

No.12040/28/2015-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 “**Capability Development of Policy Planning for Potential Global Leaders among Middle-Senior Health Officers**” to be held in Japan from September 06 to October 10, 2015 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 September 06 to October 10, 2015 under Technical Cooperation Program of the Government of Japan.

2. This program is highly enriched and tight, so participants are expected to have career in health planning and/or policy making with community involvement, and required to keep high motivation throughout the program.
3. The applying organizations are expected to nominate those officers who are responsible for formulating and implementing health policies or health programs in general. The applicant should be a Medical Doctor or Master of Public Health or Ph. D; be between thirty eight (38) to fifty five (55) years old; 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.
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 **July 07, 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, Department of Health and Family Welfare, Nirman Bhawan, New Delhi,
- b) The Secretary, Department of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-110023,
- c) The Secretary, Department of Health Research, Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029,
- 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.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

CAPABILITY DEVELOPMENT OF POLICY PLANNING FOR POTENTIAL GLOBAL LEADERS AMONG MIDDLE-SENIOR HEALTH OFFICERS

課題別研修「グローバル保健医療政策担当者のための能力育成強化」
JFY 2015

<Type: Leaders Training / 類型: 中核人材育成型>

NO. J15-04127 / ID. 1584414

Finalization Phase: August 2015 to January 2016

(Core Phase in Japan: September 6, 2015 to October 10, 2015)

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

Health policy should be developed based on evidence within the context of contemporary globalization. Health situation is widely influenced in globalization and some emerging diseases are difficult to be dealt with only by the current medical treatment itself.

Health professionals, especially in public health, are responsible for taking on leadership to struggle with those diseases by analyzing the current situations, forecasting the future risks, formulating effective plans and making worldwide networks.

For what?

Upon successful completion of this program, participants are expected to be able to (1) take leadership in an attitude of Human Security Mind, (2) detect, identify, make judgment and forecast of health conditions and requirements of the future, and (3) communicate and network among peers and with people in the future emerging health challenges and conduct future health-related actions and new priorities in the participants' home countries.

For whom?

This program is offered to middle and senior officials who are responsible for formulating and promoting "health" policies or "health*" programs at national or local government such as Ministry of Health, Health Institute etc. Health officers of central government level are preferred. This program is highly enriched and tight, so participants are expected to have career in health planning and/or policy making with community involvement, and required to keep high motivation throughout the program. Neither NGO's nor private sector's personnel are eligible.*

**"In this programme, Health" is its wider sense of the meaning, as social security in general. So depending upon the circumstances of candidates, the institutions are not restricted to 'Ministry of Health' only. We will welcome candidates from 'Ministry of Social-Welfare,' 'Ministry of Labour,' for instance, as long as the candidates are entitled.*

How?

This core program consists of 5 steps. Introductory part; Problem identification and issues analysis; Health technology assessment; Approaches and health intervention; and Health systems reform. Workshops and discussions will also be carried out in plenary, in small groups and individually.

II. Description

1. Title(J-No.):

Capability Development of Policy Planning for Potential Global Leaders among Middle-Senior Health Officers (J1504127)

2. Course Period in JAPAN

September 6, 2015 to October 10, 2015

3. Target Regions or Countries 13 countries

Brazil, China, Comoros, Gabon, Guinea-Bissau, India, Laos, Lesotho, Morocco, Myanmar, Sri-Lanka, Swaziland, Zimbabwe

4. Eligible / Target Organization

This program is designed for national or local government organizations such as Ministry of Health, Provincial Health Department etc. which are responsible for formulating and implementing health policies or 'health' programs in general. Officers of Central government are preferred. 'Health' Reform will be emphasized to some degree.

** 'Health' : See page 2. *For whom?*

5. Course Capacity (Upper limit of Participants)

17 participants

6. Language to be used in this program: English

7. Course Objective:

On the global view, 'Health' planning issues are identified or 'Health' Policy/Planning (draft) is developed, and they are shared among health leaders. Human network for Policy Dialogue is also formulated.

8. Overall Goal

Practical 'health' Policy/Planning is developed based on Evidence.

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 (August 2015 to September 2015)	
<i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Issues on current health policies are identified and future vision is clarified.	Review own health indicators. Participants MUST prepare and bring the latest information of health status (statistics) and National health policy for Discussion and Presentation at Future Visioning Session and the Symposium. Please see the section III-5 below. The secretariat contacts and informs participants for the details.

(2) Core Phase in Japan (September 6, 2015 to October 10, 2015)		
Expected Module Output	Subjects/Agendas	Methodology
[Module Output 1] Issues on current health policies are identified and future vision is clarified.	Lectures on Spirit of the course - Leadership Development, Visioning -Creating Vision for Future Policies.	Lecture, Discussion, Presentation
[Module Output 2] To understand the Methodologies on health policy development and planning as the basic knowledge for leaders.	Lecture on Population Strategy, Health Forecasting, Health Planning and Policy Development, Health Reform, Managed Care, EBM, Health Financing, Strategic Management in Health Care, Traditional Medicine, Project M&E, Computer Training.	Lecture, Discussion
[Module Output 3] To get knowledge, skills and wisdoms for upgrading health care system and strengthening health policy and to be able to compare the own country's situation with Japanese.	Lecture on Health and Welfare, Nutrition and NCD, Occupational Health, Environmental Health, Risk Management etc., and Field visit on health prevention facilities, hospitals, welfare facilities, and Mass casualty medicine related facility.	Lecture, Observation, Exercise
[Module Output 4] To develop a worldwide network among participants and ex-participants.	During and after the training course, participants could communicate with other countries and intraregional's health officers including Japan.	Lecture and Excise, Discussion
[Module Output 5] To identify Health planning issues or develop Health Policy/Planning (draft), 3 months own activity Plan is also formulated.	Own Planning development.	Exercise and Discussion

(3) Finalization Phase in a participant's home country	
<i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
Submit 3 months progress report on	Ad hoc advice for the plan implementation. Participants MUST report the progress of their development plan three months after going back

the Plan.	to their home country. The report will be output of the course. The secretariat will give advice to participants as follow up , if necessary. However, financial support for the implementation of the Study Report is not committed by JICA and contents, degrees and frequencies of advices are decided by the secretariat.
-----------	---

< Structure of the program ,Tentative>

There will be minor changes in several subjects.

First Week Orientation & Health Policy Development, Leadership Development

Opening Ceremony
Briefing
Course Opening
Spirit of the Course
Japanese Health Supply Structure
Creating Vision for Future Policies
Health Financing (Resource Allocation)
Accountability in Health Care (EBM)
Health Economics and Health Policy – Lessons from Japan
Health Care Reform – Lessons from Japan

Second Week Health Forecasting, Computer Training, Field Study Visit, Health Policy and Economics Risk Management

Population Strategy
Bio forecasting Technology (Concept, Practice, Discussion)
Field Study to visit Hospitals and Public Health Center, Occupational Health Factory Observation, Hygiene Facilities

Second Week -Third Week Risk Management in Health Care

Mass Casualty Management : Public Health Considerations
Occupational and Environmental Health from Basic to Future Perspectives
Study Trip on Mass Casualty Management / Comprehensive Village Maintenance to Kobe and Hiroshima, etc.

Third Week -Fourth Week Risk Management in Health Care & Emerging Issues related to Communicable and Non-communicable Diseases

Strategic Management in Health Facilities
Emerging Infectious Diseases
Non-communicable Diseases-Global Burden
Safety of Food, Environmental Deterioration
Possible Health Crisis and Necessity of International Network against Influenza
New Trends in Occupational Safety and Health – Group Workshop

Fifth Week Health Planning / Health Promotion/ Mental Health

Health Planning and Community Participation
Development of Health Systems
Health Promotion/ School Health in Developing Countries
Health Reform in US, French Health Policy
Food Supply and Nutrition Problem in the World
Project Monitoring and Evaluation
Regional Public Health Capabilities Development
Evaluation

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications (See page2. For whom?)

Applicant should be able to mark over 12 points and no Score 1 at each item of "Screening Paper" (Annex-1). Answer the Annex-1 and mark it by nominees. If an applicant marked below 12 points or score 1 at any items, he /she will be disqualified. If applicant marked score 2 (status not applicable) at any item, please describe reason or situation which you want to apply, even at score 2. This special explanation will be considered in the selection procedure.

1) Age: be between 38 to 55 years

2) Educational Background: Medical Doctor, Master of Public Health or PhD. in Health or Medical Field is preferable. Otherwise, applicant should be a graduate of university in Medical or Public Health Field. For applicant who graduated non-medical and non-public health field (such as social welfare, health economics, social security in general, etc.), can applicable if he /she attended long-term training course on Public Health.

3) Current Duties: be a middle or senior national or local level 'health' official with present or potential responsibility for the formulation and promotion of 'health' policies as well as the designing and implementation of programs. And with MINIMUM OF TEN YEAR EXPERIENCE in health related policy/planning at prefectural or state level. NGO or private sector personnel are NOT eligible.

4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (Please attach an official certificate for English ability such as TOEFL, TOEIC etc, **if possible**.) For assurance of your English ability, JICA local staff may contact you on this issue, when needs arise.

5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

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

3. Required Documents for Application

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

*Pregnancy

Pregnant participants are 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 the participant's supervisor
3. doctor's letter with agreement of her training participation.

Please ask National Staffs in JICA office for the details.

- (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) Screening Paper:** Answer the Annex-1 and mark it by nominees.

- (4) 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), please attach it (or a copy) to the application form.

- (5) Inception Report:** to be submitted with the application form. Fill in Annex-2 of this General Information, and submit it along with the Application Form. **An Organizational Chart must be submitted with the Inception report.**

- (6) Curriculum Vitae (Personal history):** to be submitted with the application form.

- (7) Copy of Certificate(s):** If nominees have experience to attend training course on public health (should be more than 3 months), attach copy of certificate of the training course.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **July 17, 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 Embassy of Japan) **not later than August 7, 2015.**

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

Participants are requested to prepare a paper and presentation on **their own health activities** related to “Health Reform” from the point of “Sustainable Social Security” on country level, provincial level, community level, or organization level which you are/ have been involved in. Information of your ‘OWN’ would be preferred. New information other than media reported, problems and issues raised within your country would be attractive to the audience as the discussion materials. The secretariat will send detail information by Fax (or e-mail as attachments) for participants.

6. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Yokohama

(2) **Contact:** Ms. Ikeda Hisae (yictt1@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Tokai University

(2) **Contact:**

Program for Development of Future Government Leaders,

New Health Leader Network

Address: Tokai University School of Medicine

143 Shimokasuya, Isehara, Kanagawa Prefecture, 259-1193, Japan

Tel: +81(*)-463(**)-93-1121 ext. 2613, 2002

Fax: +81(*)-463(**)-92-3549

< Faculty staff of the secretariat >

Takaaki Kinoue, M.D., Ph. D.

Secretary General to New Health Leader Network

Director, Program for Development of Future Government Leaders

Associate Professor, Department of Community Health

e-mail: cfgh@tokai-u.ac.jp

3. Collaboration and Supportive Organizations (planned)

<Supportive Organizations>

The World Health Organization, Regional Office for the Western Pacific

The World Health Organization, Regional Office for the South-East Asia

The World Health Organization, Centre for Health Development (WHO Kobe Centre)

4. 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.

5. Accommodation in Japan:

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

JICA Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, Kanagawa, 231-0001, Japan

TEL: 81-45-663-3253 FAX: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

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

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

6. 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.

7. 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. Participants who have successfully completed the whole program (Preliminary Phase, Core Phase and Finalization Phase) will be awarded a certificate by JICA and Tokai University .
2. Electronic Documents
 - (1) All textbooks, documents and references will be provided in a DVD-R (including photos during the course), because total weight of them reached 8.5kg in the past, due to so much information provided by lecturers to participants.
 - (2) Participants are to use computers including the Internet at JICA Yokohama and Tokai University. It is recommended to keep colleagues’ e-mail addresses to obtain any necessary document or country’s information by e-mail after entering the training course.
3. Traditional clothing and items

There are a few occasions like closing ceremonies, when the participants may wear formal clothing.
It is recommended to bring your national or traditional dress for closing ceremonies or other events.
Additionally, bringing some visual materials like photos, donation of any handicrafts and folk crafts items which could be exhibited to share your culture is welcomed.

VI. ANNEX:

Annex-1 Screening Paper

Please classify yourself by following qualification criteria, on your Age, Educational Background and your Organization and Position.

1. Age: Find your score on each criterion, and fill your score to Acquired Score box. (i.e. if your age is 38, your score is [4].)
2. Educational Background: Find your score on each criterion, and fill your score to Acquired Score box. (i.e. if you have Medical Doctor and had no higher education, your score is [4].) If you participated in Public Health Training, you can add score mentioned in foot note (*) in case of marked """" in the criteria.
3. Organization & Position: Find your score on each criterion, and fill your score to Acquired Score box. (i.e. if you are working as Deputy Director in Ministry of Health in Central Government, your score is [5].) You can add score, if you working as an officer in charge of Health Policy Making etc. mentioned in foot note (**) in case of marked """" in the criteria.
4. English Skill: Please evaluate your English skill by the criteria. (i.e. if you can discuss in International Conference fluently, your score is [5].) If you have any English Skill Score (i.e. TOEFL, TOEIC etc.), please attach copy of the certificate.
5. Total Score: Sum-up Acquired Score in 1 through 4, and fill total score. If your total score is 12 or more, you are suitable to apply this training course.

Screening Paper		
Criteria	Acquired Score	Status
1. Age		
Age 20-24	1	Not Applicable
Age 25-29	2	Applicable with Reason
Age 30-37	2	Applicable with Reason
Age 38-39	4	Better for Apply
Age 40-44	5	Best for Apply
Age 45-49	5	Best for Apply
Age 50-55	4	Better for Apply
Age 56-59	3	Applicable
Age 60+	2	Applicable with Reason
2. Educational Background		Maximum: 5
Medical Doctor and PhD. or Master in Medical /Public Health Field	5	Best for Apply
Medical Doctor and PhD. or Master in Non-medical Field	4	Better for Apply
Medical Doctor only	4	Better for Apply
Dentist and PhD. or Master in Medical /Public Health Field	4	Better for Apply
Dentist and PhD. or Master in Non-medical Field *	3	Applicable
Dentist only *	3	Applicable
Nurse and PhD. or Master in any Field	4	Better for Apply
Nurse only *	3	Applicable
Bachelor in Public Health Field and PhD. or Master in Medical /Public Health Field	5	Best for Apply
Bachelor in Public Health Field and PhD. or Master in Non-medical Field *	4	Better for Apply
Bachelor in Public Health Field only *	3	Applicable
Bachelor in Non-medical /Public Health Field and PhD. or Master in Medical /Public Health Field	4	Better for Apply
Bachelor in Non-medical /Public Health Field and PhD. or Master in Non-medical Field *	2	Applicable with Reason
Bachelor in Non-medical /Public Health Field only *	2	Applicable with Reason
College or High school Graduate only *	1	Not Applicable
* Additional Point for Long-term Training Course on Public Health Field (over 1 year)	2	Copy of Certificate is needed
* Additional Point for Short-term Training Course on Public Health Field (over 3 months)	1	
* No Additional Point for Short-term Training Course on Public Health Field (under 3 months), or Other Training Course	0	
3. Organization & Position		Maximum: 5
Chief or Upper Position (Director, Deputy director) in Ministry of Health /Social Welfare, etc. (Central Government)	5	Best for Apply
Under Chief in Ministry of Health /Social Welfare, etc. (Central Government)	2	Applicable with Reason
Professor, Associate Professor, Assistant Professor /Chief or Over Position in health-related National Institute or National Center	4	Better for Apply
Under Assistant Professor /Chief in health-related National Institute or National Center **	2	Applicable with Reason
Chief or Over Position in Provincial Health / Social Welfare Office, etc.(Local Government)	4	Better for Apply
Under Chief in Provincial Health / Welfare Office (Local Government) **	2	Applicable with Reason
Chief or Over Position in District /Municipality Health Office (Local Government) **	3	Applicable
Under Chief in District /Municipality Health Office (Local Government) **	2	Applicable with Reason
Chief or Over Position in Private, NGO or Other Medical Organization **	2	Applicable with Reason
Under Chief in Private, NGO or Other Medical Organization	1	Not Applicable
** Additional Point for Job in charge on Health Policy Making, Health Planning or Health Financing	1	Job Description and Essay is needed
4. English Skill		
Can express own opinion fluently, and can debate	5	Best for Apply
Can communicate fluently in Medical /Public Health Issue	4	Better for Apply
Can understand by Hearing, Reading and can express own opinion by verbal and writing	3	Applicable
Limited in Hearing and Speaking, but can read and write	2	Applicable with Reason
Cannot Hear and Speak, but can read and write	1	Not Applicable
5. Total Score		
20		Best for Apply
16-19		Better for Apply
12-15 without score "1" and "2"		Applicable
12-16 with score "2"		Applicable with Reason ***
Below 12 or score "1"		Not Applicable
*** In case of score "2" is marked either in the upper categories, please attach paper on description of reason or situation which you want to apply, even at score 2		

Annex-2 Inception Report

You should submit Inception Report to the training course using form of following pages with the application documents.

1. Motivation to the Training Course (Essay)

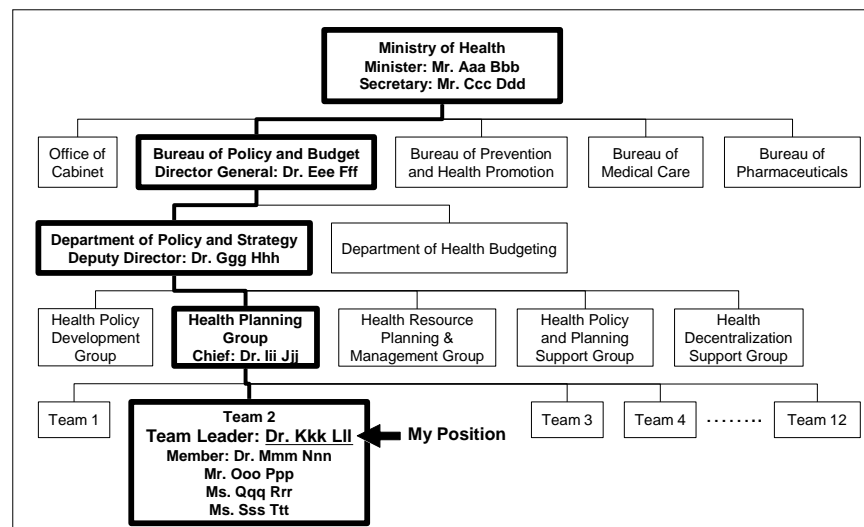
In connection with the subject of the program, what are the crucial issues of your country or organization? Please describe priority for each of the following item, and your future expectation (plan) through the program.

- 1) Improvement of Policy/ Institution/ System
- 2) Securing Financial Resources
- 3) Improvement of Physical Infrastructure or Equipment
- 4) Improvement of the Mechanism and Management of Organizations
- 5) Improvement of Technology or Know-How applied for operation of organizations
- 6) Capacity Improvement/ Attitude Change of Individuals in organizations

2. Organization Chart of Your Institution

You should draw a simple diagram of the structure of your institution and positions (to identify your position in the chart).

(Example) Organization Chart



3. Country Health Profile and Checklist for Preparation

At the “Visioning Session”, you are requested to give a presentation on your new policy structure in your country. This is not to discuss current policies, but is a training to create new policies. So, at least, you must prepare following documents.

- Basic Health Statistics in your country (Census, Demography, Health Resources, Patient Survey etc.)
- Current Health Policy in your country (White Paper, Budget Paper, Press Release etc.)
- Health Policy Plan (Long Range) in your country (Health Plan Publication, Health Plan Paper, Press Release etc.)

Participants are requested to join a discussion in the health forecasting session, and are requested to write a short report on it. Health forecasting is used as means to create health planning, health

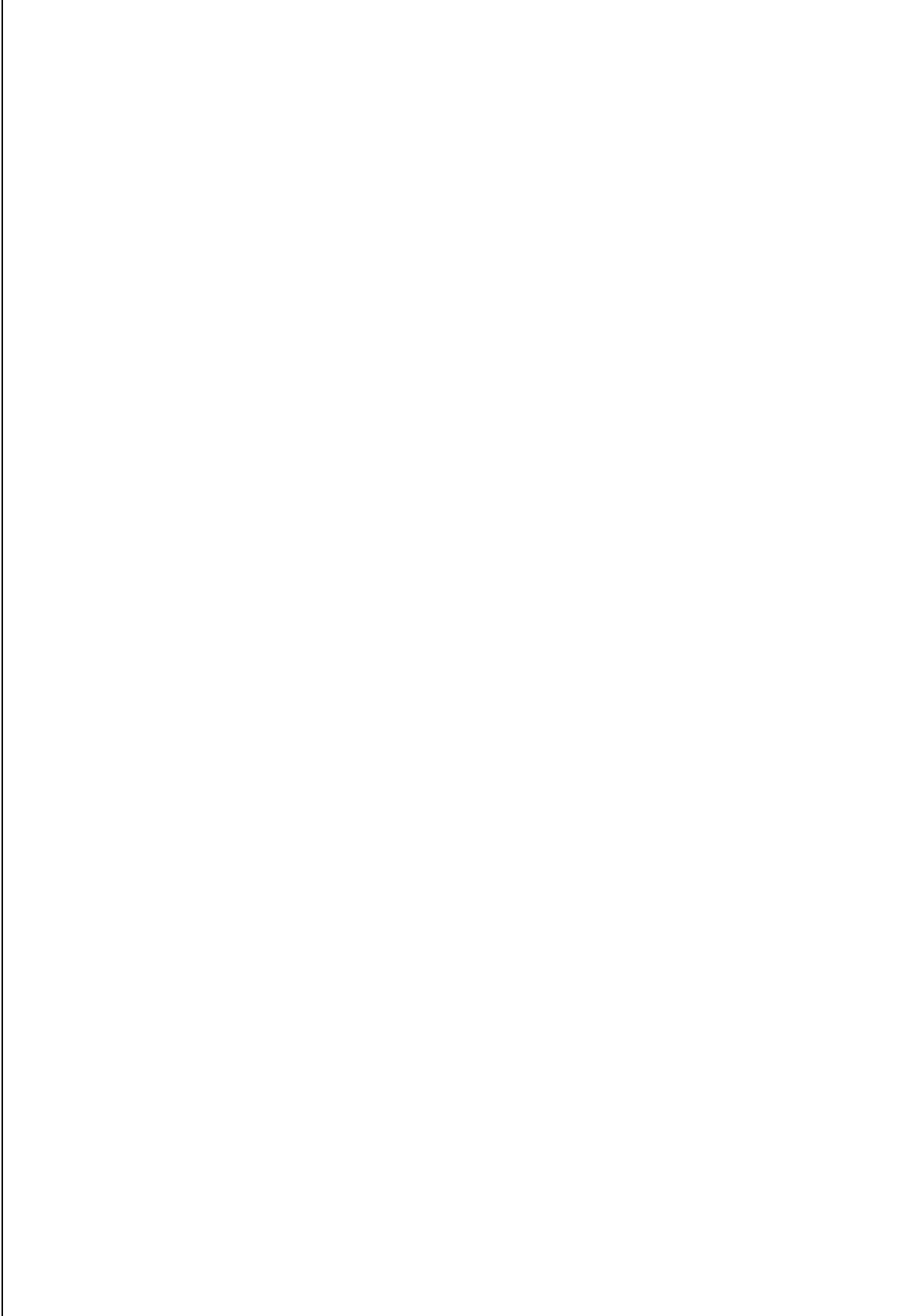
policy and strategy, to quantify health needs. Each participant is requested to gather as much and new information as you can, within your home country or homeland, and requested to present it in the session as the discussion materials.

(Example) Checklist for Preparation (Example in case of Japan)

No.	Title of Statistics /Report	Year	Check	
			Hard Copy	Electronic File
Basic Health Statistics in your country				
1	National Census Report	2010		X
2	Demography Survey	2013		X
3	Demography Special Report	2013		X
4	Life Expectancy Table by Prefecture	2013		X
5	Basic Survey on Nation's Life	2013		X
6	Patient Survey	2012		X
7	Patient's Behavior Survey	2011		X
8	Social Health Care by Procedure Survey	2013		X
9	Health Facility Survey	2013		X
10	Hospital Report	2013		X
11	Physician, Dentist and Pharmacologist Survey	2013		X
12	National Health Account (National Health Expenditure Report)	2013		X
13	Health Administration Report	2013		X
14	Community Child Welfare Survey	2013		X
15	Social Welfare Facility Survey	2013		X
16	Long-term Care Facility /Institution Survey	2013		X
Current Health Policy in your country				
1	White Paper of Health, Welfare and Labour	2014		X
2	National Budget on Health, Welfare and Labour	2015		X
3	Second Amendment of National Budget on Health, Welfare and Labour	2015		X
4	National Budget Plan on Health, Welfare and Labour	2015		X
5	Performance of National Budget on Health, Welfare and Labour	2014		X
6	Health Policy Evaluation Report	2014		X
Health Policy Plan (Long Range) in your country				
1	Health Reform Plan (5th Medical Law Reform)	2007		X
2	Health System Reform Related Documents	2012		X
3	Principle on Health System Reform	2005		X
4	Basic Policy on Economic /Financial Administration and System Reform	2014		X
5	Next Generation Development Plan (New-New Angel Plan)	2014		X
6	National Pension Reform Plan	2012		X

2. Organization Chart of Your Institution

Please draw a simple diagram of the structure of your institution and mark your position in the diagram. (You may attach another sheet of this organization chart, separately.)



3. Country Health Profile and Checklist for Preparation

1) Country Health Profile

Please fill outline of health situation in your country by following items. Items, criteria and unit should not be changed.

No.	Item	Unit	Your Country		Example) Japan	
			Numbers	Year	Numbers	Year
1. Country Data						
1)	Total Population	(Million)			126.9	2015
2)	Rate of Age 0-14 Population	(%)			12.7%	2015
3)	Rate of Age 15-64 Population	(%)			60.9%	2015
4)	Rate of Age 65+ Population	(%)			26.3%	2015
5)	Land Area	(1,000 km ²)			378	2013
6)	Population Density	(person /km ²)			336	2015
2. Health Indicators						
1)	Crude Birth Rate	(/1,000 pop.)			8.2	2013
2)	Crude Death Rate	(/1,000 pop.)			10.1	2013
3)	Infant Mortality Rate	(/1,000 births)			2.1	2013
4)	Total Fertility Rate				1.43	2013
5)	Life Expectancy (Male)	(Years at Birth)			80.21	2013
6)	Life Expectancy (Female)	(Years at Birth)			86.61	2013
3. Health Resources						
1)	Number of Hospitals	(Nos.)			8,540	2013
2)	Number of Clinics	(Nos.)			100,528	2013
3)	Number of PHC	(Nos.)			490	2014
4)	Number of Hospital Beds	(Nos.)			1,573,772	2013
5)	Number of General Beds	(Nos.)			897,380	2013
6)	Average Length of Stay in General Bed	(Days)			17.2	2013
7)	Number of Psychiatry Beds	(Nos.)			339,780	2013
8)	Number of Tuberculosis Beds	(Nos.)			6,602	2013
9)	Number of Infectious Disease Beds	(Nos.)			1,815	2013
10)	Number of Physicians	(Nos.)			303,268	2012
11)	Number of Nurses	(Nos.)			1,373,521	2012
12)	Number of Pharmacists	(Nos.)			280,052	2012

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 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 Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, Kanagawa, 231-0001, Japan

TEL: +81-45-663-3253 FAX: +81-45-663-3265

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.



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:			
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)

--

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 (_____)
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
-----------------------------	---

(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:
-----------------------------	--

(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?

--

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: