

F.No.12040/34/2018-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-110067
Dated: 17.10.2018

TRAINING CIRCULAR


Subject: Knowledge Co-Creation Program on “ICT (Information and Communication Technology) for Agricultural Information Use – Aiming at Practical Skills Acquisition” to be held in Japan from 18.02.2019 to 26.04.2019 (**Submission Deadline-22.11.2018**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “ICT (Information and Communication Technology) for Agricultural Information Use – Aiming at Practical Skills Acquisition” to be held in Japan from 18.02.2019 to 26.04.2019.

2. The program aims to improve skills and knowledge on ICT for agricultural information use.
3. The applying organizations are expected to nominate officers, who are in charge of processing and providing agricultural information 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). 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 **22.11.2018**. 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 or 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, Department of Agricultural Research and Education, Krishi Bhawan, New Delhi.
- b) Secretary, Department of Agriculture Cooperation & Farmers Welfare, Krishi Bhawan, New Delhi.
- c) Secretary, Ministry of Electronics and Information Technology, Electronics Niketan, CGO Complex, Lodhi Road, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- e) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

ICT (INFORMATION AND COMMUNICATION TECHNOLOGY)
FOR AGRICULTURAL INFORMATION USE

-Aiming at practical skills acquisition-
課題別研修「農業情報活用のための ICT 技術向上」

～実地への応用に向けて～

JFY 2018

NO. J18-04392 / ID. 1884693

Course Period in Japan: From February 18th, 2019, to April 26th, 2019

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 Program (KCCP)' as a New Start

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

I. Concept

Background

Agricultural information can be used for the development and dissemination of the cultivation techniques, and contributes to the improvement of the quality and yield of agricultural products. In addition, appropriate information accumulation, processing and distribution lead to the proper agricultural policy planning and implementation.

This program aims to foster human resources who contribute to agricultural development by learning application examples of ICT utilization for agriculture and by improving necessary skills on processing and providing information.

For what?

This program is designed to improve skills and knowledge on ICT for agricultural information use.

For whom?

This program is offered to official organizations in charge of processing and providing agricultural information.

How?

Participants shall have the opportunities to have 1) lectures, 2) practical trainings, 3) site visits and 4) discussions in order to achieve above program aim. Participants will also formulate an activity plan describing what the participants will do after they go back to home country applying the knowledge and skills acquired and discussed in Japan.

II. Description

- 1. Title (J-No.): ICT (Information and Communication Technology) for Agricultural Information Use-Aiming at practical skills acquisition- (J1804392)**
- 2. Course Period in JAPAN**
February 18th, 2019, to April 26th, 2019
- 3. Target Regions or Countries**
India, Viet Nam, Albania, Bangladesh, Philippines
- 4. Eligible / Target Organization**
This program is designed for official institutions collecting, processing, providing and utilizing agricultural information and statistical data.
- 5. Course Capacity (Upper limit of Participants)**
9 participants
- 6. Language to be used in this program:** English

7. Course Objective:

Participants improve the basic knowledge and skills of processing and transmitting agricultural information and learn application cases and then can make a proposal concerning agricultural information use.

8. Overall Goal

Acquired techniques on ICT for agricultural information use are shared within the target organizations.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home countries	
Inception Report is formulated. Please refer to <i>VI. ANNEX: Attachment-1</i> .	
(2) Core Phase in Japan	
Expected Module Output	Subjects/Agenda
1. To be able to explain the current status and benefits of ICT application in agriculture	<ul style="list-style-type: none">•Overview of the Agricultural Information System•Utilization of ICT in agriculture
2. To be able to explain the functions and benefits of agricultural information network system	<ul style="list-style-type: none">•Information Security•Cloud Computing•Basic of Computer Networking•Basic of Computer Hardware System•Basic of LAN (Local Area Network)
3. To be able to explain the techniques for collecting, processing and transmitting the agricultural information	<ul style="list-style-type: none">•Data processing techniques using MS Excel, Macros and VBA•Database construction techniques using MS Access•Web-site creation skills for transmission of information.
4. Based on the above mentioned module output, to be able to make a proposal concerning agricultural information use in order to improve agriculture and related fields in home country	<ul style="list-style-type: none">•Making activity plan•Discussion
Participants will prepare "Program Review" under the guidance of the course leader and give a presentation in the final stage of the program.	

The schedule is subject to change due to the coordination of curriculum.

(3) Finalization Phase in a participant's home country

Knowledge and techniques acquired in Japan are shared in participant's organization and persons concerned.

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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Have a position in official institution, and collect, process and provide agricultural information (Except statistical officer)
- 2) Have basic computer skill, enough experience in processing agricultural data and interests in computer programming
- 3) Experience in the relevant field: have more than 3 years of experience
- 4) Educational background: be a graduate of university or equivalent,
- 5) Language: have a competent command of spoken and written English, which is equal to TOEFL iBT* 72 (CBT** 200/PBT*** 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan including exercises with a personal computer. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.
- (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) **Inception Report:** to be submitted with the Application Form. Detailed information is provided in *Attachment-1*.
- (4) **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)
- (5) **Questionnaire:** to be submitted with the application form. Fill in Attachment-2 of this General Information.

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 **December 12, 2018**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings through an interview and PC skill test, 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 January 11, 2019**.

5. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the

travel schedule designated by JICA.

- (6)** to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Hokkaido (Obihiro)

(2) Contact: Mr. KONDO Tadasu (jicaobic@jica.go.jp)

2. Implementing Partner:

Name: Tokachi Regional Activation Support Organization

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 Hokkaido Center (Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: 81-155-35-2001 FAX: 81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA Hokkaido Center (Obihiro), 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. Training Task and Electronic Data to be brought in

Practical training for MS Excel, MS Access, MS Excel VBA and Website Creation will be provided in the training course in order to acquire necessary skills and solve the problems which each participant finds in their work.

Participants would have opportunity to process their own data in the practical training for MS Access and MS Excel VBA as their training task.

(1) Theme of Training Task

Training task is a problem which each participant finds in their work and should be solved by using knowledge and skills acquired in the training course.

Applicants should submit an Inception Report with their training task in the field of agriculture (*Detailed information of Inception Report is given in Attachment-1).

The submitted inception report is taken into account for selection.

(2) Electronic data to be brought in by accepted participants

1) Electronic Data of Agricultural Information (Excel format), related to the problem you are going to solve

[Example]

■ Training Task : Making database for agricultural production

■ Data to be brought: Yield per crop per region per year, Planted area per crop per region per year, etc.

For a wide range of data analysis, please be sure to bring the above information not only in the responsible area but also at the state level and country level.

Weather data is especially important, so please be sure to bring it.

2) Image data of national map, which shows border of each region

2. JICA Certificate

Participants who have successfully completed the training program will be awarded a certificate by JICA.

3. School Visit

For the purpose of the promotion of "international education", this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music CDs,

(2) crafts,

(3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

4. Medical History

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

5. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes, especially for cold weather.

		Winter		/ Spring			/ Summer		/ Autumn		/ Winter		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperatur φ (°C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.3	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity (%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

(Average from 1981 to 2010)

6. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the training period;

- 1) rain jackets & trousers
- 2) work jackets & trousers
- 3) rubber boots
- 4) warm jackets

*Therefore, participants don't need to take own items above.

7. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival in Narita (Haneda) airport in Tokyo if it is needed, since it is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

8. Information about Obihiro City and its surrounding region

Information of Obihiro is available at following URLs :

- a. Homepage of Obihiro city.

<http://www.city.obihiro.hokkaido.jp/>

- b. Homepage of Tokachi Prefecture.

(Obihiro city is belong to Tokachi prefecture.)

<http://visit-tokachi.jp/en>

- c. Homepage of JICA Obihiro

<https://www.jica.go.jp/obihiro/english/office/index.html>

- d. The YouTube channel of "Tokachi, A Kingdom of Agriculture"

<https://www.youtube.com/watch?v=rIVNvV4HEf8>

VI. ANNEX:

Attachment-1

Inception Report

With the Application Form, applicants should submit an Inception Report on their current job.

This Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Inception Reports and Questionnaire to the Application Form will not be duly considered.

a. Purpose

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to instructors and organizations concerned with the program as a point of reference in finding solutions.

b. Contents

- (1) Name of participant and country
- (2) Name of organization
- (3) Organization chart
- (4) Introduction of agricultural situation and ICT environment in your country
- (5) Brief introduction of work you have been in charge of for the last one year
- (6) Specific problem to be solved applying knowledge and skills acquired in this program
*This should be your training task as mentioned V-1
- (7) Subject in which you are particularly interested in this program and the reasons
- (8) Describe if there are any cases of effective utilization of smartphones or mobile phones for improvement of farmer's income or agricultural productivity in your country.

c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

d. Presentation

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring pictures showing ICT environment in your work place or other visual aids for the presentation.

Questionnaire**1. OS and the application software currently used**

Please select from the following options for the OS and the application software currently used.

(1) Select the OS used for the PCs from the following options. If it is not listed, fill in the name of the OS.

WinXP Win VISTA Win 7 Win8 Other _____

(2) Select the version of software currently used.

1) MS Excel

2003 2007 2010 2013 Other _____

2) MS Access

2003 2007 2010 2013 Other _____

6. Preliminary survey on the skills acquired

Please answer Yes or No for the questions below regarding your ability

(1) MS Excel

◆ Regarding data incorporation

- 1) Can import text data files (.txt, .csv) into MS Excel Yes No
- 2) Can import Access data files (.mdb) into MS Excel Yes No
- 3) Can understand and change cell format settings at the time of and after importing data Yes No

◆ Regarding tabulation

- 1) Can create a spreadsheet containing sums, averages, maximums and minimums Yes No
- 2) Can make use of conditional formatting Yes No
- 3) Can create a spreadsheet containing spread sheet Yes No

◆ Regarding drawing charts

- 1) Can create a statistical chart using area charts Yes No
- 2) Can create a chart with 2 y-axes (which displays items different in units on the right and left y-axes). For example, as the first y-axis (left) shows ambient temperature and the second y-axis (right) rainfall amount, a broken line and a bar can be drawn in the same chart, respectively. Yes No
- 3) Can create a scatter chart and a trend line Yes No
- 4) Can set the backgrounds of a chart and colors of its axes Yes No

◆ Regarding functions

- 1) Can aggregate data using trigonometric functions (SIN(), COS(), TSN(), ACOS(), ATAN()) Yes No
- 2) Can aggregate data using logarithm functions (LOG(), LN(), EXP(), POWER(), PI()) Yes No

- 3) Can aggregate data using IF() functions Yes No
- 4) Can tabulate data using the VLOOKUP() and HLOOKUP() functions Yes No
- 5) Can create a statistical computation table using the STDEV() function Yes No
- 6) Can analyze multiple regression using analysis tools Yes No

◆ Regarding MS Excel VBA coding

- 1) Can automate MS Excel operations through VBA coding Yes No
- 2) Can insert a macro into a workbook Yes No
- 3) Can specify the values in a particular cell by the cell numbers and the sheet name Yes No
- 4) Can define and specify different kinds of variables to use Yes No
- 5) Can configure controls on a user form Yes No

(2)MS Access

- 1) Have ever used MS Access Yes No
- 2) Have ever designed table of MS Access Yes No
 - 3) Can import Excel data files into MS Access Yes No
 - 4) Can create a query Yes No
 - 5) Can create a form Yes No
 - 6) Can create a report Yes No
 - 7) Can program with macro Yes No

(3)Website

- 1) Have ever created a Website Yes No
 - 2) Website URL (If you have a website of your organization)
-

7. ICT Environment in your country / organization

Please answer the following questions.

- (1) Main tools for farmers to access agricultural information
 - TV Radio land-line phone FAX PC (Internet) Mobile Phone
 - Smartphone Tablet Agri. Extension Officer Other_____
- (2) What percentage of the members of your organization are utilizing computers in their daily jobs _____%
- (3) Is e-mail highly utilized for the business communications within your organization Yes No
- (4) Are digital data are exchanged frequently within or between your organizations Yes No
- (5) What percentage does LAN spread in your organization _____%

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 Hokkaido Center in Obihiro (JICA Obihiro)

Address: 1-2 Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: www.jica.go.jp/english/

E-mail: jicaobic@jica.go.jp

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**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: