

No.12040/36/2015-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: 14 July, 2015

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on **“Improvement of Policy on Occupational Safety and Health - From Policy Development to Implementation Measures”** to be held in Japan from October 12 to November 14, 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 12 to November 14, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims to provide participants with the opportunities to acquire necessary knowledge and skills to improve their countries' policy for occupational safety and health by learning Japanese cases.

3. The applying organizations are expected to nominate those officers who are currently engaged in planning and administration in occupational safety and health with more than 3 years of occupational experience in the relevant field. The applicant should be a graduate of university or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; recommendable age of the candidate is under 50 years.

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

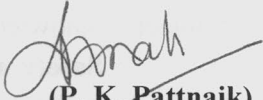
- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

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 19, 2015**. Nominations received after the prescribed date will not be considered. The details of the program may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



(P. K. Pattnaik)

Under Secretary to the Government of India

Tele: 011-26109049

To,

- a) The Secretary, Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi.
- b) The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.
- c) The Secretary, Department of Health and Family Welfare, Nirman Bhawan, 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

**Improvement of Policy on Occupational Safety and Health -
From Policy Development to Implementation Measures-**

課題別研修「労働安全衛生政策向上－制度構築から具体的対策まで－」

JFY 2015

NO. J15-04164/ ID. 1584537

Course Period in Japan: From October 12th, 2015 to November 14th, 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

The rapid progress of industrialization in developing countries has been leading to economic development whereas negative aspects such as industrial accidents have been emerging. According to ILO, the number of victims of industrial/occupational accidents and diseases has exceeded over two millions annually in the world. Therefore, it is urgently required to formulate and implement appropriate policies of occupational safety and health in many countries. When we examine changes in frequency rate (Internationally applicable expression mode for accident occurrence rate resolved by ILO, namely the number of accident per one million cumulative working hours) of industrial/occupational accidents in Japan, it was over 20 in mid 1950s. However, the rate has drastically dropped to 1.7-1.8 in recent years, which accounts for less than 1/10 of that of mid 1950s. This drastic change was realized by Five Year Industrial Accident Prevention Plan which started in 1958, execution of Law for Industrial Accident Prevention Organizations which was put in force in 1964, establishment of industrial accident prevention organizations based on the law, and improvement of the systems by administration such as enforcement of industrial safety and health related law in 1972 as well as improvement and enhancement of countermeasures for industrial accident prevention.

It is no exaggeration to say that the current situation of occupational safety and health in Japan has attained the highest level in the world.

With this as background, JICA together with the Japan Industrial Safety and Health Association (JISHA), have organized the Seminar on Policy Improvement of Industrial Safety and Health to introduce Japanese experience in this field containing autonomous efforts made by Japanese companies as well as the establishment and enforcement of laws and regulations.

The main purpose of this seminar is to introduce history and policy of occupational safety and health in Japan to developing countries, especially to the countries where industrialization has been progressing and to contribute to the improvement of policies of occupational safety and health of target countries.

For what?

This program aims to provide participants with the opportunities to acquire necessary knowledge and skills to improve their countries' policy for occupational safety and health by learning Japanese cases.

For whom?

This program is offered to the governmental/related organizations in charge of planning and administration of occupational safety and health policy.

How?

1. To acquire better understanding on the issues of Occupational Safety and Health measures in their own countries.
2. To understand policies and organizations of Occupational Safety and Health in Japan.
3. To observe the measures for Occupational Safety and Health introduced in the private companies in Japan.
4. To understand the validity of Occupational Safety and Health Management System (OSHMS) of Japan.
5. To examine the content bringing back to their own duties with the overview of the above-mentioned 1 to 4.

II. Description:

1. Title (J-No.):

Improvement of Policy on Occupational Safety and Health - From Policy Development to Implementation Measures- (J1504164)

2. Course Period in JAPAN

October 12 to November 14 , 2015

3. Target Regions or Countries:

Malaysia, Thailand, Viet Nam, Myanmar, Bangladesh, India, Fiji, Honduras, and Sudan

4. Eligible / Target Organization :

Governmental / related organization in charge of planning and administration of occupational safety and health policy

5. Course Capacity (Upper limit of Participants) :

9 participants

6. Language to be used in this program :

English

7. Course Objective:

To share the acquired knowledge and skills among the target organization which may contribute to the improvement of Occupational Safety and Health of the participating countries.

8. Overall Goal:

Standards of Occupational Safety and Health in the target countries will be improved.

9. Expected Module Outputs and Contents:

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

(1) Preliminary Phase in a participant's home country (September 2014) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
(1) To acquire better understanding on the issues of Occupational Safety and Health measures in their own countries.	Formulation and submission of Country Report

(2) Core Phase in Japan (October 5 to November 8 2014)
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Participants dispatched by the organizations attend the Program implemented in Japan.

Modules	Subjects
<p>(1) To acquire better understanding on the issues of Occupational Safety and Health measures in their own countries.</p>	<ul style="list-style-type: none"> • Presentation of Country Report(including self introduction of the participants)
<p>(2) To understand policies and organizations of Occupational Safety and Health in Japan.</p>	<ul style="list-style-type: none"> • The Roles of Ministry of Health, Labor and Welfare[MHLW] • Development of Industrial Safety and Health Measures and the outline of its contents in Japan/ Industrial/Occupational Accident Statistics/ Worker's Accident Compensation Insurance • Occupational Safety and Health Law/Labor Inspection System in Japan • Role of Labor Safety and Health Organization: National Institute of Occupational Safety and Health • Outline of Occupational Safety and Health Measures in Japan • Role of Labor Standard Inspection Office • Working environment measurement of Hazardous materials and measurement of Check-up
<p>(3) To observe the measures for Occupational Safety and Health introduced in the private companies in Japan.</p>	<ul style="list-style-type: none"> • Safety and Health Education[Tokyo OSH Education Center]&Facility tour • Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method • Support of improvement for SME's OSH environment • Machineries Safety Management • Management of Chemical Materials • Zero-Accident Campaign and KYT • PPE • THP(Total Health Promotion Plan) • Green Cross Exhibition • National Industrial Safety and Health Convention • Site Visit
<p>(4) To understand the validity of Occupational Safety and Health Management System (OSHMS) of Japan.</p>	<ul style="list-style-type: none"> • OSHMS & Risk Assessment • Risk Assessment(Practice) • Related issues
<p>(5) To examine the content bringing back to their own duties with the overview of the above-mentioned 1 to 4.</p>	<ul style="list-style-type: none"> • Discussion for the improvement of Occupational Safety and Health in the respective country. • Report Presentation

III. Conditions and Procedures for Application:

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: Governmental officials /staff of related organization (division head or section chief) engaged in planning and administration in occupational safety and health.
- 2) Occupational Background: have more than three (3) years of occupational experience in the field of occupational safety and health, and be expected to be continuously engaged in this field after completion of this training program.
- 3) Academic Background: be university or college graduates, or have an equivalent academic background.
- 4) Language: have a competent command of spoken and written English to participate in the discussion.
- 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

Age should be under fifty (50), in principle.

(3) 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:

Application Form: The Application Form is available in the JICA office or the Embassy of Japan in respective country.

***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.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo in JAPAN: **August 28, 2015**

Note: Please confirm the closing date set by the JICA Office or the Embassy of Japan in respective country to meet the final date in Japan

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the JICA office (or Embassy of Japan) in respective country shall conduct screenings, and send the documents to the JICA Tokyo in Japan, which organizes this project. Selection shall be made by the JICA Tokyo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results shall be made by the JICA office (or Embassy of Japan) in respective country to the respective government **by September 11, 2015.**

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

(1) Country Report:

Only selected applicants are required to submit a Country Report to JICA Tokyo by e-mail at ticthd@jica.go.jp **by September 28, 2015.** Detailed information is provided in the ANNEX III "Country Report".

6. Conditions for Attendance:

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-4.

IV. Administrative Arrangements:

1. Organizer:

- (1) **Name:** JICA Tokyo International Center, Human Development Division
(2) **Contact:** Ms. Junko OKURA (ticthd@jica.go.jp)

2. Implementing Partner:

- (1) **Names:** Japan Industrial Safety and Health Association (JISHA)
(2) **Contact** Ms. Kaoru NAKAMURA (trajisha @jisha.or.jp)
(3) **URL:** <http://www.jisha.or.jp/english/index.html>

3. Cooperate Ministry:

Ministry of Health, Labour and Welfare

4. 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:** From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

5. Accommodation in Japan:

JICA will arrange the following accommodation 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 services/facilities guide of TIC as below,

Services in JICA Tokyo :

http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo_service.pdf

Facilities in JICA

Tokyo:http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo_facilities.pdf

6. Expenses:

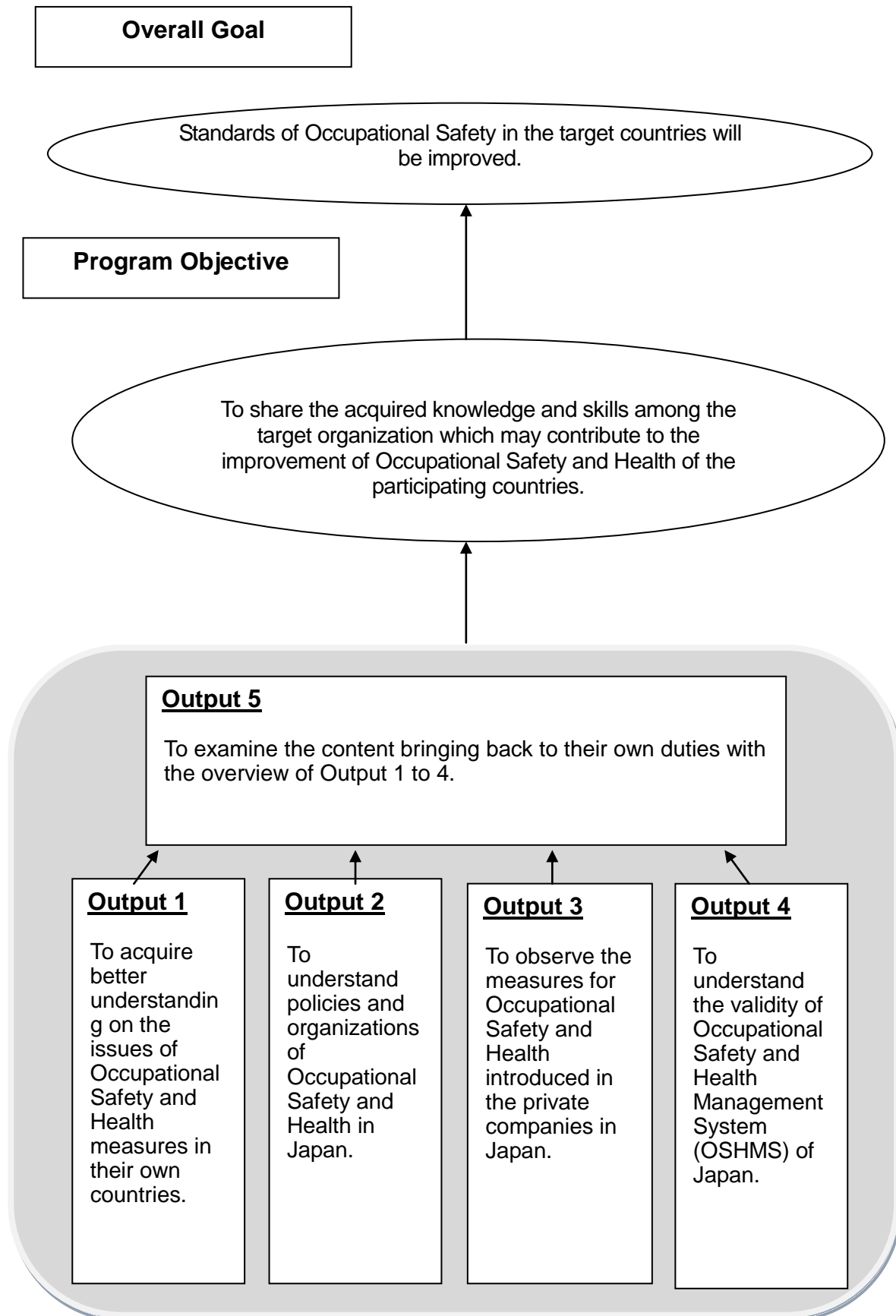
The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, 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 p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

7. 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.

ANNEX I: CONCEPT CHART



ANNEX II: Schedule (Tentative)

			AM(9:30-12:30)	PM(13:30-16:30)	Place
10	5	Sun	Arrival in Japan		
10	6	Mon	JICA Briefing	Program Orientation By JICA and JISHA	TIC
10	7	Tue	Presentation&Discussion of country report	Discussion	TIC
10	8	Wed	JICA General Orientation		TIC
10	9	Thu	Protective Quipement	The roles of Ministry Of Health Labour and welfare	TIC
10	10	Fri	Industrial Safety and Health Law/Labor Inspection System in Japan, Development of Industrial Safety and Health Measurement and the outline of its contents in Japan/Occupational Accident Statistics/Worker's Accident Compensation Insurance		TIC
10	11	Sat			
10	12	Sun			
10	13	Mon			
10	14	Tue	Zero-Accident Campaign and KYT I		JISHA
10	15	Wed	Zero-Accident Campaign and KYT II		JISHA
10	16	Thu	Support of improvement for SMEs' OSH environment I		TIC
10	17	Fri	Support of improvement for SMEs' OSH environment II		TIC
10	18	Sat			
10	19	Sun			
10	20	Mon	Site Visit	Total health Promotion&Mental Health	Visitsite/TIC
10	21	Tue	Discussion	traveling	TIC/Hiroshima
10	22	Wed	Green Cross Exhibiton	National Industrial Safety&Health Convetion	Hiroshima
10	23	Thu	National Industrial Safety&Health Convetion	Site Visit	Hiroshima

10	24	Fri	The Roles of Labor Standard Inspection Office	traveling	Hiroshima/TIC
10	25	Sat			
10	26	Sun			
10	27	Mon	Machineries Safety Management	Site Visit	TIC/Visit Site
10	28	Tue	Working environment management of Hazardous materials		TIC
10	29	Wed	OSHMS & Risk Assessment	Risk Assessment	TIC
10	30	Thu	Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational metho		Tokyo educational Centre
10	31	Fri	The Roles of Industrial Safety and Health organization: [National Institute of Occupational Safety and Health, Japan, JNIOOSH] & Facility tour	Safety and Health Education [Tokyo OSH Education Center] & Facility tour	Tokyo educational Centre
11	1	Sat			
11	2	Sun			
11	3	Mon			
11	4	火	Health Control to Hazardous materials	Management of Chemical Materials	TIC
11	5	水	Summary on Safety and Health Management, Q/A,	Discussion	TIC
11	6	木	Discussion		TIC
11	7	金	Evaluation closing Ceremony		TIC
11	8	Sat	Departure		

ANNEX III: Country Report

Improvement of Policy on Occupational Safety and Health - From Policy Development to Implementation Measures-

(JFY 2015)

Country Report

Only selected applicants are required to formulate a Country Report by following subjects. The report should be typewritten in double-spaced English up to approximately 3,000 words on A4 size paper, and submitted to JICA Tokyo by e-mail at tichd@jica.go.jp **by September 28, 2015**. Please include the course title and number, J1504164, in the e-mail title.

1. Basic Information
 - (1) Name of Applicant
 - (2) Country
 - (3) Organization / Department / Title
 - (4) Year of work experience in the field of industrial/occupational safety and health
2. Organization Chart
Please attach a chart specifying the division or section to which you belong.
3. Contents
The report should include the detailed analysis of following topics.
 - 1) Occurrence status of industrial/occupational accidents and occupational diseases (including statistics)
 - 2) Data collection methods for statistics
 - 3) Safety and Health related Laws and Regulations
 - 4) Labor Inspection System
 - 5) Workers' accident compensation insurance
 - 6) Safety of equipment and facilities
 - 7) Training/ Education programs
 - 8) Activities of industrial/occupational safety and health organizations other than government
 - 9) OSHMS and Risk Assessment
 - 10) Campaign/ Event/ National Convention/ Exhibition
 - 11) Reference (HP related, source regarding law, data, etc.)

A&B below are internal use only

A One of Core Problems on occupational safety and health (OSH) in your country

B Your suggestion of three main counter measures for the above problems.

NOTE

Those who are informed of acceptance to this Seminar are requested to make a presentation of his/her country report in the beginning of the Seminar. For this session, audiovisual aids such as MS PowerPoint video player or OHP are available to assist the effective presentation.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA 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

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in “April”)				
3) Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date	Month	Year	Age
4) Religion						

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

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

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ()		

8) Outline of duties: Describe your current 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)

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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: