

No.12040/29/2015-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 “**Energy Efficiency and Conservation Technology in Commercial and Residential Sector**” to be held in Japan from October 04 to November 21, 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 October 04 to November 21, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims to provide participants with information and knowledge on administrative and technical aspect of energy efficiency and conservation technology, especially in building and housing in order to execute energy efficiency and conservation activities.

3. The applying organizations are expected to nominate those officers who are in charge of energy efficiency and conservation in commercial and residential sector with more than five (5) years of experience in the relevant field. The applicant should be a graduate of university or equivalent preferably with engineering background; 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 for this course is between twenty five (25) and fifty (50) 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 **July 24, 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, Ministry of Power, Shram Shakti Bhavan, New Delhi,
- b) The Secretary, Ministry of New Renewable Energy, Block-14, CGO Complex, Lodhi Road, New Delhi-110003,
- c) The Secretary, Ministry of Urban Development, Nirman Bhawan, 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.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

**Energy Efficiency and Conservation Technology in
Commercial and Residential Sector (A)**

課題別研修「民生部門の省エネルギー技術(A)」

JFY 2015

NO. J1504137 / ID. 1584595

Course Period in Japan: From October 4, 2015 to November 21, 2015

This information pertains to one of the Training and Dialogue Programs 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

Energy consumption of commercial and residential sector tends to increase globally. In developing countries, economic development has led to a rapidly-increasing demand for energy. In order to aim to reduce of energy consumption, energy essential and energy conservation technology should be planned in both business and home.

Japan highly depends on energy resources abroad, however, in the wake of two oil crises in the 1970s, the society came together to improve energy efficiency and led Japan's energy conservation technology to the highest level amongst the world. Through the experience, Japan holds a great comparative advantage in the field of energy efficiency and conservation both in terms of technology and system.

We hope that the promotion of energy saving measures in developing countries through the transfer of the Japan's technology introduced in this training program will help to improve people's lives by production of surplus energy and efficient use of energy.

For what?

This program is designed to provide participants with information and knowledge on administrative and technical aspect of energy efficiency and conservation technology, especially in building and housing in order to execute energy efficiency and conservation activities.

For whom?

This program is offered to technical officials or engineers in charge of energy efficiency and conservation in commercial and residential sector.

How?

This program consists of lectures, practices and site visits covering Japan's energy saving policies, energy saving technologies in each commercial and residential sector. Participants will also learn energy saving of air conditioning, lighting and the measures for commercial and residential sector, so that they could acquire necessary technology for efficiency promotion by combination of energy efficiency and conservation technology and the policy. We have various networks with companies in Kitakyushu which have plenty of experiences in energy conservation activities.

II. Description

- 1. Title (J-No.):**
Energy Efficiency and Conservation Technology in Commercial and Residential Sector (A) (J1504137)

- 2. Course Period in JAPAN**
October 4, 2015 to November 21, 2015

- 3. Target Regions or Countries**
China, Egypt, India, Indonesia, Jordan, Former Yugoslav Republic of Macedonia, Morocco, Pakistan, Palau, Serbia, Suriname, Tajikistan, Turkey and Ukraine,

- 4. Eligible / Target Organization**
This program is mainly designed for technical officials in charge of energy conservation.

- 5. Course Capacity (Upper limit of Participants)**
15 participants

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

- 7. Course Objective:**
Practical action plan on energy conservation in commercial and residential sector, building and commercial facilities, is established or revised, and the energy-saving is improved effectively in the participants' countries.

- 8. Overall Goal**
Activities of energy conservation in commercial and residential sector, building and commercial facilities are promoted.

9. Expected Module Output and Contents:

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

Preliminary Phase in a participant's home country	
Applicants must prepare the following documents. These documents will play an essential part of the training program and should be filled out in full. The output of this program is Action Plan, and the theme of the Action Plan should be discussed with your supervisor in advance.	
Expected Module Output (All the following documents should be submitted with application form.)	
Job Report	All applicants are asked to fill out ANNEX I.
IAS (Issue Analysis Sheet)	All applicants are asked to fill out ANNEX II-2. IAS should be signed and approved by your supervisor.

Core Phase in Japan	
Participants dispatched by the organizations attend the Program implemented in Japan.	
Expected Module Output	Subjects /Methodology
To understand energy conservation policy of Japan in its entirety and building/residential, and to gain ideas to formulate or suggest for energy conservation policy or activities in participants' counties.	Energy conservation policy of Japan <u>Lecture:</u> * Japan's policy and administration on new energy * Japan's energy conservation law system * History of administration and promotion of energy saving in Japan * Administration of energy saving for buildings in local government * Energy conservation measures for SMEs * Outline of photovoltaic generation * Building regulations in the energy conservation law * Energy conservation measures in commercial and residential sector <u>Site Visit:</u> * Incineration facilities * Eco town
To acquire energy conservation technologies for building and housing and to be able to use practically for formulate of policymaking and energy conservation activities.	Energy saving technology of residential building and commercial facilities. <u>Lecture:</u> * Fundamentals of energy conservation technology * Energy management standard and energy diagnosis * Introduction of inverter * Outline of waste heat utilization and heat pump * Energy saving for lighting/fluid machinery/building <u>Site Visit:</u> * Buildings/Supermarket * Eco town * ESCO <u>Practice:</u>

<p>Realistic action plan for problem solving by applying training result is presented.</p>	<p>* Energy diagnosis in building Formulation of Action plan <u>Workshop:</u> * Issue analysis for planning <u>Consultation:</u> * Action plan <u>Presentation:</u> * Action plan</p>
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<p>Finalization Phase in a participant's home country</p>
<p>Participating organizations produce final outputs by making use of the action plan brought by the participants. This phase marks the end of the whole program.</p>
<p>Expected Module Output</p>
<p>After returning to their countries, participants share the information and their experiences they had through the training program in Japan with those in their organizations, discuss the contents of the Action Plan they formulated through the program in Japan, write reports about the result of the discussion as a Final Report, and submit them to JICA.</p>

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of Preliminary Phase describes in section II-9.
- (4) Participating organizations are also expected to be prepared to make use of results achieved by their participants in Japan by carrying out the activities of the Finalization Phase describes in section II-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: Officers in governmental or related organizations in charge of energy efficiency and conservation in commercial and residential sector.
- 2) Experience in the relevant field: have more than 5 years of experience.
- 3) Education Background: be a graduate of university or equivalent level, preferably with a background of engineering.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc, if possible).
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
*Please note that this training course includes site visits, therefore a lot of physical exercises will be required.
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Expectations for the participants: preferably be in relation with past or on-going JICA projects targeting energy efficiency and conservation.
- 2) Between the ages of twenty-five (25) and fifty (50) years

3. Required Documents for Application

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

*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 permission of her training participation.

Please ask JICA Staff for the details.

(2) Job Report and Issue Analysis Sheet (IAS) (ANNEX I & II)

To be submitted with application form. Job Report and IAS are necessary documents for screening of applicants. Each participant will be required to present IAS in approx.10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background. An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted. The purpose of an IAS is to logically organize relationships between challenges of an applicant's organization and contents of fields to be covered in a training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phase from prior to a participant's arrival in Japan through the end of training. Participants accepted to the course are requested to bring this IAS in electronic file when coming to Japan.

(3) 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.

(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)

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 **August 4, 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 September 4, 2015**.

5. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA KYUSHU, Training Program Division

(2) **Contact:** kictp@jica.go.jp

2. Implementing Partner:

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** http://www.kita.or.jp/english/e_index.html

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 Kyushu International Center (JICA Kyushu / KIC)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

TEL: 81-93-671-6311 FAX: 81-93-671-0979

(81 is the country code for Japan, and 93 is the local area code.)

If there is no vacancy at JICA KYUSHU(KIC), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC with URL:<http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

V. Other Information

1. Reports and presentation:

(1) Job Report & Issue Analysis Sheet (IAS)

As written in the previous page, each applicant is required to submit his/her own Job Report & Issue Analysis Sheet (IAS). Participants will have a presentation of his/her Job Report up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point in the presentation, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan Report

Participants are required to make an Action Plan by the end of the training to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire from the training. Each participant will have 10 minutes for presentation. The report would be sent to the respective country's JICA office.

2. International Exchange Program with Local Communities:

JICA encourages international exchange between JICA participants and local communities. Participants are recommended to bring their national costumes or crafts and materials such as CD and photographs that will make the exchange program more fruitful.

3. Remarks:

This training is designed for the purpose of acquiring the knowledge and the techniques of Japan, NOT for a specific participant's country. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

VI. ANNEX

ANNEX I

Job Report

Name:

Country:

Organization and present

post: E-mail:

Remarks 1: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 4 pages (not including organization chart).

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report and IAS at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks 3: Please itemize your answer and make them specific.

1: Energy Situation in your country (up to 1 page)

- (1) Primary energy supply mix (circle graph)
- (2) Self-sufficient rate of energy supply
- (3) Final energy consumption mix (circle graph)
- (4) Electric power supply mix (circle graph)
- (5) Electrification cover rate
- (6) Enactment & enforcement situation of energy conservation law &/or regulation

2. Organization and main tasks (up to 1 page)

- (1) Main tasks of the organization
- (2) Organization chart:

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned.

(The chart should be attached and not be counted in this page limit.) Please describe a duty of each department (section) briefly.

- (3) Brief description of your assignments

(4) Explain the relation of your assignments and "energy efficiency and conservation technology in commercial and residential sector".

(5) Problems in your job

3. Expectations for the training course (up to 2 page)

- (1) Your purpose of participating in the course
- (2) Subjects of the course which you are interested in the most
- (3) How do you expect to apply skills and knowledge for your problem solving according to listed items in curriculum (p. 3) after you return to your home country?
- (4) Other matters which you are expecting to obtain from the course
- (5) Have you ever learned the following subjects in your work? We want to know your work experience. Please check either "Yes" or "No".

If your answer "Yes", please fill in "Years" column as to the length of your application on the respective items.

	Yes	No	Years
a) Energy administration			
b) Energy Conservation Sector in Commercial & Residential Sector			
c) Energy Management			
d) Air Conditioning System			
e) Lighting equipment			
f) Fan, blower or pump			
g) Inverter system			
h) Renewable Energy			
i) Other*			

*Other: please specify subject associated with energy saving technique, not covered by any of the items "1" to "8"

ANNEX II-1

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

- (1) Please describe the issues your organization confronts in column "**A: Issues that you (your organization) confront(s)**"
 - ★ Prepare the separate rows for each problem; if necessary, please add new rows.
- (2) In column "**B: Actions that you (your organization) are (is) taking**", please describe actions that you (your organization) are taking to solve the issues shown in "**Colum A**"

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (3) In order to solve issues, you (your organization) need various types of information, so you hope to participate in this training course.

The main purpose of this training course is to provide the information you need. The contents of this course are shown in **Tentative Schedule (p.14)**.
Please extract Unit from which you expect to get useful information you need, and write their Unit No. in column "**C: Unit No.**"

 - ★ You can input as many subjects as you think the subjects are related.
 - ★ You do not need to input "Subject Titles" into the chart, but only "Unit No."

Annex II-2

Issue Analysis Sheet (IAS)

<Country Name> _____ <Participant's Name> _____ <Organization and Present Post> _____

	[A] Issues/Problems You (your organization) confront(s).	<i>No</i>	[B] Action that you (your organization) are (is) taking.	[C] Unit No.
1				
2				
3				

[C] Please write the Unit No. you most expect to get the information you need. Unit No: please refer to the Tentative Schedule (p.14) of this General Information,

Name of Superior Officer _____ **Designation/Position of superior officer** _____

Signature _____

Annex III

Tentative Schedule for Energy Efficiency and Conservation Technology in Commercial and Residential Sector (A)

M	D	W	Morning Session	Unit	Afternoon Session	Unit
Oct. 4	S		Arrival at Japan			
5	M		Breifing Session			
6	T		General Orientaion			
7	W		Exchange Program		Course Orientation Instruction in Preparing Action Plan	3
8	T		Methodology of Energy Conservation Planning 1			
9	F		Methodology of Energy Conservation Planning 2	3	Renewable Energy Advanced Technology Exhibition 2015	2
10	S		Holiday			
11	S		Holiday			
12	M		Holiday			
13	T		Job Report & IAS Hearing 1			
14	W		Job Report & IAS Hearing 2			
15	T		Japan's Energy Conservation law System			
16	F		History of Administration and Promotion of Energy Saving in Japan			
17	S		Holiday			
18	S		Holiday			
19	M		Energy Conservation Measures in Commercial and Residential Sector 1	1	Job Report Presentaion	3
20	T		Energy Conservation Measures in Commercial and Residential Sector 2 Outline of Photovoltaic Generation 1	1	Energy Conservation Law & Administration	1
21	W		Outline of Photovoltaic Generation 2	1	Eco Model City, Global Warming Countermeasures & Energy Saving	1
22	T		Kitakyushu ⇒ Tokyo		Site Visit: Energy Saving for Building/Azbil Corporation	2
23	F		Site Visit: Introduction of ESCO Business/Azbil Corporation	2	Introduction to Energy Saving for Building & Energy Conservation Tuning	2
24	S		Holiday			
25	S		Tokyo ⇒ Kyoto		Kyoto Bus Tour	
26	M		Site Visit: Energy Saving for Lighting 1/Panasonic Kyoto			
27	T		Site Visit: Energy Saving for Lighting 2/Panasonic Kyoto			
28	W		Kyoto ⇒ Kitakyushu		Review	
29	T		Outline of Air Conditioner	2	Energy Conservation for Air Conditioner	2
30	F		Japan's Policy and Administraion on Renewable Energy	1	Energy Management Standard	2
31	S		Holiday			
Nov. 1	S		Holiday			
2	M		Energy Conservation Meadures for Small and Medium-Sized Companies	1	Energy Diagnosis	2
3	T		Holiday			
4	W		Practice: Energy Diagnosis of Building			
5	T		Building Regulations in the Energy Conservation Law	1	Review of Energy Conservation Measures 1 Review	1
6	F		Kitakyushu⇒Nagasaki		Site Visit:Supermarket with Energy Saving Measures	2
7	S		Nagasaki Atomic Bomb Museum		Nagasaki ⇒ Kitakyushu	
8	S		Holiday			
9	M		Basic of Energy Conservation with Inverter	2	Review of Energy Conservation Measures 2 Review of Energy Conservation Technology 1	1,2
10	T		Outline of Waste Heat Utilization and Heat Pump	2	Site Visit: Zero Emissions Building/Nippon Steel & Sumikin Engineering	2
11	W		Fundamentals of Energy Conservation Technology			
12	T		Recognition of Issues 1			
13	F		Energy Saving of Fluid Machinery	2	Recognition of Issues 2	3
14	S		Holiday			
15	S		Holiday			
16	M		Issues of Energy Resources	1	Review of Energy Conservation technology 2 Review	2
17	T		Ste Visit: Eco-Towan		Visit to All Electrification House with Photovoltaic Generation/Mr.Kawaguchi(Course Leader's House)	2
18	W		Site Visit: District Heating & Coolong Supply Service Company/Fukuoka Energy Service	2	Site Visit: Recycling Based Community	1
19	T		Discussion of Action Plan			
20	F		Evaluation Meeting		Action Plan Presentaion Closing Ceremony	3
21	S		Departure from Japan			

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 Kyushu International Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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

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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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



Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

J	0	-							
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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

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

1) Name of Nominee (as in the passport)

Family Name

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First Name

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

Middle Name

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

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

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**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: