

No.12040/38/2016-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 “Vegetable Production Technology for Livelihood Improvement of Small Scale Farmers” to be held in Japan from 05.02.2017 to 03.11.2017 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 “Vegetable Production Technology for Livelihood Improvement of Small Scale Farmers” to be held in Japan from 05.02.2017 to 03.11.2017 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims at the capacity building of the participants to be able to instruct farmers in vegetable production technology, and design the extension plan and contribute farmer’s income generation in their country.

3. The applying organizations are expected to nominate extension officials, researchers or training instructors who are engaged in vegetable production 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 40 years old. More details of the programme may be seen in the brochure.

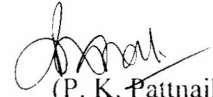
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- (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 **04.11.2016**. 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 Agricultural Research and Education, Krishi Bhawan, New Delhi.
- b) Secretary, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhawan, New Delhi.
- c) Secretary, Department of Rural Development, Krishi 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, Barakhamba Road, 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

Vegetable Production Technology for livelihood Improvement of Small Scale Farmers 課題別研修「小農の生計向上のための野菜生産技術」 JFY2016

NO. J16-04077 / ID. 1684712

From December 2016 to February 2018

Course Period in Japan: From February 5, 2017 to November 3, 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 is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

I. Concept

Background

In the rural areas where there are lots of small scale farmers, the resource of income is very limited. On the other hand the vegetable production technology is expected as one of the source of incomes, would improve the farmers' livelihood through income generation as well as nutrition status of the area.

For this purpose, it is necessary to develop the human resources who has the knowledge and skills of vegetable cultivation techniques such as optimum variety selection, fertilizer application, water and crop management, pests and diseases controls and seed production in order to produce vegetables which meet demands of market. In addition, in recent years, the safety of agricultural products and environmentally friendly agricultural cultivations are taken into consideration such as appropriate use of chemical fertilizers and pesticides, sustainable farm management in developing countries.

In such situations, this course is designed to offer various basic vegetable cultivation practices in the field and observation of Japanese farmers and private agricultural companies for capacity building of the person who in charge of extension work for vegetable production for small scale farmers as their duty.

For what?

This program aims at the capacity building of the participants to be able to instruct farmers in vegetable production technology, and design the extension plan and contribute farmer's income generation in their country.

For whom?

Extension officers, researchers who are engaged in vegetable production for small scale farmers, have the experience in the field more than 3 years.

How?

This course consists of lectures, field experiments and practices, and observations through study tours. Participants will acquire the knowledge of vegetable cultivation skills through lectures, practices in the field, and observations as well as individual experiments. This curriculum mainly focuses on the field experiments and practices for problem-solving of their respective areas..

II. Description

1. Title (J-No.): Vegetable Production Technology for livelihood Improvement of Small Scale Farmers (J16-04077)

2. Course Period:

Duration of course:	December 2016 to February 2018
Preliminary Phase: (in participant's home country)	December 2016 to February 2017
Core Phase: (in Japan)	<u>February 5, 2017 to November 3, 2017</u>
Finalization Phase: (in participant's home country)	November 2017 to February 2018

3. Target Regions or Countries:

Sri Lanka, Cambodia, Vietnam, India, Fiji, Afghanistan, Vanuatu and Cook Islands

4. Eligible / Target Organization:

This program is designed for public agricultural organizations or research institutes in charge of extension of vegetable production or technology development.

5. Course Capacity (Upper limit of Participants):

12 participants

6. Language to be used in this program:

English

7. Course Objective:

The activity plan to develop and disseminate the appropriate vegetable production technologies for small-scale farmers responding to market demands will be made.

8. Overall Goal:

The activity plan to develop and disseminate the appropriate vegetable production technologies for small-scale farmers responding to market demands will be implemented.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (December 2016 to February 2017) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Subjects
1. To analyze the current situation and problems on vegetable production, distribution, selling, technology and extension system of targeted areas.	<u>Formulation of Inception Report 2</u> • Making an Inception Report 2 and its presentation material. • Correcting necessary information for own individual experiment.

(2) Core Phase in Japan (February 6, 2017 to November 3, 2017) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>	
Expected Module Output	Subjects/Agendas
2. To acquire useful vegetable production technologies in Japan	<u>Acquiring vegetable production technologies in Japan</u> (1)Vegetable cultivation technology for high yields and quality continually Cultivation and production of vegetables in Japan • History of cultivation technique development and climatic condition • Physiology and ecology of vegetables • Nutritive value of vegetables • Techniques of sustainable agriculture • Biological pest control (use of natural enemies) • Characteristics of vegetable seed, seed conservation and grafting • Relation between crop production and physical/chemical characteristic of soil, fertilizer application • Role of macro and micro elements • Acquire diagnostic capability of plant growth, Nutrient disorders and distinguish symptoms and damages • Economical use of limited water resources • Ecology of major insect pests and diseases, and damages caused by them • Control methods of pathogens, nematodes, pests and weeds • Effective use of agricultural materials and facilities for off season production • Cultivation techniques of tomato, cabbage, potato, onion, watermelon, paprika and other variety of vegetables • Postharvest physiology and storage technologies (2)Vegetable seed production technology • Small scale seed production technology • Seed production of OVP and F1 hybrid

<p>3. To understand effective market research activity and system of distribution and sales</p>	<p><u>Understanding effective market research activity and system of distribution and sales</u></p> <ul style="list-style-type: none"> • Social economics and farm management • Basic of agricultural marketing theory • Pricing Strategy, Crop budget • Distribution of vegetables in Japan • Promotion & Communication • Marketing Research
<p>4. To understand effective extension system and methods</p>	<p><u>Understanding effective extension system and methods</u></p> <ul style="list-style-type: none"> • Roles of research and extension • Ability analysis of extension officer • Organizing farmer's group
<p>5. To develop comprehensive abilities to conduct experiments or research work to adapt useful Japanese technology to respective countries</p>	<p><u>Developing comprehensive ability on experiment and research</u></p> <ul style="list-style-type: none"> • Problem analysis • Formulating the individual experiment plan • Implementing the individual experiment • Field experimentation • Technical report writing • Statistical analysis of data • Writing up the result of experiment • Presentation
<p>6. To make and present an action plan</p>	<p><u>Making an Action plan and its presentation</u></p> <ul style="list-style-type: none"> • Analytical process of agricultural extension problems • Project Cycle Management • Making practicable action plan (draft) with detailed operational activities based on the mandate of each participant

<p>(3) Finalization Phase in a participant's home country (November 2017 to February 2018) <i>Participating organizations establish the action plan and disseminate the results achieved by their participants in the respective country.</i></p>	
<p>Expected Module Output</p>	<p>Subject</p>
<p>Share the knowledge and technologies in their respective institution</p>	<p>Hold the seminar to share the knowledge and technologies obtained during the course in their institution and submit the result as a final report by February, 2018.</p>

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) Participating organizations are expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the action plan made in the Finalization Phase described in section II -9.

2. Nominee Qualifications:

The applying organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current duties: be engaged in vegetable production as extension officers, researchers or training instructors.
- 2) Experience in the relevant field: should have more than 3 years' work experiences in the vegetable production.
- 3) Educational background: be a graduate of university or have an equivalent academic background: not for PhD holders
- 4) Language be proficient in spoken and written English (Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
*Past experience shows that many participants are unable to make progress in their training because of insufficient knowledge of English.
- 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. This is because most of part of this course includes practice in the field.

(2) Recommendable Qualifications

- 1) Age: between the ages of twenty-five (25) and forty (40) years
- 2) Persons who are already involved (or will be involved) in JICA's Programs or Projects are highly recommended.

3. Required Documents for Application

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

(2)Inception Report 1: to be prepared in accordance with the format (see ANNEX I). It should be typewritten in English, less than 4 pages (12-point font, double-spaced, A4 size paper) and submitted together with the Application Form. The Inception Report is used for screening applicants and as training material

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

*Photocopy should include the followings:

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

(4)Nominee's English Score Sheet: to be submitted with the application form.

If you have any official documentation of English ability. (e.g. TOEFL, TOEIC, IELTS)

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 14, 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 organizations 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 the results will be made by the JICA office (or Embassy of Japan)
not later than December 22, 2016.

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

Inception Report 2:

Before coming to Japan, the accepted candidates are required to prepare an Inception Report 2 of the present status of the vegetable cultivation in respective countries and his/her own field of study/interest in each workplace or region.(detailed information is provided in the ANNEX 2 "Inception Report 2").

It should be typewritten in English, less than 15 pages (12-point font, double-spaced, A4 size paper) in accordance with the format (see ANNEX 2), and should be submitted to JICA

Tsukuba at the arrival in Japan.

***Candidates are advised to bring not only the printed (or digital) reports but also visual aids such as photographs on their working sites for the presentation.**

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 Japan in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
- (9) to participate the whole program including a preparatory phase prior to the program in Japan. The applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -5.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Ms. Sachiyo MATSUDA (tbictp@jica.go.jp)

2. Implementing Partner:

Name: Appropriate Agriculture International Co., Ltd

URL: http://koushu.co.jp/AAI_E/index_E.html

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 Tsukuba International Center (JICA TSUKUBA)

Address: 3-6, Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: 81-29-838-1111 FAX: 81-29-838-1776

(where "81" is the country code for Japan, and "29" is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to map of JICA TSUKUBA at its URL,

<http://www.jica.go.jp/english/about/organization/domestic/map/tsukuba.html>

<http://www.jica.go.jp/english/contact/domestic/index.html>

http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba_facility.pdf

<https://www.facebook.com/jicatsukuba>

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

For all applicants

ANNEX I

(Vegetable Production Technology for livelihood Improvement of Small Scale Farmers)



Inception Report 1

*Please submit this report together with the Application Form

1. Basic Information

Country	
Name	
Email address	
Organization	
Position	

*Please attach the organization chart on the last page of this report

2. Explain your job experiences in the field of vegetable cultivation.

Specific your activities related to the vegetable growing should be included.

Period	Organization	Position
From to		
Outline of duties:		
Period	Organization	Position
From to		
Outline of duties:		
Period	Organization	Position
From to		
Outline of duties:		

3. Answer the questionnaire as bellows.

I Write your work experience on each duty.

- 1) Vegetable cultivation
_____ year(s) experience.
(Target crop: _____)
- 2) Seed production
_____ year(s) experience.
(Target crop: _____)
- 3) Extension work
_____ year(s) experience..
(Target crop: _____)
- 4) Your experience in Research
_____ year(s) experience.
(Target crop: _____)
- 5) Administrative work
_____ year(s) experience.
(Target crop: _____)
- 6) Government farm
_____ year(s) experience.
(Target crop: _____)
- 7) Private farm
_____ year(s) experience.
(Target crop: _____)
- 8) Teaching/Instruct
_____ year(s) experience.
about _____
at University,
 Agricultural college
 Training for farmers,
 Others (_____)

II. What is your specialty?

- Agronomy Farm machinery Physiology Others (_____)
- Breeding Farm management Seed production
- Disease control Insect control Soil and fertilizer
- Extension Policy planning Weed control

III. Do you have experience in cultivation the following crops?

- Tomato Pumpkin Cabbage Potato
- Eggplant Bitter gourd Chinese cabbage Beans
- Sweet pepper Carrot Rice Asparagus
- Watermelon Okura Maize
- Sweet melon Onion Sorghum
- Cucumber Green onion Wheat
- Others (Please mention in detail: _____)

IV. If you have published any scientific papers, please list the major ones. (title, year, etc.)

ANNEX II

(Vegetable Production Technology for livelihood Improvement of Small Scale Farmers)



Inception Report 2

Country	
Name	
Email address	
Name of Organization	
Location of organization	
Position (Title of present job)	

Contents of Inception Report 2

1. Country statistics

1. Statistics of major vegetable production and productivity in your working area
2. Statistics of vegetable seed production and supply in your country
3. Trade volume of major vegetables

2. Outline of vegetable cultivation in your working area

1. Geography, location and climate
2. Cultivation methods, cropping patterns and cropping system
3. Marketing and trade of vegetables
4. Vegetable seed supply and its production in your area
5. Land tenure system
6. Agricultural policy
7. Other characteristics points of agriculture in your working area (if possible)

3. Your organization and present job

Please explain the purpose of your organization's work and outline of your present job

4. Problems to be solved (part of your Individual Experiment in Japan)

Please describe the following points utilizing the format attached (**Attachment I**).

1. Major problems to be solved related to your activities
2. Causes of the problems mentioned in 4-1
3. Countermeasures taken against the problems
4. Expected result of countermeasures mentioned in 4-3.

(If you are working at a nation-wide position, for example as a breeder at the central experimental station, adjust some subjects those listed above and make detailed explanation of your job.)

5. Plan of individual experiment in Japan

Please describe your plan for the individual experiment in Japan.

1. Subject:

2. Background:

*Explain the background of the experiment in Japan, related to the problem or countermeasure mentioned in 4(Problems to be solved).

3. Methods and materials

4. Explain your country's crop pattern of the particular crop which you will use for individual experiment in Japan. (Please utilize following format (**Attachment II**))

* Participants are advised to bring not only the printed (or digital) reports but also visual aids such as photographs on their working sites for the presentation in Japan. (e.g. photographs of plants, diseases, insects, field views, tools, irrigation, farmers, meeting, your office, etc.)

Attachment I : Format of problem analysis

Attachment II: Format of cropping pattern

Attachment I: Format of problem analysis of your target crops.

Fill in the table with given tasks if you have related problem.

4-1. Major problems to be solved related to your activities.	4-2. What are causes of the problems *Describe the cause mentioned in 4-1.	4-3. Countermeasures taken against the problems *Select a problem mentioned in 4-2. and describe the countermeasure for it.	4-4. Expected result of countermeasures mentioned in 4-3.
(1)Yield of () is low. *fill in the blank with your target crop.	1) 2) 3) 4) 5)		
(2)Quality of () seed is low. *fill in the blank with your target crop.	1) 2) 3) 4) 5)		
(3)Farming knowledge is (). *fill in the blank with your concern.	1) 2) 3) 4) 5)		
(4)Extension activity of vegetable cultivation technology is (). *fill in the blank with your concern.	1) 2) 3) 4) 5)		
(5)Research activity for the establishment of vegetable cultivation technology is (). *fill in the blank with your concern.	1) 2) 3) 4) 5)		

Attachment II: Format of cropping pattern

Cultivation of _____ in your area

1 Remarks in the cultivation (summary)

- *
- *
- *
- *

Please fill out the standard cultivation methods of your target crops which you want to use in your individual experiment.

Target Crop:	
Seed/Seedling	
Import or Domestic?	<input type="checkbox"/> <u>Import</u> (country : _____) <input type="checkbox"/> <u>Domestic</u>
How the farmers get the seed?	
Nursery/Sowing	<input type="checkbox"/> <u>Transplanting</u> *Select from the bellows and fill in the corresponding bracket. <input type="checkbox"/> Use nursery bed (Kind of soil: _____) <input type="checkbox"/> Use pot (Kind of pot: _____) (Pot soil/medium: _____) <input type="checkbox"/> <u>Direct sowing</u>
Grafting	<input type="checkbox"/> <u>Yes</u> (Method: _____) <input type="checkbox"/> <u>No</u>
Soil disinfection	<input type="checkbox"/> <u>Yes</u> (Method: _____) <input type="checkbox"/> <u>No</u>
Period of nursery	_____ days after sowing
Cultivation	
Plant density (spacing)	_____ cm (interval) × _____ cm (ridge)
Training	<input type="checkbox"/> <u>Yes</u> How to train: *Select from the bellows <input type="checkbox"/> Using stick <input type="checkbox"/> Using net <input type="checkbox"/> Others (_____) <input type="checkbox"/> <u>No</u>
Pruning	<input type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u>
Using mulching	<input type="checkbox"/> <u>Yes</u> Covering Materials: *Select from the bellows

	<input type="checkbox"/> Weeds or rice straw <input type="checkbox"/> Plastic <input type="checkbox"/> Others() <input type="checkbox"/> No
Fertilizer application	
Basal application	<input type="checkbox"/> Yes Name of fertilizers: Components: N : P : K= ___ : ___ : ___ (%) Amount: _____ kg/1000 m ² (0.1ha) Method: *Select from the bellows <input type="checkbox"/> Spot <input type="checkbox"/> Line <input type="checkbox"/> Spread <input type="checkbox"/> No
Top dressing	<input type="checkbox"/> Yes Name of fertilizers: Components: N : P : K= ___ : ___ : ___ (%) Amount: _____ kg/1000 m ² (0.1ha) Number of times: _____ times When: _____ Method: <input type="checkbox"/> No
Water management	
Irrigation	<input type="checkbox"/> Yes Facility: *Select from the bellows <input type="checkbox"/> Watering can <input type="checkbox"/> Fallow irrigation <input type="checkbox"/> Tube <input type="checkbox"/> Sprinkler <input type="checkbox"/> Others() <input type="checkbox"/> No (Rain fed)
How often	
Pests and diseases Control	
Major pests	Name of pest: Emergence time: Control: *Select from the bellows <input type="checkbox"/> Chemical application (name) <input type="checkbox"/> IPM:() <input type="checkbox"/> Others()
Major diseases	Name of disease: Emergence time: Control: *Select from the bellows <input type="checkbox"/> Chemical application(name)

	<input type="checkbox"/> IPM:() <input type="checkbox"/> Others()
Harvesting/Selling	
Yield	_____kg/1000 m ² (0.1ha)
Products standard for the market	<input type="checkbox"/> By shipping standard Size: Weight: Color: Quality: <input type="checkbox"/> No standard
Shipping/Selling	Where: To whom: How to ship to the market(consumers): How to sell: Selling price: _____USD/kg
Export	<input type="checkbox"/> Yes(country:) <input type="checkbox"/> No
Farmer's income	Income: _____USD/1000 m ² (0.1ha) Total cost for cultivation: _____USD

2 Cropping pattern and varieties

Variety: _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Land preparation												
Basal fertilizer												
Sowing												
Transplanting												
Fertilizing												
Irrigation												
Weeding												
Pests/diseases control												
Harvesting												

*Paint the relevant part of the month.

*See an example bellow.

Example: Tomato at open field in Tsukuba (Ibaraki prefecture)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Land preparation												
Basal fertilizer												
Sowing												
Transplanting												

Fertilizing					■	■	■	■				
Irrigation					■	■	■	■	■			
Weeding						■	■	■				
Pests/diseases control					■	■	■	■				
Harvesting							■	■	■			

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Tsukuba International Center (JICA TSUKUBA)
Address: 3-6, Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, JAPAN
TEL: +81-29-838-1744 FAX: +81-29-838-1776

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.



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)**

J	0		-															
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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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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: