

No.12040/37/2016-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 “Capacity Development for Investment Promotion (B)” to be held in Japan from 22.01.2017 to 24.02.2017 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 “Capacity Development for Investment Promotion (B)” to be held in Japan from 22.01.2017 to 24.02.2017 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to strengthen the capacity of officials of Investment Promotion Agency (IPA) (or equivalent organization) as a FDI promotion expert. This programme especially focuses on acquiring the practical skill and knowledge to effectively promote their country to potential investors.

3. The applying organizations are expected to nominate administrative officials of foreign direct investment promotion or an equivalent level with more than 3 years experience in the relevant field. The officer should be a graduate; have competent command over spoken and written English; be in good health (both physically and mentally); be between 25 to 45 years old. More details of the programme 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 **11.11.2016**. 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>).


(P. K. Pattnaik)

Under Secretary to the Government of India
Tele no: 011-26165682

Copy to:

- a) Secretary, Department of Investment & Public Asset Management (Ministry of Finance) 4th Floor, Block No.14, CGO Complex, Lodhi Road, New Delhi.
- b) Secretary, Department of Industrial Policy & Promotion, Udyog Bhawan, New Delhi.
- c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- d) 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).
- e) Senior Representative, JICA India Office, 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

**Capacity Development for Investment Promotion(B)
課題別研修「投資促進のためのキャパシティ・ディベロップメント(B)」**

JFY 2016

NO. J1604220 / ID. 1684653

Course Period in Japan: From January 22, 2017 to February 24, 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

Today, foreign direct investment (FDI) is considered as an important accelerator of economic growth in developing countries. FDI is expected to bring benefits to developing countries, such as job opportunities, new technology and activation of local economy. Government and public organizations, such as Investment Promotion Agency(IPA) play a crucial role in promoting quality FDI by setting clear strategy and preparing appropriate incentives and business environment to invite FDI.

From investor's point of view, investment involves big risk and opportunity. Investment decision requires careful assessment of information. However, it is sometimes difficult for foreign investors to acquire correct and latest information about developing countries.

With the increasing international competition, effective promotion of their countries to the potential investors is the key to attract FDI to developing countries. It is essential for developing countries to let the potential investors know the strength of their country, such as business environment, human resources and market potential.

Therefore, it has become more and more important for IPA to enhance the capacity to understand the needs of investors, prepare the necessary data/information and promote their country to promising investors.

For what?

This program intends to strengthen the capacity of officials of IPA (or equivalent organization) as a FDI promotion expert. This program especially focuses on acquiring the practical skill and knowledge to effectively promote their country to potential investors. FDI promotion experts are expected to have professional knowledge on investment procedure, regulations and information about private sectors of their countries.

For whom?

This program is offered to governmental organizations in charge of Inward FDI promotion.

How?

Participants are expected to learn by lectures, site visits and group discussions. This program focuses on gaining practical knowledge with market-oriented approach by case-studies and hands-on experience.

During the program, participants will visit several Japanese investment promotion agencies and Japanese companies. Participants will learn about successful measures of country promotion by examining other countries' cases.

II. Description

1. **Title (J-No.): Capacity Development for Investment Promotion (B) (J1604220)**
2. **Course Period in JAPAN**
January 22, 2017 to February 24, 2017
3. **Target Regions or Countries**
Algeria, India, Cameroon, Cambodia, Cuba, Cook Islands, Kenya, Congo, Zimbabwe, Tajikistan, Nigeria, Papua New Guinea, Laos, Timor-Leste
4. **Eligible / Target Organization**
Governmental / public organizations which promote foreign direct investment (FDI) to their countries, such as Investment Promotion Agency (IPA).
5. **Course Capacity (Upper limit of Participants)**
15 participants
6. **Language to be used in this program:** English
7. **Course Objective:**
Based on the knowledge and insight gained during the program, an action plan to promote FDI to their countries will be formulated and implemented by the participant's organization.
8. **Overall Goal**
This program aims to strengthen the capacity of the participant's country to promote quality FDI.
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	Participants can explain the current situations and issues of FDI of their country.	<ul style="list-style-type: none"> •Identifying current situation and issues of their country's FDI (assignment before coming to Japan) including strength and weakness of their countries. •Inception and pre-study report presentation 	<ul style="list-style-type: none"> •Self-analysis •Presentation •Group discussion
2	Participants can understand basic knowledge of effective/successful investment promotion.	<ul style="list-style-type: none"> •Key points of FDI Promotion for developing countries •Role and responsibility of Investment Promotion Agencies(IPA) •Effective measures of investment promotion (e.g., seminars, promotion tools, incentives). 	<ul style="list-style-type: none"> •Lecture •Site visit •Group discussion

3	<p>Participants can practice effective promotion skills as FDI promotion officer</p> <p>- Participants can clarify the needs of foreign investors (assessing Japanese companies' needs as a case study).</p>	<ul style="list-style-type: none"> • FDI promotion to develop domestic industry. • Trend and characteristics of FDI by Japanese companies. (Visit to Japanese companies operating in developing countries) (Visit to Japanese organizations promoting overseas business of Japanese companies) • Making presentation about their country at the investment promotion seminar for Japanese companies. 	<ul style="list-style-type: none"> • Lecture • Site visit • Group discussion
4	<p>Participants shall consider the effective approach to increase FDI to their country and make a feasible action plan.</p>	<ul style="list-style-type: none"> • Sum up the learning from the program • Each participant is requested to compile the actions to be taken for the issues they set at the beginning of the course • Make and present Action plan 	<ul style="list-style-type: none"> • Group discussion • Presentation

<Sample Schedule>

Date	Type	Subject	Place to Stay
day1		Arrival in Japan	Hotel Hoppin Aming Amagasaki
day2		Briefing and program orientation	
day3	Practice	Pre-study report presentation	
day4	Practice	Pre-study report presentation	
day5		day off	
day6		day off	
day7	Lecture	FDI environment and future, focusing on Central and Eastern Europe	
	Lecture	Investment promotion, industrial agglomeration and regional development policy	
	Lecture	Economic development, trade and investment, focusing on the Mekong Region	
day8	Lecture	Transition of Japanese economy and analysis of trade in value-added	
day9	L	Case study of foreign investment support of Japanese companies by financial institutions	
	Lecture, Observation	Overseas Business Strategy of Bando chemical	
day10	Lecture	SMEs' overseas business expansion utilizing ODA	
	Lecture, Observation	Overseas Business of Daikin and observation of Kanaoka plant	
day11	Lecture	Cross-cultural understanding and communication of way	
	Discussion	Field work with Students of cyber Tekijuku Business School and presentation of field work	
day12		No program	↓
day13		Move to Tokyo	JICA Tokyo
day14	Lecture	JICA's activities for investment promotion to developing countries	
day15	Lecture	Institutional Capacity Building for PROCOLOMBIA to improve FDI processes	
	Lecture	Investment Promotion Activity by JETRO Overseas Business Strategy	
	Lecture	Information Transmission Capacity Building	
day16		No program	
day17	Discussion, Practice	Information exchange among participants / Success story presentation by participants	
	Lecture	Role of Sogo-shosha (general trading company) in international trade	
	Lecture	Overseas Industrial Park Development	
day18	Lecture	Business and overseas expansion of Kamigumi	
	Lecture	Basic Theory on Export and Investment Promotion	
day19	Lecture	Positioning of Export and Investment Promotion by Developing Countries	
	Lecture	Change and future prospects of world trade and investment environment by TPP	
day20		No program	↓
day21		Move to Nagoya	JICA Chubu
day22	Lecture, Observation	Overseas Business of Aoyama and Observation of Kani factory	
	L	The movement of the world to eliminate non-tariff barriers	
day23	Lecture, Observation	Overseas Business of SWS (Sumitomo Wiring Systems) and Observation of Yokkaichi Plant	
	Observation	Observation of Toyota Commemorative Museum and Technology	↓
day24	Observation	Observation of Toyota factory and Toyota Kaikan move to Osaka	Hotel Hoppin Aming Amagasaki
day25		No program	
day26		No program	
day27	Lecture	Review and Guidance of Action Plan	
	Observation	Observation of distribution center and port facility of Kamigumi in Kobe port	
day28	Discussion	Business meeting with Japanese consultation company	
	Lecture	Change and future prospects of trade and investment environment by TPP	
day29	Lecture	What is necessary to be selected as FDI destination?	
	Practice	Action Plan presentation	
day30	Discussion	Evaluation meeting	
		Closing ceremony	↓
day31		Departure	

The contents of the program might be changed without prior notice.

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.

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: be administrative officials of foreign direct investment promotion or an equivalent level of knowledge who will continue working in the same field after the program.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of 1).
- 3) Educational Background: be a graduate of university.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 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 forty-five (45) 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) Inception Report: to be submitted with the Application Form. Fill in ANNEX of this General Information.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by November 21, 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 7, 2016.**

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

Before coming to Japan, only selected participants are required to prepare a Pre-study Report. Pre-study Report shall be made by Powerpoint and be sent by e-mail to JICA-Kansai, organizer of this program before your leaving. Please check the format of the Pre-study Report in ANNEX 2.

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 program

expenditure depending on the severity of said violation, and
(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:** Ms. Kaori YAMDA

E-mail: Yamada.Kaori@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

(1) Name : Pacific Resource Exchange Center

(2) Contact : International Department (prexmail@prex-hrd.or.jp)

(3) URL : http://www.prex-hrd.or.jp/index_e.html

(4) Information: Pacific Resource Exchange Center (visit PREX at: http://www.prex-hrd.or.jp/index_e.html) was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at: <http://www.pecc.org/>). Since its inception, PREX has been contributing to promote international exchanges through human resource development projects and related activities in developing countries.

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 Kansai

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

TEL: 81-78-261-0397 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 “KENSHU-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 recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), 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) in Japan 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.

VI. ANNEX:

Inception Report

(please submit with the Application Form)

Please answer the following questions. This report must be type written in English in less than 2 pages. Please submit the inception report **with** your Application Form.

Country : _____

Name : _____

Q1	Basic information of your organization; mission, organization structure, number of staffs etc. Please attach the organization chart if you have one.
Q2	Please list up organizations related to FDI promotion in your country, and add brief explanation on each organizations. (Please attach the chart to show the relationship among the organizations, if possible.)
Q3	Please describe your country's current FDI promotion strategy.
Q4	You country's investment related incentives
Q5	Please name 3 main sectors that your country wants to invite FDI 1. 2. 3.
Q6	If potential investors ask you "Why should we choose your country to invest?", what would you say? In other words, what are the strength/advantage of your country in terms of attracting FDI? Name 3 points. 1. 2. 3.
Q7	Challenges and obstacles in FDI promotion of your country.

VII. ANNEX 2

Pre-study Report (SAMPLE)

This assignment is **only for the selected participants**. Below is for your reference. The items listed can be included in this year's Pre-study Report. **Detailed instructions will be given after the notice of acceptance.**

Country : _____

Name : _____

- (1) The mission of your organization and your department/ division
- (2) Current situation and trend of FDI in your country
 - FDI inflow to your country (by sector and country)
 - Investment Contribution to GDP
 - Number of companies with foreign capital in your country
- (3) Current issues/problems about FDI promotion in your country
- (4) What policies/measures are currently taken to solve the issues written in question (3)?
- (5) Overview of the current situation of Investment climate.
 - a) Trends of the following economic Indicators (last 5-10 years)
 - i. Population
 - ii. GDP
 - GDP Growth Rate
 - GDP per Capita Income
 - Inflation Rate
 - Amount of Export / Import

b) Investment climate

• Taxation

Corporate income tax	%
Personal income tax	%
Value-added tax (VAT)	%
Are foreign companies allowed to remit Profits/dividends/royalties to their home country?	Yes/No
Is there any taxation on the remittance of interest/ dividends/ royalty to Japan?	Yes/No %

• Wages

Workers (Fulltime general workers) :Base salary (monthly)	
Bonus payment (Fixed + Variable bonus)	
Managers (Fulltime) Base salary (monthly)	
Legal minimum wage	
Social security burden ratio (Employer's) (Employee's)	

• Employment

Employed population	
Unemployment rate	

c) Locations of Export Processing Zones and/or industrial area/estate for foreign investors

d) 1. Are there any industries where FDI is prohibited or restricted?
2. Are there any limitation or rules of FDI, such as business forms and maximum percentage of foreign capital ?

(6) Interview with any foreign companies which are already operating business in your country.

- a) Company information (sales amount, company size, industry etc.)
- b) Why did they choose to invest in your country?
- c) Do they receive any support from your country?
- d) Do they have any problems with their business in your country?

Action Plan

What is Action Plan?

During the program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program in Japan and in your organization after returning to your country.

The purpose of its preparation is to identify a specific environmental problem and a concrete solution for it. You are recommended to focus on one topic you are able to carry out after returning to your country. Therefore, Action Plan should be both concrete and practical. Try to make your Action Plan by using the existing human and financial resources in your organization in the most efficient and effective way possible.

<Contents of Action Plan (Recommended) >

- a. Title
- b. Problem(s) you are facing in your “work-team” and its reason/cause (those problems you have defined before attending program)
- c. Hints from seminar to solve the problem and related knowledge/skill acquired during the program in Japan. (Direct and Indirect beneficiaries)
(What you have learned and their relevancy to solving your problems you have defined before attending the program.)
- d. What you are going to do to solve the problem. (What you have learned and their relevancy to solving your problems you have defined before attending the program.)
- e. Action Component
- f. Implementation schedule
- g. Responsible agencies and their roles
- h. Monitoring and evaluation
- i. Budget and other necessary resources (amount of budget and how to raise fund)

<p>Note: Participants will have more detailed guidance during the program in Japan.</p>
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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, Wakino-hama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0397 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

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)

J	0		-					
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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)**

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

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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

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First Name

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Middle Name

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2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in “April”)				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

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

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**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: