

No.12040/35/2015-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67

Dated: 19 July, 2015

**TRAINING CIRCULAR**

Subject: Group Training Course in “Disaster Management for Landslide and Sediment-related Disasters (Triggered by Heavy Rainfall, Earthquake and Volcanic Activity)” to be held in Japan from October 04 to December 12, 2015 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from October 04 to December 12, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims to at prevention/mitigation of sediment-related disasters triggered by heavy rainfall, earthquake and volcanic activity through strengthening of participant’s capability on planning of effective countermeasures.
3. The applying organizations are expected to nominate those officers who are engineers or engineering researchers dealing with sediment-related disaster prevention/mitigation with more than 3 years of experience in the field. The applicant should be a graduate of university or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; recommendable age of the candidate is under 45 years .
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
  - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
  - b) Whether cleared from vigilance angle;
  - c) Age;
  - d) Whether working in North East State/J&K;
  - e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

...2/-

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

7. The application should reach this Department through the Administrative Ministry/State Government not later than **August 05, 2015**. Nominations received after the prescribed date will not be considered. The details of the program may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



**(P. K. Pattnaik)**

Under Secretary to the Government of India

Tele: 011-26109049

To,

- a) The Secretary, Ministry of Home Affairs, North Block, New Delhi-01.
- b) The Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi-01.
- c) The Secretary, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
- d) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations).
- e) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



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

GENERAL INFORMATION ON

## DISASTER MANAGEMENT FOR LANDSLIDE AND SEDIMENT-RELATED DISASTERS

(TRIGGERED BY HEAVY RAINFALL, EARTHQUAKE AND VOLCANIC ACTIVITY)

課題別研修「土砂災害防止マネジメント  
(豪雨、地震、火山噴火起因)」

**JFY 2015**

NO. J1504267 / ID. 1584481

Course Period in Japan: From October 4, 2015 to December 12, 2015

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**

Extreme events of weather and climate are increasing in the frequency and intensity around the world. The modern society exposes to a number of such disasters as landslide and flood due to intensive precipitation at short times and huge tropical cyclone.

Adding to this, earthquakes and volcanic eruptions bring devastating damage to various area of the world every year.

On the other hand, the population of urban and its surrounding area have increased, and many of them live in the high potential area of landslide and slope failure.

The human and economic losses by sediment-related disasters have increased year by year because of the abovementioned social factor together with extreme natural phenomena.

This program aims to ensure capacity development of administrative organizations related to sediment-related disasters prevention/mitigation in its management and programming of structural and non-structural countermeasures.

## **For what?**

This program aims at prevention/mitigation of sediment-related disasters triggered by heavy rainfall, earthquake and volcanic activity through strengthening of participant's capability on planning of effective countermeasures.

## **For whom?**

This program is designed for ENGINEER AND ENGINEERING RESEARCHER of such administrative organization as central and local government, governmental agency and/or institute etc. involved in sediment-related disaster prevention/mitigation activities.

## **How?**

This program consists of 4 components, i.e. (i)general knowledge on administration and activity of disaster prevention/mitigation, (ii)basic and applied technology on countermeasures of sediment-related disasters, (iii)field study of disasters and their countermeasures induced by heavy rain, earthquake and volcanic activity and (iv)exercise on issues related to sediment-related disaster prevention/mitigation.

Participants will be required to make a mid-term report to summarize what they learned in the first half of the training program and a final report in order to turn fully the outcome of the program to routine works of themselves.

## ***II. Description***

**1. Title (J-No.)**

Disaster Management for Landslide and Sediment-related Disasters  
(Triggered by Heavy Rainfall, Earthquake and Volcanic Activity) (J1504267)

**2. Course Period in JAPAN**

October 4 to December 12, 2015

**3. Target Regions or Countries**

Armenia, Azerbaijan, Brazil, Colombia, El Salvador, Georgia, Honduras, India, Mauritius, Nepal, Peru, Philippines, Sri Lanka, Timor-Leste and Viet Nam

**4. Eligible / Target Organization**

Organizations involved in sediment-related disaster prevention/mitigation activities

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

20 participants

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

English

**7. Course Objective**

Participants of this program are expected to improve their technology on comprehensive sediment management and be able to enhance their capacity on making countermeasures to prevent and/or mitigate the sediment-related disaster caused by heavy rainfall, earthquake and volcanic activity.

**8. Overall Goal**

The quality of countermeasures to sediment-related disaster prevention/mitigation improves in participating countries.

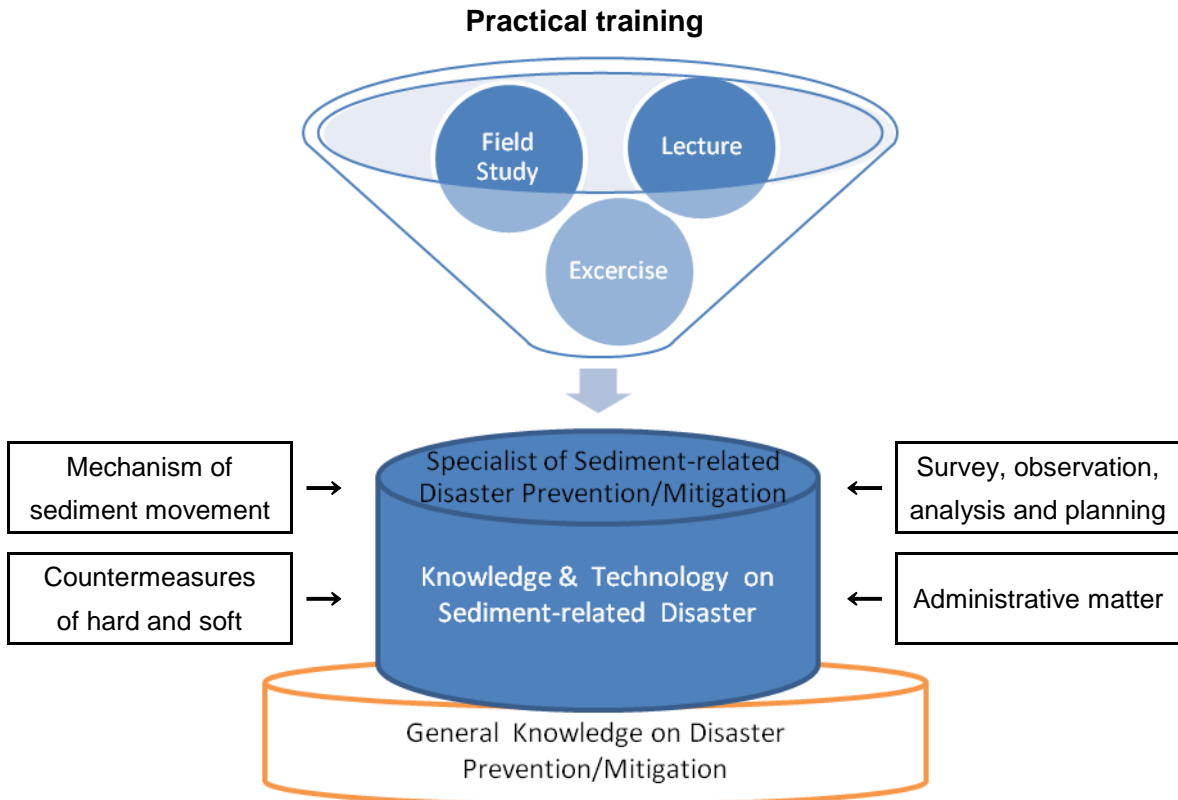
## 9. Expected Module Output and Contents

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

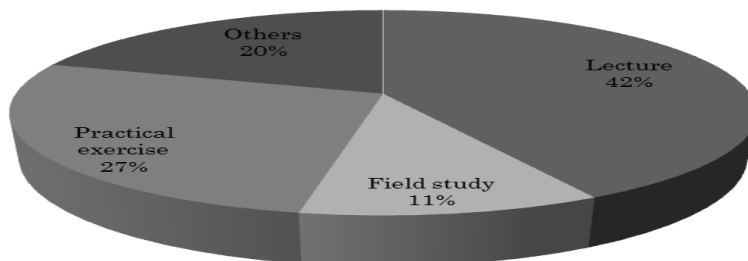
| Expected Module Output   | Subjects/Agendas   | Methodology   |
|--|--|---|
| <p>1. General knowledge on administration and activity of disaster prevention/mitigation:<br/>To understand and be able to explain:</p> <p>(1) general knowledge of disaster prevention/mitigation activities<br/>(2) administration of disaster management in consideration of 'Self Help', 'Mutual Help' and 'Public Help'.</p> <p>2. Basic and applied technology on countermeasures of sediment-related disasters:<br/>To understand and be able to explain:</p> <p>(1) basic and applied knowledge of erosion and sediment control engineering<br/>(2) basic mechanism of sediment-related disaster such as debris flow, landslide etc.<br/>(3) structural and non-structural measures for prevention/mitigation of sediment-related disaster</p> | <p>(1) General knowledge of disaster prevention/mitigation which are necessary for officers engaged in disaster prevention/mitigation program</p> <ul style="list-style-type: none"> <li>• Disaster administration in Japan</li> <li>• Role of local government in disaster prevention</li> <li>• Education for disaster prevention</li> <li>• Civil society and disaster prevention activities etc.</li> </ul> <p>(2) Field study for better understanding of the contents of lecture</p> <p>(1) Basic and applied knowledge of Sabo engineering</p> <ul style="list-style-type: none"> <li>• Introduction to Sabo works</li> <li>• Volcanic activities and sediment-related disasters</li> <li>• Prediction of sediment-related disasters and information transmission</li> <li>• Applied hydrology</li> <li>• Mechanism of debris-mud flow</li> <li>• Mechanism of landslide</li> <li>• Designation of restricted area and land use</li> <li>• Utilization of field materials</li> <li>• Countermeasures of natural dam etc.</li> </ul> <p>(2) Structural measures</p> <ul style="list-style-type: none"> <li>• Sabo basic plan for debris flow and woody debris</li> <li>• Sabo planning</li> <li>• Design of Sabo dam etc.</li> </ul> <p>(3) Non-structural measures</p> <ul style="list-style-type: none"> <li>• Slope stabilization and revegetation works</li> <li>• Crisis management on sediment-related disaster etc.</li> </ul> <p>(4) Field study for better understanding of the contents of lecture</p> | <p>Lecture and field study</p> <p>Lecture and Field study</p> |

|   |   |                             |
|---|---|-----------------------------|
| <p>3. Exercise:<br/>To understand and be able to explain practical countermeasures on sediment-related disaster Prevention/mitigation</p> | <p>(1) Planning and design of Sabo facilities<br/>(2) Practical method of field survey on sediment-related disaster<br/>(3) Hazard mapping and setting a soil water index</p> | <p>Lecture and practice</p> |
|---|---|-----------------------------|

**<Structure of the program>**



**<Component of the program>**



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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) Applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

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

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

##### **(1) Essential Qualifications**

- 1) Current Duties: be an engineer and engineering researcher of such administrative organization as central and local government, governmental agency and/or institute etc. directly related to sediment-related disaster prevention/mitigation program
- 2) Experience in the relevant field: have more than 3 years' experience in the field of sediment-related disaster prevention/mitigation program
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English. This workshop includes active participation in discussions, which requires high competence of English ability.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Must not be serving any form of military service.

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

- 1) Age: be under forty five (45) years of age (in principle)

**\*Others:** As this training program includes hard field work, it will be extremely difficult for pregnant women to participate. Therefore, from the aspect of maternal protection, there is a difficulty in acceptance of pregnant applicants



### 3. Required Documents for Application

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

\*Pregnancy:

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

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

Please ask JICA Staff for the details.

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

\*Photocopy should include the followings:

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

**(3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

### 4. Procedures for Application and Selection :

#### **(1) Submission of the Application Documents:**

Closing date for Application Form and Supplemental Report on the format attached in Annex 1 to the JICA Center in Japan : **August 14, 2015**

**Note :** After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN. Therefore **please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country** to meet the final date in Japan.)

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

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

#### **(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 31, 2015.**

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

Country Report -- to be submitted **not later than September 24, 2015**

Before coming to Japan, only accepted participants are required to prepare a Country Report on the format attached in Annex 2 and submit it by e-mail <tictee@jica.go.jp>.

**6. Conditions for Attendance:**

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

**Note:** This training course includes field study in mountainous areas. Therefore, accepted participants are recommended to bring clothes and shoes suitable for walking and exercise.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tokyo International Center (JICA Tokyo)  
Economic Infrastructure Development and Environment Division

(2) **Contact:** Narihito FUJISAWA (Mr.) tictree@jica.go.jp

### 2. Implementing Partner:

(1) **Name:** Sabo & Landslide Technical Center (STC)

(2) **URL:** www.stc.or.jp

(3) **Remark:** Sabo & Landslide Technical Center is a public service foundation authorized by the Ministry of Land, Infrastructure, Transport and Tourism (MLIT). The main function is consulting service on sabo related works for the government, and R&D in the field of sabo engineering.

### 3. Travel to Japan:

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

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

### 4. Accommodation in Japan:

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

JICA Tokyo International Center (JICA TOKYO)

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

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

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

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

**6. Pre-departure Orientation:**

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

## **V. ANNEX:**

### **1. Supplemental Report (ANNEX 1)**

The purpose of application of the applying organization and expectation on this program of the nominee will be written in “Application Form for the JICA Training and Dialogue Program”.

In addition to this information, each nominee is requested to attach a Supplemental Report on the following themes to the Application Form. The report should be typewritten in English on A4 size paper and 1~2 pages in length with free format. Please be specific as much as possible.

**The report will be used for screening of the nominees.**

### **Supplemental Report**

#### 1. Introduction of themselves

- (1) Name
- (2) Country
- (3) Organization
- (4) Position/Title

2. Description of duty of themselves and organization/department/division/section that they belong together with the organization chart

3. Administrative structure, relationship and their roles/duties between organizations related to the sediment-related disaster management which includes prevention/mitigation, observation, warning, evacuation, disaster relief etc. of the government as a whole

## **2. Country Report (ANNEX 2)**

### Purpose of the Country Report

The Country Report is basic and essential information for the Japanese lecturers as well as the other participants of this program in order to understand followings as the background information.

- i) the present situation and problem to be solved of participating countries on sediment-related disaster prevention/mitigation
- ii) the duties of the participants themselves and their offices where they belong.

Without better understanding of each other, the effective and fruitful training is hardly expected.

The Country Report should be typewritten in double space on A4 size paper and 10 ~15 pages in length including charts, figures, maps and photographs.

Participant will be required to make a presentation of his/her Country Report during the seminar in the following manner.

- (1) Each participant has 15 minutes (including Q&A session) for the presentation of the Country Report.
- (2) The presentation session of Country Reports will be held in early stages of the Program.

## **Country Report**

The contents of the Country Report with Attached Paper should cover the following topics:

- Introduction of themselves (Name, Country, Organization, Position/Title)
- Description of duty of themselves and organization/department/division/section that they belong together with the organization chart
- Administrative structure, relationship and their roles/duties between organizations related to the sediment-related disaster management which includes prevention/mitigation, observation, warning, evacuation, disaster relief etc. of the government as a whole
- Description of debris flow and landslide hazards, and structural/non-structural countermeasures which have been taken in respective countries
- Present situation and problems to be solved of the sediment-related disaster management in respective countries
- Please fill in the blanks in the Attached Paper (Please see the next page).

(Attached Paper)

**Public and private organizations in charge of various activities related to the sediment disaster**

※ ① Please describe all organizations of every particular item, if there are several organizations in charge.

② If no organization is in charge of the activity, please describe 'none'.

| Activity  | Organization of Central Government | Organization of Local Government | Private sector including NPO/NGO |
|---|------------------------------------|----------------------------------|----------------------------------|
| Prevention Measures (Structural Measures) for Sediment Disaster |                                    |                                  |                                  |
| Observation/ Monitoring (Soil Movement)                         |                                    |                                  |                                  |
| Observation/ Monitoring (Weather)                               |                                    |                                  |                                  |
| Warning   |                                    |                                  |                                  |
| Evacuation  |                                    |                                  |                                  |
| Disaster Relief   |                                    |                                  |                                  |
| Disaster Education  |                                    |                                  |                                  |

**NOTE:**

1. Those who are accepted to participate in this program will make presentation of their Country Reports at the beginning of the program. For this purpose, participants are highly recommended to bring visual materials for their presentation, i.e. Power Point etc.
2. It is also highly recommended to bring precipitation records (hourly, daily) and topographic maps of the disaster affected area. The participant who brings these data along with him/her is able to plan and design countermeasures of his/her own country making use of these data in the exercise of this program.



## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Tokyo International Center (JICA TOKYO)**  
**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**  
**TEL: +81-3-3485-7051 FAX: +81-3-3485-7904**

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

### **4. Copyright policy**

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

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

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

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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

|   |   |  |   |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|
| J | 0 |  | - |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|

**3. Country Name:**

**4. Name of Applying Organization:**

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

|    |    |
|----|----|
| 1) | 3) |
| 2) | 4) |

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

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

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

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

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



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

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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





**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

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

**3. Information about the Nominee(nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

[Empty boxes for Family Name]

**First Name**

[Empty boxes for First Name]

**Middle Name**

[Empty boxes for Middle Name]

|   |          |            |   |              |             |            |
|---|----------|------------|---|--------------|-------------|------------|
| <b>2) Nationality</b><br>(as shown in the passport) |          |            | <b>5) Date of Birth</b> (please write out the month in English as in "April") |              |             |            |
| <b>3) Sex</b>                                       | ( ) Male | ( ) Female | <b>Date</b>   | <b>Month</b> | <b>Year</b> | <b>Age</b> |
| <b>4) Religion</b>                                  |          |            |   |              |             |            |

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

**8) Outline of duties: Describe your current duties**

[Empty text box for Outline of duties]

**9) Contact Information**

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

**10) Others (if necessary)**

|  |
|--|
|  |
|--|

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

| Organization | City/<br>Country | Period             |                  | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |

**2) Educational Record (Higher Education)(required)**

| Institution | City/<br>Country | Period             |                  | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>Month/Year |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |

**5. Language Proficiency (required)**

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

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

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

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

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



**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

|       |             |
|-------|-------------|
| Date: | Signature:  |
|       | Print Name: |

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

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

|                             |  |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ ) |
|-----------------------------|--|

(b) Are you pregnant?

|                             |   |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes ( _____ months ) |
|-----------------------------|---|

(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: |
|-----------------------------|--|

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

|  |
|--|
|  |
|--|

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: |