No.12040/27/2015-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: 15 June, 2015

TRAINING CIRCULAR

Subject: Group Training Course in **"ICT for the Improvement of Government Capacity and Services: Information System, Security and Strategy (B)"** to be held in Japan from August 05, 2015 to January 20, 2016 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from August 05, 2015 to January 20, 2016 under Technical Cooperation Program of the Government of Japan.

2. The program aims to at enabling an ICT officer to acquire a wide range of skill sets needed for an IT architect to enhance business processes by designing effective ICT application systems.

3. The applying organizations are expected to nominate those officers who are responsible for analyzing business progresses and designing ICT solutions with minimum two (2) years of experience in the relevant field. The applicant should be a under graduate or post graduate; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; recommendable age from twenty five (25) to forty (40) years.

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).

...2/-

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (in duplicate) in JICA's prescribed form to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The application should reach this Department through the Administrative Ministry/State Government not later than **June 30, 2015.** Nominations received after the prescribed date will not be considered. The details of the program may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).

(P. K. Pattnaik)
Under Secretary to the Government of India
Tele: 011-26109049

To,

a) The Secretary, M/o Information and Broadcasting, Shastri Bhawan, ,New Delhi,
b) The Secretary, D/o Telecommunication, Sanchar Bhawan, Rafi Marg, New Delhi,
c) The Secretary, D/o Electronics & Information Technology, Electronics Niketan, CGO Complex, Lodi Road, New Delhi,
d) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
e) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001,
f) NIC with request to post the circular along with the JICA's circular on this Department's website.

TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

ICT for the improvement of government capacity and services: information system, security, and strategy (B)
課題別研修「行政サービス改善のための ICT 利活用：情報システム、セキュリティ、ICT 戦略（B）」
JFY 2015
NO. J1504215/ ID. 1584574
From August 2015 to July 2016
Phasein Japan: From August 05, 2015 to January 20, 2016

This information pertains to one of the Group and Region-Focused Training 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.

I. Concept

Background

Information and communication technologies (ICT) are today recognized as key enablers for realizing sustainable development by offering tremendous opportunities for developing countries to fully share in the benefits of the globalization. The ICT, in fact, enables all citizens to access basic services, such as education, healthcare, agro-services or financial services regardless of sex, age, nationality, or any other factor created by society.

The ICT has also been proven to be a key tool for a government to improve its work efficiency and cost effectiveness. The use of the ICT in government services (so-called “e-Government”) has therefore been rapidly increasing all around the world today. In Japan, in the 1970s, the government has started the promotion of various e-Government initiatives such as online use of administrative procedures, electronic provision of government information, optimization of work and systems, improvement of government procurement related to information systems, and information security measures.

Nevertheless, such digitalization of government services often remains a challenge in developing countries, not only because of the lack of adequate infrastructure but also because of the lack of highly skilled ICT personnel. In this context, JICA Okinawa offers a series of ICT training programs with the view of empowering ICT personnel to design, develop and manage efficient ICT solutions, which can assist a government of developing countries in the efforts of improving government capacity applying the ICT.

For what?

An IT architect defines the structure of ICT systems by constructing ICT solution requirements through business/ICT problem analysis. This training course aims at enabling an ICT officer to acquire a wide range of skill sets needed for an IT architect to enhance business processes by designing effective ICT application systems.

For whom?

- IT architects
- IT staff members expected to become an IT architect
- IT staff members involved in the management of business processes and ICT application systems
- IT staff members in charge of designing applications and infrastructure architecture including web application development

How?

This course includes practical exercises, such as the workshop and making the Action Plan, an ICT project to be developed by each participant, along with lectures, because JICA Okinawa believes that the acquired knowledge is solidified by repeatedly applying it in the workshop and the Action Plan. This is especially true for technical training programs like this one.

The course will therefore include variety of activities, such as interactive lectures and observation tours to be conducted both in Okinawa and in mainland of Japan. Also, a participant will undertake a 20-day practical group exercise to mark the end of the training. Using real case studies, a participant will design, schedule and implement his/her own ICT solutions. Such a practice oriented method enables each participant to be a truly skillful IT staff member who can lead the implementation of e-Government initiatives.

Furthermore, as one of major outcomes of this course, the above-mentioned Action Plan will resolve business problems of the government of each participant. In order to assist a participant to implement his/her Action Plan, the training implementer will provide pieces of technical advice even extended for the period of six months after the completion of the core phase in Japan.

II. Description

1. **Title (J-No.): ICT for the improvement of government capacity and services: information system, security, and strategy(B) (J1504215)**

2. **Course Period in JAPAN**
   August 05, 2015 to January 20, 2016

3. **Overall Goal**
   The overall goal of the course is for the organization of each participant to be able to ensure reliability of the services through ICT and to improve capability and efficiency of the organization.

4. **Course Objective**
   This course aims for each participant to become capable of analyzing business/ICT problems, constructing ICT solution requirements, and defining the structure of ICT systems.

5. **Target Regions or Countries**
   Rwanda, South Africa, China, Philippines, Viet Nam, Malaysia, Myanmar, India, and Bangladesh

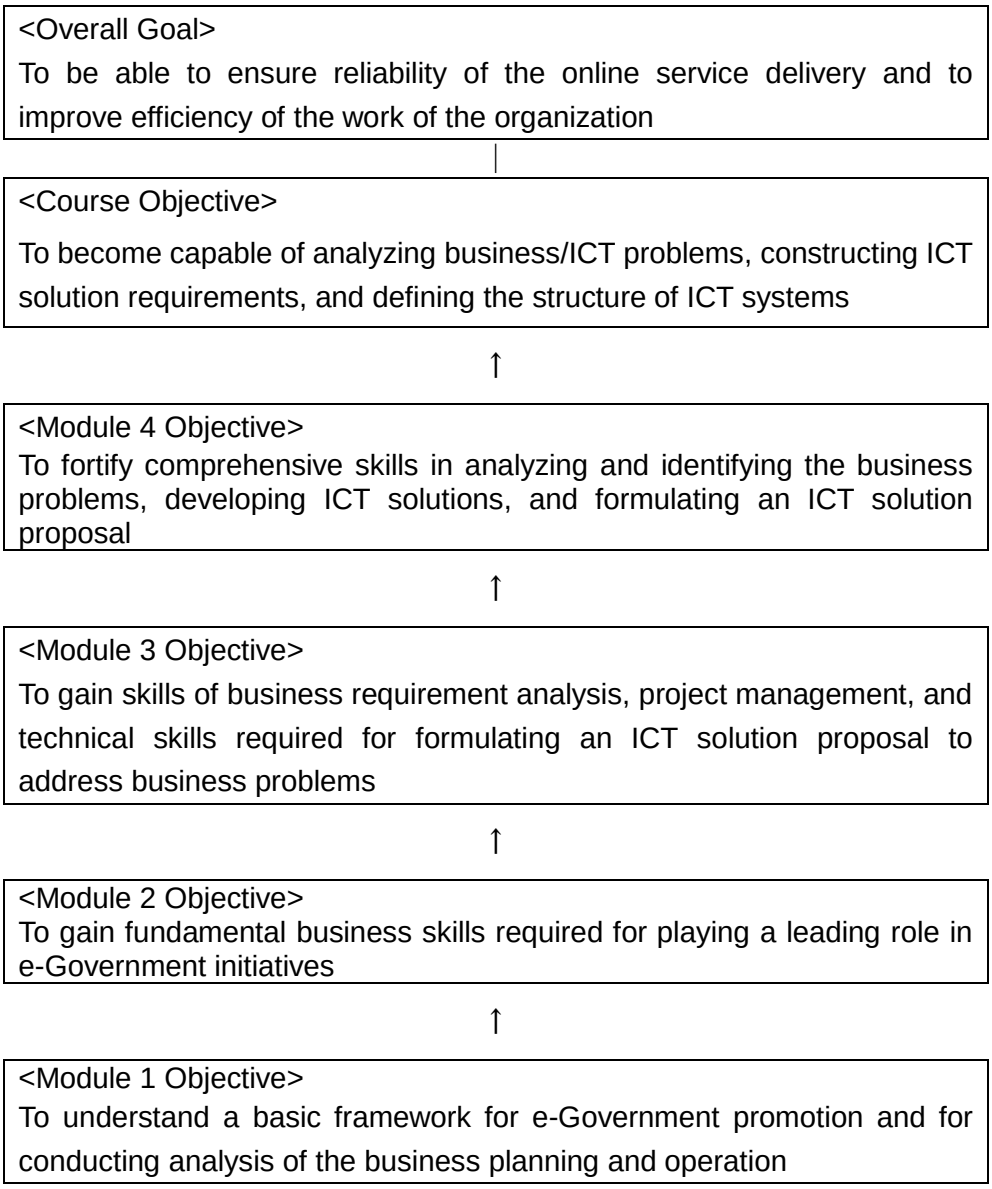
6. **Eligible / Target Organizations**
   This program is designed for central governments and/or other governmental

organizations enhancing the ICT use in the work and service delivery.

7. Course Capacity (Upper limit number of participants)
12 participants

8. Language to be used in this program:
English

Expected Module Output and Contents



<Structure of the program>

Aiming for each participant to learn skills and knowledge required to develop **an effective and implementable ICT project ("Action Plan"),** this course is designed as below. Please carefully read this section and ensure the preparation.

A. **Preparatory Phase before the departure to Japan** (July 2015 until departure)

Before coming to Japan, each participant is requested to take following actions:

1) Read carefully the present document titled "General Information".
2) Identify key business challenges of his/her organization, which are relevant to this course concept, and decide a topic of the Action Plan. Try to obtain the approval from the management to facilitate the implementation in the later stage after returning from Japan.
3) Fill out the preliminary study sheet and other required forms to be provided by the training implementer.

B. **Core Phase in Japan** (August 05, 2015 to January 20, 2016)

N.B. This is an interim version and the content and duration of each subject can be modified in due course.

#	Subject Name		
	Expected results: (At the completion of each subject, a participant should be able to:)	Teaching Methods	Duration
	<Module 1 Objective> To understand a basic framework for e-Government promotion and for conducting analysis of the business planning and operation <Module 2 Objective> To gain fundamental business skills required for playing a leading role in e-Government initiatives		
1	Introduction to e-Government		
	1. Provide rationale for the implementation of e-Government. 2. Cite and discuss examples of e-Government services.	Lecture	0.5 day
2	Introduction to Enterprise Architecture (EA)		
	1. Identify reform methods appropriate to one's government by considering its current business operation. 2. Indicate a process on how to design EA. 3. Cite and discuss examples of EA practices in different countries. 4. Compare different types of reference models by analyzing their methodology and advantages. 5. Describe a system required to design EA and its management.	Lecture and Exercise	2 days
3	Security Basics		
	1. Recognize the importance of information security. 2. Illustrate basic security technologies. 3. Indicate how to manage security environment. 4. Apply security measures against different type of threats.	Lecture	2 days

4	Introduction to the effective use of OSS for problem-solving		
	1. Indicate how to introduce OSS in governmental institutions. 2. Identify key elements in smoothly introducing OSS. 3. Learn about the on-line sources of information about OSS.	Lecture	1 day
5	Geographic Information System Basics for Public Services		
	1. Indicate the outline of GIS 2. Describe the information data structures, the file formats and the information collection methods which are used in GIS. 3. Explain the utilization examples of GIS for public services.	Lecture and Exercise	2 days
6	Introduction to Mobile Technologies		
	1. Indicate the outline of mobile internet and mobile contents. 2. Illustrate how to effectively use mobile services. 3. Describe the outline of mobile application development.	Lecture	1 day
7	Cloud Computing Basics		
	1. Illustrate characteristics of cloud computing services. 2. Describe cloud-computing technologies. 3. Describe big-data processing technologies. 4. Cite and discuss examples of big data use.	Lecture and Exercise	3 days
8	Problem-solving and Facilitation		
	1. Apply problem-solving methods on the job. 2. Facilitate a process of consensus building and foster mutual-understanding among project team members. 3. Find solutions by applying efficient negotiation skill.	Lecture and Exercise	3 days
9	Logical Thinking		
	1. Think logically. 2. Fulfill a role of project manager by indicating clear instructions.	Lecture and Exercise	2 days
10	Leadership skills		
	1. Illustrate basic knowledge of leadership. 2. Identify strategic decision-making. 3. Identify clarification of strategic issues. 4. Describe strategic human resource management and personnel training. 5. Practice strategic communication.	Lecture and Exercise	4 days
11	Presentation skills		
	1. Illustrate key factors for making an effective presentation. 2. Design effective promotional activities to mainstream new technology and techniques within one's organization. 3. Describe a process for, and indicate consideration points in designing promotional activities. 4. Make an effective presentation.	Lecture and Exercise	3 days

<Module 3 Objective> To gain skills of business requirement analysis, project management, and technical skills required for formulating an ICT solution proposal to address business problems			
12	Business Requirement Analysis and Planning		
	1. Define business requirements. 2. Identify business processes. 3. Sharpen business specifications. 4. Manage requirements.	Lecture and Exercise	4 days
13	Introduction to IT Strategy Consulting Methodology		
	1. Assemble the roles and activities of the organization from the viewpoint of top-level management 2. Identify “issues” using different thinking methods. 3. Apply SWOT framework.	Lecture and Exercise	3 days
14	Project Management Planning		
	1. Describe how to effectively manage a project. 2. Indicate a process and key elements for defining a project schedule. 3. Illustrate project defining process while considering specificity of the project. 4. Apply project planning methods at the workshop.	Lecture and Exercise	4 days
15	Project Operation Management		
	1. Learn basic methods of project management based on PMBOK. 2. Learn basic contents and roles of each process of system development methodology using waterfall, prototyping, iterative and package models. Also, select the development methodology according to the target system characteristics. 3. Estimate cost for the system development. 4. Learn the outline of development scheduling and quality management methods.	Lecture and Exercise	4 days
16	RFP Formulation and Contract Management		
	1. Illustrate the role and importance of RFP(Request for Proposal) in an ICT project 2. Indicate an entire process of an ICT project from preparing proposal draft to the conclusion of contract. 3. Identify the procurement process.	Lecture and Exercise	2 days
17	Estimation Techniques		
	1. Explain concept of estimation. 2. Explain concept of scope and basic items of WBS. 3. Learn scheduling, cost planning and estimation methods. 4. Put in practice basic items for estimation at project planning phase.	Lecture and Exercise	2 days
18	Object Oriented Analysis Basic		
	1. Illustrate what is object-oriented. 2. Describe basic terms in object oriented. 3. Indicate advantages in software development. 4. Practice object-oriented programming.	Lecture and Exercise	1 day
19	System Infrastructure Requirement Analysis and Planning		
	1. Illustrate the process of developing system infrastructure and the roles of the responsible person.	Lecture and Exercise	2 days

	2. Describe the overall picture of non-functional requirement definitions. 3. Describe other non-functional requirement definitions and the requirement interview		
20	Object Oriented Analysis and Design Exercise		
	1. Illustrate the outline of object-oriented analysis and design. 2. Describe the object-oriented analysis. 3. Identify the object-oriented design. 4. Describe design patterns.	Lecture and Exercise	4 days
21	Website Interface Design		
	1. Illustrate the outline of website interfaces. 2. Indicate the website design. 3. Indicate the interface design.	Lecture and Exercise	2 days
22	Database Basics (MySQL)		
	1. Illustrate the functions and characteristics of databases. 2. Identify SQL. 3. Describe creating tables. 4. Describe constraints. 5. Describe creating indexes. 6. Describe creating views.	Lecture and Exercise	2 days
23	MySQL Database Design		
	1. Illustrate the need for data analysis. 2. Indicate the conceptual design. 3. Describe the logical design. 4. Describe the physical design.	Lecture and Exercise	3 days
24	CMS Function and Application		
	1. Illustrate the outline of CMS. 2. Illustrate the outline of WordPress. 3. Describe the basic site building using WordPress. 4. Describe the business site building using WordPress.	Lecture and Exercise	3 days
25	Observation Tours		
	1. Describe how the ICT is utilized in Japanese-Government. 2. Cite and discuss examples of ICT solutions in Japan. 3. Discuss challenges that Japan is currently facing in advancing e-Government. 4. Identify Japanese ICT practices that can be transferrable to the country of a participant.	Observation	1 day in Okinawa 4 days in main islands

<Module 4 Objective> To fortify comprehensive skills in analyzing and identifying the business problems, developing ICT solutions, and formulating an ICT solution proposal			
26	Workshop		
	1. Design, develop and evaluate web-based solutions according to user requirements. 2. Manage and operate the development project.	Exercise	25 days
27	Action Plan		
	1. Propose solutions and develop a detailed action plan to overcome challenges that one's organization is currently facing. 2. Define key indicators to monitor the progress of the action plan for three and six months later.	Exercise	6 days
Other activities			
- Opening Ceremony - General Briefing (about the life in Japan and Okinawa) - Course Orientation - Pre-test - Opening and Mid-interviews - Final test - Course Evaluation (This is to get feedback from the training participants.) - Closing Ceremony			

C. **Finalization Phase in a Participant's home country** (**January 2016 to July 2016**): **"Implementation of the Action Plan"**

The final phase of the training course is for the implementation of the Action Plan which was developed at the module 4 in Japan. In order to monitor the progress and to provide technical advice, a participant is requested to submit the "Action Plan Implementation Report" to the training implementer in 3rd and 6th month from the date left for Japan.

In this respect, an organization of each participant is requested to provide support to a participant to implement his/her Action Plan, particularly by:

1) Allocating required human and financial resources;
2) Including tasks necessary to achieve the Action Plan in his/her daily workload;
3) Interacting with the training implementer through the "Action Plan Implementation Report"*.

* Note that the purpose of "Action Plan Implementation Report" is not only for JICA to monitor the impact of this training course, but also for each participant to obtain pieces of technical advice from highly skilled IT professionals whenever it is required. It is therefore strongly recommended to submit the report in a timely manner with accurate information.

III. Conditions and Procedures for Application

1. Expectations from a Participating Organization:

(1) This training program aims for each participant to improve operation and management of information systems of his/her organization, by learning required skills and knowledge through developing an effective and implementable ICT project (so-called “Action Plan”).

(2) In the view of above and to maximize the impact of this training course, a participating organization is expected to provide full support to a participant, particularly by providing following assistance:

- Before departure:

Undertake brainstorming sessions to identify Organization’s most important business challenges and define a theme of the Action Plan, which have to be along with the course concept,

- During the core Phase in Japan:

Monitor the progress of Action Plan of the participant and make sure that it aligns with Organization’s current priority.

- After completion of the Phase in Japan:

Support the Participant in implementing the Action Plan as described in the Section II-8. <Structure of the program>-C.

2. Nominee Qualifications:

An applying organization is expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

1) Current Duties: IT Architect or be responsible for analyzing business progresses and designing ICT solutions
2) Experience in the relevant field: Minimum of 2 years of experience or equivalent as an IT Architect, System Analyst, or Application Specialist. Experience of application system development would be desirable.
3) Educational Background: Undergraduate or post graduate degree.
4) Language: Excellent command of spoken and written English equivalent to TOEFL iBT 79 or higher (Note that all the participants will be required to make presentations, participate in group discussions and formulate their action plans in English. Please attach a photocopy of an official certificate for English ability such as TOEFL, TOEIC, IELTS etc.).
5) Health: Must be in good health, both physically and mentally, to participate in the Program in Japan, which will run in total for 5 months.
   Pregnant candidates should carefully read the point 3 (1) of this chapter.
6) Must have not attended any training course on similar topic provided by JICA or any other bilateral/multilateral/international donor.

7) Must not be serving any form of military service.

(2) Recommendable Qualifications

Expectations for a participant:

1) Age: Between the ages of twenty-five (25) and forty (40) years.
2) Job position: Officer level or higher

3. Required Documents for Application

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

*Pregnancy

A pregnant participant is strictly requested to attach the following documents in order to minimize the risk for their health.

1) letter of the participant's consent to bear economic and physical risks
2) letter of consent from a supervisor of the participant
3) a duly signed letter from a doctor with permission of her training participation.

More information will be provided by National Staff member of respective JICA office in this respect.

(2) 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)

(3) Photocopy of a 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.

(4) ANNEX 1 (APPLICANT'S PROFESSIONAL EXPERIENCE IN THE FIELD OF THE ICT): Information collected from this form will be used to evaluate the eligibility of each candidate to the present course. It is therefore imperative to include the duly completed form in the application.

(5) ANNEX 2 (COUNTRY REPORT)

4. Procedures for Application and Selection:

(1) Submission of the Applications:

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

（After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by July 06, 2015**）

(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.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than July 13, 2015.**

5. Conditions for Attendance: to strictly adhere to the program schedule.

(1) not to change the program topics.
(2) not to extend the period of stay in Japan.
(3) not to be accompanied by family members during the program.
(4) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
(5) to refrain from engaging in any political activities, or any form of employment for profit or gain.
(6) 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.
(7) 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 Okinawa
   (2) Contact: Mr. FUJIMOTO Makoto (oicttp@jica.go.jp)

2. **Implementing Partner:**
   (1) Name: i-Learning Co., Ltd.
   (2) URL: http://www.i-learning.jp/

3. **Travel to Japan:**
   (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Coverage is from time of arrival 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 (JICA OKINAWA) 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 accommodation for a participant.

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

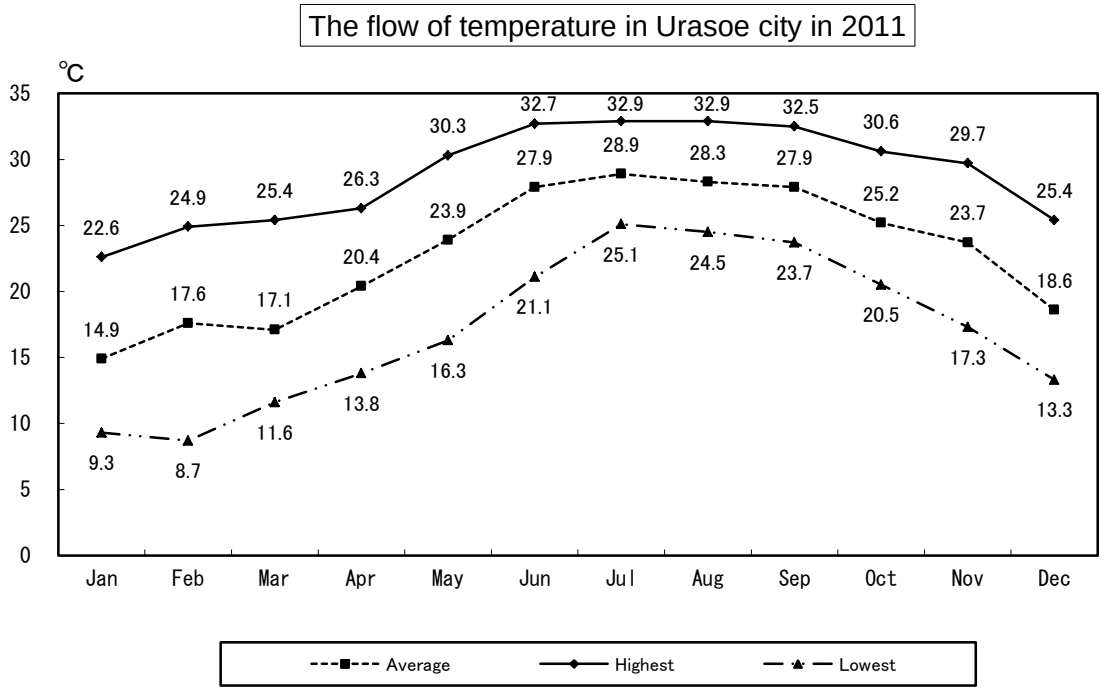
6. **Pre-departure Orientation:**
   A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

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. A participant is recommended to bring suitable clothing (details are mentioned in below 4.)

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



2. Main facilities in JICA OIC

OIC is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, study room with computers, 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 OIC

OIC 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.

OIC accommodation building has tea lounge, smoking room and laundry room on each floor. And also washing machines and irons are available for free. Towels and toiletries are provided upon check-in. Please note that cooking at OIC accommodation is strictly prohibited.

4. Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa. *refer 1. Climate of Okinawa.

There are a few occasions like opening and clothing 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 dress for opening & closing ceremony and for other activities that participants may have opportunities to join. And also any handicrafts and folk crafts items which could be used to exhibit your culture are welcomed. OIC has display corner to introduce world culture to the visitors.

If your training program includes practices such as plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or a visiting site upon arrival.

5. International Exchange Program with Local Communities

JICA encourages international exchange between JICA participants and local communities. Participants are therefore strongly recommended to bring their national or traditional dress and materials like photographs, video tapes, DVDs and audio CDs that demonstrate their countries' interesting culture. This may make the exchange program more fruitful. Furthermore, any other items which may be useful to exhibit your culture are welcomed. JICA OKINAWA has displays which introduce world culture to visitors.

6. Environmental conservation activities in JICA OIC

JICA OIC 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 OIC. Details will be given on arrival to JICA OIC.

7. For your Information

Information of Okinawa is available at following URLs.

(1) Homepage of Urasoe city (where JICA OIC is located)
Urasoecity:http://www.city.urasoe.lg.jp/archive/8761234/kokusai/english/index.html
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:

Please fill out the Forms attached as ANNEX1 and ANNEX2, and submit them along with the filled Application Form (or the filled Form A2A3).

ANNEX 1

APPLICANT'S PROFESSIONAL EXPERIENCE IN THE ICT FIELD

ANNEX 2

COUNTRY REPORT

Applicants are required to typewrite the ANNEX1 and ANNEX2. There are many applicants disqualified from the selection because of the illegibility of these documents.

ANNEX 1

APPLICANT'S PROFESSIONAL EXPERIENCE IN THE ICT FIELD

You are requested to describe your experience in the ICT field. Please carefully read questions and fill in the blanks with your answers as much precise as possible. Please note that collected information will be used for the evaluation and selection of your application.

Course Name: ICT for the improvement of government capacity and services: information system, security, and strategy (B) (J15-04215)

Applicant's Name: Surname _____ Given name _____

1. Experience in the ICT Field

How long and what type of ICT work have you been involved until now (multiple choice is possible) in a business context? Please select the job type(s), which is/are closer to your past ICT experiences using the table below.

Job Classification	Job Description		Duration
Chief Information Officer	Top management level. Defining, planning and leading the implementation of Organization's IT strategy and reform		Year(s)
ICT Division Manager	Senior management level. Leading an ICT Division/Section		Year(s)
ICT Project Manager	Coordinating every aspect of the ICT system project from concept to delivery		Year(s)
System Analyst	Analyzing current systems, identifying issues and planning new system developments		Year(s)
IT Architect	Analyzing business and designing architecture of ICT System		Year(s)
Application Specialist	Design	Designing application programs	Year(s)
	Coding and test	Coding and testing application programs	Year(s)
Network Specialist	Design	Designing networks	Year(s)
	Administration and Maintenance	Administrating and maintaining networks	Year(s)
Database Specialist	Design	Designing database	Year(s)
	Administration and Maintenance	Administrating and maintaining database	Year(s)
Security Specialist	Design	Designing security policies and measures	Year(s)
	Administration	Administrating security policies and measures	Year(s)
System Administrator	Administration	Administrating information processing systems	Year(s)
System Operator	Operating information processing systems		Year(s)
Instructor	Conducting training courses in the field of ICT		Year(s)
Data Entry	Data Entry for information processing systems		Year(s)
Other (if any) :			Year(s)

2. IT Architect Experience

By filling in the table below, please evaluate your knowledge and experiences about various responsibilities of an IT Architect in a business context from 1 to 4:

1. No experience at all or never heard of it.
2. I have learnt about it but have not had an opportunity to practice it.
3. I can perform it with some technical assistance.
4. I can perform it all by myself.

	Self-evaluation (1-4)
1. Business/IT problem analysis	
2. Application requirement definition/modeling	
3. Infrastructure requirement definition/modeling	
4. System integration requirement definition/modeling	
5. System component structure design	
6. Information and/or data definition/modeling	
7. Others ( )	

3. Programming Language Experience

By filling in the table below, please evaluate your knowledge and experiences about various programming languages in a business context from 1 to 4:

1. No experience at all or never heard of it.
2. I have learnt about it but have not had an opportunity to practice it.
3. I can perform it with some technical assistance.
4. I can perform it all by myself.

	Self-evaluation (1-4)
1. C / C++ / C#	
2. Basic / Visual Basic / Visual Basic .NET	
3. Java	
4. PHP	
5. Others ( )	

4. Database Experience

By filling in the table below, please evaluate your knowledge and experiences about different types of database management system in a business context from 1 to 4:

1. No experience at all or never heard of it.
2. I have learnt about it but have not had an opportunity to practice it.
3. I can design/develop a database using this system but may need technical support.
4. I can use and perform complex tasks using this system all by myself.

	Self-evaluation (1-4)
1. Oracle	
2. PostgreSQL	
3. MySQL	
4. Microsoft Access	
5. Microsoft SQL Server	
6. DB2	
7. Others ( )	

5. Network Administration Experience

By filling in the table below, please evaluate your knowledge and experiences about various network-related tasks in a business context from 1 to 4:

1. No experience at all or never heard of it.
2. I have learnt about it but have not had an opportunity to practice it.
3. I can perform it with some technical assistance.
4. I can perform it all by myself.

	Self-evaluation (1-4)
1. Client Configuration/Administration	
2. DHCP Server Configuration/Administration	
3. Domain Server Configuration/Administration	
4. NFS/NIS server Configuration/Administration	
5. File Share Sever Configuration/Administration	
6. Web server Configuration/Administration	
7. Mail server Configuration/Administration	
8. DNS server Configuration/Administration	
9. Proxy server Configuration/Administration	
10. Router Configuration/Administration	
11. Switching HUB Configuration/Administration	
12. Firewall Configuration/Administration	

13. SNMP Manager Administration	
14. Others ( )	

6. Operating System Administration Experience

By filling in the table below, please indicate your knowledge and experiences in the area of operating system in a business context from 1 to 4:

1. No experience at all or never heard of it.
2. I have learnt about it but have not had an opportunity to practice it.
3. I can use it but may need technical support.
4. I can use and perform complex tasks.

	Self-evaluation (1-4)
1. Unix	
2. Linux	
3. Windows Client OS (i.e. 7, 8)	
4. Windows Server OS (i.e. Windows Server 2003, 2008, 2012)	
5. Others ( )	

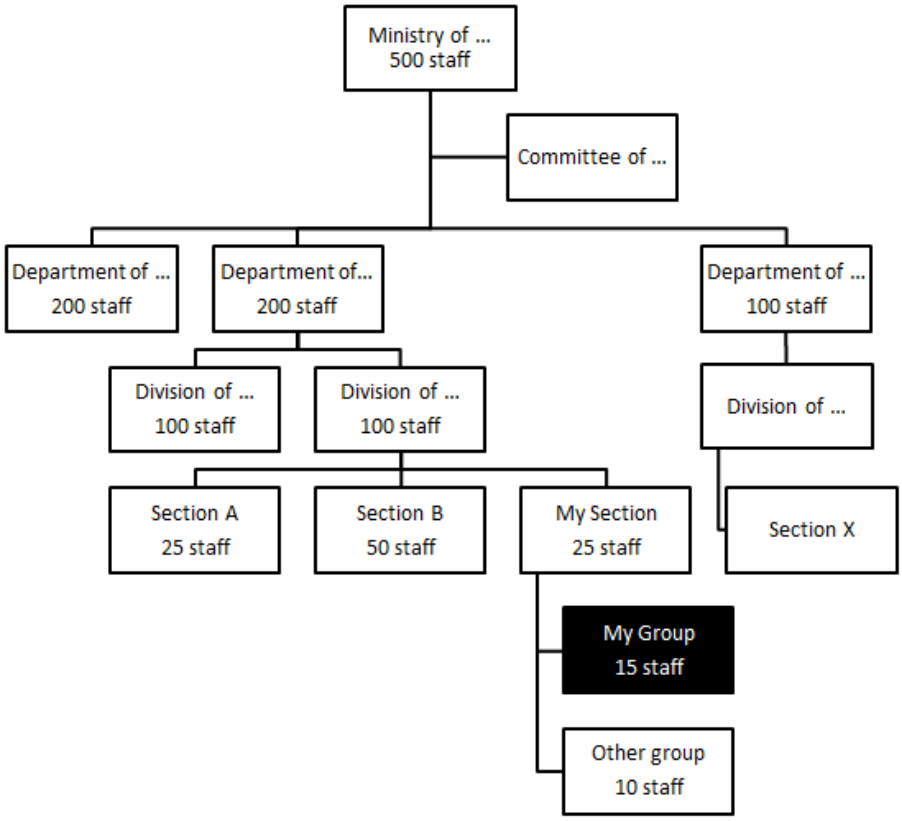
7. Configuration of the Information Processing System in your organization

Please describe information you have, if any, on the information processing system including hardware and software (packages and application programs) in your organization.

		Number of hardware	Remarks
Server	File share		OS ( )
	DHCP		OS ( )
	Domain		OS ( )
	DNS		OS ( )
	Mail		OS ( )
			Software ( )
	Web		OS ( )
			Software ( )
	Proxy		OS ( )
			Software ( )
	NFS/NIS		OS ( )
	Application		OS ( )
			Software ( )
	Database		OS ( )
			RDBMS ( )
Client			OS ( )
			Software ( )
			Others ( )
Networking	Router		Product Name ( )
	Switching HUB		Product Name ( )
	Firewall		Product Name ( )
	Others		Product Name ( )
Internet	Network Service		Telephone line / ISDN / leased line / DSL
	Line Speed		bps

8. Your organization's structure

1) Referring to the example, please attach the organization chart by highlighting your department/division/section and showing the number of staff working in each unit.



2) Please complement the organization chart by filling in the table below.

Explanation	Organization Name	Total number of personnel
Name of ministry or the highest level organization to which your organization belongs.		
If there are any organizations between the above and yours, please indicate by the order of hierarchy.	1.	
	2.	
	3.	
Name of your organization		
If there are any organizations under yours, please indicate by the order of hierarchy.	1.	
	2.	
	3.	

9. Work assignment upon the completion of the training course

Upon the completion of the training course, is your current work assignment envisaged to be changed or modified?

☐ Yes ☐ No

If your answer is yes, please describe tasks that would be newly added to your work assignment. In case you are supposed to be assigned to a completely different new position, please also indicate the name and major tasks.

New tasks to be added in addition to your current work assignment
New job title (if it is applicable)

10. Course subjects of your organization's interest

Referring to the training subjects described in Pages 6-10, what would be the most important subject(s) in tackling the business issue(s) that your organization is facing? By filling in the table below, you are also requested to specify the reason why that subject can resolve the issue.

Priority	Course subject	Motif of your choice (why this subject can contribute to resolve your organization's business issue?)
1st:		
2nd:		
3rd:		
4th:		

11. Action Plan

This training program falls into one of JICA's training categories **"SOLUTION CREATION TRAINING"**. Such program aims to facilitate solving problems in organizations by enabling the participants to acquire necessary knowledge and skills, which can address innovative solutions.

The creation of Action Plan therefore constitutes a core of this training course especially because it defines the roadmap to solve organization's business issues.

In this context, please describe business problems that your organization is interested in addressing within the framework of this training course. Some of those can be the scope of your future Action Plan.

	Business problems that should be addressed	Reason why your organization is interested in solving the problem	Proposed solutions
1			
2			
3			
4			

I certify that the above statements made by me in this form are true to the best of my knowledge.

Date : ..... Signature : .....

ANNEX 2

COUNTRY REPORT

Please describe in detail as much as possible. This report aims to better understand the level of your country's and government's approach to ICT deployment including e-Government.

Course Name: ICT for the improvement of government capacity and services: information system, security, and strategy (B) (J15-04215)

Surname	Given name
Applicant's Name:	

1. **National e-Government Policy**
（For improving citizen service delivery or integrating ICT solutions in government work, etc.）

(1) Name of the policy

(2) Leading organization in the policy implementation within government ministries and institutions

(3) Background and the outline of the policy
（current status, current issues, solutions, scope, implementation plans and stakeholders, etc.）

2. National ICT Policy/Vision

（universal access to ICT, private sector development, E-learning or E-agriculture, etc.）

(1) Name of the ICT policy/vision

(2) Leading organization in promoting ICT policy/vision within government ministries and institutions

(3) Background

Overview of ICT usage in your country *Total yearly sales of ICT industry (US$): (including foreign companies)* *Percentage of the domestic IT industry's yearly sales (US$)* *Benchmark data on ICT usage used for the ICT policy/vision*

(4) Outline of the policy

（overarching objectives, target; scope, stakeholders and implementation plans, etc.）

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

Japan International Cooperation Agency

CONFIDENTIAL

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 countryôs 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 ñx ò 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 nomineeôs 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 participantsô 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.

Japan International Cooperation Agency

CONFIDENTIAL

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**		**-**					

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:			Official Stamp
Designation / Position			
Department / Division			

Japan International Cooperation Agency

CONFIDENTIAL

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.

Japan International Cooperation Agency

CONFIDENTIAL

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 ñEvery Itemò. 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)**

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

J	0		-					

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

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

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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)

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 holderôs 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.

JICAôs 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 JICAôs privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, 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 CitizensôCooperation 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:

Japan International Cooperation Agency

CONFIDENTIAL

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( ), Quantity ( )

(b) Are you pregnant?

( ) No	( ) Yes (months)

(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>>	( ) Medication	( ) Food	( ) Other:

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )

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.

2. Medical History

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

Past:	( ) No	( ) Yes>>Name of illness ( ), Place & dates ( )
Present:	( ) No	( ) Yes>>Present Condition ( )

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

Past:	( ) No	( ) Yes>>Name of illness ( ), Place & dates ( )
Present:	( ) No	( ) Yes>>Present Condition ( )

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes>>Present Condition ( ) mm/Hg to ( ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	( ) No	( ) Yes		
Present:	( ) No	( ) Yes>>Present Condition ( )		
		Are you taking any medicine or insulin?	( ) No	( ) Yes

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

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( )			
( ) Other >>> Specify ( )			

(e) Has this disease been cured?

( ) Yes	( ) No (Specify name of illness)
	Present Condition: ( )

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

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: