

No.12040/32/2015-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: 23 June, 2015

TRAINING CIRCULAR

Subject: Group Training Course in **“Strengthening Health System for Maternal and Child Health through Public Health Activities (B)”** to be held in Japan from September 23 to November 13, 2015 under Technical Cooperation Program of the Government of Japan.

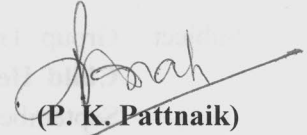
The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from September 23 to November 13, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims to provide participants with knowledge, skills and keys to solve the issues on maternal and child health measures in developing countries.
3. The applying organizations are expected to nominate those officers who are presently working in a nursing position or its supervising position to be responsible for planning, implementation, evaluation and management of maternal and child health nursing with more than seven (7) years of experience in the relevant field. The applicant should be a graduate of university or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; recommendable age of the candidate is between thirty (30) and forty nine (49) years.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
 - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
 - b) Whether cleared from vigilance angle;
 - c) Age;
 - d) Whether working in North East State/J&K;
 - e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

...2/-

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

7. The application should reach this Department through the Administrative Ministry/State Government not later than **July 15, 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 Health and Family Welfare, Nirman Bhawan, New Delhi,
- b) The Secretary, Department of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-110023,
- c) The Secretary, Department of Health Research, Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029,
- d) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- e) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001,
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

**STRENGTHENING HEALTH SYSTEM FOR MATERNAL AND
CHILD HEALTH THROUGH PUBLIC HEALTH ACTIVITIES (B)**

課題別研修「公衆衛生活動による母子保健強化 (B)」

JFY 2015

NO. J15-04365 / ID. 1584445

Course Period in Japan: From September 23rd to November 13th, 2015

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

I. Concept

Background

In September 2000, the Millennium Development Goals (MDGs) were established under the United Nation's initiatives, setting specific targets to be reached by 2015. Three of the eight goals are directly related to health matters, specifically 'reduction of child mortality', 'improvement of maternal health', and 'combat of HIV/AIDS, malaria and other diseases', but considered to be difficult to achieve. Improving health system in developing countries is essential to achieving those goals and other health improvements. Many developing countries are still facing to difficulties in providing maternal and child health care services appropriately in whole country for many reasons such as lack of human resources, budget and equipment/facilities. Especially regional disparity in infrastructure, patient transportation and inadequate health administration are serious problems to tackle with.

This program is designed to assist those responsible for nursing management in proposing the plans of improvement on maternal and child health with the case studies in Okinawa and Japan.

Okinawa Prefecture, which is the southernmost local government in Japan, has numerous remote islands. This local government has been taking measures for improvement on maternal and child health problems. In addition, Okinawa has experience of reconstruction of post-World War II, where used to be extremely poor health conditions with insufficient number of medical staff and facilities. By taking measures to improve health systems, Okinawa succeeded in achieving Universal Health Coverage.

This program aims to introduce the successful experience in Okinawa Prefecture, and provide participants with knowledge, skill, and key to solve the issues on maternal and child health in public health.

For what?

This program, based on the success in Okinawa Prefecture, aims to provide participants with knowledge, skills, and keys to solve the issues on maternal and child health measures in developing countries.

For whom?

This program is offered for those who in a nursing position* or its supervising position to be responsible for planning, implementation, evaluation and management of maternal and child health nursing at the central or local governments which address to improve public health.

***Nursing position: In this document, nursing position implies a nurse, a midwife and a public health nurse.**

How?

Participants shall have opportunities:

- 1) to analyze the obstacles on maternal and child health in public health in their countries in comparison with those of Okinawa and Japan,
- 2) to obtain the clues to improve their current situation through learning the experience of measures taken in Okinawa Prefecture, which is one of the local governments located southernmost in Japan, on its health administration.

II. Description

- 1. Title (J-No.) :**
Strengthening Health System for Maternal and Child Health through Public Health Activities (B) (J1504365)
- 2. Course Period in JAPAN**
Training in Japan: From September 23 to November 13, 2015
- 3. Target Regions or Countries**
India, Iraq, Ghana, Nigeria, Somalia, South Sudan, Macedonia
- 4. Eligible / Target Organization**
This program is designed for the central or local governments which address to improve maternal and child health.
- 5. Course Capacity (Upper limit of Participants)**
9 participants (12)
- 6. Language to be used in this program:** English
- 7. Course Objective**
The public health officers in central or regional government will utilize the knowledge gained through this training and implement new activities for improvement on maternal and child health.
- 8. Overall Goal**
Maternal and child health services will be delivered to citizens based on the needs of their community.

9. Expected Module Output and Contents:

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

1. Preliminary Phase in a participant's home country <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Output	Activities	
To make Job Report	(1) Analysis on the issues on maternal and child health in working organization or in applicant's work responsibility (2) Be sure to use the attached format when making Job Report (3) Be sure to have the personnel in higher rank before submission	
2. Core Phase in Japan <i>Participants dispatched by the organizations attend the Program in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. To sort and report the issues to be addressed on maternal and child health in participant's country in order to share them with the training partners	(1) Sorting the issues on maternal and child health in participant's county (2) Making short and concise presentation	Discussion and Presentation
2. To understand the public health administration in Japan and Okinawa (from post-World War II to present), medical care system, cooperation between medically related organizations, based on the measures of maternal and child health	(1) Overview of public health administration in Japan (2) Overview of public health, medical and welfare administration in Okinawa (3) Overview of public health and medical care activities in remote islands of Okinawa (4) Maternal and child health care services in medical facilities (5) Overview of nursing education (6) Roles of nursing specialist association and related organizations	Lecture, Field visit and Exercise

<p>3. To acquire the specific idea about the application possibility of maternal health measures through learning the history of public health activities in Japan and Okinawa, practice (methods and techniques), health system, human resources development</p>	<p>(1) Overview of public health nurse personnel stationing system in communities (2) Overview of nursing administrations and human resources development in Okinawa (3) Theory and practice of public health nursing activities (4) Roles of nurses in school health</p>	<p>Lecture, Field visit and Exercise</p>
<p>4. To make “Learning report in Okinawa” in order to present in participant’s country, and feasible action plan to improve maternal and child health after returning to home country</p>	<p>(1) Making weekly reports (2) Making and presentation of “Learning report in Okinawa” (3) Making and presentation of “Study Report”</p>	<p>Lecture, Field visit, Exercise and Presentation</p>

3. Finalization Phase in a participant’s home country

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Output	Activities
<p>1. To share the learning from the training in Japan with colleagues at work</p>	<p>(1) Presenting the outline of this training in a report meeting such as a workshop for the beneficiaries including co-workers (2) Discussion on how the learning from the training can be applied to the home country</p>
<p>2. To report the activities in home countries</p>	<p>(1) Reporting the result of 1.(as mentioned above) to JICA Okinawa and the implementing organization three months after returning (2) Reporting the activities on action plan one year after returning</p>

<Structure of the program>

Topic outline (subject to minor changes)

1. Preliminary Phase (activities in participant's home country: when applying to the training to preparatory period before departing for Japan)

(1) Making Job Report

- Analysis on the issues on maternal and child health in working organization or in applicant's work responsibility
- Be sure to use the attached format when making Job Report
- Be sure to have the personnel in higher rank before submission

2. Core Phase (activities in Japan)

1st week

- (1) Sharing issues among participating countries on maternal and child health in public health
- (2) Health administrating system in Japan: roles and functions of central and local governments, and municipalities
- (3) Health and medical care system in Japan
- (4) Universal health insurance coverage in Japan

2nd week

- (1) Case study on the experience of post-World War II reconstruction in Okinawa: strategic measures for improvement on maternal and child health conditions in lacking the number of medical staff
- (2) Public health nursing system: dispatching to all areas including remote islands
- (3) Nursing administration and human resource development for nursing position
- (4) Transition in activities of midwives
- (5) Present situations and issues in maternal and child health care in Okinawa

3rd week (Field trip to a remote island)

- (1) Health and medical care in remote islands: hospital, dispensary, and health center
- (2) Referral and emergency system in remote islands
- (3) Community health volunteers activities
- (4) Present situations and issues in school health
- (5) Present situations in maternal and child health care activities

4th week

- (1) PCM (Project Cycle Management) method: beneficiaries analysis and problem analysis
- (2) Regional investigation and health care planning
- (3) Life skills and health education
- (4) Maternal and child health care services in a public hospital

5th week (Field trip to mainland Japan)

- (1) Present situations and issues in maternal and child health care in Japan
- (2) Maternal and child healthcare handbook in the world
- (3) Peer activities in adolescence

- (4) JICA's cooperation activities in health and medical care
- 6th week
 - (1) Roles of the organizations related to maternal and child health
 - (2) Health care services in community level
- 7th week
 - (1) Action Plan presentation
 - (2) Evaluation meeting, Closing ceremony
- 3. Finalization Phase (activities in home country)
 - (1) Presenting the outline of this training in a report meeting such as a workshop for the beneficiaries including co-workers, and discussion how the learning from the training can be applied to the home country
 - (2) Reporting the result of (1) to JICA Okinawa and the implementing organization three months after returning, and report the activities on action plan one year after returning

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

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

2. Nominee Qualifications:

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

- (1) Essential Qualifications
 - 1) Current Duties: be in a nursing position* or its supervising position to be responsible for planning, implementation, evaluation and management of maternal and child health nursing at the central or local governments which address to improve public health
 - 2) Experience in the relevant field: have 7 or more years' experience in the field

of public health

- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of spoken and written English to make an oral presentation and write a report
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Must not be serving any form of military service.

***Nursing position: In this document, nursing position implies a nurse, a midwife and a public health nurse.**

(2) Recommendable Qualifications

- 1) Expectations for the Participants: Those who have relation with JICA health programs will be preferable.
- 2) Age: Between the ages of thirty (30) and forty-nine (49) years

3. Required Documents for Application

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

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

1. letter of the participant's consent to bear economic and physical risks
2. letter of consent from the participant's supervisor
3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

(2) 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) Job Report: to be submitted with the application form. Please refer to VI. ANNEX in this document for the detail.

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 23, 2015.

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 21, 2015.**

5. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Okinawa International Center (OIC)
- (2) **Contact:** Training Program Division, JICA Okinawa
E-mail: oictp@jica.go.jp

2. Implementing Partner:

- (1) **Name:** Okinawa Nursing Association
- (2) **URL:** <http://www.oki-kango.or.jp>

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 Okinawa International Center (OIC)
Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan
TEL: +81-98-876-6000 FAX: +81-98-876-6014
(Where “81” is the country code for Japan, and “98” is the local area code)

If there is no vacancy at JICA Okinawa, JICA will arrange alternative accommodation for the participants.

5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

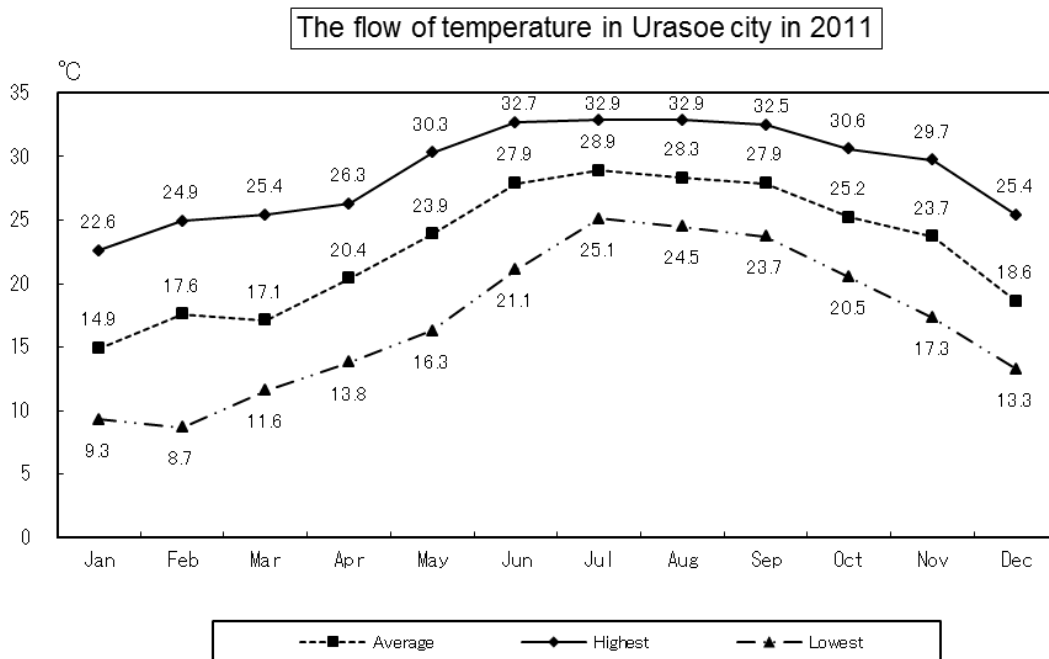
A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below4.)

The following graph is the flow of temperature in Urasoe city where JICA Okinawa International Center (OIC) is located (Data source: homepage of Urasoe City).



2. Main facilities in JICA Okinawa

JICA Okinawa (OIC) is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, study room with computers, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, a swimming pool (available from May to October), Japanese-style room for tea ceremony and recreation rooms.

At OIC dining hall, “HALAL” meals for the Muslim and vegetarian meals are available.

Internet connection available (either by cable or WiFi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

OIC accommodation building has 96 single rooms. Every room is furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD

player, safety box, telephone, LAN cable jack, etc. in each room.

OIC accommodation building has tea lounge, smoking room and laundry room on each floor. And also washing machines and irons are available for free. Towels and toiletries are provided upon check-in.

Please note that cooking at OIC accommodation is strictly prohibited.

4. Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa. *refer 1. Climate of Okinawa

There are a few occasions like opening and closing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program.

It is strongly recommended to bring your national or traditional dress for opening & closing ceremony and for other activities that participants may have opportunities to join. And also any handicrafts and folk crafts items which could be used to exhibit your culture are welcomed. OIC has display corner to introduce world culture to the visitors.

If your training program includes practices such as plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or a visiting site upon arrival.

5. Environmental conservation activities in JICA Okinawa

JICA OIC emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to cooperate to these activities during their stay at JICA OIC. Details will be given on arrival to JICA OIC.

6. For your Information

Information of Okinawa is available at following URLs.

- (1) Homepage of Urasoe city (where JICA OIC is located)

Urasoecity:<http://www.city.urasoe.lg.jp/archive/8761234/kokusai/english/index.html>

Basic information of Urasoe city is covered in English.

- (2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

- (3) HP of Okinawa Convention & Visitors Bureau: <http://www.ocvb.or.jp/en/>

- (4) The YouTube channel of JICA Okinawa: <https://www.youtube.com/user/jicaokinawa>

- (5) More information is available at the reception of JICA Okinawa.

VI. ANNEX:

Guidelines for Job Report

As written in the GI (General Information), all candidates of the training are required to submit the Job Report when applying to this training. This report will be very important information for training organizers in Japan to understand your training needs and your working environment. They would arrange the training program to suit the participants' needs as much as possible. Therefore, please make sure that your job report is precise and informative.

I. Job Report Presentation

In an earlier week of the training in Japan, the training participants are scheduled to give a job report presentation with Microsoft PowerPoint (PPT) to introduce your country, your responsible area and the situation regarding maternal and child health to the training organizers and the lecturers. Each participant will be given approximately 10 minutes for the presentation.

All participants will have to complete Microsoft PowerPoint (PPT) after the arrival to Japan upon request of revise from training organizers.

II. Preparation and submission of Job Report

<Preparation>

- Please check the items which you are expected to cover in your presentation (See the **【Attachment】** *Job Report Presentation Format*)
- **Approximately 12 slides are preferable.**
- Using photos will be helpful in your presentation. Please insert photos such as your daily activities, health facilities, and people's life in your area into your Job Report.
 - ※Aside from photos in your Job Report, please bring additional photos related to health issues. You may need these photos when completing your Job Report in Japan as mentioned in I.

<Submission>

We will translate and summarize your report into Japanese to distribute the handouts to the Japanese attendees of the presentation. For this reason, please submit in PPT format (handwritten one nor PDF format is not acceptable). We do not accept revision after the submission.

- For further questions, please contact this e-mail address, 'oictp@jica.go.jp'.

Job Report Presentation

Participant Name:
 Job Title:
 Organization:
※Include name of department, or section you belong to
 Country:
 E-mail Address:

1

1

1-1. Location

※Please change into a map of your country. (Following is an example.)



2

2

1-2. Indicators

Indicators	Country	Responsible area	Source
Area			
Total population			
Literacy rate			
Life Expectancy			
Crude mortality rate			
Major causes of death	1) 2) 3) 4) 5)		

※Person in charge of country is possible to omit to fill out the responsible area field

3

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5

1-3. Indicators

Indicators	Country	Responsible area	Source
Birth Rate			
Total fertility rate			
Mortality rate of children under 1 year old	/1,000 live births	/1,000 live births	
Major causes of death of children under 1 year old	1) 2) 3) 4) 5)	1) 2) 3) 4) 5)	
Mortality rate of children of 1 year old ~ under 5 years old	/1,000 live births	/1,000 live births	
Major causes of death of children of 1 year old ~ under 5 years old	1) 2) 3) 4) 5)	1) 2) 3) 4) 5)	
Statistics of Infectious Diseases	Number of occurrence	Incidence rate	Source
HIV			
Leprosy			
Malaria			
TB			

4

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2-1. Responsible area

※ If there is health center or hospital of your responsible area, please insert photos

5

2-2. Living situation of your responsible area

※ Please provide information regarding the items.
 ◇ Characteristics of your responsible area like geography, economic, and social characteristics related directly to the health.
 ◇ Photos can be grasped the living situation of residents in the region

6

3-1. Job title and job description

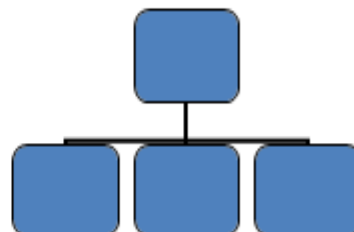
- Please describe your job title
- Brief description of the main actual activities you participate (It is not the role and mission of the organization)
- Please also describe the personnel allocation of department or your workplace.

Example

- ✓ Number of staff
- ✓ Number of your subordinates
- ✓ Role sharing of those staff

7

3-2. Organization Chart



Please highlight your working place(Job title)

8

4-1. Current situation of infectious disease in your responsible area

- ※Please provide information regarding the items below.
- Problems in the infectious diseases (Common infectious diseases in your responsible area) and causes/factors associated with the problems (Please analyze.)
 - Recent administrative measures or reforms to address those problems above mentioned in your workplace.

9

4-2. Challenges (Constraint/disincentive of performing job)

※Explain major tasks or main problems you find in your workplace related to infectious disease control

10

5. Expectations to this training

※Explain the reasons and how it will be useful for your job

11

Others (Requests to the training)

- If you have any request, please describe.

12

For Your Reference

JICA and Capacity Development

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Okinawa International Center (JICA OKINAWA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

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

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

3. Information about the Nominee(nos. 1-9 are all required)**1) Name of Nominee (as in the passport)****Family Name**

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First Name

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Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: