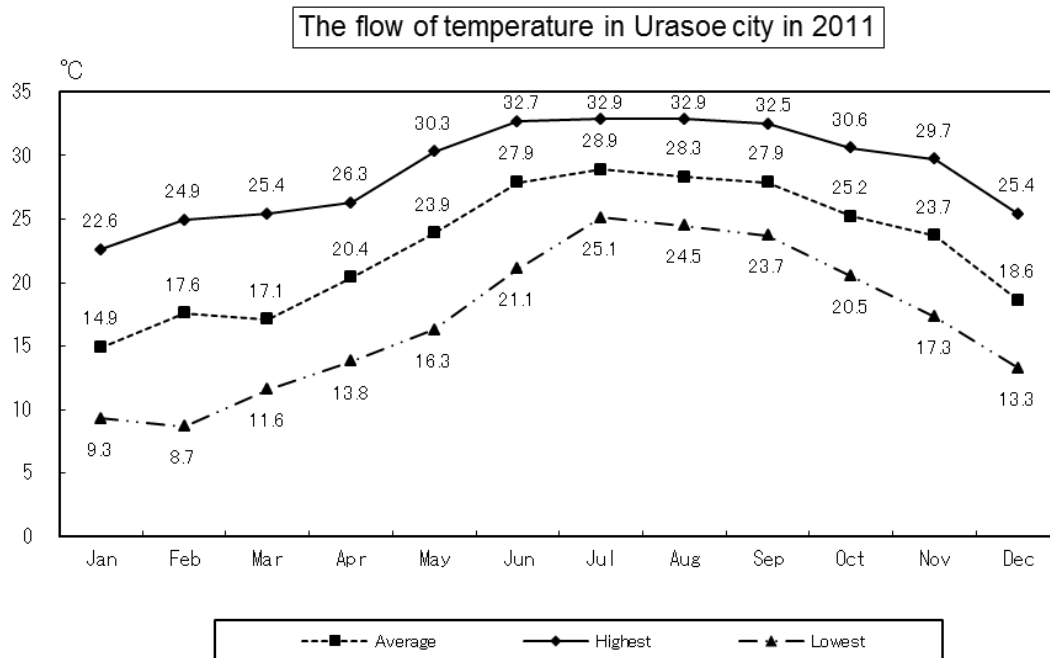
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below 4.)

The following graph is the flow of temperature in Urasoe city where JICA Okinawa International Center (JICA Okinawa, or OIC) is located (Data source: homepage of Urasoe City).



2. Main facilities in JICA Okinawa

OIC is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, a swimming pool (available from May to October), Japanese-style room for tea ceremony and recreation rooms.

At OIC dining hall, “HALAL” meals for the Muslim and vegetarian meals are available.

Internet connection available (either by cable or WiFi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

JICA Okinawa accommodation building has 96 single rooms. Every room is

furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

JICA Okinawa accommodation building has tea lounge, smoking room and laundry room on each floor. Also there is an exercise room, open from 6 am to 10 pm.

Iron, musical instruments, sports gears, variety of DVD selections, personal computers are available for rent. Towels and toiletries are provided upon check-in.

Please note that cooking at JICA Okinawa accommodation is strictly prohibited.

4. What to bring

(1) Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa(*refer 1. Climate of Okinawa). If your training program includes plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or at visiting site upon arrival. Also, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during winter time.

(2) National Costume

There are a few occasions like opening and closing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program.

It is strongly recommended to bring your national or traditional costumes for opening & closing ceremony and for other activities that participants may have opportunities to join.

(3) Photos and Movies

During your stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview you. Please bring photos and videos of your country, your daily life, your office, etc. Please note that photos and videos must be copyright cleared or taken by yourself.

5. Environmental conservation activities in JICA Okinawa

JICA Okinawa emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to cooperate to these activities during their stay at JICA Okinawa. Details will be given on arrival to JICA Okinawa.

6. For your Information

Information of Okinawa is available at following URLs.

(1) Homepage of Urasoe city (where JICA Okinawa is located)

Urasoecity: <http://www.city.urasoe.lg.jp/>

Basic information of Urasoe city is covered in English.

(2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

- (3) HP of Okinawa Convention & Visitors Bureau: <http://www.ocvb.or.jp/en/>
- (4) The YouTube channel of JICA Okinawa: <https://www.youtube.com/user/jicaokinawa>
- (5) More information is available at the reception of JICA Okinawa.

VI. ANNEX:

ANNEX 1

The Format of Job Report

Following is the format of Job Report. Nominees are kindly requested to formulate and submit it together with Application Form. This report will be used for screening purpose.

*It is kindly required to be computer-printed in English, summarize on A4 size paper at maximum of three (3) pages and attach the information such as educational statistics besides this report in accordance with this format(refer to No.7).

1. Full Name	
2. Country	
3. Email Address	
4. Name of Organization	<i>(organization, department, section)</i>
5. Roles and Responsibilities of your organization	
6.The Outline of present situation on basic education in terms of disparities in your country	
6-(1) Please state problems on basic education in terms of disparities in your country. (e.g. please also state existing policy on reduction of education disparities and present status.) Among them, which problems do you want to solve especially?	
6-(2) Please state your analysis on what are the major factors of the problems mentioned in 6-(1)	
6-(3)Please state your expectation to this training program for solving the	

problems mentioned in 6-(1)	
7. Description of your present job in your organization	
7-(1) Title of position	
7-(2) Responsibilities and main actual activities	
7-(3) Constraint/disincentive of performing your job	
8. Appendices	Nominees are required to submit ANNEX2" Education Information Table."

Basic education information table

ANNEX 2

Country : _____

Name : _____

- This table is designed to provide an understanding of basic education in your country as well as the current status of basic education in your jurisdictional area and organization. Because the information gives us important hints to optimize training programs, please do your best to collect as much accurate information as possible.
- This table includes items, questions, data sources, and Information sources. Enter your answer to the question column in the answer column (C), and enter where you get the grounds for your answer in the data source and information source columns (D).

1. Information related to education administration, etc.

- Answer following questions in a descriptive format.

No.	(B) Item	(B) Question	(C) Answer	(D) Information source
①	Scope of basic education	How many years of basic education does your country provide? For example, Japan provides 9 years of compulsory education (six years of elementary school and three years of junior high school).		
②	Educational development policies and goals	Does your country have educational development policy or goal? If yes, give the name of the policy or goal and describe it. Also provide details on its relationship to the MDGs.		
③	Statistics and data	Who (or which institute) collects statistical information on local basic education?		
④		How basic education information/data is collected and disclosed?		
⑤	Personnel allocation in educational fields	Are teachers national government employees or local government employees?		
⑥	Current status of disparities in basic	Describe the current status of disparities in basic education between urban and rural areas.		

	education			
⑦	Parent-Teacher Association (PTA) Activity	Do you have PTA activity in your country? If yes, describe the present condition about PTA activity. How do teachers, parents and people in the community cooperate in school education?		
⑧	Peace Education or Human Rights Education	Do you have curriculums /programs of Peace Education or Human Rights Education? If yes, how do you conduct Peace Education or Human Rights Education at school?		

2. Comparison of nationwide and regional educational data

- Study the data shown below and provide your answers. The data should show the internal differences in your country.
- Each participant should select one specific area(*) for comparison and write the name of that area.
- You may choose your jurisdictional area. If you do not have a specific area that you are responsible for, please choose one that you are prioritizing in terms of reducing disparities.
- If no data is available for (2), conduct your own survey and enter the answers. Also indicate the source of the data or how it was collected in column (E).

**You can select any administrative unit (e.g. province, prefecture, zone, county, and district). Please write the area name with unit name.*

No	(B) Item	(B) Question	(1) Nationwide data		(2) Regional data (Name of the region: _____)	
			(C) Answer	(D) Data source	(C) Answer	(E) Data source
①	Basic Information	a)What is the population? b)What is the size of the area?	a) b) (km ²)		a) b) (km ²)	
②	Language used to teach students	What language is used in your country or region to educate students?				
③	Overall elementary school attendance	Indicate overall school attendance (Gross Enrollment Ratio) in your country or region	%		%	
④	Average percentage of students who repeat their elementary school year	Indicate the percentage of students who repeat their elementary school year in your country or region.	%		%	

⑤	Attendance in the fifth school year of primary education (The fifth school year for students in Japan is the fifth year of elementary school)	Indicate the percentage of attendance in the fifth school year of primary education in your country or region.	%		%	
⑥	Overall secondary education attendance	Indicate overall secondary education attendance in your country or region.	%		%	
⑦	Adult literacy	Indicate adult literacy in your country or region.	%		%	
⑧	Educational budget	For those who answered Indicate the national or regional budget for education in US dollars.	US\$		US\$	
⑨		For those who answered Indicate the educational budget as a percentage of the national budget. (Answer (1) Nationwide issues only.)	%			
⑩	Personnel allocation in educational fields	Indicate the number of teachers and educational administrators in your country or region.				
⑪	Number of students per teacher (Ratio of teachers to students)	How many students are headed by one teacher in your country or region?				
⑫	Number of students per classroom	Indicate the number of students in a typical classroom in your country or region.				
⑬	Number of students per school (building)	a) How many schools are there in total? b) How many students does a typical school have? c) Are the schools (buildings) in your country or region satisfactory?	a) b) c)		a) b) c)	

For questions on the table, contact Lequiowings (info@lequiowings.org).

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 Okinawa International Center (JICA OKINAWA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

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)

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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.

**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: