

F.No.12040/33/2018-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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Block-4, Old JNU Campus, New Delhi-110067

Dated: 26.11.2018

**TRAINING CIRCULAR**

Subject: Knowledge Co-Creation Program on "Biomass Utilization Technology" to be held in Japan from 06.01.2019 to 16.02.2019 under Technical Cooperation Program of the Government of Japan (**Submission Deadline-30.11.2018**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Biomass Utilization Technology" to be held in Japan from 06.01.2019 to 16.02.2019 under Technical Cooperation Program of the Government of Japan.

2. The program aims to provide training to participants with deeper understanding on biomass resources, technology and system, and necessary knowledge for introducing biomass in developing countries.

3. The applying organizations are expected to nominate administrative officials presently engaged in planning of biomass utilization/research officials involved in planning process of biomass utilization/presently work as an adviser to planning and promoting biomass utilization with minimum 3 years of experience in the relevant field. 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 officer is twenty-five (25) to fifty (50) 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 in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **30.11.2018**. 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) or [ShekarD.ID@jica.go.jp](mailto:ShekarD.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>.



(Rajendra Prasad Tewari)

Under Secretary to the Government of India

Tele no: 26165682

To

- a) Secretary, Ministry of New and Renewable Energy, CGO Complex, New Delhi.
- b) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
- c) Secretary, Ministry of Environment, Forests and Climate Change, Indira Paryavaran Bhawan, New Delhi.
- d) Secretary, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi.
- e) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- f) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- g) NIC with request to post the circular along with the JICA's circular on this Department's website.



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

## GENERAL INFORMATION ON

### Biomass Utilization Technology

### 課題別研修「バイオマス利用技術」

**JFY 2018**

**NO. J1804350 / ID. 1884922**

**Course Period in Japan: From January 6<sup>th</sup>, 2019 to February 16<sup>th</sup>, 2019**

This information pertains to one of the JICA Knowledge Co-Creation Program (Group and 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 is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and*

## Executive Summary of the General Information

<b>Title</b>	Biomass Utilization Technology (J1804350)	
<b>Program Objective</b>	Participants will acquire necessary methodology to formulate effective and efficient utilization plan of biomass resources through grasping quantity of reserves and availability of biomass resources in respective countries/area.	
<b>Period</b>	From January 6 <sup>th</sup> , 2019 to February 16 <sup>th</sup> , 2019	
<b>Target Organization</b>	Administrative organization in charge of planning /promoting /implementing utilization of biomass and/or researchers in public researching institutes or universities	
<b>Target Countries</b>	India, Egypt, Cuba, Nepal, Former Yugoslav Republic of Macedonia, Mexico, Mauritius, Lebanon	
<b>Total No. of Participants</b>	Eight (8) participants	
<b>Nominee Qualifications</b>	<p>Essential Qualifications;</p> <ol style="list-style-type: none"> <li>1) Current Duties: be administrative officials presently engaged in planning of biomass utilization / research officials involved in planning process of biomass utilization / presently work as an adviser to planning and promoting biomass utilization</li> <li>2) Language: have a sufficient command of English for understanding lectures, reading textbooks, discussions, presentations and preparing the country action/improvement plan</li> <li>3) Health: be in good health, both mentally and physically; Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.</li> <li>4) Five or more years of continued future service at the current organization</li> </ol>	
<b>Required Documents &amp; Deadline</b>	<b>Application Form with Country Report</b>	November 30 <sup>th</sup> , 2018
	<b>Assignments for the Accepted Participants</b>	Preparation for Job /Country Report Presentation: (Making the presentation material using Microsoft Power Point based on the Job/Country Report which is submitted at the application.) Submission Dead Line : Before/On arriving Japan
<b>Notice of Acceptance</b>	December 7 <sup>th</sup> , 2018	
<b>JICA Center in Charge</b>	JICA Chugoku Center Mr. Tomohiro SUZUKI(cictp@jica.go.jp)	

# ***I. Concept***

## **Background**

Problems of natural resources depletion and climate change are two major issues which the earth is currently going through in the field of energy and global environment. To face the problems, immediate measure must be taken, such as promoting utilization of sustainable energy resources.

Especially, utilization of biomass resources is required to be introduced and disseminated due to the following reason:

- Effectively utilizing local biomass resources which can easily be found in developing countries can lead to reduction of usage of fossil fuel.
- It can contribute to solving the above two major issues, as well as it can provide positive effects on income increase of rural areas, improvement of quality of life, foreign exchange saving etc..

However, what is pointed out at the same time is that utilizing biomass resources without sufficient and appropriate knowledge regarding resources, technology and systems could cause destruction of environment and more creation of greenhouse gases.

In conjunction with the above situations, this program which aims to realize the effective utilization of biomass resources is implemented.

## **For what?**

This program is implemented aiming to provide training participants with deeper understanding on biomass resources, technology and system, and necessary knowledge for introducing biomass in developing countries.

## **For whom?**

This program is offered to staff of administrative organization in charge of planning/promoting/implementing utilization of biomass and/or researchers in public researching institutes or universities.

## **How?**

Participants shall have opportunities in Japan to identify approaches, methods and technologies regarding utilization of biomass resources as well as to formulate the plan for biomass utilization systems through lectures, discussion, observation, and report making.

## ***II. Description***

- 1. Title (J-No.):**  
**Biomass Utilization Technology**  
**(J1804350)**
- 2. Course Period in JAPAN**  
January 6<sup>th</sup> to February 16<sup>th</sup>, 2019
- 3. Target Regions or Countries**  
India, Egypt, Cuba, Nepal, Former Yugoslav Republic of Macedonia, Mexico, Mauritius, Lebanon
- 4. Eligible / Target Organization**  
Utilization plan of sustainable biomass resources will be formulated and adopted in participants' respective countries, thus contribute to build pro-environmental society.
- 5. Course Capacity (Upper limit of Participants)**  
8 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**  
Participants will acquire necessary methodology to formulate effective and efficient utilization plan of biomass resources through grasping quantity of reserves and availability of biomass resources in respective countries/area.
- 8. Overall Goal**  
Utilization plan of sustainable biomass resources will be formulated and adopted in participants' respective countries, thus contribute to build pro-environmental society.

## 9. Expected Module Output and Contents:

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

<p><b>(1) Before arriving at Japan</b>  <i>Participating organizations make required preparation for the program in the respective country.</i></p>	
Expected Output	Activities
Job / Country Report	<ul style="list-style-type: none"> <li>- Formulation and submission of Job / Country Report</li> <li>- Preparation of Presentation materials</li> </ul>
Reading Material (For your reference)	<ul style="list-style-type: none"> <li>- Read a provided material in prior to the training course for your reference.</li> </ul>

<p><b>(2) Training in Japan</b>          (January 6<sup>th</sup> to February 16<sup>th</sup>, 2019)  <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>	
Expected Output	Subjects/Agendas and Methodology
1) Participants will be able to explain types and composition /classification/ characteristics / collection of available biomass resources.	Through lectures, observation and practical works, the participants will learn types of biomass resources and understand composition / classification / characteristics/collection of available biomass resources.
2) Participants will be able to explain utilization technology of various biomass resources.	Through lectures, observation and practical works, the participants will learn and understand principal, characteristics, efficiency and technology of each energy conversion; physical, thermochemical, and biochemical conversion.
3) Participants will be able to implement formulating biomass utilization system.	Through lectures, observation and practical works, the participants will learn and understand how to formulate and evaluate system design utilizing biomass resources by conducting system design based on mass balance and energy balance.

<p>4) Participants will prepare Action Plan based on the skills and knowledge gained in Japan.</p>	<p>At the end of this program, participants will make an action plan on how to share and promote skills and knowledge gained from this program. Through this program, participants are expected not only to understand the experiences of Japan but also to implement the skills and knowledge gained in Japan after returning home.</p>
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(Subject to partial alteration)

### <Structure of the program>

#### 1. Preliminary phase (activities in your home country)

Preparation of the Job/ Country report, Reading Material

#### 2. Core Phase (activities in Japan): Topic outline (subject to changes)

1st week (6<sup>th</sup> Jan - 11<sup>th</sup> Jan) :

Briefing & Orientation, Job / Country Report Presentation, Lectures, discussion

- (1) Arriving Japan on January 6<sup>th</sup>
- (2) Briefing and Program Orientation
- (3) Job/Country Report Presentation
- (4) Lectures on Basic concept of biomass utilization,  
Guidance on Biomass Conference

2nd week (15<sup>th</sup> Jan – 18<sup>th</sup> Jan) : Attending Conference, etc.

- (1) Attending “Conference on Biomass Science” in Higashi-Hiroshima city

3rd week (21<sup>th</sup> Jan - 25<sup>th</sup> Jan) : Lectures, discussion and site visits

- (1) Lectures on Biomass Resources
- (2) Site Visits

4th week (28<sup>th</sup> Jan – 1<sup>st</sup> Feb) : Lectures, discussion and site visits

- (1) Lectures on biomass energy conversion methodology  
(thermochemical, biochemical conversions)
- (2) Lectures on Biomethanation and Ethanol Fermentation

5th week (4<sup>nd</sup> Feb. - 8<sup>th</sup> Feb.) : Lectures, discussion and site visits

- (1) Lectures on Biomass Utilization System
- (2) Lectures on Energy Balance for the Income and Expense



- (3) Lectures on Economical Evaluation of Bioenergy
- (4) Lectures on Life Cycle Assessment

6th week (12<sup>th</sup> Feb – 15<sup>th</sup> Feb) : Practical work and report making

- (1) Practical works on designing and evaluating of biomass utilization system
- (2) Final report making
- (3) Final report presentation

\*Leaving Japan on 16<sup>th</sup> February

The program will include following site visits:

- Biomass related research center and plant
- Wood pellet production and utilization systems
- Supercritical water gasification pilot plant
- Food Waste Fermentation and Gasification
- Biodiesel production plant, etc.

(subject to minor changes)

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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants 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 this program by carrying out the activities of the Post-Program 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 administrative officials presently engaged in planning of biomass utilization / research officials involved in planning process of biomass utilization / presently work as an adviser to planning and promoting biomass utilization.  
\*Continuation of Current Duties: Five or more years of continued future service at the current organization.
- 2) Those who have a sufficient command of English for understanding lectures, reading textbooks, discussions, presentations and preparing the country action/improvement plan.
- 3) Those in good health, both mentally and physically; Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

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

- 1) Educational Background: be Bachelor's or Master's degree holders;
- 2) Experience in the relative field: have more than three (3) years' experience in the field of above mentioned;

3) Age: between the ages of twenty-five (25) and forty (50) years.

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

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

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

\*Photocopy should include the followings:

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

### **(3) Job/Country Report for Selection**

Respective applicants are required to submit his/her own **Job/Country Report** using the form attached to this General Information as ANNEX. Please fill and submit it together with the Application Form mentioned above.

**(\*Applicants are strongly required to typewrite the Application Form and Job/Country Report. There are many applicants disqualified from the selection because of the illegible handwriting in the Application Form.)**

### **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 November 30, 2018)

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

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

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 7<sup>th</sup>, 2018.**

**5. Reading Materials for your reference:**

Before coming to Japan, only accepted candidates are provided with reading materials which will support your study during the training course in Japan. It will be provided with the Notice of Acceptance.

**6. Conditions for Attendance:**

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

\*"Chugoku" is the name of the region consisting of five (5) prefectures in western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects and programs in the region.

(2) **Contact:** Mr. Tomohiro SUZUKI ([cicctp@jica.go.jp](mailto:cicctp@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** The Graduate School of Engineering, Hiroshima University/  
Biomass Project Research Center (BTRC)

(2) **URL:** <https://home.hiroshima-u.ac.jp/bprc/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 Chugoku Center (JICA Chugoku)

Address: 3-3-1 Kagamiyama, Higashi-hiroshima, Hiroshima  
739-0046 Japan

TEL: 81-82-421-6310 FAX: 81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

**6. Pre-departure Orientation:**

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

## ***V. Other Information***

1. During the Job / Country Report Presentation Session (using PowerPoint) in Japan, each representative will be given 10 minutes for his/her presentation and 10 minutes for questions and answers. It is highly recommended to bring your own PC for this training course. If not, rental PC is available to assist your study upon your request.
2. It would be appreciated if participants could bring materials, in addition to the reports, which shows the situation of biomass utilization in your country such as photographs, photo slides and books. The reports are expected to be used as materials for presentation and for discussions during the course period.

## **VI. ANNEX:**

### *Job / Country Report*

Participants are requested to prepare a Job / Country report on the following issues before arriving in Japan. These documents are required to be typewritten in English on A4 size paper at maximum of 20 pages.

<b>I. Nominee's Information</b>	
<b>1. Full Name</b>	[Family]                      [First]                      [Middle]
<b>2. Organization</b>	
<b>3. Title of your present job</b>	
<b>II. Description of Your Organization</b>	
<b>1. Missions and works of your Organization (Summarize in items)</b>	
<b>2. Works that you are in charge of in your organization. (Summarize in items)</b>	



<b>3. Organizational chart</b>	* Please attach the chart and circle where you belong.
<b>III. Condition of Biomass Utilization of Your Country / Area</b>	
<b>1. Biomass resources and its utilization, present condition and future outlook in your Country/Area</b>	
<b>2. Laws or Systems for promoting utilization of and research of biomass resources in your Country/Area</b>	

<b>3. Special topics of the biomass utilization (Especially in your practice or research field)</b>	
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## *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 Chugoku Center (JICA CHUGOKU)**

**Address: 3-3-1 Kagamiyama, Higashi-hiroshima, Hiroshima, 739-0046 Japan**

**TEL: 81-82-421-6310 FAX: 81-82-420-8082**

## 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)

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**3. Country Name:**

**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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





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

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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

**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

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

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**First Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**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**

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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.)

**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: