

F.No.12040/31/2017-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 Delhi-67  
Dated: 04.09.2017

**TRAINING CIRCULAR**

Sub: Knowledge Co-Creation Program on “Comprehensive Urban Transportation Planning” to be held in Japan from 18.11.2017 to 16.12.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline – 06.09.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Comprehensive Urban Transportation Planning” to be held in Japan from 18.11.2017 to 16.12.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program aims at strengthening participants’ capacity to develop methods to improve urban transport planning system.

3. The applying organizations are expected to nominate officers, who are responsible for the formulation/implementation of urban transport planning or urban transport facilities planning with more than 3 years of experience. The officer should be university graduate or equivalent; have competent command over spoken and written English; be in good health (both physically and mentally). The recommendable age of the applicant is under 40 years. More details of the program 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**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Government/UT in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **06.09.2017**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at [bapalahema.id@jica.go.jp](mailto:bapalahema.id@jica.go.jp). The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.



(P.K. Pattnaik)

Under Secretary to the Government of India

Tele: 26165682

Copy to:

- a) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- b) Secretary, Ministry of Road Transport & Highways, Transport Bhawan, New Delhi.
- c) Secretary, Ministry of Railways, Rail Bhawan, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- e) Senior Representative, 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 brochure and application format on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### Comprehensive Urban Transportation Planning 課題別研修「総合都市交通計画」 JFY 2017

NO. J1704338 / ID. 1784777

Course Period in Japan: From October 18<sup>th</sup> to December 16<sup>th</sup>, 2017

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**

Owing to rapid urbanization and increase of automobiles, developing countries have faced various issues such as chronic traffic jam, air pollution and traffic accidents among other things. Although many governments tried to deal with these concerns, their policy served to do little more than to patch over each problem temporarily when it arose. It has hindered them from materializing sustainable development.

Considering this, it is imperative to strengthen the capacity of relevant organizations engaged in urban transport planning so that they can manage the issues effectively.

## **For what?**

This program aims at strengthening participants' capacity to develop methods to improve urban transport planning system.

## **For whom?**

This program is offered to **local government officials in cities with a population of 500,000 or more and government officials of their respective countries**, who are responsible for the formulation of urban transport policies and/or the implementation of urban transport programs/projects.

## **How?**

This "Comprehensive Urban Transportation Planning" program consists of 3 phases, i.e. 1) preliminary phase in home country, 2) core phase in Japan, and 3) finalization phase in home country. All activities are expected to be done in close consultation and discussions between the participants and their respective governments.

More importantly, "2) core phase in Japan" provides an overview of urban transport policies and practices, urban transport planning and projects in Japan. Besides that, the participants have opportunities to do exercise of traffic assignment as well as to make their respective proposals through exchange of views and experiences with Japanese experts. The program is comprised of thematic lectures, site visits, practice and discussions with report writing.

## **II. Description**

**1. Title (J-No.): Comprehensive Urban Transportation Planning (J1704338)**

**2. Period of program**

<b>Duration of whole program:</b>	September 2017 to March 2018
<b>Preliminary Phase:</b> (in a participant's home country)	September 2017 to October 2017
<b>Core Phase in Japan:</b>	October 18 <sup>th</sup> to December 16 <sup>th</sup> , 2017
<b>Finalization Phase:</b> (in a participant's home country)	December 2017 to March 2018

**3. Target Countries:**

Afghanistan, Bangladesh, Brazil, Cambodia, Egypt, Ethiopia, Ghana, India, Indonesia, Kenya, Myanmar, Nepal, Nigeria, Pakistan, Philippine, Rwanda, Sri Lanka, Tanzania, Thailand and Viet Nam

**4. Eligible / Target Organization:**

This program is designed for local government officials in cities with a population of 500,000 or more and government officials of their respective countries, who are responsible for the formulation of urban transport policies and/or the implementation of urban transport programs/projects.

**5. Course Capacity (Upper limit of Participants):**

20

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

English

**7. Overall Goal**

The Improvement plan proposed in Interim Report is executed by respective governments.

**8. Program Objective:**

This program aims at strengthening participants' capacity to develop methods in order to improve urban transport planning system.

## 9. Expected Output:

To achieve the Program Objective, participants are expected to be able to do the following points.

### Preliminary Phase

- 1) To clarify urban transport issues/problems currently occurring in respective organizations' work,

### Core Phase in Japan

- 2) To be able to explain the outline of urban transport planning and its system, and role of related organizations in Japan,
- 3) To be able to forecast/analyze basic traffic demand by using JICA STRADA (Traffic Demand Forecasting/Analysis Program),
- 4) To identify key issues regarding urban transport planning under the current regulations/systems, and make proposals of improved urban transport approaches/methods in their respective organizations,

### Finalization Phase

- 5) To examine and review the proposals in their respective organizations and discuss realization and implementation of the proposed activities.

## 10. Contents

This program consists of the following components. Especially, selected participants are required to formulate individual reports\* in three different phases.

\* For more details, please see section V.

Details on each component are given below:

<b>Preliminary Phase in participant's home country</b>	
September 2017 to October 2017	
<i>All the accepted participants are required to prepare the report in the respective countries.</i>	
<b>Modules</b>	<b>Activities</b>
Inception Report	Formulation of Inception Report (See Annex 2)
	Preparation for Inception Report
Reading Assignment	Reading through "Technical Cooperation Contents for Urban Transportation Programs"

<b>Core Phase in Japan</b>	
October 18 <sup>th</sup> to December 16 <sup>th</sup> , 2017	
<i>Participants attend the Program implemented in Japan</i>	
<b>Modules</b>	<b>Subject</b>
(1) Inception Report Presentation	- Share and Discuss Urban Transport Issues
(2) Overview of city planning system	- City Planning Law and Land Use Planning - Outline of Urban Development - Environment - Urban Renewal/Renaissance - Present Situation and Issues of Road Traffic
(3) Introduction of Urban Transport Planning in Japan	- Development of Cities and Transportation in Japan - Administrative/ Financial Systems in Japan - Concept of Urban Transport Planning - Overview of Survey and Analysis of Urban Transport Planning
(4) Conception of Urban Transport Planning	- Comprehensive Urban Transport Planning in Large Cities - Developments of Traffic Demand Management (TDM) Measures - Urban Monorail, New Transit System, LRT (Light Rail Transit) - Urban Expressway Planning - Mobility Management - Examples of Project Finance
(5) Exercise of JICA System for Traffic Demand Analysis (JICA STRADA)	- Model Building and OD Table Processing - Network Distribution - Future Road Network Planning - Presentation of Analysis Result
(6) Case Study (Site Observation)	- Comprehension of Urban Transport Planning and their Characteristics in Several Cities - Study Tour Discussion
(7) ODA/ Finance	- Japanese ODA (Official Development Assistance) - Project Finance
(8) Interim Report Preparation and Presentation	- Propose an Improvement Plan of Urban Transport by Respective Participants - Share and Discuss Urban Transport Issues

NOTE: The above contents are subject to change without notice.

<b>Finalization Phase in participant's home country</b> December 2017 to March 2018	
<b>Modules</b>	<b>Activities</b>
Interim Report	<i>Participants are required to deliver a presentation about their Interim Reports to their organizations.</i>



### **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 this program for those specific purposes.
- (2) This program is composed of contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of participating organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-10.

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

Applying Organizations are expected to adequately select nominees who meet the following qualifications. Nominees must:

- (1) Applicants: **local government officials in a city with a population of 500,000 or more and Government officials in respective countries**, who are responsible for the formulation/implementation of urban transport planning or urban transport facilities planning,
- (2) Educational Background: undergraduate degree or equivalent,
- (3) Experience: more than **three (3) years of professional experiences** in urban transport planning and management in principle,
- (4) Age: under **forty (40) years of age**(in principle)
- (5) Language: competent command of spoken and written English.  
(Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.),
- (6) 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, depend on arrangement in each country)**.

#### **(2) Questionnaire (Annex 1)**

Each nominee is required to fill out the Questionnaire (see Annex 1) and submit it. The Questionnaire is used for screening the nominees.

#### **(3) Nominee's English Score Sheet**

If nominee has any official documentation of English proficiency (e.g., TOEFL, TOEIC, IELTS), please submit it (or a copy).

**(4) Photocopy of passport:** Submit a photocopy of your passport which you will carry when entering Japan for this program. If you do not possess it, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

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

### **4. 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, depend on arrangement in each country)**.

(After receiving applications, the JICA office (or the Embassy of Japan, depend on arrangement in each country) will send them to the JICA Center in JAPAN by **August 18<sup>th</sup>, 2017.**)

#### **(2) Selection:**

After receiving the documents through proper channels from your governments, the JICA office (or the embassy of Japan, depend on arrangement in each country) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Tokyo International Center in consultation with concerned organizations in Japan.

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, depend on arrangement in each country) by **not later than September 15<sup>th</sup>, 2017.**

## **5. <For accepted applicants only>**

### **(1) Submission of Inception Report (Deadline: October 17th, 2017)**

Before coming to Japan, **only accepted candidates** are required to prepare an Inception Report (detailed information is provided in the Annex 2 "Inception Report".)

**How to submit:** The Inception Report should be sent to JICA by **October 17<sup>th</sup>, 2017**, preferably by e-mail to [ticttee@jica.go.jp](mailto:ticttee@jica.go.jp)

\*For more details, please see **Annex 2**.

### **(2) Preparation for a presentation(Deadline: October 23rd, 2017)**

During the course, all participants are required to do a **20-minute presentation** on the Inception Report of their respective countries.

**How to submit:** The Power Point (PPT) slides should be saved on a USB and submitted to the person in charge on **October 23<sup>rd</sup> (Monday), 2017.**

**NOTE:** Your presentation is expected to focus more on the topic 4 "Problems /Issues (to be addressed)".

### **(3) Reading Assignment**

As a part of preliminary study, the following material will be sent after the issuance of acceptance notice. Accepted applicants are expected to read through it before arrival at Japan.

[Material]

- "Technical Cooperation Contents for Urban Transportation Programs"

### **(4) Preparation for Country Data/Information, Map and Personal Computer**

Since all participants is required to make reports and deliver presentations during the program in Tokyo, it is recommendable to bring the following items from home countries.

- Statistical data concerned
- Existing urban transport (master) plan, with "City Planning Map", "City Map" and/or photos, if any
- Lap top PC (Please note that there are limited numbers of PCs available for the use of participants at JICA Tokyo.)

## **6. Conditions for Attendance:**

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

## ***IV. Administrative Arrangements***

### **1. Organizer:**

**(1) Name:** JICA Tokyo International Center (JICA TOKYO)

**(2) Contact:** KURISAKI Keiko (Ms.) (Kurisaki.Keiko@jica.go.jp)

### **2. Implementing Partner:**

**(1) Name:** City Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

**(2) URL:** <http://www.mlit.go.jp/en/index.html>

### **3. Travel to Japan**

**(1) Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

**(2) Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### **4. Accommodation in Japan**

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

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

(where “81” is the country code for Japan, and “3” is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL: <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### **5. Expenses**

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

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

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

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

(4) Expenses for program implementation, including materials

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

### **6. Pre-departure Orientation**

A pre-departure orientation will be held at the respective countries’ JICA offices (or Embassies of Japan, depend on arrangement in each country), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## ***V. Annex***

1. Questionnaire (For All Applicants)
2. Inception Report (For Accepted Participants Only)

**For All Applicants****Questionnaire**

Each nominee is required to fill out the questionnaire and submit it with the Application Form. The completed Questionnaire is used for our selection process.

**<Format>**

The answer should be typewritten in English on A4 size paper (21 cm by 30 cm).

The maximum length is 4 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).

**<Topics to be included>****Contents****1. Current situation**

- (1) What are the urban transport issues/problems in your country?
- (2) What are the improvement needs of the current system/method regarding urban transportation?
- (3) How are you and your organization addressing the issues mentioned above?

(Note)

- ✓ Please describe “Current Situation” specifically considering the responsibilities of you and your organization.

**2. Professional Carrier**

How long have you engaged in the work of following fields?

Field	Years
A. City planning	(            )
B. Transport planning	(            )
C. Transport services	
a. Road	(            )
b. Railway	(            )
c. Bus	(            )
d. Traffic control	(            )
D. Urban transport Infrastructure	
a. Project implementation	(            )
b. Operation, management or maintenance	(            )

**For Accepted Participants Only**

**Inception Report**

**< Purpose>**

All participants are required to prepare the Inception Report providing the information on subjects mentioned below. The purpose of the Inception Report is as follows:

- 1) To define the issues of urban transportation that participants are facing in their respective works.
- 2) To share their issues and backgrounds with other participants.
- 3) To deepen understanding about issues in other countries.

**<Format>**

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 15 pages.

It is recommendable to

**<Deadline and Way to Submit>**

The Inception Report should be sent to JICA Tokyo International Center by **October 17<sup>th</sup>, 2017**, preferably by e-mail to [ticttee@jica.go.jp](mailto:ticttee@jica.go.jp).

**<Topics to be included>**

**Contents**

**1. Country, Name, Roles and Responsibilities of Organization**

**2. Organizational Chart**

Note: please attach a chart of your organization, and circle the division to which you belong to.

**3. Overview of Country and Urban Transportation**

- (1) Population of the country
- (2) Population of the biggest urban region and city of the country
- (3) Number of privately owned automobiles
- (4) Estimated number of the daily passengers in a city by Bus, Taxi, Railway, Subway and Tram (streetcar)
- (5) Basic Fares (Minimum Fares) of Each Public Transportation Mode in U.S. Dollars - Bus, Taxi, Railway, Subway and Tram (Streetcar)
- (6) Tax rate per one (1) liter of gasoline in U.S. Dollars, in case the tax is imposed in your country
- (7) Existing urban transportation plan/master plan with “City Planning Map”, “City Map”



of the major city in your country or the city you are working  
- e.g. forecast of future traffic volume, road networks, public transportation plans,  
and terminals.

**4. Problems/Issues (to be addressed)**

- (1) Urban transportation issues/problems in major cities (general aspect)
- (2) Problems/issues with regard to:
  - 1) Urban transportation policies for sustainable urban development
  - 2) Urban transportation measures to ensure smooth transportation
  - 3) Urban traffic survey and demand forecasting practiced in the cities
  - 4) Development of public transportation system and increasing use of public transportation in the cities
- (3) Implemented interventions/project against respective issues/problems mentioned above 4-(2), internally/internationally
- (4) Specific issues and problems you would like to study through this program in Japan.

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs 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 Tokyo International Center  
(JICA TOKYO)**

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051      FAX: +81-3-3485-7904

## 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.



Training Programs under Technical Cooperation with the Government of Japan

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

J	0		-					
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**3. Country Name:**

**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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**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 (please write out the month in English as in "April")</b>			
<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: