

No.12040/36/2016-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: 28.09.2016

**TRAINING CIRCULAR**

Subject: Knowledge Co-Creation Programme on "Raising Awareness of Disaster Reduction" to be held in Japan from 09.01.2017 to 11.02.2017 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on "Raising Awareness of Disaster Reduction" to be held in Japan from 09.01.2017 to 11.02.2017 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims the participants to understand the significance of various activities for raising awareness on Disaster Risk Reeducation (DRR) mainly at school and community level conducted in Japan in order to reduce the damage caused disaster.

3. The applying organizations are expected to nominate an in charge of (a) raising awareness activity focusing on community level in central/local government, (b) raising awareness of DRR in the ministry in charge of education or board of education, or (c) public relations in central or local government. The officers should be a graduate; have more than 2 years' experience in the field of raising awareness for DRR or have equivalent level of knowledge; have competent command over spoken and written English; be in good health (both physically and mentally); be between 25 to 50 years old. More details may be seen in the brochure.

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

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

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

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **24.10.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT ([http://persmin.gov.in/otraining\\_index.aspx](http://persmin.gov.in/otraining_index.aspx)).

  
(P. K. Pattnaik)

Under Secretary to the Government of India

Tele no: 011-26165682

Copy to:

- a) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- b) Secretary, Department of School Education and Literacy, Shastri Bhawan, New Delhi.
- c) Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- e) Chief Secretaries to State Governments/Union Territories, through the website of this Department (with request to circulate the same amongst related Departments/Organizations under them).
- f) Senior Representative, JICA India Office, New Delhi -110001.
- g) NIC with request to post the circular along with the JICA's circular on this Department's website.



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

GENERAL INFORMATION ON

RAISING AWARENESS OF DISASTER REDUCTION  
課題別研修「防災意識の啓発・向上」

*JFY 2016*

NO. J16-04236 / ID. 1684487

Course Period in Japan: From January 9<sup>th</sup> to February 11<sup>th</sup>, 2017

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

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

In the Development Cooperation Charter which was released from the Japanese Cabinet in 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 Government of Japan has been promoting the “Hyogo Framework for Action 2005-2015 (HFA)”, which was adopted in the UN 2<sup>nd</sup> World Conference on Disaster Reduction held in Kobe, Hyogo, Japan in 2005. Following the HFA, the “Sendai Framework for Disaster Risk Reduction 2015-2030” was adopted in the UN 3<sup>rd</sup> World Conference on Disaster Risk Reduction in Sendai, Japan, in 2015. With regard to “Priority Action 3: Use knowledge, innovation and education to build a culture of safety and resilience at all levels” of the HFA and “Priority Action 1: Understanding disaster risk” of the Sendai Framework for Disaster Risk Reduction, raising awareness activities on disaster risk reduction (DRR) have been conducted widely in Japan that include DRR education at schools, hazard mapping by municipalities and communities, memorial monument and museums, storyteller on disasters, evacuation drill at schools and communities, etc.

This program will serve for capacity development of government officials in the field of raising awareness on DRR based on the knowledge and experiences accumulated in Japan.

## **For what?**

Through this program, the participants are expected to understand the significance of various activities for raising awareness on DRR mainly at school and community level conducted in Japan in order to reduce the damage caused by disasters.

## **For whom?**

This program is offered for the person in charge of (a) raising awareness on DRR or dissemination of knowledge on disaster for communities in central/local government, (b) raising awareness on DRR in the ministry in charge of education or board of education, or (c) public relations in central/local government for raising awareness on DRR.

## **How?**

Through lectures and observations, practical and concrete methods of raising awareness activities on DRR together with related policies and implementing structures at different levels will be introduced. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan.

## ***II. Description***

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

Raising Awareness of Disaster Reduction (J16-04236)

**2. Course Period in JAPAN**

January 9th to February 11th, 2017

**3. Target Regions or Countries**

Armenia, Antigua and Barbuda, India, Egypt, Sri Lanka, Serbia, Saint Christopher and Nevis, Saint Vincent and the Grenadines, Saint Lucia, Solomon Islands, Chile, Niue, Vanuatu, Barbados, Viet Nam, Honduras, Marshall Islands, Malaysia, Myanmar, Mongolia

**4. Eligible / Target Organization and Participants**

This program is designed for the department/division in charge of raising awareness of DRR to citizens, educational program of disaster prevention, public relations in central or local government.

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

20 participants

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

English or Japanese with English interpretation

**7. Course Objective:**

The participants are expected to prepare and implement an action plan for raising awareness of DRR to citizen in each country so that the public can acquire necessary knowledge on DRR, strengthen preparedness and emergency response, and minimize the damage caused by disasters.

**8. Overall Goal**

DRR awareness will be raised in the target area/organizations defined in the action plan of 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
<1> To understand the significance of activities for raising awareness on disaster <u>in school education</u>	<ul style="list-style-type: none"> <li>● Raising awareness activities by the board of education of Hyogo Prefecture/ Kobe City</li> <li>● Human resource development in high schools and universities</li> </ul>	Lecture Practice
	<ul style="list-style-type: none"> <li>● Visit to classes in elementary, junior high school</li> </ul>	Observation
<2> To understand the significance of activities for raising awareness on disaster <u>at community level</u>	<ul style="list-style-type: none"> <li>● Raising awareness activities for the residents by Kobe City Fire Bureau, non governmental organizations</li> </ul>	Lecture Practice Visit
<3> To understand the significance of function of <u>specialized institutes and continuous actions for raising awareness on disaster for the public</u>	<ul style="list-style-type: none"> <li>● Exposition and memorial monument related with historical information on disaster</li> </ul>	Observation, Participation
	<ul style="list-style-type: none"> <li>● Storytellers of past disasters for transmitting the memory and lesson on disaster to the future generations and overseas people</li> </ul>	Observation
<4> To understand the significance of activities for raising awareness on disaster <u>through mass media</u>	<ul style="list-style-type: none"> <li>● Issuing and dissemination of early warning on disaster</li> <li>● Raising awareness activities for DRR through mass media</li> </ul>	Lecture Practice
<5> To prepare an Action Plan for enhancing the knowledge and capacity of the people to reduce damage caused by disasters	<ul style="list-style-type: none"> <li>● To prepare an action plan for promoting raising awareness on DRR in each participating country</li> <li>● To present and discuss on the prepared action plans</li> </ul>	Practice Presentation

### Required Tasks:

Participants are required to complete the following tasks during the program.

**1) Job Report:** Introduction and raising the issues of your country/organization. Submit it with your application form. Participants are required to make a presentation on this report after coming to Japan. For details, please see the ANNEX 1.

**2) Action Plan:** Participants are required to prepare and present their Action plans at the end of the program.

After going back to each country, participants are recommended to revise the Action plan through consultation in/ outside of their organizations and implement it by their own responsibilities. Participants are also recommended to report on the degree of

attainment of the Action plan to the JICA office by the end of August, 2017.

**10. Follow-up Cooperation by JICA:**

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

## **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 utilize 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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the issues, 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) Educational Background:**

Applicants should be university graduates of the relevant field or equivalent.

##### **2) Experience in the relevant field:**

Have more than 2 years' experience in the field of raising awareness for DRR or have equivalent level of knowledge.

##### **3) Current Duties:**

Be a person in charge of (a) raising awareness activity focusing on community level in central/local government, (b) raising awareness of DRR in the ministry in charge of education or board of education, or (c) public relations in central or local government.

**4) Language:** have a competent command of English which is equal to TOEFL iBT 80 or more. (This program includes active participation in discussions, which requires HIGH competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.)

**5) Health:** must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

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

- 1) Age: between the ages of twenty-five (25) and fifty (50) years

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

- (1) **Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan.)**
- (2) **Photocopy of passport:** to be submitted with the Application Form, if you



possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

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

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

**(4) Job Report:**

Job Report should be submitted with the Application Form since it is going to be used during screening process as a reference material. For details, please see ANNEX 1.

#### **4. Procedures for Application and Selection :**

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

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **November 4, 2016**)

**(2) Selection:**

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

**(3) Notice of Acceptance:**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 2, 2016**.

#### **5. Conditions for Attendance:**

**(1)** to strictly adhere to the program schedule.

**(2)** not to change the program purpose.

**(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 program expenditure depending on the severity of said violation.
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Mr. Naoki Yoshikawa (Yoshikawa.Naoki@jica.go.jp / [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Asia Disaster Reduction Center (ADRC)

(2) **URL:** <http://www.adrc.asia/index.php>

### 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 in Japan up to departure. 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 Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0386 FAX: 81-78-261-0465

(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <http://www.jica.go.jp/english/about/organization/domestic/index.html>

### 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), and

(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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

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

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are highly recommended to bring laptop computers for your convenience. During the program, participants are required to work on the computers, including preparation of Action Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 14 desk-top computers are available with internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash / traveler's check in order to cover necessary expense for this period.
5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
6. Participants are requested to bring athletic shoes and a backpack (or small suitcase). Athletic shoes are necessary for field visit and a backpack (or small suitcase) is necessary when you make a short trip to other cities. (so that you don't need to carry everything)

# ANNEX 1:

## Required Task

Participants are requested to

- submit **Job Report** prepared in Microsoft® Word format (A4 size paper in single spacing at a maximum of 5 pages). All applicants are required to submit it with application form by **November 4, 2016**.

- bring your **Job Report Presentation** covering necessary contents of Job Report on CD/DVD/USB.

Notes:

Participants are expected to give presentations (**10-15 minutes** for each person) at the beginning of program. It is advised to prepare presentation visually with pictures and graphs as much as possible to explain your country's situations clearly. **It is strongly recommended to use Microsoft® Power Point slides in presentation.** **Furthermore, please bring some photos or materials such as CD, DVD, training book, manual, guidebook etc. to illustrate activities/situations of raising awareness for DRR in your country, if possible.**

### Necessary contents of Job Report

#### (1) Duty/assignment of your department/division and yourself

- 1-1 Duty/assignment of your department/division regarding raising public awareness of Disaster Risk Reduction (DRR)
- 1-2 Duty/assignment of yourself regarding raising public awareness of DRR
- 1-3 Attach information (copy) of organization chart of the Ministries/Departments in charge of disaster management.

#### (2) Present situation and issues

- 2-1 Types of natural disasters in your country (e.g. earthquake, flood, hurricane, etc.)
- 2-2 Policies on raising public awareness of DRR in your country, and issues that needs to be tackled
- 2-3 Your analysis on present situation of raising public awareness of DRR and issues that needs to be tackled
- 2-4 Who are the main actors/stakeholders for raising public awareness for DRR? (e.g. Which section of central/local government, NGOs, community groups, etc.)
- 2-5 Typical examples and/or illustrative cases that explain the current situation of raising public awareness of DRR in your country
- 2-6 If your country receives any assistance from foreign country or international organization in the field of raising public awareness of DRR, please explain about it.

\*Raising public awareness of DRR is pointed as Priorities for Action #3 of Hyogo Framework of Action (HFA) 2005 -2015 and "Priority Action 1: Understanding disaster risk" of the Sendai Framework for Disaster Risk Reduction. Please refer to the following website for details.

- <http://www.unisdr.org/hfa>
- <http://www.unisdr.org/we/coordinate/sendai-framework>

## ***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, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 Embassy of Japan.

Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0386 FAX: +81-78-261-0465

## 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.



### 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:

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

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

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



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

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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



**9) Contact Information**

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

**10) Others (if necessary)**

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

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

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

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

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

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

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

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

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





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

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: