

No.12040/30/2016-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: 09.08.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on “Quality Improvement of Primary Science Education (teaching and learning at on-site education)” to be held in Japan from 10.10.2016 to 10.12.2016 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Quality Improvement of Primary Science Education (teaching and learning at on-site education)” to be held in Japan from 10.10.2016 to 10.12.2016 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to share science teaching method such as making lesson plan considering a unit and introducing simple experiences and offered to teachers’ trainers of primary science education.
3. The applying organizations are expected to nominate those who have practical teaching experience to pupils as a science teacher in school and understand the current situation of the educational site; have knowledge on curriculum development, teaching methodology and national policy in the field of primary science education. The applicant should have bachelors’ degree; competent command over spoken and written English; must be in good health (both physically and mentally); be between ages of 30 and 50 years. More details may be seen in the brochure.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
 - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
 - b) Whether cleared from vigilance angle;
 - c) Age;
 - d) Whether working in North East State/J&K;
 - e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **19.08.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/index.aspx>



Under Secretary to the Government of India
Tele no: 011-26165682

Copy to:

- a) Secretary, Department of School Education & Literacy, Shastri Bhavan, New Delhi.
- b) Chief Secretaries to State Governments/Union Territories, through the website of this Department (with request to circulate the same amongst related Departments/Organizations under them).
- c) Senior Representative, JICA India Office, New Delhi -110001.
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

QUALITY IMPROVEMENT
OF PRIMARY SCIENCE EDUCATION
("TEACHING AND LEARNING" AT ON-SITE EDUCATION)

課題別研修「小学校理科教育の質的向上
（「教えと学び」の現場教育）」
JFY 2016

NO. J16-04318 / ID. 1684275

Course Period in Japan : From October 10th, 2016 to December 10th, 2016

This information pertains to one of the Group and Region-Focused Training of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

The standard teaching method is that teachers only make pupils read and memorize textbooks. Especially in science education, teachers themselves don't have much experience on experiment, observation and discussion, as well as don't have capability to correct errors in textbook. Moreover, the needs for well-planned education based on school curriculum and student-centered education are not fully recognized.

However, to raise the level of math and science education develops the human resources and leads to industrial progress. The strengthen math and science education, especially quality improvement is crucial to driving mid-and-long term economic growth.

For what?

This program aims to share science teaching method such as making lesson plan considering a unit and introducing simple experiences.

For whom?

This program is offered to teachers' trainers of primary science education.

How?

This program consists of 1) lectures, 2) practices, 3) site visits and 4) discussions on primary science education. Participants will also formulate a lesson plan including simple experiment as an interim report.

II. Description

- 1. Title (J-No.):**
Quality Improvement of Primary Science Education (“Teaching and Learning” at on-site education) (J16-04318)
- 2. Course Period in JAPAN**
October 10th, 2016 to December 10th, 2016
- 3. Target Regions or Countries**
Afghanistan, Angora, Laos, Mongolia, Mozambique, Namibia, Papua New Guinea, India, Egypt, Ethiopia, Liberia, Malawi, Guinea Bissau
- 4. Eligible / Target Organization**
This program is designed for teacher training institutions which have knowledge and experience on curriculum development, teaching method, education policy and system.

5. Course Capacity (Upper limit of Participants)

14 participants

6. Language to be used in this program

English

7. Course Objective

Science teaching method including making a lesson plan and introducing simple experiments will be shared.

8. Overall Goal

Teaching ability based on the lesson plan will be improved.

9. Expected Module Output and Contents

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

(1) Preliminary Phase in a participant's home countries
Inception Report is formulated. Please refer to <i>VI. ANNEX: Attachment-1</i> . <i>*Accepted candidates are required take a short video of science class to show in the Inception Report presentation.</i>

(2) Core Phase in Japan	
Expected Module Output	Subjects/Agenda
1. To understand current science education in Japan and consider how to apply Japanese method to their own countries	<ul style="list-style-type: none">•Site Visit to primary, secondary and high schools and various museums•Observation of training in teacher's training institute•Introductions of education system in Japan, school and social education, education using computer etc.
2. To experience and understand wide variety of science experiments, observation and handcraft related to primary education and apply to their own classes	<ul style="list-style-type: none">•Introduction and development of simple science experiment on physics, chemistry, biology and geology by using accessible materials
3. To be able to make teaching plan which is appropriate for pupil's learning stage and includes basic elements such as objective, process and class evaluation	<ul style="list-style-type: none">•Making lesson plans•Micro teaching•Give a Mock Lesson to Japanese students at a school.
4. To make a lesson plan and interim report considering a unit which includes simple experiment	<ul style="list-style-type: none">•Development of simple experiments•Making an Action Plan•Presentation and discussion

(3) Finalization Phase in a participant's home country

1. Knowledge and techniques acquired in Japan (including lesson plan and simple science experiments) are shared in participant's organization and persons concerned.
2. Participant's activity in home country will be reported to JICA Office by March 31, 2017 as a final report.

III. Conditions and Procedures for Application

1. Expectations for 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.

Essential Qualifications

- 1) Have practical teaching experience to pupils as a science teacher in school, and understand the current situation of the educational site.
- 2) Have knowledge on curriculum development, teaching methodology and national policy in the field of primary science education.
- 3) Have practical teaching experience as a teacher instructor.
- 4) Be involved in simple experiment development and dissemination on primary science education.
- 5) Age : between the ages of thirty (30) and fifty (50) years
- 6) Educational background: a university graduates or equivalent
- 7) Language: have a competent command of spoken and written English, which is equal to TOEFL iBT* 72 (CBT** 200/PBT*** 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).
*iBT: Internet-Based Testing/ **CBT: Computer-Based Testing/**PBT: Paper-Based Testing,
- 8) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

3. Required Documents for Application:

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

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

*Photocopy should include the followings:

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

(3) Inception Report: to be submitted with the Application Form. Detailed information is provided in *Attachment-1*.

(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. Procedure 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 24, 2016**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than September 9, 2016.**

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 Hokkaido (Obihiro)

(2) **Contact:** Mr. Takahiro Hosoya (Hosoya.Takahiro@jica.go.jp)

2. Implementing Partner: Mr. Chihiro Sakai

Name: Hokkaido University of Education

<http://www.hokkyodai.ac.jp/english/>

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:

Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: 81-155-35-1210 FAX: 81-155-35-1250

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at Hokkaido International center (Obihiro), JICA will arrange alternative accommodations for the participants.

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

V. Other Information

1. Certificate

Participants who have successfully completed the training program will be awarded a certificate by JICA.

2. School visit

For the purpose of the promotion of "international education", this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music data or CDs,

(2) crafts,

(3) pictures of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

3. Medical history

In case you have or have had malaria or diseases which don't exist in Japan, you are kindly requested to bring the medicine for them with you because it is quite difficult to obtain it in Japan.

4. Climate

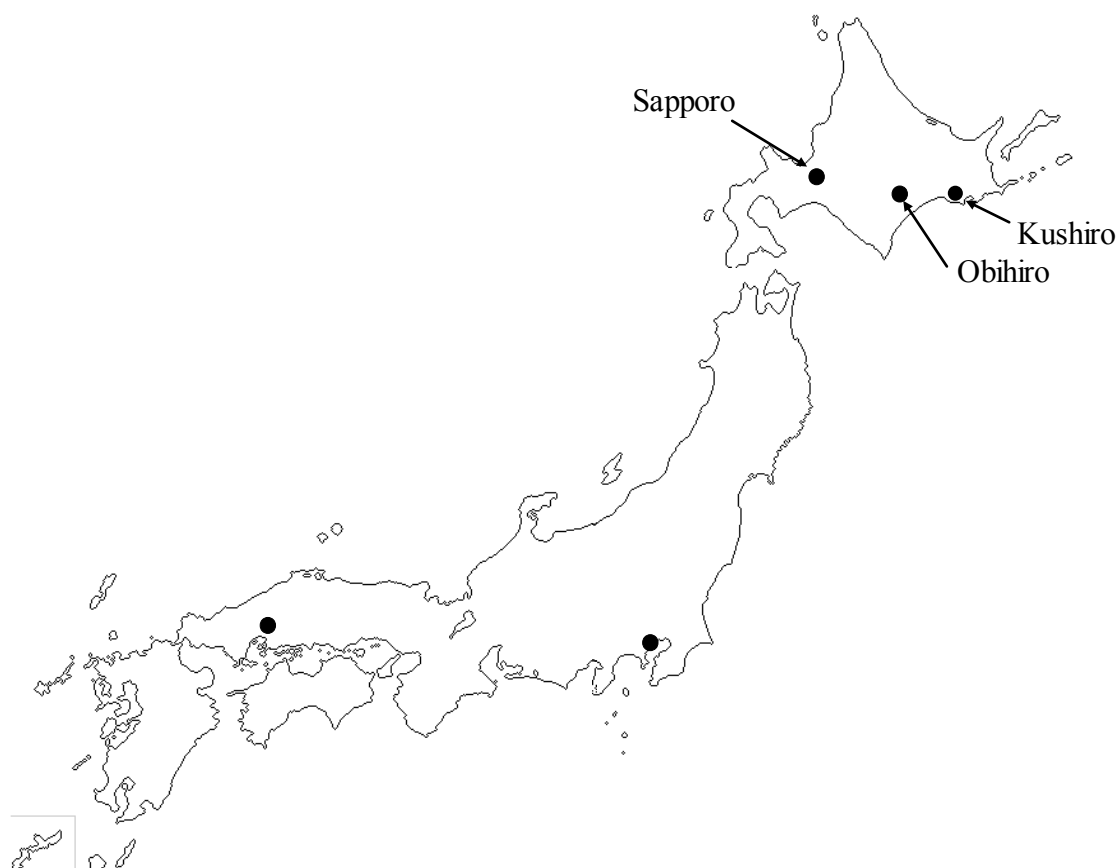
The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes, especially for cold weather.

		Winter		Spring			Summer		Autumn			Winter	
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.3	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity (%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

(Average from 1981 to 2010)

5. Study Trip

As a supplemental program, there are study trips during your stay.



6. What to bring

(1) Science text-books (Grade 1-6)

During this program, all participants are scheduled to make lesson plans for a science class referring to a science text-book. Therefore, participants are requested to bring science text-books that are used in primary school from Grade 1 to 6 in your country. For example, class of Natural Science and Health Education, Environmental Education etc.

*Text-books written in English are preferable if it is available.

(2) National Curriculums (Grade 1-6)

National Curriculums are requested to bring for making lesson plans.

(3) Sport Shoes

Nature walk is planned as a part of course. Therefore, participants are requested to prepare shoes suitable for a long walking in nature.

(4) Laptop Computer and USB flash memory

To make lesson plans, reports and action plan, it is recommended to bring your own computer since hotels where you will stay don't have computer in the room. (Basically, participants stay at JICA Obihiro which has computer room)

VI. ANNEX:

Attachment-1

Inception Report

With the Application Form, the applicants should submit an Inception Report. **This Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Inception Reports and Questionnaires to the Application Form will not be duly considered.**

1. Contents

- (1) Name of applicant
- (2) Name of country
- (3) Name of organization
- (4) Organization chart and the applicant's position
- (5) Roles of the organization and the department to which the applicant belongs
- (6) Introduction of the work of which the applicant has been in charge for the last one year
- (7) Brief introduction of National Curriculum and its problem **in terms of science education** for primary education.
- (8) Attachment 1: Photos of education environment such as school building, students, classroom, and any other pictures related to school and students.
- (9) Attachment 2: National Curriculum
- (10) Attachment 3: Lesson Plan for a science class.
 - ※ A lesson plan should be submitted and introduced for a reference to the course-leader and lecturers. Please select one lesson which is your subject in charge.
- (11) Attachment 4: Table of contents of a science text-book

2. Layout

Typewritten in English, must be concluded **3 to 5 pages** (12-point font, A4 size paper, portrait orientation)

3. Presentation

The Inception Report will be presented by each participant using MS PowerPoint on the first week of the program.

- (1) The time allocation for each participant is **10 minutes**.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's situation on primary science education.
- (3) **Taking a short video of a science class**
Accepted candidates are requested to take a video of science class to show in the Inception Report presentation. The video should be edited in 5 minutes. If you are a teacher in active service at schools, please take your own science lecture. The data should be copied on USB flash memory.

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 Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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



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)**

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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

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Middle Name

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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

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ()		

8) Outline of duties: Describe your current duties

**9) Contact Information**

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

10) Others (if necessary)

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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 (_____)
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
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(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 (_____)
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
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(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg
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(d) Diabetes (sugar in the urine)

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