

F.No.12040/34/2017-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-67
Dated: 30.08.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Education system for children with disability – promotion of inclusive education system utilizing the experience of special needs education” to be held in Japan from 29.10.2017 to 05.12.2017 under technical cooperation program of the Government of Japan (**Submission Deadline –11.09.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Education system for children with disability – promotion of inclusive education system utilizing the experience of special needs education” to be held in Japan from 29.10.2017 to 05.12.2017 under technical cooperation program of the Government of Japan.

2. The program aims to deepen the understanding of the concept and practices of inclusive education/special needs education in the participating countries and to draft Action Plan for promotion of inclusive education/special needs education.

3. The applying organizations are expected to nominate officers, who are involved in the policy-making process regarding administration of inclusive education/special needs education/education for children with disabilities with at least 5 years’ work experience in the relevant field. The applicant should be a university graduate or equivalent; have competent command over spoken and written English; be in good health (both physically and mentally). The recommendable age of the applicant is under 50 years. More details may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **11.09.2017**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp. 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>.



Under Secretary to the Government of India

Tele: 26165682

Copy to:

- a) Secretary, Department of School Education and Literacy, Shastri Bhawan, New Delhi.
- b) Secretary, Department of Disability Affairs, Shastri Bhawan, New Delhi.
- c) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- d) Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- e) NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON
EDUCATION SYSTEM FOR CHILDREN WITH DISABILITY
-PROMOTION OF INCLUSIVE EDUCATION SYSTEM UTILIZING THE
EXPERIENCE OF SPECIAL NEEDS EDUCATION-
課題別研修「障がいのある子どもへの教育制度～特別支援教育を活かした
インクルーシブ教育システムの構築～」
JFY 2017
NO. J1704333/ ID. 1784398
Course Period in Japan: Oct. 29, 2017 to Dec. 5, 2017

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

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

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

I. Concept

Background

This program serves to promote the educational goal (SDG 4) from the 2030 Agenda for Sustainable Development approved by the United Nations in September 2015, which is to “ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.”

The program should contribute directly to efforts to eliminate gender disparities in education and to provide children with disabilities and other children in vulnerable positions with equal access to all levels of education and vocational training.

This training is offered as an action toward inclusive education, which is one of the five Priority Areas and Approaches to Maximize Effectiveness of Japan’s Cooperation described in Educational Cooperation to Achieve Inclusive, Equitable and Quality Learning, which is the first guiding principle of the Japanese government’s Learning Strategy for Peace and Growth: Achieving Quality Education through Mutual Learning (September 2015).

The training also promotes equity and inclusiveness, which together are one of the guiding principles of the JICA Position Paper in Education Cooperation (October 2015). Japan mainly takes the special needs education approach, with early involvement from preschool age and high rates of school attendance, which are the result of collaborative efforts by the government, research institutions, universities, schools and communities to improve the quality of schools and educators so that they can elicit student capacity to the fullest. In addition, inclusive education is being implemented in some areas. JICA has used the knowledge gained in Japan through efforts such as these to implement various projects (first and foremost, regional training in Asia for special needs education from 2010-2012) to support inclusive education and special needs education in developing countries.

JICA offered courses for Promotion of Inclusive Education/Special Needs Education (JICA Yokohama) and Planning Lessons for Children with Disabilities (JICA Tsukuba) until Japanese fiscal year 2016, but has decided to restructure the courses into two types of training (training for people involved in the policy-making process, and training for educators) from Japanese fiscal year 2017. In plans for the training, the target is people involved in the policy-making process.

For what?

This program aims to deepen the understanding of the concept and practices of inclusive education/ special needs education in the participating countries and to draft Action Plan for promotion of inclusive education/ special needs education.

For whom?

This program is offered to those who are involved in the policy-making process regarding administration of special needs education and inclusive education in Ministry

of Education (central/local), Teacher Training Institution, University, and Schools for Special Needs Education.

How?

Japan is now seeking the way to provide education for all children at the same place. Meanwhile, the choices of a place to learn are provided in accordance with individual educational needs.

In this program, learnings from the establishment process of Inclusive Education System in Japan is expected to be utilized as a reference to improve the education system for children with disabilities in each participating country .

II. Description

- 1. Title (J-No.): Education System for Children with Disability
-Promotion of Inclusive Education System utilizing the
experience of Special Needs Education-
(J1704333)**

- 2. Course Period in Japan:** October 29 to December 5, 2017

- 3. Target Regions or Countries:**
Afghanistan, Bhutan, Fiji, India, Kosovo, Laos, Lebanon, Malaysia, Maldives, Mongolia, Mozambique, Myanmar, Pakistan, Palau, Palestine, South Africa, Sudan, and Thailand.

- 4. Eligible / Target Organization:**
This program is designed for Ministry of Education (central/local), Teacher Training Institution, University, and School for Special Needs Education which is involved in the policy-making process regarding administration of special needs education and inclusive education.

- 5. Course Capacity (Upper limit of Participants):** 18 participants

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

- 7. Course Objective**
To deepen the understanding of the concept and practices of inclusive / special needs education in each country and to draft Action Plan for promotion of inclusive education/ special needs education.

Japan is now seeking the way to provide education for all children at the same place. Meanwhile, the choices of a place to learn are provided in accordance with individual educational needs. In this program, learnings from the establishment of Inclusive Education System and Special Needs Education in Japan will be considered as a proposal to improve the education system for children with disabilities.

- 8. Overall Goal**
To promote access and quality of education for children with disabilities in participating countries.

9. Expected Module Output and Contents

This program consists of the following components.

(1) Preliminary Phase in home country (October 2017) <i>Participating organization is expected to prepare for the Program.</i>	
Expected Module Output	Activities
Understand and summarize the current situation and issues of inclusive education / special needs education / education for children with disabilities in each participating country	To prepare and submit Inception Report to illustrate the current situation and challenges related to inclusive education / special needs education / education for children with disabilities. Detailed information is provided in III-5 and Annex-2

(2) Course Period in Japan (October 29, 2017 to December 5, 2017) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
[Module Output 1] Understand and summarize the current situation and issues of inclusive education / special needs education / education for children with disabilities in each participating country	<ul style="list-style-type: none"> - Understanding “Disability”; social model of disability - International trend of inclusive education / special needs education - National Institute of Special Needs Education: To learn Inclusive Education System / special needs education in Japan - Analysis of current situation and issues of inclusive education/special needs education / education for children with disabilities in each country and Japan 	Lecture, Presentation, Discussion
[Module Output 2] Understand Inclusive Education System in Japan and can explain them to the stakeholders in each participating country	<ul style="list-style-type: none"> - The current situation and challenges of inclusive / special needs education / education for children with disabilities in Japan and other countries - Early identification and developmental support for children with developmental delay in Japan - The administration system to implement Inclusive Education System in Japan - Teaching method of special needs education in Japan - Regular School : To observe a regular class and a class for special needs education - School for Special Needs Education : To observe a class for child with disabilities - Social participation of people with disabilities 	Lecture, Visit Discussion

[Module Output 3] Propose the measures to be applicable for promotion of inclusive education/special needs education / education for children with disabilities in each participating country	Formulation and presentation of the draft Action Plan, reflecting the learnings from the program	Exercise, Discussion, Presentation
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(3) Finalization Phase in home country (December 6, 2017 to March 5, 2018) <i>Participating organizations produce final Action Plan by making use of results to be brought back by the participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
To submit final Action Plan	<ul style="list-style-type: none"> - Discuss and improve the draft Action Plan in the participating organizations. - Approval of the Action Plan. - Submission of Progress Report by March 5, 2018.

<Tentative Schedule of Core Phase>

1st week (Oct. 29 – Nov. 4)

- (1) Arrival in Japan
- (2) Briefing for staying in Japan / Program Orientation
- (3) Education and social support services for children and persons with disabilities in Japan
- (4) Understanding “Disability” (social model of disability)
- (5) International trend of inclusive education and its concept
- (6) Importance of Early Childhood Development (ECD) for children with disabilities
- (7) Presentation of Country Report and Inception Report

2nd week (Nov. 6 – Nov10.)

- (1) Policies and support for children with disabilities in Yokohama city
- (2) Visit a center for therapeutic care and education
- (3) Policies and practices of inclusive education in Yokohama city
- (4) Visit regular elementary schools as an example of Inclusive Education System
- (5) Reasonable accommodation and individual education plan
- (6) Visit school for special needs education for children with visual impairment

3rd week (Nov. 13 -17)

- (1) Inclusive Education System / special needs education in Japan, and its process of development, law and legislation, administration, and finance (visit National Institution of Special Needs Education)
- (2) Visit schools for special needs education (for children with physical disabilities, intellectual disabilities, and hearing impairment)
- (3) Teacher training for inclusive education / special needs education
- (4) Career education at schools for special needs education

4th week (Nov.20 -24)

- (1) Study trip to Kansai-area to observe practices of inclusive education at schools
- (2) Group discussions with persons with disabilities and parents of children with disabilities on inclusive education

5th week (Nov. 27 –Dec.1)

- (1) Final review of the program and formulation of draft Action Plan
- (2) Realization of inclusive society through sport
- (3) Social participation of persons with disabilities (visit a company where persons with intellectual disabilities work)
- (4) Presentation of the draft Action Plan

6th week (Dec. 4 -5)

- (1) Evaluation meeting and closing ceremony of the program
- (2) Leave for home country

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. 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 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) Target Organizations: Ministry of Education (central/local), Teacher Training Institution, University and school for special needs education.
- 2) Current Duties: to be involved in the policy-making process regarding administration of inclusive education / special needs education / education for children with disabilities.
- 3) Experience in the relevant field: have at least five (5) years of work experience in administration of inclusive education / special needs education / education for children with disabilities, and who have worked in their current position for at least one (1) year
 - (i) Ministry of Education (central/local) officials in the field of inclusive education / special needs education / education for children with disabilities
 - (ii) Those who are responsible for the fields of inclusive education / special needs education / education for children with disabilities in Teacher Training Institution
 - (iii) University researchers in the fields of inclusive education / special needs education / education for children with disabilities
 - (iv) Teachers who specialize in special needs education and currently work at a school for special needs education (core teachers that can lead training and

provide instruction)

- 3) Educational Background: be a graduate of university,
- 4) Language: have a competent command of spoken and written English (This program includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible),
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

- 1) It is recommended to participate with a pair of the person responsible for formulating policy and the person responsible for implementing policy, i.e. a pair of official and teacher, a pair of official and researcher, etc.
- 2) Age
Be between the ages of thirty (30) and fifty (50) years.
- 3) PC Skills
Having basic computer skills of MS-Word, Excel and Power Point is desirable because this course have a lot of exercises to prepare the reports and presentation materials by computer. It is also required to have an access to e-mail.

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) 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), please attach it (or a copy) to the application form.
- (4) Country Report:** to be submitted with the application form. Fill in Annex -1 of this General Information, and submit it along with 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 **September 25, 2017**.

(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. Selection will be made by the JICA Center in consultation with the 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 respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than October 6, 2017**.

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

Inception Report -- to be submitted by October 18, 2017

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in Annex-2). The report should be sent to JICA by October 18, 2017, preferably by e-mail to < yictt1@jica.go.jp >.

NOTE: Participant is requested to present and discuss on the Country Report and Inception Report at the beginning of the Core Phase in Japan. In this regard, preparation of the report with Power Point data would be recommended.

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 their home countries at the end of the program in Japan according to 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 their place of the accommodation and not to change the accommodation designated by JICA, and
 - (9) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and III-5.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Yokohama

(2) **Contact:** Ms. Yoko ANDO (yictt1@jica.go.jp)

2. 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.

3. Accommodation in Japan:

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

JICA Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, Kanagawa, 231-0001, Japan

TEL: 81-45-663-3253 FAX: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

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

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 to the selected participants before departure for Japan.

4. Implementing Partner:

(1) **Name:** Koei Research & Consulting Inc.

(2) **Address:**

4-2-7 Kojimachi, Chiyoda-ku, Tokyo 102-0083, Japan

(3) **Remark:** Since its establishment in 1995, Koei Research & Consulting Inc. (former KRI International Corp.) has been providing consulting services in the areas of education, human resources development, regional and community development, and finance and management with quality and integrity to fulfill our responsibility as a reliable partner for international development.

5. 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

Traditional clothing and items

There are a few occasions like closing ceremonies, when the participants may wear formal clothing.

It is recommended to bring your national or traditional dress for closing ceremonies, school visits, or other events.

Additionally, bringing some visual materials like photos, donation of any handicrafts and folk crafts items which could be exhibited to share your culture is welcomed.

VI. ANNEX:

Annex-1

- ※ Please prepare the Country Report in an electronic file (Word file), and **submit along with the Application Form.**
- ※ This electronic format is available at the JICA office (or the Embassy of Japan).

Country Report

Knowledge Co-Creation Program (Group & Region Focus)

Education System for Children with Disability

-Promotion of Inclusive Education System utilizing the experience of Special Needs Education-

JFY2017 (No.J1704333)

Country: Country Name

Name: Your Name

Position: Your Position

Organization: Your Organization

1. Please fill in the following table.

General Information of your country					
Total Population		(people)	Area		(km ²)
Number(No.) of children (under 15years old)		(children)	No. of children with disabilities (CWDs)		(children)
Educational Situation					
Primary Education <i>(Please indicate the reference of the data.)</i>					
Enrolment Age		(years old)	Duration		(years)
Gross Enrolment Rate		(%)	Net Enrolment Rate		(%)
No. of Regular school		(schools)	No. of students in regular school		(students)
			No. of CWDs in regular schools		(students)
No. of School for CWDs		(schools)	No. of CWDs in the schools for CWDs		(students)
<i>References for the data above :</i>					
Lower Secondary Education <i>(Please indicate the reference of the data.)</i>					
Enrolment Age		(years old)	Duration		(years)
Gross Enrolment Rate		(%)	Net Enrolment Rate		(%)
No. of regular school		(schools)	No. of students in regular school		(schools)
			No. of CWDs in regular schools		(students)
No. of School for CWDs		(schools)	No. of CWDs in the schools for CWDs		(schools)
<i>References for the data above :</i>					
Definition of Terms					
⊗ Please describe the definition of each term in your country. (Please indicate reference if any.)					
"Disability"	<i>Reference :</i>				
"Inclusive Education"	<i>Reference :</i>				

2. Please describe the following topics (at maximum of 5 pages).

1. Background

[Points to be covered]

- *General Information about your country, Education system (administrative organization, etc.)*

2. General Information about children/people with disabilities in your country

[Points to be covered]

- *Categories of disabilities in your country, Number of children/people with disabilities in total and by the category*
- *National policy on children/people with disabilities (including disability registration/certificate system)*
- *Status of ratification of the Convention on the Rights Persons with Disabilities*

3. Early childhood development for children with disabilities

[Points to be covered]

- *Early identification and early intervention for children with disabilities (who makes a diagnosis, how to diagnose, etc.)*
- *Pre-primary education or support services for children with disabilities*

4. Contents and methods of inclusive education / special needs education / education for children with disabilities

[Points to be covered]

- *National policy on education for children with disabilities*
- *Educational situation of children with disabilities: enrolment rate, completion rate, drop-out rate in primary/secondary education*
- *Number and rate of children with disabilities who study in schools for children with disabilities and who study in regular schools*
- *Curriculum for inclusive education / special needs education (please submit a copy if any)*
- *Support for children with disabilities, including subsidy*

5. Teacher Training in inclusive education / special needs education / education for children with disabilities

[Points to be covered]

- *Number of institutions and the curriculum for pre-service and in-service teacher training for inclusive education / special needs education / education for children with disabilities*
- *Requirement/qualification to be a teacher for inclusive education / special needs education / education for children with disabilities*

6. Social Participation of people with disabilities

[Points to be covered]

- *Working environment for people with disabilities, employment rate, etc.*
- *National policy to support/promote participation or employment of people with disabilities*

Annex-2

※1 Please prepare the Inception Report in an electronic file (Word file), and submit to JICA by **October 18, 2017**, preferably by e-mail to yictt1@jica.go.jp.

※2 This electronic format is available at the JICA office (or the Embassy of Japan).

Inception Report

*Knowledge Co-Creation Program (Group & Region Focus)
Education System for Children with Disability
-Promotion of Inclusive Education System utilizing the experience of
Special Needs Education-
JFY2017 (No.J1704333)*

Country: Country Name

Name: Your Name

Position: Your Position

Organization: Your Organization

◆ Please describe the following topics (at maximum of 3 pages).

1. Your challenges in promoting inclusive education / special needs education / education for children with disabilities

Describe one major challenge that you face in each of the following areas.

Early childhood development for children with disabilities

Contents and methods on Inclusive Education / Special Needs Education / Education for children with disabilities

Teacher Training in Inclusive Education / Special Needs Education / Education for children with disabilities

Social Participation of people with disabilities

Others

2. Main issue that you would like to focus on through/after the training

- Describe main issue that you would like to focus on and explain about the issue in detail
- How it relates to your work
- Analyze the issue and describe reasons/causes of the issue

3. Good practice in this respective area to share with other participants, if any

※You will present your CR/IR at the beginning of the program.

You are encouraged to use photo or video clip of practices related to PWDs/ CWDs at the presentation.

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 Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, Kanagawa, 231-0001, Japan

TEL: +81-45-663-3253 FAX: +81-45-663-3265



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.



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.

**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: