

No.12040/31/2015-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: Knowledge Co-creation Program on “**Regional Industry Development through University-Industry-Government (U-I-G) Cooperation**” to be held in Japan from September 30 to October 31, 2015 under Technical Cooperation Program of the Government of Japan.

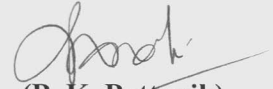
The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from September 30 to October 31, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims to enable the participants to analyze and discuss various clusters and its efforts in Japan and abroad in terms of national/regional government policy and plan on industrial cluster development, actors/stakeholders in a cluster, activities/projects management.
3. The applying organizations are expected to nominate those officers who are engaged in policy making, program/project planning and implementing, or researching/evaluating cluster development/industrial development by cluster approach with minimum five (5) 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.
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 16, 2015**. Nominations received after the prescribed date will not be considered. The details of the program may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



(P. K. Pattnaik)

Under Secretary to the Government of India
Tele: 011-26109049

To,

- a) The Secretary, Department of Higher Education, Shastri Bhawan, New Delhi ,
- b) The Secretary, Department of Industrial Policy and Promotion, Udyog Bhawan,
- c) The Secretary, Department of Commerce, Udyog 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.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Regional Industry Cluster Development through
University-Industry-Government (U-I-G) Cooperation**

課題別研修「産学官連携による地域産業クラスター振興」

JFY 2015

NO. J1504070 / ID. 1584621

Course Period in Japan: From 30th September to 31st October, 2015

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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 was 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 and Outline

In recent decades, industry cluster approach has been gaining much attention as an effective means to develop regional economy around the world, regardless of “developed ” or “developing” countries. The approach is widely acknowledged to facilitate and accelerate various improvement and innovation* by strategic and substantial collaboration among various stakeholders such as private businesses, universities/research institutes, governments, business associations and so on. Therefore, creating and activating cluster as an environment conducive to innovation is a key in this ever increasing global and competitive world.

*In this program, the term “innovation” is defined as “an activity and its results to create new value for those who are concerned, and absolute magnitude of impact out of it does not define whether it is an innovation or not”. Thus, the definition takes a wider perspective than just a revolutionary creation.

However, many have encountered challenges in cluster development as there is no one set of policies nor strategies that will make all clusters successful. And, it is essential to develop tailored policies, strategies, and activities for each regional cluster.

In additions to policies and strategies, the implementation aspects should be high-lightened because no single cluster could be successful without good mutual interaction among stakeholders. In this regard, it is important to clarify how to make clusters move forward, how to involve various stakeholders and strive toward common directions, and what kind of mechanism should be established.

For what?

This program will offer opportunities to analyze and discuss various clusters and its efforts in Japan and abroad in terms of national/regional government policy and plan on industrial cluster development, actors/stakeholders in a cluster, activities/projects management.

As a result of the participant’s active participation in the program, he/she will understand the concept of cluster development or promotion, acquire methodology for the effective linkage among key actors within the regional cluster, and also gain useful perspectives by sharing the knowledge of current issues and challenges of the participant’s and other countries. The participants are expected to play a significant role in nurturing regional industry and economy by an appropriate cluster approach.

II. Description

1. Title (J-No.):

Regional Industry Cluster Development through University-Industry-Government (U-I-G) Cooperation (J1504070)

2. Course Period in JAPAN

30th September to 31st October, 2015

3. Target Regions or Countries

Malaysia, Myanmar, India, Mexico, Brazil, Tunisia, Kenya, Kazakhstan, Indonesia, Egypt, Viet Nam, the Philippines, Pakistan

4. Eligible / Target Organization

Those who belong to national or regional government/ government-affiliated associations or organizations / business associations such as chamber of commerce or industry, and universities which facilitate, initiate or manage industrial clusters and for socio-economic development in a region

- The participant, who are assigned with a clear mission in above mentioned organizations, is preferred. The organization with the specific and strategic intention to utilize the opportunity of this program will be highly valued.
- Counterparts or relating personnel, working in the JICA project in this field and whose role of the project is clear, are highly prioritized.

5. Course Capacity (Upper limit of Participants)

16 participants

6. Language to be used in this program

English

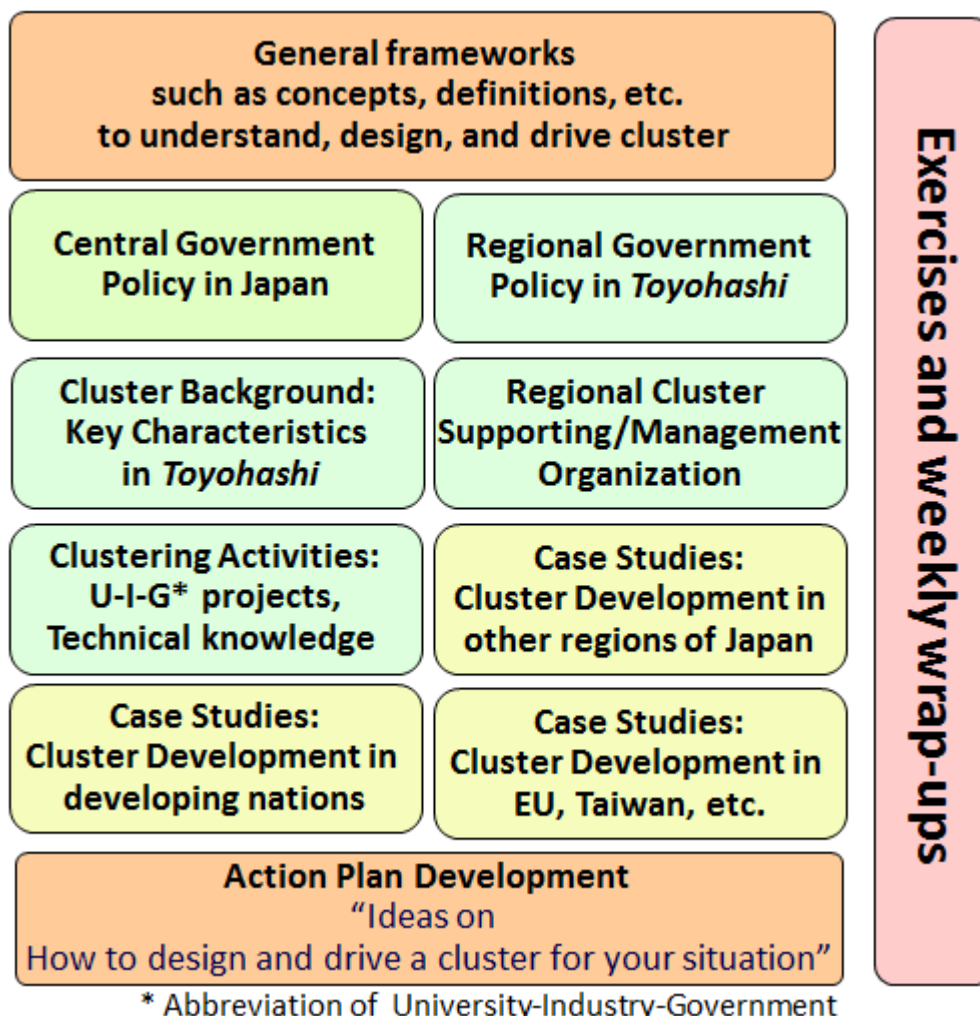
7. Course Objective

Participants will acquire knowledge of relevant and effective cluster approach for a target region's industrial development through multi-national interaction.

8. Overall Goal

Regional economy will be vitalized by creating and strengthening industry through cluster approach.

9. Expected Module Output and Contents:
<Structure of the program>



< Module and Contents >

This program consists of the following components.

***The contents, duration and order are subject to change.**

Module	Contents
1. To share and confirm current situation of the participant’s country, region and his/her duties relating to cluster development	
Inception report	<ul style="list-style-type: none"> ■ Inception Report Preparation/Analysis Presentation ▪ Current Situation and structure of regional industry ▪ Measures of regional industrial development ▪ Current situation of a cluster (stakeholders, size, University-Industry-Government (U-I-G) linkage, related projects/activities, etc.) ▪ The participant’s background, assigned duties and positions

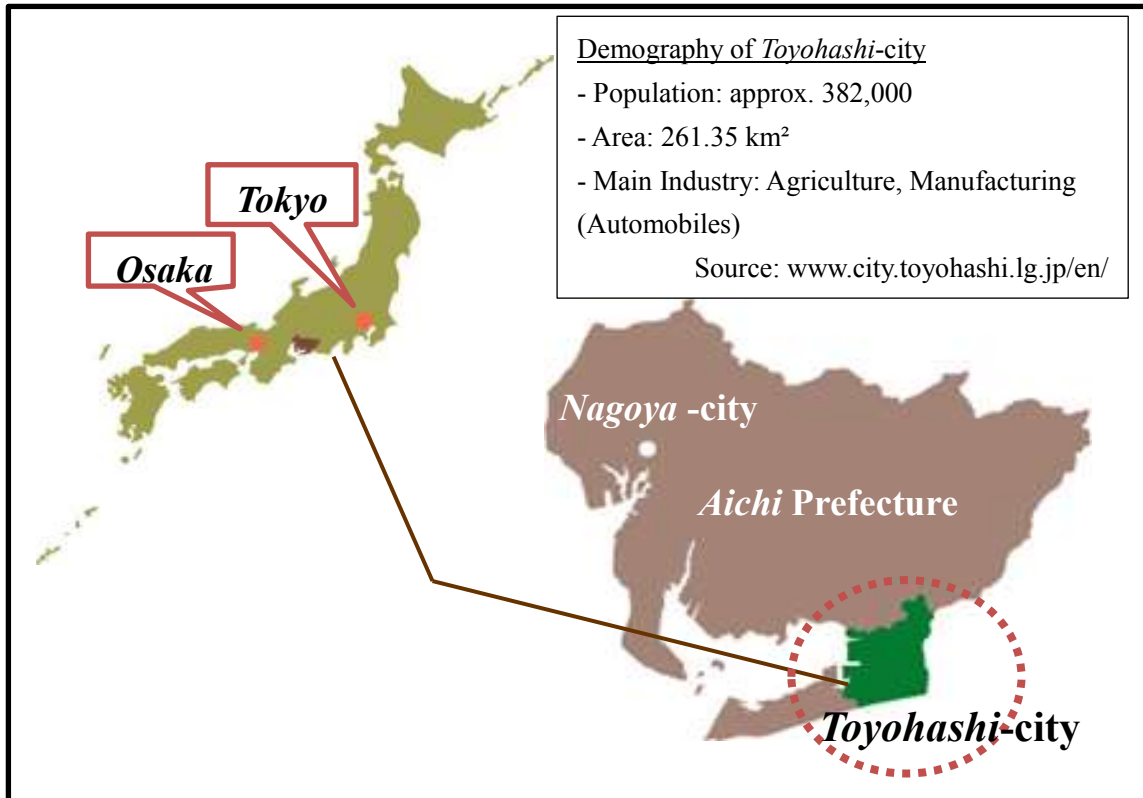
2. To acquire fundamental knowledge of cluster development	
2-1. To understand the basic concepts of cluster for your application	
Basic Concept	<ul style="list-style-type: none"> ■ General concept of Regional Cluster - Definition, stakeholders of clusters, re-analysis of participant's cluster
	<ul style="list-style-type: none"> ■ Resource in Regional Cluster - Implication of Technology and R&D, Roles of Private Firms and University, Human Capitals, etc.
2-2. To understand cluster activities in Japan and others from various aspects, for application in your situation	
Various Aspects/ Analysis	<ul style="list-style-type: none"> ■ National Government policy of Industrial Clusters in Japan (Ministry of Economy, Trade and Industry)
	<ul style="list-style-type: none"> ■ Regional Industry Cluster Development in <i>Toyohashi-region</i> in Japan <ul style="list-style-type: none"> (1) Background and relevant measures (2) Regional policy (3) Function of local government and its approach (4) Case of projects in a cluster
	<ul style="list-style-type: none"> ■ Role/Function of University, a case of <i>Toyohashi University of Technology</i> <p>*Note: UNIVERSITY-INDUSTRY-GOVERNMENT (U-I-G) COOPERATION is regarded as one of the key elements in this program, but is not the main focus of the program.</p>
	<ul style="list-style-type: none"> ■ Case Studies of Regional Industry Cluster , in <ul style="list-style-type: none"> (1) JICA's projects in the developing countries (2) European Countries, Taiwan and others
2-3 To understand the dynamics of cluster development and management, through discussions and exercises with practical frameworks.	
Dynamics / Exercises	<ul style="list-style-type: none"> ■ Essential Components of Clustering Dynamic - Function of University-Industry-Government linkage, Role of cluster manager, what &how
	<ul style="list-style-type: none"> ■ Field visits and discussion with actors Cluster initiative/managerial organization, etc.
	<ul style="list-style-type: none"> ■ Workshop of each participant's cluster development

3. To confirm what you have learnt from the program

Wrap-Up & Action Plan

- Action Plan Development and Presentation
- Confirmation and summary of knowledge obtained from the program, using module 2-3 workshop output

< Location and information about *Toyohashi-city* >



< Image of Training program: photos from previous >



<Reference: Previous Program Schedule>

*The schedule and contents of 2015 is now under review and planning.

Day		Training contents
1	Wed	Arrival at Central Japan International Airport
2	Thu	JICA Orientation
3	Fri	General Orientation (Title: Manufacturing in Japan)
4	Sat	Day-off
5	Sun	Move to Toyohashi
6	Mon	Country Report Presentation
7	Tue	Common Concept of Cluster I & II (Basic Understanding for Cluster)
8	Wed	Resources for Cluster I & II (Basic Understanding for Cluster)
9	Thu	Japanese Government policy for Industrial Cluster
		Case Study: Regional Clusters in <i>Higashi Mikawa</i> Region & <i>Toyohashi</i>
10	Fri	Case Study: "Regional Development Plan in <i>Higashi Mikawa</i> Region" (Cases of Clusters in Toyohashi)
		Case Study: "Vision & Progress by Municipal Government of <i>Toyohashi</i> "
11	Sat	Day-off
12	Sun	Day-off
13	Mon	Day-off
14	Tue	Activities and Roles of Regional Cluster Management Organization "Science Create Co., Ltd."
15	Wed	Regional Collaboration I (Roles and Functions of University)
16	Thu	Cluster Situations in Developing Countries (Participating Countries)
17	Fri	Cluster Development in Other Countries (Poland and others from EU, Taiwan and participating countries)
18	Sat	Technical Knowledge: Intellectual Property
19	Sun	Day-off
20	Mon	Day-off
21	Tue	Technical Knowledge: Intellectual Property
22	Wed	Technical Knowledge: Intellectual Property
23	Thu	Toyota Factory Visit
24	Fri	Basic Factors of Dynamics in Regional Cluster- UIG Collaborations, What & How for Managers
25	Sat	Day-off
26	Sun	Day-off, Move to Osaka
27	Mon	Environmental Cluster in <i>Kansai</i> Region (Building Dynamics in Regional Clusters)
28	Tue	Protonics Clusters in <i>Hamamatsu</i> City
29	Wed	Promotion Scheme Building I (Developing Regional Cluster Dynamics)
30	Thu	Action Plan Presentation
31	Fri	Course Evaluation Meeting, Closing Ceremony
32	Sat	Return to Each Country

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. Applying organizations are expected to use this program 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 this program to meet specific requirements of the 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:** policy-making, program /project planning and implementing, or researching/evaluating cluster development / industrial development by cluster approach.
 - Nominees may belong to national or regional government/ government-affiliated associations or organizations / business associations such as chamber of commerce or industry, and universities
 - The applying organizations should be engaged in initiation, facilitation and/or management of industry clusters for socio-economic development in a region
 - Nominees must be assigned with a clear mission/role of cluster development within the organization mentioned above. *The organization with the specific and strategic intention to utilize the opportunity of this program will be highly valued.*
- 2) **Experience in the relevant field:** minimum of 5 years in the relevant field
- 3) **Educational Background:** should have a bachelor's or a higher degree.
- 4) **Language:** have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (Active participation in discussions and workshops require high competence of English ability.

Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

- 5) **Health:** 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

- 1) Age: over the age of thirty (30) and have appropriate professional experiences in related fields of cluster development.
- 2) Those who have been devoting and who will continue to devote themselves to the activities of the JICA project concerned are highly welcome to this program.

3. 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 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 submit an inception report for selection. The accepted nominees will then require preparation of its presentation. More precise directions will be given upon official letter of acceptance.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **July 24th, 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 specific and strategic 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 21st, 2015.**

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

The participants are required to make presentation material based on the report in order to share it at beginning of the program. Using Microsoft PowerPoint is preferred. More precise directions will be given upon official letter of acceptance.

6. Conditions for Attendance:

- (1)** to strictly adhere to the program schedule.
- (2)** not to change the program topics.
- (3)** not to extend the period of stay in Japan.
- (4)** not to be accompanied by family members during the program.
- (5)** to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6)** to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the 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 International Center (JICA Chubu)
- (2) **Contact:** Ms. Tsuruta, Azusa (cbictp1@jica.go.jp)

※Please insert “program course number & the title” in the subject when emailing.
For instance, “J1504070 & Establishing Regional Industry Cluster through U-I-G Cooperation ”.

2. Implementing Partners:

● International Cooperation Center for Engineering Education Development (ICCEED), Toyohashi University of Technology

- **Contact:** Dr. Prof. Naohiro HOZUMI (Professor / Director of ICCEED)
g-training@icceed.ac.jp
- **URL:** <http://icceed.tut.ac.jp>

• **Remarks:** International Cooperation Center for Engineering Education Development (ICCEED) was established at Toyohashi University of Technology (TUT) in April 2001. ICCEED has been cooperating with developing countries to enhance their engineering education since established, and has also facilitated international exchange and alliances as a part of the Organization of International Affairs (OIA) in Toyohashi University of Technology since 2010.

● Biztech Inc.

- **Contact :** Ms. Chie Sato (President)
- **URL:** <http://www.biztech-inc.co.jp>
- **Remarks:** Biztech Inc was established in 1995, with its specialty of consultancy in innovation development process, focusing on technology and social context The core of its services consists of wider perspectives and "Thinking together!" approach.

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 (Subject to change without notice):

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

Hotel Associa Toyohashi Address: Nishijuku, Hanada-cho, Toyohashi-shi, Aichi 440-0075, Japan TEL: +81-532-57-1010 FAX: +81-532-57-1033
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(where “81” is the country code for Japan, and “532” is the local area code)

If there is no vacancy at Hotel Associa Toyohashi, JICA will arrange alternative accommodations for participants. Please refer to facility guide of Hotel Associa at its website on <http://www.associa.com/english/tyh/>.

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.

VI. ANNEX 1: Inception Report 2015

Each nominee is requested to submit an inception report for selection. The accepted nominees will then require preparation of its presentation. More precise directions will be given upon official letter of acceptance.

- The report should be typed and clearly summarized in **maximum 6 pages**.
- Although your understanding of a cluster will become clearer once attending this program, please understand that this attempt of report preparation itself is important as the first self-exercise for such an outcome.

1. Brief Overview of your country at a glance

2. Basic information of your cluster

- Name, area, objectives, main stakeholders, size, characteristics, etc.

3. The activities of your cluster

- (1) Political, economic, and industrial background of your cluster.
- (2) Current situation: achievement, strength & weakness, issues of your cluster.
- (3) Your organization and yourself in the cluster: roles, responsibilities, daily activities of your cluster.

4. Development and Management of your cluster

Please describe your cluster in regard to the following points.

- Who initiates the cluster development?
 - Does it national government, regional government, or private entities, etc.?
- How is the cluster's whole concept developed?
 - Is it developed by governmental policies, someone's strong enthusiasm, or "naturally" evolved from the local history?
- How is the cluster specification / targeted industry identified?
 - Is it based on well-evaluated concept via competitive analysis, existing local resources, a leader's request or following market trend?
- What direction/aim is the cluster heading from its current situation?
- How are the members organized and managed?
 - How do you make the members interested in the cluster? What are conditions to call them members? How have their motivations been kept for the membership?

5. Your Intention of participating in and expectation from the program

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 Hiraikecho, 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

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)**

[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]

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

[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

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: