

No.12040/30/2015-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 “**Environmentally Sustainable Urban Transport Planning**” to be held in Japan from September 23 to November 07, 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 23 to November 07, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims to raise awareness for its importance and to call for action to promote environmentally sustainable urban transportation system and city planning based on the concept of “green economy” with the initiatives of the Central/local governmental organizations related to urban transport, environment and city planning in the participating countries.

3. The applying organizations are expected to nominate mid-level officer who have more than three (3) years of experience in the relevant field. The applicant should be a graduate of university or equivalent; 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 thirty (30) 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 21, 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 Road Transport & Highways, Transport Bhawan, Sansad Marg, New Delhi,
- b) The Secretary, Ministry of Railways, Rail Bhavan, Rafi Marg, New Delhi,
- c) The Secretary, Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi,
- d) The Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi,
- e) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- f) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001,
- g) 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

ENVIRONMENTALLY SUSTAINABLE  
URBAN TRANSPORT PLANNING

課題別研修「環境的に持続可能な都市交通計画」  
*JFY 2015*

NO. J1504168 / ID. 1584560

Course Period in Japan: From September 23, 2015 to November 07, 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**

In many cities in the world, we have seen drastic population growth and economic expansion induced by industrialization and urbanization for the past several decades. The rapid growth has also brought about an expansion of demands in the transport sector, but many of the cities have been developed without well-designed appropriate plans, resulting in serious delays in the development of the required infrastructure and the provision of public services. As a result, many cities have been seriously affected by various socio-economic and environmental problems relating to transport. These range from air pollution, public health, noise pollution and traffic congestion caused by automobiles to the subsequent economic losses such as inefficient use of energy and loss of potential natural habitats and land resources.

While a growth in transport demands is essential socio-economically, the development of environment-conscious transport systems which promote further use of public transport means instead of private automobiles is considered to be increasingly important in association with prevention of global warming. Environmentally Sustainable Transport (EST) based on the concept of satisfying the transport demands in harmony with environmental conservation is one of wholly innovative transport systems capable of meeting fully the needs of the present without spoiling those of the next generation, and is also an important component of sustainable urban planning.

## **For what?**

Environment-friendly transportation system and city planning are becoming increasingly important and considered as the future system in many countries. The program aims to raise awareness for its importance and to call for action to promote environmentally sustainable urban transportation system and city planning based on the concept of "green economy" with the initiatives of the central/local governmental organizations related to urban transport, environment and city planning in the participating countries.

## **For whom?**

This program is offered to mid-level administrative officials who belong to one of the following organizations; the Department of Public Transportation, the Department of Environment, and the Department of City Planning or other related agencies.

## **How?**

Participants will have opportunities to learn about various approaches and strategies to implement EST promotion in Japan. The participants will formulate an Action Plan describing what the participants will be doing after they return to home country.

## ***II. Description***

1. **Title:** Environmentally Sustainable Urban Transport Planning (J1504168)
2. **Course Period in JAPAN**  
September 23 to November 07, 2015
3. **Target Regions or Countries**  
Bolivia, Cuba, India, Laos, Malaysia, Myanmar, Nigeria, Peru, Solomon, South Africa, Sri Lanka, Thailand, Tanzania, Vietnam
4. **Eligible / Target Organization**  
This program is designed for mid-level officer in the central or local government (Priority organizations: Department of Public Transport, Department of City Planning, Department of Environment ) in charge of urban transport or city planning to bring awareness and encourage introducing EST system and city planning based on the concept of “Green Economy”.
5. **Course Capacity (Upper limit of Participants)**  
14 participants
6. **Language to be used in this program**  
English
7. **Course Objective**  
The Action plan on EST system and city planning promotion will be formulated and shared among the related organizations.
8. **Overall Goal:**  
The policies, programs and projects to be formulated shall be implemented to develop EST system and city planning effectively, leading to the capacity building and performance upgrading of those officials engaged in administration of transport system management and urban environment management.

**9. Expected Module Output and Contents :**

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

<p><b>Preliminary Phase in a participant's home country</b>  <i>Participating organizations make required preparation for the Program in the respective country.</i></p>		
Expected Module Output	Activities	
<p><b>【Module1】</b>            Current situation and issues of EST system and city planning can be understood and analyzed.</p>	Preparation of Inception Report.	
<p><b>Core Phase in Japan</b>  <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
<p><b>【Module2】</b>            Understanding the actual approaches for EST system and city planning by central/local government in Japan</p>	Understanding the Japan's cases /experiences.	Lecture Field visit Discussion
<p><b>【Module3】</b>            Setting the direction of policies, programs and projects for promotion of EST system and city planning</p>	Considering and analyzing of the issues, and identifying the prioritized activities through exercises and discussions.	Exercise Discussion
<p><b>【Module4】</b>            Formulating the Action Plan</p>	Formulating the Action Plan on the priority issues.	Exercise Discussion
<p><b>Finalization Phase in a participant's home country</b>  <i>Participating organizations produce final outputs by making use of results brought back by participants.</i></p>		
Expected Module Output	Activities	
<p><b>【Module5】</b>            Sharing the Action Plan among the related organizations.</p>	Implementing the Action plan, and submitting the Progress Report to JICA Chubu by <u>May 06, 2016.</u>	

## Structure of Modules



**Module1:** Review and analysis of the current situation and issues of EST system and city planning.

**Module2:** Understanding the actual approaches in japan

### Lectures (example)

- Urban environment and transport, and introduction of EST concept
- International Initiatives and programs
- Urban planning, Land use and Transport planning
- Building resilient Community through EST measures
- Railway Development
- TDM, NMT,LRT
- Green Technology contributing to “Green Economy”
- Sustainable Urban Development
- Intelligent Transport System (ITS)
- Urban environment and transport policies in Japan
- Multi-Modal Integration in Japan
- Clean fuels suitable to automobiles
- Financial measures to promote EST
- Environment assessment

### Field Visits (example)

- Transit Oriented Development and Land Use
- Fuel conversion from waste edible oil
- Toyota Ecoful Town
- Toyota Motor Corporation plant
- Air quality monitoring system
- Traffic monitoring system in Aichi
- Vehicle Emission Standards
- Road Traffic Safety Measures
- Nagoya Municipal Transport (City bus and Subway)
- Guide-way Bus System
- Toyama Compact City with LRT, and Share Bike

**Module3:** Setting the direction for EST promotion

**Module4:** Formulating the Action Plan

**Module5:** Sharing and implementing the Action Plan



## Reference: Program Schedule in previous year (2014)

Date	Time	Lecture Title
Aug.27		Arrival in Japan
Aug.28		Briefing / Program Orientation
Aug.29		Briefing / Program Orientation
Aug.30		
Aug.31		
Sep. 1	AM	[Presentation] Inception Report Presentation 1
	PM	[Lecture] Urban Traffic and Environmental Issues
Sep. 2	AM	[Presentation] Inception Report Presentation 2
	PM	[Lecture] Aichi New Century Automobile Environment Strategy [Aichi Prefectural Government]
Sep. 3	AM	[Presentation] Inception Report Presentation 3
	PM	[Exercises] Strategy/Approach Matrix
Sep. 4	AM	[Lecture and exercises] Planning techniques from consultants
	PM	[Lecture and exercises] Planning techniques from consultants
Sep. 5	AM	[Lecture and exercises] Planning techniques from consultants
	PM	[Lecture and exercises] Planning techniques from consultants
Set 6		
Sep. 7		
Sep. 8	AM	[Lecture] Urban Planning and Transportation
	PM	[Visit] Area Around Nagoya Station
Sep. 9	AM	[Lecture] Green Economy [Toyota Motor Corporation (TMC)]
	PM	[Visit] TMC plant
Sep. 10	AM	[Lecture] Smart City Utilizing ITS [Toyota Municipal Government (TMG)] ,[Visit] Toyota Ecoful Town [TMG]
	PM	[Visit] Toyota Museum, [Visit] Demonstration ride on the Linimo (magnetic levitation train line)
Sep. 11	AM	[Exercises] Strategy/Approach Matrix
	PM	[Exercises] Presentation on Strategy/Approach Matrix
Sep. 12	AM	[Lecture] Nagoya Municipal Transportation [Nagoya Municipal Government]
	PM	[Visit] Nagoya Municipal Transportation (Subway, main bus service, P & R, Guideway bus service)
Sep. 13		
Sep. 14		
Sep. 15	AM	[Exercises] Creation and Presentation of Strategy/Approach Matrix
Sep. 16	AM	[Lecture] Japan's Urban Environment and Traffic [Ministry of the Environment (MOE)]
	PM	[Lecture] Japan's Transportation Policies and Comprehensive Use of Modes of Transport [Ministry of Land, Infrastructure, Transport, and Tourism (MLIT)]
Sep. 17	AM	[Lecture] Aiming at an Earth-Friendly Railroad [Tokyo Metro]
	PM	[Visit] Tokyo Waterfront Subcenter and Yurikamome (Tokyo Waterfront New Transit Waterfront Line)



Sep. 18	AM	[Lecture] Road Traffic Safety Measures [National Institute for Land and Infrastructure Management]
	PM	[Lecture] Clean Fuels Suitable for Automobiles [Japan Automobile Research Institute]
Sep. 19	AM	[Lecture] Fiscal Policies for Promoting EST [ITPS]
	PM	[Lecture] Case Study
Sep. 20		
Sep. 21		
Sep. 22	AM	[Lecture and Visit] Traffic Control Systems [Aichi Prefectural Government]
	PM	[Lecture] Bicycle Sharing in Nagoya City (Pilot program)
Sep. 23	AM	[Lecture and discussions] Cost-Benefit Analysis
	PM	[Exercises] Strategy/Approach Matrix
Sep. 24	PM	[Visit] Bicycle Sharing [Toyama City]
Sep. 25	AM	[Lecture] Compact City Planning in Toyama City Centering on Public Transportation [Toyama Municipal Government]
	PM	[Visit] Compact City Planning in Toyama City Centering on Public Transportation [Toyama Municipal Government]
Sep. 26	PM	[Visit] Urban planning and transportation in Kyoto City
Sep. 27	AM/PM	Visit: Public transportation in Kyoto City
Sep. 28		
Sep. 29	AM	[Lecture] Measures for Traffic Demand Management (TMD) in Kyoto City
	PM	[Lecture and visit] Turning Waste Cooking Oil into Biofuel [Kyoto City Nanbu Clean Center]
Sep. 30	AM	[Exercises] Strategy/Approach Matrix
	PM	[Lecture] Air Pollution Monitoring Systems [Aichi Prefectural Government] [Visit] Nearby automobile exhaust monitoring station [Aichi Prefecture]
Oct 1	AM	[Lecture] Management Strategy of Private Railroad Companies
	PM	[Lecture] Statutory Vehicle Inspection System [Aichi Transport Branch Office, Chubu District Transport Bureau]
Oct 2	AM	[Lecture] Urban Planning and Land Utilization (Centering on Land Readjustment Projects)
	PM	[Visit] Observation of facilities in front of Katsukawa Station
Oct 3	AM	[Lecture] Transportation Demand Management (TDM) and Non-Motorized Transportation (NMT) [Toyota Transportation Research Institute]
	PM	[Discussion] Transportation Demand Management (TDM) and Non-Motorized Transportation (NMT) [Toyota Transportation Research Institute]
Oct 4		
Oct 5		
Oct 6	AM	[Lecture] Environmental Assessment [Aichi Prefectural Government]
	PM	Action Plan (Guidance)
Oct 7	AM/PM	Case Study
Oct 8	AM	Case Study
	PM	Action Plan Presentation
Oct 9	AM/PM	Action Plan Presentation
Oct 10	AM	Evaluation meeting and closing ceremony
Oct 11		Departure

### **III. Conditions and Procedures for Application**

#### **1. Expectations from the Participating Organizations:**

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

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

- 1) **Current Duties:** be a mid-level officer in the central or local government (Priority organizations: Department of Public Transport, Department of City Planning, Department of Environment ) in charge of urban transport or city planning to bring awareness and encourage introducing environmentally sustainable urban transportation system and city planning.
- 2) **Experience in the relevant field:** have more than 3 years working experience in this field
- 3) **Educational Background:** be a graduate of university
- 4) **Language:** have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, action plan development, thus 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.
- 6) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications**

**Age:** be between the ages of thirty (30) and fifty (50) years

#### **3. Required Documents for Application**

- (1) **Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan). Please submit a type-written application form.

\*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) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date

- (3) **Nominee's English Score Sheet:** to be submitted with the Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS)
- (4) **Inception Report:** Each nominee is requested to prepare a report explaining the present situation of her/his own job in her/his home country (organization), as well as to introduce her/his job description and own interest. This report should be typed in the attached form at ANNEX 1 and submitted with the application form. The report will be a reference for selecting training participants.

Note: Accepted participants are required to make presentation material based on the report in order to share it at beginning of training program.

#### 4. Procedure for Application and Selection

##### (1) Submitting 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 Chubu Center in JAPAN by July 31, 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 Chubu Center in Japan. Selection will be made by the JICA Chubu 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 August 21, 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 Chubu

(2) Contact: Ms. SAITO Mihoko [cbictp1@jica.go.jp]

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

For instance, “J1504168 & Environmentally Sustainable Urban Transport Planning”

### **2. 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.

### **3. Accommodation in Japan:**

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

JICA Chubu International Center (JICA Chubu)

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

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

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

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

### **4. 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.

### **5. 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***

### **Development Education and Exchange with Local Communities:**

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities including students as a part of development education program. You are expected to contribute by attending such activities and will possibly be asked to introduce the society, economy and culture of your home country. The participant's ethnic costume on such exchange programs will be highly welcomed by school children as well as local residents.

## VI. ANNEX:

Annex 1

### Environmentally Sustainable Urban Transport Planning (J1504168) Inception Report

**This report should be typed in English, and be (A4 size) 3 pages or less.**

#### 1. Basic Information

Name of Nominee	
Country	
Organization	
Position	
E-mail	

#### 2. Job Description

Your duties	
Activities of urban transport or city planning you have been tasked	
Difficulties in performing your activities	

#### 3. Current Situation

Describe the current situation in your country.	
Transport infrastructure	

Environmental problems in the transport sector	
Strategy of your organization on urban environment and transportation	
Projects in progress (if any)	
Future plans (if any)	

4. Expectation to this training course

END



## *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 Chubu International Center (JICA Chubu)**

**Address: 4-60-7 Hiraike-cho, Nakamura-ku, Nagoya 453-0872, Japan**

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

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

##### Official Application

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

##### Part A. Information on the Applying Organization

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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#### **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**

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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)

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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

-----  
**Confirmation by the organization in charge (if necessary)**

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

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



**Part A: Information on the Applying Organization**

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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





**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

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

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

**1) Name of Nominee (as in the passport)**

**Family Name**

[Empty boxes for Family Name]

**First Name**

[Empty boxes for First Name]

**Middle Name**

[Empty boxes for Middle Name]

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

**8) Outline of duties: Describe your current duties**

[Empty text box for Outline of duties]



**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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

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

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

**5. Language Proficiency (required)**

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

<sup>1</sup> 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.

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

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

<sup>1</sup> 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 &amp; 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 &amp; 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: